



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, June 21, 2016**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, June 21, 2016  
5:30 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, June 21, 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—Regular Board Meeting May 17, 2016**
- V. Approval of Minutes—Special Board Meeting June 15, 2016**
- VI. Commission Comments**
- VII. Public Comments on Agenda Action Actions**
- VIII. Special Presentation:**
  - 1. The Forrester Center for Behavioral Health
  - 2. Resolution 2016-42: Recognition of Wofford College
  - 3. City of Spartanburg Proclamation 2016 Father's Day Initiative Event

**IX. Introduction of New Staff**

- X. Discussion Items:**
  - 1. Naming of Page Lake Development
    - a) Magnolia Village
    - b) Magnolia Commons
    - c) The Ark
    - d) Ark Place
  - 2. Page Lake Ribbon Cutting: Wednesday, July 27, 2016 11:00 A.M.
  - 3. SHA Board of Commissioners By-Laws

**XI. Action Items and Resolutions**

- 1. Resolution 2016-38: Contract for Regulatory and Practical Governance Services
- 2. Resolution 2016-43: Change Order to Rubino Contract
- 3. Resolution 2016-44: TBRA Agreement With Spartanburg County
- 4. Resolution 2016-45: MOU With City of Spartanburg re. Highland
- 5. Resolution 2016-46: Approval of Annual and Five Year Plan

**XII. Monthly Reports**

- 1. Executive Director (Ms. Bates)
- 2. Development (Cindi Herrera)
- 3. Finance (Philippe Lindsay)
- 4. Community and Supportive Services (Valerie Forsberg)
- 5. Asset Management (Jessica M. Holcomb)
- 6. Housing Choice Voucher (Tiffany Askew)
- 7. Human Resources (Brooke Coleman)

**XIII. SHA Staff Comments**

**XIV. Public Comments**

**XV. Adjournment**



**Approval of Minutes—  
Regular Board Meeting  
May 17, 2016**

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**Board of Commissioners Meeting  
Tuesday, June 21, 2016**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
May 17, 2016**

**MOMENT OF SILENCE—observed**

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

**ABSENT:** Chuck White and Andrew Poliakoff

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

**APPROVAL OF THE AGENDA:**

A motion to approve the agenda was made by Vice-Chair Talbot-Metz, seconded by Commissioner Tullis, and unanimously carried.

**APPROVAL OF THE MINUTES:**

A motion to approve the minutes of the April 19, 2016 Board Meeting was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

**COMMISSIONER COMMENTS:**

- Ms. Bates shared a screenshot of a notification from HUD, which showed all of the OIG audit findings had officially been closed.

**ACTION ITEMS AND RESOLUTIONS:**

- 1. Resolution 2016-34: Recognition of Service of Mr. William Daryl Dalton**
  - a. Ms. Bates read the resolution, which recognized the service of Mr. William Daryl Dalton to the SHA.

A motion to approve Resolution 2016-34: Recognition of Service of Mr. William Daryl Dalton was made by Commissioner Hogan and seconded by Vice-Chair Talbot-Metz, and unanimously carried.

**PUBLIC COMMENTS ON AGENDA ACTION ACTIONS:**

- None

**SPECIAL PRESENTATION**

- Claudia Albergetti of Meeting Street Academy provided an overview of the school and the recruitment of 3 year olds from the Highland community and surrounding areas.
- Mike Stephens of Rubino and Company provided a brief presentation of the FY2015 Independent Audit.

**EXECUTIVE SESSION:**

A Motion to enter into executive session to receive legal advice and to discuss a personnel matter was made by Vice-Chair Talbot-Metz, seconded by Commissioner Hogan, and unanimously carried.

A Motion to exit executive session to was made by Vice-Chair Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

**DISCUSSION ITEMS:**

- Ms. Bates provided discussion topics on the following:
  - Naming of Page Lake: Suggestions are due June 15, 2016.
  - Page Lake Ribbon Cutting dates are needed within the next week.
  - SHA Board of Commissioners By-Laws are need to be reviewed.

**ACTION ITEMS AND RESOLUTIONS:**

**1. Resolution 2016-35: Emergency Plumbing Services**

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

A motion to approve Resolution 2016-35: Emergency Plumbing Services was made by Vice-Chair Talbot-Metz and seconded by Commissioner Hogan, and unanimously carried.

**2. Resolution 2016-36: Contract for Temporary Services**

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

A motion to approve Resolution 2016-36: Contract for Temporary Services was made by Vice-Chair Talbot-Metz and seconded by Commissioner Thomas, and unanimously carried.

**3. Resolution 2016-37: Contract for Website Services**

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

A motion to approve Resolution 2016-37: Contract for Website Services was made by Commissioner Hogan and seconded by Vice-Chair Talbot-Metz, and unanimously carried.

**4. Resolution 2016-38: Contract for Regulatory and Practical Governance Services**

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

A motion to approve Resolution 2016-38: Regulatory and Practical Governance Services was made by Commissioner Hogan and seconded by none, and unanimously carried.

*The SHA will correct this action at the next Board Meeting.*

**5. Resolution 2016-39: Change Order for Public Relations Contract**

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

A motion to approve Resolution 2016-39: Change Order for Public Relations Contract was made by Vice-Chair Talbot-Metz and seconded by Commissioner Thomas, and unanimously carried.

**6. Resolution 2016-40 Change Order for Page Lake Development**

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

A motion to approve Resolution 2016-40: Change Order for Page Lake Development was made by Commissioner Hogan and seconded by Vice-Chair Talbot-Metz, and unanimously carried.

**7. Resolution 2016-41: Mold Abatement Contract**

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

A motion to approve Resolution 2016-41: Mold Abatement Contract was made by Vice-Chair Talbot-Metz and seconded by Commissioner Hogan, and unanimously carried.

**MONTHLY REPORTS:**

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

- a. Ms. Bates provided a brief overview of her written report.

**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.*

**3. Asset Management (Jessica Holcomb):**

- a. Jessica Holcomb provided a brief overview to the written report.

4. Housing Choice Voucher (Tiffany Askew):
  - a. Tiffany Askew provided a brief overview of her written report.
5. Community and Supportive Services (Valerie Forsberg):
  - a. Valerie Forsberg provided a brief overview of her written report.
6. Human Resources (Brooke Coleman):
  - a. Ms. Bates provided a brief overview of her written report.


**SHA STAFF COMMENTS:** None

**PUBLIC COMMENTS:** None

**ADJOURN:**

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

Meeting Adjourned.

Respectfully Submitted,   
Jessica Holcomb, Deputy Director  
Spartanburg Housing Authority



**Approval of Minutes—  
Special Board Meeting  
June 15, 2016**

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**Board of Commissioners Meeting  
Tuesday, June 21, 2016**



**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
June 15, 2016**

**MOMENT OF SILENCE**—*observed*

**PRESENT:** Thomas Lounds, Jr., Molly Talbot-Metz, and Kittie Collins-Tullis

**ABSENT:** Chuck White, Brenda Thomas, Mac Hogan, and Andrew Poliakoff

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 10:30 a.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. The board waited briefly for an additional Commissioner to arrive. The meeting resumed at 10:45 a.m.

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

**APPROVAL OF THE AGENDA:** A motion to approve the agenda was made by Vice-Chair Talbot-Metz, seconded by Commissioner Tullis, and unanimously carried.

**COMMISSIONER COMMENTS:** Chairman Lounds wanted to make sure the Fatherhood event would be recognized at the next regular board meeting.

**EXECUTIVE SESSION:** A Motion to enter into executive session to receive legal advice and to discuss a personnel matter was made by Vice-Chair Talbot-Metz, seconded by Commissioner Tullis, and unanimously carried.

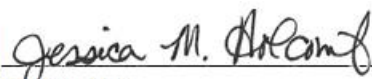
No decisions were made during the Executive Session.

A Motion to exit executive session was made by Vice-Chair Talbot-Metz, seconded by Commissioner Tullis, and unanimously carried.

**ADJOURN:**

A Motion to adjourn at 11:10 a.m. was made by Vice-Chair Talbot-Metz, seconded by Commissioner Tullis, and unanimously carried.

Meeting Adjourned.

Respectfully Submitted,   
Jessica Holcomb, Deputy Director  
Spartanburg Housing Authority



# **Action Item & Resolution**

## **2016-42**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**



**RESOLUTION NO. 2016-42**

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

**June 21, 2016**

**WHEREAS**, on June 11, 2016, Wofford College provided use of its facilities including Benjamin Johnson Arena, Leonard Auditorium, McMillian Theater, classrooms, and more for use of approximately 125 students and 100 volunteers. Special thanks to the facilities coordinator John Blair and Dean Beth Wallace for their assistance; and

**WHEREAS**, Wofford College also provided culinary services, permitting attendees to dine at the Burwell Cafeteria. Special thanks to the Executive Chef and the Aramark Staff; and

**WHEREAS**, President Samhat of Wofford College provided a warm welcome to the attendees; and

**WHEREAS**, the 2016 Spartanburg Housing Authority Father's Day Initiative provided activities that provide paternal and mentoring involvement which engaged the youth in leisure and educational activities.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution re-affirms and declares its recognition and acknowledgment of Wofford College's role in contributing to the success of the 2016 Spartanburg Housing Authority Father's Day Initiative held on June 11, 2016.

Adopted this 21<sup>st</sup> day of June 2016.

**RECORDING OFFICER'S CERTIFICATION**

I, Thomas A. Lounds, Jr., the duly appointed Chairman of The Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on June 21, 2016.

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

ATTEST:

\_\_\_\_\_  
SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-42

DATE ADOPTED: June 21, 2016



**City of Spartanburg  
Proclamation  
2016 Father's Day  
Initiative Event**

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**Board of Commissioners Meeting  
Tuesday, June 21, 2016**



CITY OF  
SPARTANBURG, SOUTH CAROLINA

## Proclamation

**WHEREAS**, the Spartanburg Housing Authority collaborates with local leaders and organizations across the Upstate to be role models to over 100 male SHA residents between the ages of 5 and 16 years old; and

**WHEREAS**, the focus on fatherhood in public housing flows from current statistics that show when fathers are absent children suffer, and that fathers represent an important resource for children and their families, by investing time, money, and emotional support that contribute to healthy child development and reduces overall stress for family members; and

**WHEREAS**, the 2016 Father's Day Initiative Event will provide activities that promote paternal involvement for responsible nurturing and caregiving, engagement in leisure and play activities, providing resources for exhibiting emotional and practical support to mothers, providing moral guidance and discipline, ensuring the safety of the child, taking responsibility for coordinating the child's care and activities, and connecting the child to his extended family, community members, and other resources; and

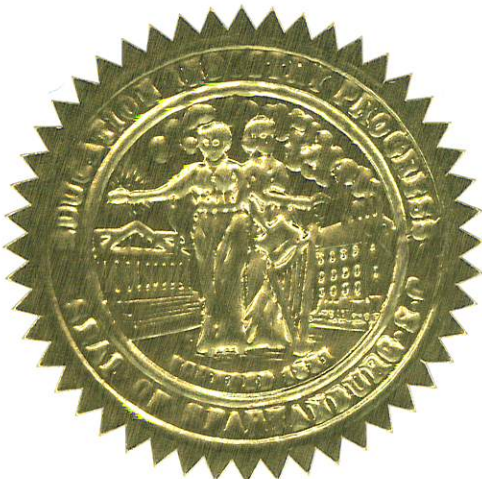
**WHEREAS**, it is the goal of The Spartanburg Housing Authority, and its community partners, to provide a program that will strengthen bonds between men in our community and young males who will be the leaders of the future ; and

**WHEREAS**, the City Council of the City of Spartanburg extends congratulations and appreciation to all involved in this special event intended to enrich the lives of young men and male role models in our community.

**NOW, THEREFORE, I**, Junie L. White, by virtue of the authority vested in me as Mayor of the City of Spartanburg, and on behalf of my fellow City Councilmembers, do hereby proclaim the Saturday, June 11, 2016 as:

## 2016 Father's Day Initiative Event Day

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Spartanburg to be affixed this 11<sup>th</sup> day of June in the year 2016.



  
**Junie L. White, Mayor**





# **Action Item & Resolution**

## **2016-38**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**



**RESOLUTION NO. 2016-38**

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

**MAY 17, 2016**

Staff recommends adoption of Resolution No. 2016-38, authorizing the Executive Director to enter into a contract with Cindi Herrera to provide regulatory and practical governance involving the SHA RAD responsibilities as well as other development issues during a transition period of approximately six months, with a possible 90-day extension at a cost of a fixed flat fee of \$6000 per month.

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

ATTEST:

\_\_\_\_\_  
SECRETARY

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

RESOLUTION NO. \_\_\_\_\_ 2016-38

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



# **Action Item & Resolution**

## **2016-43**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**





**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of Change Order #1 Rubino and Company Contract  
Resolution 2016-43**

**RECOMMENDATION:**

Authorize the Executive Director to amend the original audit contract (2015-59) with Rubino and Company to include Choice Neighborhoods and to increase the contract value by \$2,200.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

On June 13, 2016, the U. S. Department of Housing and Urban Development informed SHA on that an audit of the Choice Neighborhoods grant is required. This task was not included in our original audit proposal. HUD prefers that the audit be concluded this year.

**FINANCIAL CONSIDERATIONS:**

The cost of the contract increase is budgeted in the auditing fee BLI. Fees are not eligible to be charged against the CNI grant because the grant has been closed out.

**POLICY CONSIDERATIONS:**

SHA procured Rubino and company in accordance with HUD polices. Rubino and company was the lowest qualified bidder. It would not be cost effective for SHA to issue a new procurement for the additional task, nor would there be reasonable time frames in which to accomplish this and provide an audit in this calendar year.

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



**RESOLUTION NO. 2016-43**

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

**June 21, 2016**

Staff recommends adoption of Resolution No. 2016-43, authorizing the Executive Director to amend the original audit contract (2015-59) with Rubino and Company to include Choice Neighborhoods and to increase the contract value by \$2,200.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-43

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



# **Action Item & Resolution**

## **2016-44**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**



**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of TBRA Agreement with Spartanburg County  
Resolution 2016-44**

**RECOMMENDATION:**

Authorize the Executive Director to execute an agreement as a subrecipient with Spartanburg County for \$200,000 for implementation of the project known as TBRA (tenant based rental assistance) as summarized in Action Item 2016-44.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority will use the funds to provide rental assistance for a period of up to two years to a qualifying veteran population.

**FINANCIAL CONSIDERATIONS:**

The County of Spartanburg has received HOME funds from the United States Department of Housing and Urban Development (HUD). The grant was awarded to Spartanburg County to benefit low and moderate-income persons and will be transferred to SHA to administer the program.

**POLICY CONSIDERATIONS:**

The SHA seeks written permission by way of a signed resolution from the Board of Commissioners to enter into this agreement with Spartanburg County.

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



**RESOLUTION NO. 2016-44**

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

**June 21, 2016**

Staff recommends adoption of Resolution No. 2016-44, authorizing the Executive Director to execute an agreement as a subrecipient with Spartanburg County for \$200,000 for implementation of the project known as TBRA (tenant based rental assistance )as summarized in Action Item 2016-44.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-44

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



# **Action Item & Resolution**

## **2016-45**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**



**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of Highland Community MOU  
Resolution 2016-45**

**RECOMMENDATION:**

Authorize the Executive Director to acknowledge the formation of the Highland Community Development Corporation and the Spartanburg Housing Authority participation in the planning of developments in this community.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The SHA has been invited to attend meetings arranged by the City of Spartanburg with the Highland Neighborhood Association, Spartanburg School District 7, the Bethlehem Center and other stakeholders for the past several months. The City of Spartanburg intends to support the community in developing grassroots infrastructure, which will be involved in numerous decisions impacting the community. The disposition and or repositioning of the former Cammie Clagett is of great interest to all involved organizations. The City of Spartanburg is promoting the execution of a memorandum of understanding with many of the leadership parties.

**FINANCIAL CONSIDERATIONS:**

SHA has applied for RAD applications and has requested permission from HUD to demolish or otherwise dispose of two segments of Cammie Clagett property; one contains 78 units the other 32 units. HUD requires a one for one replacement. Replacements are not required to be restricted to the Highland Community.

**POLICY CONSIDERATIONS:**

The SHA seeks written permission by way of a signed resolution from the Board of Commissioners to enter into this agreement with the City of Spartanburg.

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



**RESOLUTION NO. 2016-45**

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

**June 21, 2016**

Staff recommends adoption of Resolution No. 2016-45, authorizing the Executive Director to acknowledge the formation of the Highland Community Development Corporation and the Spartanburg Housing Authority participation in the planning of developments in this community.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-45

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



STATE OF SOUTH CAROLINA    )  
  ) MEMORANDUM OF UNDERSTANDING  
COUNTY OF SPARTANBURG    )

This Memorandum of Understanding made this \_\_\_\_\_ day of June, 2016, between City of Spartanburg (“City”), the Highland Community Development Corporation of Spartanburg County (the “CDC”), the Highland Neighborhood Association (Association), the Spartanburg Housing Authority (SHA), the Bethlehem Center (The Center), and Spartanburg School District Seven (The School District) to provide a path forward for the conservation of the Highland Neighborhood in Spartanburg, South Carolina.

WHEREAS, Highland CDC is a non-profit 501(C)3 organization dedicated to improving the Highland community in the City of Spartanburg; and

WHEREAS the City desires to proceed with various community and economic development initiatives in the community and surrounding areas; and

WHEREAS the Highland Neighborhood Association is a neighborhood organization created to inform and educate the community on issues vital for its development and conservation; and

WHEREAS the Spartanburg Housing Authority (SHA), wishes to partner will all parties to determine the best path for a redevelopment of its existing Cammie Clagett multifamily sites that would improve the community; and

WHEREAS the Bethlehem Center, a community organization dedicated to the

development of residents of the Highland community in the areas of community leadership, recreation, and personal development;

WHEREAS the Spartanburg School District Seven (7), a “League of Innovative Schools” District that provides for the educational success of the City of Spartanburg’s students from cradle to college; and

WHEREAS, all parties mutually agree to assist in the process of improving the Highland community and the surrounding areas.

NOW, THEREFORE, in consideration of these promises and other goods and valuable consideration, which is acknowledged, the City, the CDC, the Neighborhood Association, the Spartanburg Housing Authority, the Bethlehem Center, and Spartanburg School District Seven (7) agrees as follows:

**I. As to the Highland Community Development Corporation**

- a) Develop partnerships with similar or diverse organizations that would advance its mission to include the development of affordable housing, economic development, and job creation.
- b) Engage participation of the Neighborhood Association in efforts to improve the community.
- c) Partner with the City, planners, consultants, architects, or similar professionals to develop a Master Plan or Community Conservation planning process for the community and surrounding area.
- d) Share with partners any information that would help with improvements of the community.
- e) Assist with bringing technical and financial resources only available to non-profits to the planning and development efforts in the Highland community.
- f) Advise the community and all partners on any development efforts by the City, developers, or housing partners.

**II. As to the City of Spartanburg**

- a) Assist the CDC and the Neighborhood Association with planning efforts in the

Community.

- b) Assist the CDC with technical and professional assistance where necessary.
- c) Provide funding to the CDC where available and necessary for neighborhood improvement activities.
- d) Support partnerships of the CDC, the Neighborhood Association, and other organizations.
- e) Engage and Support the Bethlehem Community Center and any related organizations to make improvements to the facility.
- f) Serve as an information source for the Spartanburg Housing Authority for developments involving their property, where necessary.
- g) Provide technical assistance and support for the redevelopment of public housing authority sites in the Highland community.
- h) Determine the feasibility of expanded recreation programs in the community and in cooperation with Bethlehem Center and other existing or new partners.

### **III. As to Highland Neighborhood Association**

- a) Participate and engage the neighborhood in planning efforts in the community and surrounding areas.
- b) Advise the partners of neighborhood concerns and challenges that may affect any potential improvements to be undertaken by the City and CDC.
- c) Work with partners if a task force is developed to engage planning efforts in the community.

### **IV. As to Spartanburg Housing Authority**

- a) Support partner and community efforts to develop or re-develop affordable housing in the area known as the Highland community. To develop or redevelop commercial or mixed use developments, in accordance with HUD regulations governing such development activity and to the extent that funding and other considerations exist.
- b) Contribute to discussions with the Highland Working Group and its partners regarding the property known as Norris Ridge Apartments. Such discussions may include redevelopment opportunities.
- c) Provide technical assistance regarding funding sources that may be available to make improvements to SHA properties in the community, to the extent that the capacity for such assistance exists within the SHA staffing compliment.
- d) Communicate regularly to partners the status of ongoing projects or activities that may affect the community.
- e) Partner with potential developers and all partners to improve scattered site SHA properties in the community, in accordance with HUD regulations and procurement requirements.

### **V. As to Bethlehem Center**

- a) Determine the feasibility of the renovation or expansion of the existing community center.
- b) Work with existing or new partners to determine funding sources for the renovation, expansion or construction of a new community center facility.

- c) Communicate with partners the progress, challenges, opportunities that are created towards.
- d) Advise on additional innovative community programs that could be sponsored by the Center and supported by existing and new partners.
- e) Determine potential partnership efforts with Way to Wellville in Center programs and in the Highland community.

**VI. As to Spartanburg School District Seven (7)**

- a) Collaborate with existing and new partners to address educational needs of the Highland community.
- b) Identify and report any potential grants and funding sources that would be helpful in creating new programs or sustaining existing educational programs in the community.
- c) Advise the Highland Working Group and partners of any potential organizations, partnerships, collaborations, and resources that may be available for the community.
- d) Communicate existing and new educational efforts and their status.
- e) Report any information that may be relevant for improvement of the educational needs of students in the community.

IN WITNESS WHEREOF, the Parties to this memorandum have hereunto set our hands and seals and executed this Memorandum of Understanding the day and year first above written.

IN THE PRESENCE OF:

CITY OF SPARTANBURG

\_\_\_\_\_ By \_\_\_\_\_

Ed Memmott

\_\_\_\_\_ Its: City Manager

\_\_\_\_\_ Highland Community Development Corporation

\_\_\_\_\_ Highland Neighborhood Association

Spartanburg Housing Authority

Bethlehem Center

Spartanburg School District Seven

DRAFT



# **Action Item & Resolution**

## **2016-46**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**



**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval of Annual and Five-Year Plan  
Resolution 2016-46**

**RECOMMENDATION:**

Authorize the Executive Director to approve and adopt the PHA plan, Public Housing Lease and Community Rules and HCV Administrative Plan, all of which were made available during the public comment period. Upon approval and execution of all appropriate documents the Executive Director will submit the plan to HUD by the July 18, 2016 deadline.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

PHAs must update the 5-year plan and submit Annual Plan for the year that Capital Funds will be utilized. The plan is prepared by staff and provided to Resident Advisory Board as well as to the public through public notice and public hearing. A Resident Advisory Board Meeting was held on Tuesday, April 12, 2016 and a Public Hearing was held on Thursday, June 07, 2016. Comments from both have been incorporated into the Annual Plan Submission. In addition, during the February 27, 2016 board retreat SHA staffs presented recommendations changes to the plan to the Board of Commissioners. The plan identifies what projects the SHA will complete with Capital Grant funds for the next year and provides a 5-Year plan for the next five years. In addition, the plan includes changes to the Public Housing Lease and Community Rules and HCV Administrative Plan. The plan allows for changes to the ACOP, which will be incorporated in the coming months.

**FINANCIAL CONSIDERATIONS:**

Plan incorporates 2016 Capital Funding, 2016 Replacement Housing Factor funding, status reports on all open Capital Fund programs and the 5-Year Plan for Capital Funds.

**POLICY CONSIDERATIONS:**

Plan was completed and provided for review in accordance with HUD regulations.

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



**RESOLUTION NO. 2016-46**

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

**June 21, 2016**

Staff recommends adoption of Resolution No. 2016-46, authorizing the Executive Director to approve and adopt the PHA plan, Public Housing Lease and Community Rules and HCV Administrative Plan, all of which were made available during the public comment period. Upon approval and execution of all appropriate documents, the Executive Director will submit the plan to HUD by the July 18, 2016 deadline.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-46

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



<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> <b>PHA Name:</b> <u>Spartanburg Housing Authority</u> <b>PHA Code:</b> <u>SC003</u>  <b>PHA Type:</b> <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>10/2016</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units</b> <u>722</u> <b>Number of Housing Choice Vouchers (HCVs)</b> <u>1847</u> <b>Total Combined Units/Vouchers</b> <u>2,569</u>  <b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> <b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="164 1444 440 1518" rowspan="2">Participating PHAs</th> <th data-bbox="440 1444 573 1518" rowspan="2">PHA Code</th> <th data-bbox="573 1444 870 1518" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="870 1444 1143 1518" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1143 1444 1453 1518">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1143 1518 1289 1612" style="text-align: center;">PH</th> <th data-bbox="1289 1518 1453 1612" style="text-align: center;">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 1518 440 1612">Lead PHA:</td> <td data-bbox="440 1518 573 1612"></td> <td data-bbox="573 1518 870 1612"></td> <td data-bbox="870 1518 1143 1612"></td> <td data-bbox="1143 1518 1289 1612"></td> <td data-bbox="1289 1518 1453 1612"></td> </tr> <tr> <td data-bbox="164 1612 440 1707"></td> <td data-bbox="440 1612 573 1707"></td> <td data-bbox="573 1612 870 1707"></td> <td data-bbox="870 1612 1143 1707"></td> <td data-bbox="1143 1612 1289 1707"></td> <td data-bbox="1289 1612 1453 1707"></td> </tr> <tr> <td data-bbox="164 1707 440 1801"></td> <td data-bbox="440 1707 573 1801"></td> <td data-bbox="573 1707 870 1801"></td> <td data-bbox="870 1707 1143 1801"></td> <td data-bbox="1143 1707 1289 1801"></td> <td data-bbox="1289 1707 1453 1801"></td> </tr> <tr> <td data-bbox="164 1801 440 1932"></td> <td data-bbox="440 1801 573 1932"></td> <td data-bbox="573 1801 870 1932"></td> <td data-bbox="870 1801 1143 1932"></td> <td data-bbox="1143 1801 1289 1932"></td> <td data-bbox="1289 1801 1453 1932"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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<b>B.</b>	<b>Annual Plan Elements</b>																		
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y   N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p><b>Statement of Housing Needs and Strategy for Addressing Housing Needs</b></p> <p>The Spartanburg Housing Authority (SHA) strives to assist in addressing the needs of low-income, very low-income and extremely low-income families in the City of Spartanburg and Spartanburg County. SHA does this through its Public Housing Program, Housing Choice Voucher (HCV) Program, Mod Rehab Program and other Affordable / Moderate Income Programs.</p> <p>There continues to be a demonstrated need for Public Housing, HCV Section 8 and Affordable Housing within the jurisdiction of the Spartanburg Housing Authority (SHA) as demonstrated by the number of units under its management.</p> <p>SHA serves over 3,642 families under its various housing programs (See Table 1 below):</p> <p><b>Table 1</b></p> <table border="1"> <thead> <tr> <th>Housing Programs</th> <th>Units</th> <th>Vouchers</th> </tr> </thead> <tbody> <tr> <td>1. Public Housing</td> <td>722</td> <td></td> </tr> <tr> <td>2. Housing Choice Voucher (HCV) Section 8 (Voucher Program)</td> <td></td> <td>1,827</td> </tr> <tr> <td>3. Mod Rehab</td> <td></td> <td>331</td> </tr> <tr> <td>4. Affordable/Moderate Income</td> <td>424</td> <td>338</td> </tr> <tr> <td><b>Total</b></td> <td><b>1,146</b></td> <td><b>2,496</b></td> </tr> </tbody> </table> <p>Families served under these programs are within the maximum income limit of 80% median family income. Rent payments are based on adjusted annual income. There are currently waiting lists for admission. (See Table 2)</p>	Housing Programs	Units	Vouchers	1. Public Housing	722		2. Housing Choice Voucher (HCV) Section 8 (Voucher Program)		1,827	3. Mod Rehab		331	4. Affordable/Moderate Income	424	338	<b>Total</b>	<b>1,146</b>	<b>2,496</b>
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**Table 2**

<b>Waiting List by Program:</b>	
Public Housing Waiting List	684
Section 8 Waiting List *	477
Mod Rehab Waiting List	85
Affordable/Moderate Income Waiting List	1,418
<b>Total</b>	<b>2,664</b>

\* Please note the current Housing Choice Voucher (HCV) Section 8 Waiting List is closed.

In regards to (i) families with incomes below 30 percent of area median income (extremely low-income) please find the following information below. This information is based upon the current usage of our programs not waiting list data. While residents are on our waiting lists we do not have accurate verification of their income. This data is derived from the 2015 calendar year of our existing participants.

The 2015 Median Income for the Spartanburg, SC MSA is \$51,100. Income Limits are based upon the family size or number of persons in the family. The vast majority of our families consist of a total of three members, a parent and two children. The 30 percent of area median income limit (Extremely Low Income Limit) in Spartanburg SC, MSA for a family with 3 members is \$20,090. In our Public Housing Program 93% of our families fall below this limit. In our Housing Choice Voucher (HCV) Section 8 Program 84.7% of the families fall below the 30 percent of area median income limit for a 3 member family. Our Mod Rehab program is at 98.3% and other Affordable Housing Programs in Spartanburg are at 85.3%.

The information below in regards to Housing Needs of (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in our jurisdiction is based upon SHA's current waiting lists in its Yardi Property Management Computer Software.

Of the families on our waiting lists for Public Housing 5% are elderly and 26% are disabled. Of the families on our waiting lists for our Housing Choice Voucher (HCV) Section 8 Program 1.3% are elderly and 2.6% are disabled. For our other affordable housing programs 2.7% are elderly and 14.6% are disabled.

In regards to various rates and ethnic groups of families on our waiting lists for Public Housing 17.3% are White, 70% are Black, 1% is Asian and 11.6% are Hispanic. For the families on our Housing Choice Voucher (HCV) Section 8 Program waiting lists 4.6% are White, 71.9% are Black, 1.3% are Asian and 22.2% are Hispanic. Finally for our other Affordable Housing Programs for those families on the waiting lists 13.5% are White, 73% are Black, 1.2% are Asian and 12.3% are Hispanic.

### **Affordability**

Like many South Carolina communities, affordability is by far the largest housing problem in Spartanburg. The most recent Census estimates show 54% of renters and 32.9% of homeowners as paying more than 30% of their income on housing costs (2012 ACS). In total, 5,254 households are financially overstretched due to housing.

**Supply**

As of February 2016 there were 2,664 people on the Spartanburg Housing Authority's waiting lists. There is a significantly high unmet demand for public housing in Spartanburg and current funding levels simply do not allow supply to meet that demand.

**Quality**

Quality, affordable units that are both decent and safe are needed across the board. Beyond that, there is a specific need for small multi-family units and/or town home units. There is a great need for affordable multifamily units.

**Accessibility**

SHA meets requirements with regard to 5% of its housing stock meeting are exceeding the Americans with Disabilities Act (ADA) requirements. However based upon the fact the 26% of the families on our Public Housing Waiting list have need of units for a family member with a disability there is a need for additional accessible units in Spartanburg.

**Size of Units**

SHA's Public housing stock includes duplexes, garden style apartment and townhouses in various bedroom sizes to high-rise apartments for elderly families. Based upon the data from our waiting list however there is a significant need in Spartanburg for 1 bedroom units and larger units such as 5 bedrooms.

**Location**

Factors that must be considered in developing housing include location, services and amenities, proximity to health care, shopping, and other services, affordability, and ease of upkeep. Spartanburg also offers a number of community centers which also have an impact on the best location. SHA the City of Spartanburg and Spartanburg County have collaborated on a number of projects in the past to provide such amenities in close proximity to public and affordable housing in Spartanburg.

**Strategies for Addressing the Housing Needs**

1. SHA intends to increase the availability of decent, safe and affordable housing needs by:
  - a. Increasing the supply of assisted housing by up to 150 units or more. This will be accomplished by replacement of units demolished in the RAD program, subject to regulatory approval and funding.
  - b. Leverage private or other public funds to create additional housing opportunities by:
    - i. Continue the strong partnerships and alliances the SHA has developed with non-profit and for-profit developers.
    - ii. Identify grant opportunities, LIHTC, to develop affordable housing units. Consider utilizing Bonding Capacity for the development of additional affordable housing.

- c. Utilize public housing funds in accordance with regulations to develop affordable housing opportunities as they become available. Utilize of leverage other funds as they become available
- d. Review opportunities to acquire or build units or developments – to increase the number of affordable housing.
- e. Use LIHTC program (both 4% & 9% credits) when available to rehabilitate existing and construct new affordable rental and public housing replacement units where applicable.
- f. Assist in the efforts to develop a Master Plan for Highland Area to include Mixed Finance Development in partnership with the City of Spartanburg. Construction may begin as early as Fiscal Year 2016-2021.
- g. Manage the transition of the Oakview Apartments from Mod-Rehab Funding to Tenant Based Voucher Funding
- h. Seek to administer the HAP Contract for Norris Ridge more effectively. Implement stricter standards for HCV.
- i. Utilize RAD and other HUD programs that may be introduced which impact development.

Reduce public housing vacancies

- 1. Maintain a minimum of 98% occupancy rate.
  - 2. Maintain vacant unit turnover time at or below 20 days.
  - 3. Improve housing management monitoring and internal reporting tools, to maintain a high level of accountability, implementing timely tracking, scheduling, and follow-up for rent collection efforts, vacancy turnover management, and new leases.
- 1. SHA will review applications for additional vouchers through the NOFA process.
    - a. The Housing Choice Voucher (HCV) Section 8 Program will continue providing project-based voucher funding in an effort to assist families and increase the inventory of assisted housing within the community.
  - 2. In accordance with the City's Consolidated Plan a barrier to affordable housing is the lack thereof. SHA will employ effective maintenance and management policies to minimize the number of public housing units in off-line status, reduce the number of vacated public housing units, and the time to renovate and make units available for occupancy.
  - 3. SHA will seek replacement of public housing units lost to the inventory through demolition, mixed finance development, and Housing Choice Voucher (HCV) Section 8 replacement housing resources. SHA will market the Housing Choice Voucher (HCV) Section 8 program among owners, particularly those outside of areas of minority and poverty concentration.
  - 4. SHA will administer a TBRA program with a grant from Spartanburg County estimated to be \$200,000. The program will focus on assistance to veteran's in unincorporated areas of Spartanburg.
  - 5. SHA will apply for HOME funds through the Spartanbury County application process.

**Homeownership:**

SHA may seek to remove units from the Section 32 Homeownership program, in accordance with HUD regulations.

SHA will continue to provide staff to support a Homeownership program, contingent upon renewal of grant funds from HUD for this position.

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions**  
**PHA Policies Governing Eligibility, Selection, Admissions Policy, including De-concentration and Wait List Procedures.** [24 CFR Part 903.7 (b)]

The following eligibility requirements apply to applicants families seeking public housing assistance:

1. A family as defined by HUD and the SHA:
  - a. Heads of household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 5, Subpart E).
  - b. Has an Annual Income at the time of admission that does not exceed the low-income limit for occupancy established by HUD and posted separately in the SHA offices.
  - c. Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;
  - d. Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy.
2. All applicants will be processed in accordance with HUD's regulations (24 CFR Part 960) and sound management practices. Applicants will be required to demonstrate ability to comply with essential provisions of the lease.
3. SHA will permanently deny admission to public housing persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds. SHA will not waive this requirement.
4. SHA will make unit offers based on time and date of application, needed bedroom size and apply any local preferences. Two offers are made based on unit availability.
5. SHA purges its waiting list through public notices and letters to applicants every two years.
6. SHA will administer a separate waitlist for TBRA.

Implementation of the following activities will assist the agency in increasing the income levels of families currently residing in communities with a concentration of poverty, as well as helping residents overcome the barriers of transportation, education and child care.

1. SHA is administering its Self-sufficiency Program as we seek to increase the wage earning capacity of low income families within targeted communities and promote self-sufficiency.
2. During the past year the SHA administered ROSS grants promoting job training and employment opportunities to families residing in public housing through our Connections Program. Other grants assist senior and disabled residents to live longer in their own homes.
3. During the past year the SHA administered a CSS program component designed foster Job Readiness and Training, Case Management and Referrals, Counseling and Job Placement.

Promote income mixing in public housing by assuring access for lower income families into higher income developments:

1. Preferences have been implemented for homeless and veterans, homeless veterans would receive additional points qualifying them for a preference.
2. SHA will seek replacement of public housing units lost to the inventory through demolition, mixed finance development, and Housing Choice Voucher (HCV) Section 8 replacement housing resources. SHA will market the Housing Choice Voucher (HCV) Section 8 program among owners, particularly those outside of areas of minority and poverty concentration.

Together, Chapters 4 and 5 of SHA's Admissions and Continued Occupancy Policy (ACOP) comprise the SHA's Tenant Selection and Assignment Plan (TSAP) and detail SHA's unit assignment policies for public housing.

#### **Financial Resources.**

<b>FEDERAL FUNDS</b>	
Low Rent Public Housing Operating fund	4,009,834
Capital Fund Program	1,264,876
Resident Opportunities and Self Sufficiency	262,696
Housing Choice Voucher	9,925,980
New Construction S/R Section 8 Programs (Cluster)	469,189
Moderate Rehabilitation Program (Cluster)	1,870,210
Multifamily Housing Elderly Service Coordinators	48,843
Choice Neighborhood Planning Grant	43,919
CDBG Funds (pass-through from City of Spartanburg)	113,675
HOME Funds (pass-through from City of Spartanburg)	79,026
YouthBuild Program	475,134
Total Federal Grants	18,563,382

<b>OTHER INCOME</b>	
Dwelling Rents	1,889,465
Late Charges, Court Fees, Maintenance	183,575
Gain on disposition of assets	646,192
Other income	1,013,820
<b>TOTAL RESOURCES</b>	<b>22,296,434</b>

### **Rent Determination.**

#### **HA Rent Determination Policies:**

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, which may be paid to the family or directly to the utility company by SHA.

#### **TTP Formula [24 CFR 5.628]**

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income (adjusted income is defined in Part II)
- 10 percent of the family's monthly gross income (annual income, as defined in Part I, divided by 12)
- The welfare rent (in as-paid states only)
- A minimum rent of \$50 has been established by SHA.

The SHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B of the ACOP.

### **Homeownership Programs**

SHA has an approved Section 32 Homeownership Program and has 22 remaining PHA Scattered Site homes which it plans to sell. These PHA Scattered Site homes are all in AMP 40 and the HUD Sites numbers are 3-11, 3-23, 3-24 and 3-28. SHA will seek to reposition the classification of these homes.

#### **Homeownership:**

SHA will continue to utilize its HUD approved Section 32 Homeownership Plan to increase homeownership opportunities. It is expected that over the next five years all of the homes in the plan will be sold.

1. SHA will continue to implement its Marketing Plan to sell the following inventory of homes; 2 HOPE VI (2 at Collins Park), and 22 PHA Scattered Site homes as part of the Section 32 Program.
2. Revise the Section 32 Program, SHA has a HUD approved Section 32 Homeownership Plan and expects that over the next five years all of the homes in the approved plan will be sold. SHA plans to possibly amend the approved Section 32 plan to do the following;



remove units that cannot be sold and dispose of them, add additional homes that were recently foreclosed on and make some minor changes in processes and procedures. Review any existing revisions. SHA has recently submitted a Rental Assistance Demonstration (RAD) Grant for AMP 40 which includes all of the scattered site single family homes in the Section 32 Program. If approved SHA plans to dispose of the majority of these homes by selling them as is to any individual, the sale would not be restricted to low-income buyers.

3. Review Lease Purchase Program to increase success in low-income families to becoming first time homeowners. SHA also would like to revise and implement a Lease Purchase Program.

### **Housing Choice Voucher Program**

In addition, the Housing Choice Voucher (HCV) Section 8 Program will continue with its Homeownership Program.

1. Outreach to landlords and voucher homeownership program
  - a. SHA has operated a voucher homeownership program now for a number of years. Since the beginning of our program, we have helped more than 60 families purchase homes through the voucher program.

SHA intends to employ strategies which support the sale of the homes. SHA will continue to develop homeownership opportunities.

### **Community Service and Self-Sufficiency Programs**

The Spartanburg Housing Authority will continue to provide Resident Services through the utilization of HUD funds and grants to Public Housing communities. We will support Resident Councils and Resident Advisory Boards in an effort to increase their awareness and participation in community services and activities. We will provide or attract supportive services to improve the quality of life and employability agency wide and will continue to administer our Self-Sufficiency Program for both Public Housing residents and Housing Choice Voucher recipients as we seek to increase the wage earning capacity of low income families and promote self-sufficiency.

During the past year, SHA has administered ROSS Grants for Public Housing residents promoting job training and employment opportunities through our Connections Program. This program consists of Job Readiness assistance and Training, Case Management and Referrals, as well as Job Placement. These activities will assist the agency in increasing the income levels of residents currently residing in communities with a concentration of poverty, as well as helping the residents overcome the barriers for transportation, education and child care. Non-Public Housing Families who live in RAD neighborhoods will also be allowed to take advantage of these services. SHA partners with local colleges and businesses to offer training and employment opportunities to residents.

SHA has computer labs based in all Public Housing neighborhoods which allow residents internet access where they search for jobs, do homework or search the internet. The Spartanburg Housing Authority also administers a Homeownership Program to encourage and teach Public Housing residents about Homeownership. Other grants employ Service Coordinators to assist

senior and disabled residents to live longer independently in their own apartments.

### **Safety and Crime Prevention**

All of the Spartanburg Housing Authority's Public Housing properties are within the City Limits of the City of Spartanburg. All of these properties are with the jurisdiction of the Spartanburg Public Safety Department. The Spartanburg Housing Authority does have affordable housing units for which it administers programs throughout Spartanburg County which are beyond the limits of the City of Spartanburg. In these areas the Spartanburg County Sheriff's office has jurisdiction. SHA partners and collaborates with both the City of Spartanburg Public Safety Department and the Spartanburg County Sheriff Department.

1. SHA will continue and expand its collaboration with Spartanburg Public Safety Department (SPSD) to host liaison officers, designated to SHA communities.
2. SHA through its agreement with SPSP submits monthly report of calls for service and weekly reports of incidents within public housing sites or crimes committed by persons residing within public housing.
3. SHA has established a "HOTLINE" for residents to anonymously report any criminal activities. There is a "Hotspot" form that we pass out to residents to anonymously report crime.
4. SHA will check criminal history for all applicants who are 18 years of age to determine whether any member of the family is subject to a lifetime sex offender registration requirement, at admission.
5. **Verification of any past activity will be done prior to final eligibility and will not include a check of conviction records.**
6. To protect and serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking SHA will comply with all HUD VAWA regulations.
  - a. SHA in accordance with the requirements under the PIH Notice sent notices to its contracted landlords and applicants on the Housing Choice Voucher (HCV) Section 8 and Public Housing waiting list regarding the provision and requirements of VAWA to protect applicants and/or tenant who are victims of abuse from being turn down or evicted. In addition, each new move certifies receipt of the notice and is reviewed at annual recertification.

SPSD as part of its agreement with SHA provides officers who are used when needed to testify and/or provide training and assistance and to prepare documents for court, to ensure corrective measures are taken.

### **Public Housing security improvements:**

1. SHA continues its collaboration with SPSP to host liaison officers, designated to the SHA communities.

2. SHA continues to partner with community groups and Neighborhood Watch organizations.

### **Asset Management**

SHA manages its AMP's in accordance with HUD's Asset Management principals.

## **DECONCENTRATION AND INCOME TARGETING**

### **Background**

Included in Quality Housing and Work Responsibility Act of 1998 (QHWRA or Housing Reform Act) is a requirement that public housing authorities submit, with their Agency Plans, an admissions policy designed to promote income-mixing within public housing complexes. The U.S. Department of Housing and Urban Development (HUD) established "income-mixing" rules and tools for evaluation of the current income-mix. The procedures are delineated, "Rule to Deconcentrate Poverty and Promote Integration in Public Housing; Final Rule", published in the Federal Register as 24 CFR Part 903 and dated 22 December 2000.

### **Deconcentration Policy**

It is the Spartanburg Housing Authority's (SHA) policy to provide for deconcentration of poverty and encourage income mixing with a goal of bringing higher income families into lower income complexes and lower income families into higher income complexes. SHA will ensure that all marketing of our housing is targeted to all eligible income groups. Lower income residents will not be steered toward lower income complexes and higher income people will not be steered toward higher income complexes. Instead, residents decide where they would like to live. Each applicant that reaches the top of the waiting list will be offered the first available unit. However, if they do not wish to accept this unit offer, they will be given up to two additional offers. If an applicant declines three unit offers without good cause, that applicant will be cancelled from the waiting list.

### **Income Targeting**

The Housing Authority will follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To ensure this requirement is met, the Housing Authority will monitor incomes of newly admitted families.

### **Fair Housing**

No action of the housing authority in attempting to achieve deconcentration and income-mixing shall violate Fair Housing policies.

## **B.2 New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

- |                                     |   |
|-------------------------------------|---|
| Y                                   | N   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Mixed Finance Modernization or Development.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Demolition and/or Disposition.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> Occupancy by Over-Income Families.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> Occupancy by Police Officers.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Non-Smoking Policies.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Project-Based Vouchers.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Units with Approved Vacancies for Modernization.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). |

## **Mixed Finance Modernization of Development**

The Spartanburg Housing Authority has submitted applications for the Rental Assistance Demonstration (RAD) Program. SHA will apply for other similar programs to re-develop a number of sites:

- (a) Mixed Finance, Modernization Development, Rental Assistance Demonstration (RAD) Program

Site	Proposed Funding	Alternative Funding	Timetable for application	Unit Count	Application and Approval Process
<b>Cammie Claggett Courts</b> (SC003000060) (Remaining 78 units)	Bonds LIHTC RAD	FHLB AHP Loans	2016-2021	To Be Determined	Competitive process for Funding
<b>Prince Hall Apartments</b> (SC003000080) 100 units	Bonds LIHTC RAD	FHLB AHP Loans	2016-2021	To Be Determined	Competitive process for Funding
<b>Page Lake Seniors</b>	HOME Funds HCV Project Based	RHF Funds LIHTC	2016-2021	Family or Elderly, Handicapped and Disabled, Count To Be Determined	
<b>Northside (Victoria Gardens)</b> SC003000120 80 units	RAD, LIHTC, Bonds	FHLB AHP Loans	2016-2021	To Be Determined	To Be Determined
<b>Collins Park / Cottage Grove</b> SC003000150 108 units	RAD		2015-2021	Just the Public Housing Units 60 units	
<b>Archibald Rutledge / Village</b> SC003000030 / SC003000020 150 units / 50 units	RAD, LIHTC, Bonds	FHLB AHP Loans	2016-2021	To Be Determined	To Be Determined
<b>Camp Croft</b> SC003000100 98 units	Bonds LIHTC RAD	FHLB AHP Loans	2016-2021	To Be Determined	Competitive process for Funding
<b>Country Garden Estates I</b> SC003000090 50 units	RAD		2015-2021	Just the Public Housing Units 10 units	
<b>The Ridge at Southport</b> SC003000150 78 units	RAD		2015-2021	Just the Public Housing Units 50 units	
<b>Cedar Springs Aiken</b> SC003000170 48 units	RAD		2015-2020	Just the Public Housing Units 19 units	

### Conversion of Public Housing

At all of SHA's AMPs including its Tax Credit Properties, SHA would like to assess and possibly implement Voluntary Conversion of some (or all) of its Public Housing Units to private units with Project Based Housing Choice Voucher (HCV) Section 8 Vouchers (PBV or PBRA) through the Rental Assistance Demonstration (RAD) Program or other HUD Programs. SHA has not been required to convert any units by Mandatory Conversion. SHA is specifically interested in Voluntary Conversion of all of its Public Housing units. During 2015 SHA was issued CHAPs for the Public Housing units in the Tax Credit Properties and plans to convert them to HCV Project Based Vouchers now that the Capital Fund Financing Program (CFFP) Loan was fully repaid through the RAD SHA7 deal.

SHA has now converted the following sites; Frank Gooch Apartments (SC 3-14) AMP 20, Tobias Booker Hartwell (SC 3-25) AMP 50, Victoria Gardens Apartments (SC 3-9) AMP 120, Ellen C. Watson Apartments (SC 3-14) AMP 120, Barksdale Apartments (SC 3-14) AMP 130, Leland and Spruce Street Apartments (SC 3-16) AMP 130 and J. Curtis Anderson Townhomes (SC 3-27)

AMP 160 to HCV Section 8 Project Based Vouchers through the RAD Program. The Cammie Claggett / Highland Crossing project just closed in April of 2015. Asbestos abatement and demolition is now complete and construction is beginning. The 72 new tax credit and HCV Project Based Voucher units known as Highland Crossing is scheduled to be complete this calendar year (2016).

SHA has also submitted several additional RAD applications. These include separate RAD applications for each of our current Tax Credit properties that have Public Housing in them, to convert these units to Section 8 Project Based Units. We have been issued CHAPs now for these projects. These include applications for Collins Park, The Ridge at Southport, Country Garden Estates I and Cedar Springs Aiken. In addition SHA submitted a portfolio application to convert its entire remaining Public Housing portfolio through the RAD Program.

SHA has recently submitted RAD applications for the remaining 78 units at Cammie Claggett and SHA's single-family homes in its Scattered Site Project. SHA hopes to demolish and/or dispose of these units. SHA may submit RAD applications for all of its remaining Public Housing units to include Archibald Hi-rise, Archibald Village, Prince Hall, Camp Croft, Victoria Gardens and Cambridge Place.

To fulfill the necessary requirements, the following RAD information is hereby included in SHA's Annual Plan. **Also please note that SHA will adhere to the tenant protections listed in Section 1.6.C and Section 1.6.D of PIH Notice 2012-32, REV-1, as per Attachment 1.D of that Notice.**

1. A description of the units to be converted, including the number of units, the bedroom distribution of units, and the type of units (e.g., family, elderly/disabled, or elderly-only);

Country Garden Estates Apartments – Is a Low Income Housing Tax Credit Property consisting of a total of 100 units, however only 10 of these units are Public Housing. One and two story siding apartment units, primarily duplex units, total of 10 units, 2 one bedroom units, 6 two bedroom units, and 2 three bedroom units, all are family units. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Southside Project – The Southside Project consists of three different apartment complexes which were all a part of one mixed-finance Low Income Housing Tax Credit Project. The total Project consists of 230 units of which all are tax credit units but only 110 are Public Housing Units. The first development is Collins Park/Cottage Grove which consists of a total of 108 units of which only 60 are Public Housing Units. These are new construction two story siding apartments which some brick, primarily duplex units, 14 are one bedroom units, 24 are two bedroom units and 22 are three bedroom units, all are family units.

Independence Place has no Public Housing Units. The Ridge at Southport consists of a total of 78 units of which 50 are Public Housing Units. These are also new construction two story siding apartments which some brick, primarily duplex units, 10 are one bedroom units, 30 are two bedroom units and 10 are three bedroom units, all are family units. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Cedar Springs Place (Aiken) – Is also a mixed-finance Low Income Housing Tax Credit Property. The total property consists of 48 units of which 19 are public housing units. This is a new construction three story elevator apartment building. Of the 19 public housing units are one bedroom units which are designated specifically for the elderly and disabled. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Cammie Claggett Apartments (remaining 78 of the 150 units, Second Phase) – Two story brick barracks style apartment units, total of 78 units, 10 one bedroom units, 20 two bedroom units, 30 three bedroom units and 18 four bedroom units, all are family units. We

wish to demolish and dispose of these units.

Scattered Sites (22 single-family homes) – These are single-family homes that are all public housing units. Predominately they are 3 bedroom homes scattered throughout Spartanburg. We wish to dispose of these units.

Camp Croft Apartments – Single story brick barracks style buildings covered with stucco. Total of 98 units, 14 1-bedrooms, 56 2-bedrooms, 26 3-bedrooms and 2 units converted to a laundry. All Family Units.

Cambridge Place – Two story duplex buildings, three duplexes total of 6 units, concrete plank siding, all three bedrooms. All Family Units.

Archibald Hi-Rise – 12 story building. Total of 150 units, 90 efficiencies and 60-1 bedroom units.

Archibald Village – Single story walk up units. Total of 50 units, 30 efficiencies, 18-1 bedrooms and 2 2-bedrooms.

Prince Hall – Two and three story walk up apartment buildings. Total of 100 units, 80 2-bedrooms and 20 3-bedrooms.

Victoria Gardens – Two story row type buildings. Total of 80 units, 8 1-bedrooms, 26 2-bedrooms, 32 3-bedrooms, 8 4-bedrooms and 6 5-bedrooms.

2. Any change in the number of units that is proposed as part of the conversion, including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

SHA intends on no changes in the number of units that are proposed as a part of this conversion; including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

3. Any change in the bedroom distribution of units that is proposed as part of the conversion;

SHA does not plan to make any change in the bedroom distribution of units that are proposed as a part of this conversion.

4. Any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project after it has been converted. This includes any waiting list preferences that will be adopted for the converted project; and

SHA does not plan to make any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the projects identified after they have been converted. This includes any waiting list preferences.

5. If there will be a transfer of assistance at the time of conversion, the significant amendment must include the location (including census tract) of any converted units that will be transferred off-site, as well as the information described above for the units that will be transferred. In addition, if some, but not all of the assisted units will be transferred to another site at the time of the conversion, the significant amendment must also include a description of how the waiting list will be transferred and how households will be selected for the transfer.

In general SHA does not plan to make any transfer of assistance at the time of conversion. Again, in general SHA does not plan to transfer any of the units or to another location at the time of conversion.

There is however a possibility that SHA may move units from the Cammie Clagett apartment complex which is in census tract 208 to the Northside which is in census tract 204. This would be limited to only those units or a portion of those units which are at Cammie Clagett.

In addition to the previously mentioned public housing sites, SHA has submitted additional RAD applications and has submitted a portfolio request for the remainder of all of its Public Housing Sites. The following information is provided and included in this annual plan based upon the assumption that SHA will submit RAD applications for the remainder of its Public Housing Sites as follows: Cammie Clagett courts (SC 3-7) AMP 60, Camp Croft Courts (SC 3-6) AMP 100, Prince Hall Apartments (SC 3-12) AMP 80, Archibald Rutledge Hi-Rise Apartments (SC 3-8) AMP 20, Archibald Rutledge Village Apartments (SC 3-90) AMP 30, Scattered Sites (SC 3-11, SC 3-23, SC 3-24, SC 3-28, SC 3-99) AMP 40, Victoria Gardens (SC 3-09) AMP 120 and Cambridge Place AMP 180.

To fulfill the necessary requirements, the following RAD information is hereby included in SHA's Annual Plan.

1. A description of the units to be converted, including the number of units, the bedroom distribution of units, and the type of units (e.g., family, elderly/disabled, or elderly-only);

Cammie Clagett Apartments (Remaining 78 units, could be one or more remaining phases)– Two story brick barracks style apartment units, total of 78 units, 10 one bedroom units, 20 two bedroom units, 30 three bedroom units and 18 four bedroom, all are family units. We believe that this will be demolition and new construction. The new construction could possibly be onsite, offsite or mixed.

Camp Croft Courts – Two story apartment units, total of 98 units, 14 one bedroom units, 56 two bedroom units and 26 three bedroom units, all are family units. The remaining 2 units are used for a laundry. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Prince Hall Apartments – Three story brick apartment units, total of 100 units, 80 two bedroom units and 20 three bedroom units, all are family units. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Archibald Rutledge Hi-Rise Apartments – Twelve-story Hi-Rise elevator building, total of 150 units, 90 Efficiency units and 60 one bedroom units, all are family units housed with the elderly and disabled. This will be coordinated with our Choice Neighborhood efforts for the Northside. We believe this to be a rehabilitation project. This could be in one or more phases.

Archibald Rutledge Village Apartments – One two story brick apartment units, total of 50 units, 30 Efficiency units, 18 one bedroom units and 2 two bedroom units, all are family units housed with the elderly and disabled. This will be coordinated with our Choice Neighborhood efforts for the Northside. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed.

Victoria Gardens Apartments – Two story brick barracks style apartment units, total of 80 units, 8 one bedroom units, 26 two bedroom units, 32 three bedroom units, 8 four bedroom units and 6 five bedroom units, all are family units. This will be coordinated with our Choice Neighborhood efforts for the Northside. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Scattered Sites – All remaining Public Housing Scattered Site homes as follows: SC 3-11 (108 Rodney St., 115 Chelsea St. 124 Chelsea St., 136 Westover St., 222 Edenbridge Ln., 226 Edenbridge Ln., 266 Pioneer Pl., 360 Concord St., 511 Crestwood Pl., 712 Old Farm Rd.), SC 3-23 (109 Winterhaven Dr., 110 Huntley Dr., 141 Twin Creek Dr., 213 Yorkshire Dr., 370 Belcher Rd. 414 Bellingham Dr., 812 Primrose Ln., 904 Lucerne Dr., 4134 E. Croft Cr.) and SC 3-24 (531 Pleasant Breezes Way). These are scattered site single family homes which have been in a Section 32 homeownership program for a number of years, but have not sold. Our goal here would be to utilize the RAD program to convert these homes so that they could be disposed of relatively easily.

Cambridge Place – Two story duplex buildings, three duplexes total of 6 units, concrete plank siding, all three bedrooms. All Family Units.

2. Any change in the number of units that is proposed as part of the conversion, including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

SHA intends on no changes in the number of units that are proposed as a part of this conversion; including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

3. Any change in the bedroom distribution of units that is proposed as part of the conversion;

SHA does not plan to make any change in the bedroom distribution of units that are proposed as a part of this conversion.

4. Any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project after it has been converted. This includes any waiting list preferences that will be adopted for the converted project; and

SHA does not plan to make any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the projects identified after they have been converted. This includes any waiting list preferences.

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There is however a possibility that SHA may move units from the Cammie Clagett apartment complex which is in census tract 208 to the Northside which is in census tract 204. This would be limited to only those units or a portion of those units which are at Cammie Clagett.

### Demolition and/or Disposition

Project Proposed for Demolition and/or Disposition	# of Units and Size	Accessibility Features	Units Proposed For	Timetable for Demolition and/or Disposition
Prince Hall SC003000080  100 Prince Hall Lane (SC 3-12)	100 Units Row and Townhomes  81 2BR 19 3BR	General  Population	Total  Demolition and/or Disposition	2016-2021
Victoria Gardens SC003000120 (SC 3-09) 695 Howard Street	80 Units Row 8 1BR 26 2BR 32 3BR 8 4BR 6 5BR	General  Population	Total Demolition and/or Disposition	2016-2021
Archibald Village SC00300020 (SC3-80) 140 Centennial Street	50 Units row or walkup 30 efficiency 18 1 BR 2 2 BR	Elderly and  Disabled	Total Demolition and/or Disposition	2016-2021
Archibald Hi-Rise SC003000030 (SC 3-08) 764 N. Church Street	12 story building 150 units 90 efficiency 60 1 BR	Elderly and  Disabled	Total Demolition and/or Disposition	2016-2021
Cambridge Place SC003000180 502 Brawley Street	3 duplexes total of 6 units all 3 BR	General  Population	Total Demolition and/or Disposition	2016-2021
Scattered Sites SC003000040 Various addresses	22 Single-Family Homes – predominately 3 BR	General  Population	Total Demolition and/or Disposition	2016-2021
Cammie Clagett Cts. SC00300060  400 Highland Ave (SC 3-07)	78 Units  8 1BR 15 2BR 28 3BR 18 4BR 4 5BR	General  Population	Total  Disposition	2016-2021
Camp Croft SC003000100  111 Hanover Place (SC 3-06)	98 Units  14 1BR 56 2BR 26 3BR	General  Population	Total  Demolition and/or Disposition	2016-2021

### (c) Conversion of Public Housing

At all of SHA's AMPs including Tax Credit Properties, SHA would like to assess and possibly implement Voluntary Conversion of some (or all) of its Public Housing Units to private units with Project Based Housing Choice Voucher (HCV) Section 8 Vouchers (PBV or PBRA) through the Rental Assistance Demonstration (RAD) Program or other HUD Programs. SHA has not been

required to convert any units by Mandatory Conversion. SHA is specifically interested in Voluntary Conversion of all of its Public Housing units. During 2015 SHA was issued CHAPs for the Public Housing units in the Tax Credit Properties and plans to convert them to HCV Project Based Vouchers now that the CFFP Loan was fully repaid through the RAD SHA7 deal.

SHA has now converted the following sites; Frank Gooch Apartments (SC 3-14) AMP 20, Tobias Booker Hartwell (SC 3-25) AMP 50, Victoria Gardens Apartments (SC 3-9) AMP 120, Ellen C. Watson Apartments (SC 3-14) AMP 120, Barksdale Apartments (SC 3-14) AMP 130, Leland and Spruce Street Apartments (SC 3-16) AMP 130 and J. Curtis Anderson Townhomes (SC 3-27) AMP 160 to HCV Section 8 Project Based Vouchers through the RAD Program. The Cammie Clagett / Highland Crossing project just closed in April of 2015. Asbestos abatement and demolition is now complete and construction is begging. The 72 new tax credit and HCV Project Based Voucher units known as Highland Crossing is scheduled to be complete this calendar year (2016).

SHA has also submitted several additional RAD applications. These include separate RAD applications for each of our current Tax Credit properties that have Public Housing in them, to convert these units to Section 8 Project Based Units. We have been issued CHAPs now for these projects. These include applications for Collins Park, The Ridge at Southport, Country Garden Estates I and Cedar Springs Aiken. In addition SHA submitted a portfolio application to convert its entire remaining Public Housing portfolio through the RAD Program.

SHA has recently submitted RAD applications for the remaining 78 units at Cammie Clagett and SHA's single-family homes in its Scattered Site Project. SHA hopes to demolish and/or dispose of these units.

The remaining 78 Public Housing Units at Cammie Clagett are all vacant. The physical condition of these units will not allow them to be occupied and the cost for any rehabilitation would be greater than demolition and new construction. Because of significant structural and plumbing problems upstairs bathrooms are literally falling through the floor into the units below. Although many of these units are in an off-line status for Modernization, many have reached the maximum 3 year limit and are no longer eligible for off-line status. These 78 public housing vacant units are counting against us on our PHAS scores as vacant days and are having a significant negative impact on our vacant days for HUD reporting and accountability. In our RAD application which asked HUD for something unusual. We asked for them to give us permission up front, before closing to demolish and dispose of these units.

In the past we have been prohibited from submitting a Demolition/Disposition application for these remaining 78 units at Cammie Clagett because we had CFFP debt. With that debt recently being paid off through our RAD Transaction, we are now preparing and plan to submit a Demolition/Disposition application in early 2016. We have informally requested assistance from the City of Spartanburg and anticipate receiving NIP funds via the city to assist with demolition costs.

In regards to the remaining 22 single family homes in SHA's Public Housing Scattered Site AMP, SHA submitted a RAD application requesting approval to dispose of these remaining homes as is to anyone who would be willing to purchase them. Many of these homes are vacant and are not worth rehabilitation. Although there are still some occupied homes, the majority of the current occupants and not interested in purchasing these homes.

The remainder of SHA's Public Housing stock such as Camp Croft, Archibald Hi-rise, Archibald Village, Prince Hall, Victoria Gardens also has significant needs. Needs so great, that they cannot be adequately addressed with the Capital Funds that SHA receives. SHA will continue to consider submitting additional RAD applications for the remainder of its Public Housing portfolio. Some of these apartment complexes have such significant needs that demolition and new construction may be the best alternative and due to the lack of available funds, these projects may have to be completed in phases.

To fulfill the necessary requirements, the following RAD information is hereby included in SHA's 5-Year and Annual Plans. **Also please note that SHA will adhere to the tenant protections listed in Section 1.6.C and Section 1.6.D of PIH Notice 2012-32, REV-1, as per Attachment 1.D of that Notice.**

1. A description of the units to be converted, including the number of units, the bedroom distribution of units, and the type of units (e.g., family, elderly/disabled, or elderly-only);

Country Garden Estates Apartments – Is a Low Income Housing Tax Credit Property consisting of a total of 100 units, however only 10 of these units are Public Housing. One and two story siding apartment units, primarily duplex units, total of 10 units, 2 one bedroom units, 6 two bedroom units, and 2 three bedroom units, all are family units. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Southside Project – The Southside Project consists of three different apartment complexes which were all a part of one mixed-finance Low Income Housing Tax Credit Project. The total Project consists of 230 units of which all are tax credit units but only 110 are Public Housing Units. The first development is Collins Park/Cottage Grove which consists of a total of 108 units of which only 60 are Public Housing Units. These are new construction two story siding apartments which some brick, primarily duplex units, 14 are one bedroom units, 24 are two bedroom units and 22 are three bedroom units, all are family units.

Independence Place has no Public Housing Units. The Ridge at Southport consists of a total of 78 units of which 50 are Public Housing Units. These are also new construction two story siding apartments which some brick, primarily duplex units, 10 are one bedroom units, 30 are two bedroom units and 10 are three bedroom units, all are family units. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Cedar Springs Place (Aiken) – Is also a mixed-finance Low Income Housing Tax Credit Property. The total property consists of 48 units of which 19 are public housing units. This is a new construction three story elevator apartment building. Of the 19 public housing units are one bedroom units which are designated specifically for the elderly and disabled. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Cammie Clagett Apartments (remaining 78 of the 150 units, Second Phase) – Two story brick barracks style apartment units, total of 78 units, 10 one bedroom units, 20 two bedroom units, 30 three bedroom units and 18 four bedroom units, all are family units. We wish to demolish and dispose of these units.

Scattered Sites (22 single-family homes) – These are single-family homes that are all public housing units. Predominately they are 3 bedroom homes scattered throughout

Spartanburg. We wish to dispose of these units.

Camp Croft Apartments – Single story brick barracks style buildings covered with stucco. Total of 98 units, 14 1-bedrooms, 56 2-bedrooms, 26 3-bedrooms and 2 units converted to a laundry. All Family Units.

Cambridge Place – Two story duplex buildings, three duplexes total of 6 units, concrete plank siding, all three bedrooms. All Family Units.

2. Any change in the number of units that is proposed as part of the conversion, including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

SHA intends on no changes in the number of units that are proposed as a part of this conversion; including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

3. Any change in the bedroom distribution of units that is proposed as part of the conversion;

SHA does not plan to make any change in the bedroom distribution of units that are proposed as a part of this conversion.

4. Any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project after it has been converted. This includes any waiting list preferences that will be adopted for the converted project; and

SHA does not plan to make any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the projects identified after they have been converted. This includes any waiting list preferences.

5. If there will be a transfer of assistance at the time of conversion, the significant amendment must include the location (including census tract) of any converted units that will be transferred off-site, as well as the information described above for the units that will be transferred. In addition, if some, but not all of the assisted units will be transferred to another site at the time of the conversion, the significant amendment must also include a description of how the waiting list will be transferred and how households will be selected for the transfer.

SHA does not plan to make any transfer of assistance at the time of conversion. SHA does not plan to transfer any of the units or to another location at the time of conversion.

SHA does not plan to transfer any assistance, change the number of assisted units, or change the eligibility or preferences for new applicants.

In addition to the previously mentioned public housing sites, SHA has submitted additional RAD applications and has submitted a portfolio request for the remainder of all of its Public Housing Sites. The following information is provided and included in this annual plan based upon the assumption that SHA will submit RAD applications for the remainder of its Public Housing Sites as follows: Cammie Clagett courts (SC 3-7) AMP 60, Camp Croft Courts (SC 3-6) AMP 100, Prince Hall Apartments (SC 3-12) AMP 80, Archibald Rutledge Hi-Rise Apartments (SC 3-8) AMP 20, Archibald Rutledge Village Apartments (SC 3-90) AMP 30, Scattered Sites (SC 3-11, SC 3-23, SC 3-24, SC 3-28, SC 3-99) AMP 40 and Cambridge Place AMP 180.

To fulfill the necessary requirements, the following RAD information is hereby included in SHA's 5-Year and Annual Plans.

1. A description of the units to be converted, including the number of units, the bedroom distribution of units, and the type of units (e.g., family, elderly/disabled, or elderly-only);

Cammie Clagett Apartments (Remaining 78 units, could be one or more remaining phases)– Two story brick barracks style apartment units, total of 78 units, 10 one bedroom units, 20 two bedroom units, 30 three bedroom units and 18 four bedroom, all are family units. We believe that this will be demolition and new construction. The new construction could possibly be onsite, offsite or mixed.

Camp Croft Courts – Two story apartment units, total of 98 units, 14 one bedroom units, 56 two bedroom units and 26 three bedroom units, all are family units. The remaining 2 units are used for a laundry. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Prince Hall Apartments – Three story brick apartment units, total of 100 units, 80 two bedroom units and 20 three bedroom units, all are family units. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Archibald Rutledge Hi-Rise Apartments – Twelve-story Hi-Rise elevator building, total of 150 units, 90 Efficiency units and 60 one bedroom units, all are family units housed with the elderly and disabled. This will be coordinated with our Choice Neighborhood efforts for the Northside. We believe this to be a rehabilitation project. This could be in one or more phases.

Archibald Rutledge Village Apartments – One two story brick apartment units, total of 50 units, 30 Efficiency units, 18 one bedroom units and 2 two bedroom units, all are family units housed with the elderly and disabled. This will be coordinated with our Choice Neighborhood efforts for the Northside. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed.

Victoria Gardens Apartments – Two story brick barracks style apartment units, total of 80 units, 8 one bedroom units, 26 two bedroom units, 32 three bedroom units, 8 four bedroom units and 6 five bedroom units, all are family units. This will be coordinated with our Choice Neighborhood efforts for the Northside. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Scattered Sites – All remaining Public Housing Scattered Site homes as follows: SC 3-11 (108 Rodney St., 115 Chelsea St. 124 Chelsea St., 136 Westover St., 222 Edenbridge Ln., 226 Edenbridge Ln., 266 Pioneer Pl., 360 Concord St., 511 Crestwood Pl., 712 Old Farm Rd.), SC 3-23 (109 Winterhaven Dr., 110 Huntley Dr., 141 Twin Creek Dr., 213 Yorkshire Dr., 370 Belcher Rd. 414 Bellingham Dr., 812 Primrose Ln., 904 Lucerne Dr., 4134 E. Croft Cr.) and SC 3-24 (531 Pleasant Breezes Way). These are scattered site single family homes which have been in a Section 32 homeownership program for a number of years,

but have not sold. Our goal here would be to utilize the RAD program to convert these homes so that they could be disposed of relatively easily.

Cambridge Place – Two story duplex buildings, three duplexes total of 6 units, concrete plank siding, all three bedrooms. All Family Units.

2. Any change in the number of units that is proposed as part of the conversion, including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

SHA intends on no changes in the number of units that are proposed as a part of this conversion; including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

3. Any change in the bedroom distribution of units that is proposed as part of the conversion;

SHA does not plan to make any change in the bedroom distribution of units that are proposed as a part of this conversion.

4. Any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project after it has been converted. This includes any waiting list preferences that will be adopted for the converted project; and

SHA does not plan to make any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the projects identified after they have been converted. This includes any waiting list preferences.

5. If there will be a transfer of assistance at the time of conversion, the significant amendment must include the location (including census tract) of any converted units that will be transferred off-site, as well as the information described above for the units that will be transferred. In addition, if some, but not all of the assisted units will be transferred to another site at the time of the conversion, the significant amendment must also include a description of how the waiting list will be transferred and how households will be selected for the transfer.

At this time SHA does not plan to make any transfer of assistance at the time of conversion. At this time SHA does not plan to transfer any of the units or to another location at the time of conversion.

At this time SHA does not plan to transfer any assistance, change the number of assisted units, or change the eligibility or preferences for new applicants.

### **Conversion of Public Housing to Tenant-Based Assistance**

SHA has not been required to convert any units by Mandatory Conversion. SHA is specifically interested in Voluntary Conversion of all of its Public Housing units. Typically during conversion it is the preference of the Spartanburg Housing Authority to convert units to HCV Project Based assistance. However when it is not possible or feasible to convert Public Housing Units or other units to HCV Project Based assistance and units can be converted to Tenant-Based Assistance, this is acceptable to SHA.

Specifically SHA currently has vacant public housing units at Cammie Clagett. In an instance such as this, if HUD would prefer to issue tenant based vouchers for these remaining 78 units, this would be acceptable to SHA.

Although Oakview apartments is not Public Housing SHA currently administers mod-rehab vouchers for this property. The property is in the process of changing ownership and the new owner desires to empty and demolish the property. Again, if HUD prefers, SHA would be interested in administering these tenant based vouchers so that the residents could move away from Oakview and still have assistance.

#### **Conversion of Public Housing to Project-Based Assistance under RAD**

SHA applied for and received Commitment of Housing Assistance Payments (CHAPs) from HUD for participation in the Rental Assistance Demonstration (RAD) Program. Recently SHA has closed on the conversion of 72 units at Cammie Clagett as a part of the RAD Program. Demolition of the former 40 Public Housing Units is not complete and construction is beginning on Highland Crossing which is being built on the former site of the 40 Public Housing Units. This 72 unit apartment complex will be Tax Credit and Section 8 Project Based Rental Units (PBRA). Construction is scheduled to be completed by the end of this calendar year (2016).

SHA is also continuing to work on the conversion of 7 additional Public Housing Sites from Public Housing to Section 8 Project Based Units. The closing for SHA7 was completed on January 14, 2016. This Project has converted 338 units in seven former Public Housing Projects; Tobias, Gooch, Watson, Barksdale, Leland, Spruce and JC Anderson from Public Housing to Tax Credit and Section 8 Project Based Units. Substantial rehabilitation will be completed in every unit. Physical repairs are approximately \$10 million. This project will begin immediately and is scheduled to be completed in this calendar year.

During the past year HUD has issued Commitment of Housing Assistance Payments (CHAPs) to SHA for the Public Housing units in its existing tax credit properties. These include; Cedar Springs Aiken (19 Public Housing Units), Country Gardens Estates (10 Public Housing Units) and the Southside Project (totaling 110 units), The Southside Project actually consists of several different locations including; The Ridge at Southport (50 Public Housing Units), Collins Park (52 Public Housing Units) and Cottage Grove (8 Public Housing units). SHA desires to convert all of these Public Housing units in the tax credit properties to Section 8 Project Based units, because they will receive more subsidy and we believe the HCV Section 8 subsidy will be greater and more reliable in the future. SHA has already completed the first several RAD milestones for this project and is now in the process of procuring a vendor to complete the necessary RAD Physical Condition Assessments (PCA). It is SHA's hope that little to no physical improvements will be need and these RAD transactions will be simple financial transactions that do not require any additional financial resources or physical improvements.

In addition with the encouragement of HUD, SHA submitted an was awarded a RAD Portfolio request that if SHA desire would allow us to convert any and all additional public housing units through the RAD Program. This constitutes a revised element of SHA's previous Annual Plan. (Please find additional details regarding RAD and SHA's plans in additional locations within this plan.)

Recently SHA has also recently submitted RAD applications for the remaining 78 units at

Cammie Claggett and for its Public Housing Scattered Sites. SHA desires to dispose of these units.

The remaining 78 Public Housing Units at Cammie Claggett are all vacant. The physical condition of these units will not allow them to be occupied and the cost for any rehabilitation would be greater than demolition and new construction. Because of significant structural and plumbing problems upstairs bathrooms are literally falling through the floor into the units below. Although many of these units are in an off-line status for Modernization, many have reached the maximum 3 year limit and are no longer eligible for off-line status. These 78 public housing vacant units are counting against us on our PHAS scores as vacant days and are having a significant negative impact on our vacant days for HUD reporting and accountability. In our RAD application which asked HUD for something unusual. We asked for them to give us permission up front, before closing to demolish and dispose of these units.

On April 2016, the SHA received a CHAP for the remaining 78 units at Cammie Claggett. SHA will comply with all HUD and RAD regulations regarding demolition and disposition of the remaining units

In regards to the remaining 22 single family homes in SHA's Public Housing Scattered Site AMP, SHA submitted a RAD application requesting approval to dispose of these remaining homes as is to anyone who would be willing to purchase them. Many of these homes are vacant and are not worth rehabilitation. Although there are still some occupied homes, the majority of the current occupants are not interested in purchasing these homes.

The remainder of SHA's Public Housing stock such as Camp Croft, Archibald Hi-rise, Archibald Village, Prince Hall, Victoria Gardens also has significant needs. Needs so great, that they cannot be adequately addressed with the Capital Funds that SHA receives. SHA will continue to consider submitting additional RAD applications for the remainder of its Public Housing portfolio. Some of these apartment complexes have such significant needs that demolition and new construction may be the best alternative and due to the lack of available funds, these projects may have to be completed in phases.

At all of SHA's AMPs including Tax Credit Properties, SHA would like to assess and possibly implement Voluntary Conversion of some (or all) of its Public Housing Units to private units with Project Based Housing Choice Voucher (HCV) Section 8 Vouchers (PBV or PBRA) through the Rental Assistance Demonstration (RAD) Program or other HUD Programs. SHA has not been required to convert any units by Mandatory Conversion. SHA is specifically interested in Voluntary Conversion of all of its Public Housing units. During 2015 SHA was issued CHAPs for the Public Housing units in the Tax Credit Properties and plans to convert them to HCV Project Based Vouchers now that the CFFP Loan was fully repaid through the RAD SHA7 deal.

SHA has now converted the following sites; Frank Gooch Apartments (SC 3-14) AMP 20, Tobias Booker Hartwell (SC 3-25) AMP 50, Victoria Gardens Apartments (SC 3-9) AMP 120, Ellen C. Watson Apartments (SC 3-14) AMP 120, Barksdale Apartments (SC 3-14) AMP 130, Leland and Spruce Street Apartments (SC 3-16) AMP 130 and J. Curtis Anderson Townhomes (SC 3-27) AMP 160 to HCV Section 8 Project Based Vouchers through the RAD Program. The Cammie Claggett / Highland Crossing project just closed in April of 2015. Asbestos abatement and demolition is now complete and construction is beginning. The 72 new tax credit and HCV Project Based Voucher units known as Highland Crossing is scheduled to be complete this calendar year (2016).



SHA has also submitted several additional RAD applications. These include separate RAD applications for each of our current Tax Credit properties that have Public Housing in them, to convert these units to Section 8 Project Based Units. We have been issued CHAPs now for these projects. These include applications for Collins Park, The Ridge at Southport, Country Garden Estates I and Cedar Springs Aiken. In addition SHA submitted a portfolio application to convert its entire remaining Public Housing portfolio through the RAD Program.

To fulfill the necessary requirements, the following RAD information is hereby included in SHA's 5-Year and Annual Plans. **Also please note that SHA will adhere to the tenant protections listed in Section 1.6.C and Section 1.6.D of PIH Notice 2012-32, REV-1, as per Attachment 1.D of that Notice.**

1. A description of the units to be converted, including the number of units, the bedroom distribution of units, and the type of units (e.g., family, elderly/disabled, or elderly-only);

Country Garden Estates Apartments – Is a Low Income Housing Tax Credit Property consisting of a total of 100 units, however only 10 of these units are Public Housing. One and two story siding apartment units, primarily duplex units, total of 10 units, 2 one bedroom units, 6 two bedroom units, and 2 three bedroom units, all are family units. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Southside Project – The Southside Project consists of three different apartment complexes which were all a part of one mixed-finance Low Income Housing Tax Credit Project. The total Project consists of 230 units of which all are tax credit units but only 110 are Public Housing Units. The first development is Collins Park/Cottage Grove which consists of a total of 108 units of which only 60 are Public Housing Units. These are new construction two story siding apartments which some brick, primarily duplex units, 14 are one bedroom units, 24 are two bedroom units and 22 are three bedroom units, all are family units.

Independence Place has no Public Housing Units. The Ridge at Southport consists of a total of 78 units of which 50 are Public Housing Units. These are also new construction two story siding apartments which some brick, primarily duplex units, 10 are one bedroom units, 30 are two bedroom units and 10 are three bedroom units, all are family units. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Cedar Springs Place (Aiken) – Is also a mixed-finance Low Income Housing Tax Credit Property. The total property consists of 48 units of which 19 are public housing units. This is a new construction three story elevator apartment building. Of the 19 public housing units are one bedroom units which are designated specifically for the elderly and disabled. Here, we simply want to convert the Public Housing to Section 8 Project Based.

Cammie Clagett Apartments (remaining 78 of the 150 units, Second Phase) – Two story brick barracks style apartment units, total of 78 units, 10 one bedroom units, 20 two bedroom units, 30 three bedroom units and 18 four bedroom units, all are family units. We wish to demolish and dispose of these units.

Scattered Sites (22 single-family homes) – These are single-family homes that are all public housing units. Predominately they are 3 bedroom homes scattered throughout

Spartanburg. We wish to dispose of these units.

Camp Croft Apartments – Single story brick barracks style buildings covered with stucco. Total of 98 units, 14 1-bedrooms, 56 2-bedrooms, 26 3-bedrooms and 2 units converted to a laundry. All Family Units.

Cambridge Place – Two story duplex buildings, three duplexes total of 6 units, concrete plank siding, all three bedrooms. All Family Units.

2. Any change in the number of units that is proposed as part of the conversion, including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

SHA intends on no changes in the number of units that are proposed as a part of this conversion; including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

3. Any change in the bedroom distribution of units that is proposed as part of the conversion;

SHA does not plan to make any change in the bedroom distribution of units that are proposed as a part of this conversion.

4. Any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project after it has been converted. This includes any waiting list preferences that will be adopted for the converted project; and

SHA does not plan to make any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the projects identified after they have been converted. This includes any waiting list preferences.

5. If there will be a transfer of assistance at the time of conversion, the significant amendment must include the location (including census tract) of any converted units that will be transferred off-site, as well as the information described above for the units that will be transferred. In addition, if some, but not all of the assisted units will be transferred to another site at the time of the conversion, the significant amendment must also include a description of how the waiting list will be transferred and how households will be selected for the transfer.

SHA does not plan to make any transfer of assistance at the time of conversion. SHA does not plan to transfer any of the units or to another location at the time of conversion.

SHA does not plan to transfer any assistance, change the number of assisted units, or change the eligibility or preferences for new applicants.

In addition to the previously mentioned public housing sites, SHA has submitted additional RAD applications and has submitted a portfolio request for the remainder of all of its Public Housing Sites. The following information is provided and included in this annual plan based upon the assumption that SHA will submit RAD applications for the remainder of its Public Housing Sites as follows: Cammie Clagett courts (SC 3-7) AMP 60, Camp Croft Courts (SC 3-6) AMP 100, Prince Hall Apartments (SC 3-12) AMP 80, Archibald Rutledge Hi-Rise Apartments (SC 3-8) AMP 20, Archibald Rutledge Village Apartments (SC 3-90) AMP 30, Scattered Sites (SC 3-11, SC 3-23, SC 3-24, SC 3-28, SC 3-99) AMP 40 and Cambridge Place AMP 180.

To fulfill the necessary requirements, the following RAD information is hereby included in SHA's 5-Year and Annual Plans.

1. A description of the units to be converted, including the number of units, the bedroom distribution of units, and the type of units (e.g., family, elderly/disabled, or elderly-only);

Cammie Clagett Apartments (Remaining 78 units, could be one or more remaining phases)– Two story brick barracks style apartment units, total of 78 units, 10 one bedroom units, 20 two bedroom units, 30 three bedroom units and 18 four bedroom, all are family units. We believe that this will be demolition and new construction. The new construction could possibly be onsite, offsite or mixed.

Camp Croft Courts – Two story apartment units, total of 98 units, 14 one bedroom units, 56 two bedroom units and 26 three bedroom units, all are family units. The remaining 2 units are used for a laundry. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Prince Hall Apartments – Three story brick apartment units, total of 100 units, 80 two bedroom units and 20 three bedroom units, all are family units. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Archibald Rutledge Hi-Rise Apartments – Twelve-story Hi-Rise elevator building, total of 150 units, 90 Efficiency units and 60 one bedroom units, all are family units housed with the elderly and disabled. This will be coordinated with our Choice Neighborhood efforts for the Northside. We believe this to be a rehabilitation project. This could be in one or more phases.

Archibald Rutledge Village Apartments – One two story brick apartment units, total of 50 units, 30 Efficiency units, 18 one bedroom units and 2 two bedroom units, all are family units housed with the elderly and disabled. This will be coordinated with our Choice Neighborhood efforts for the Northside. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed.

Victoria Gardens Apartments – Two story brick barracks style apartment units, total of 80 units, 8 one bedroom units, 26 two bedroom units, 32 three bedroom units, 8 four bedroom units and 6 five bedroom units, all are family units. This will be coordinated with our Choice Neighborhood efforts for the Northside. This could be demolition, new construction or rehabilitation or a mixture. The new construction could possibly be onsite, offsite or mixed. This could be in one or more phases.

Scattered Sites – All remaining Public Housing Scattered Site homes as follows: SC 3-11 (108 Rodney St., 115 Chelsea St. 124 Chelsea St., 136 Westover St., 222 Edenbridge Ln., 226 Edenbridge Ln., 266 Pioneer Pl., 360 Concord St., 511 Crestwood Pl., 712 Old Farm Rd.), SC 3-23 (109 Winterhaven Dr., 110 Huntley Dr., 141 Twin Creek Dr., 213 Yorkshire Dr., 370 Belcher Rd. 414 Bellingham Dr., 812 Primrose Ln., 904 Lucerne Dr., 4134 E. Croft Cr.) and SC 3-24 (531 Pleasant Breezes Way). These are scattered site single family homes which have been in a Section 32 homeownership program for a number of years,

but have not sold. Our goal here would be to utilize the RAD program to convert these homes so that they could be disposed of relatively easily.

Cambridge Place – Two story duplex buildings, three duplexes total of 6 units, concrete plank siding, all three bedrooms. All Family Units.

2. Any change in the number of units that is proposed as part of the conversion, including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

SHA intends on no changes in the number of units that are proposed as a part of this conversion; including de minimis unit reductions and unit reductions that are exempt from the de minimis cap;

3. Any change in the bedroom distribution of units that is proposed as part of the conversion;

SHA does not plan to make any change in the bedroom distribution of units that are proposed as a part of this conversion.

4. Any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project after it has been converted. This includes any waiting list preferences that will be adopted for the converted project; and

SHA does not plan to make any changes in the policies that govern eligibility, admission, selection, and occupancy of units at the projects identified after they have been converted. This includes any waiting list preferences.

5. If there will be a transfer of assistance at the time of conversion, the significant amendment must include the location (including census tract) of any converted units that will be transferred off-site, as well as the information described above for the units that will be transferred. In addition, if some, but not all of the assisted units will be transferred to another site at the time of the conversion, the significant amendment must also include a description of how the waiting list will be transferred and how households will be selected for the transfer.

At this time SHA does not plan to make any transfer of assistance at the time of conversion. At this time SHA does not plan to transfer any of the units or to another location at the time of conversion.

At this time SHA does not plan to transfer any assistance, change the number of assisted units, or change the eligibility or preferences for new applicants.

#### Non smoking Policies

1) Smoking:

- a) No smoking is permitted in the common areas of Archibald Rutledge Hi-Rise at anytime.
- b) US Department of Housing and Urban Development 24CFR part 965 “Instituting Smoke Free Public Housing”. SHA will require all residents to comply with no smoking in any public housing property once the HUD final rule is published. Residents will be notified and designated smoking areas on each property will be identified.

### Project Based Vouchers

The Spartanburg Housing Authority may issue and RFP for Project Based Vouchers not to exceed 20% of its ACC. These vouchers will be targeted to support rehabilitation or new construction efforts in the Northside, Highland, Page Lakes and Southside areas. SHA will consider both competitive and non-competitive awards. This process will comply with all applicable rules and regulations including SHA's Administrative Plan and HUD's Rental Assistance Demonstration (RAD) Program. These applications will contain a rating factor which considers the proposed projects impact on meeting SHA's goals of supporting affordable housing for low, very-low and moderate income households.

### Units with Approved Vacancies for Modernization

At Cammie Clagett the remaining 78 units are in an off-line status for Modernization, many have reached the maximum 3 year limit and are no longer eligible for off-line status. These 78 public housing vacant units are counting against us on our PHAS scores as vacant days and are having a significant negative impact on our vacant days for HUD reporting and accountability. It is SHA's desire to dispose of these units via sale to the City of Spartanburg, in order that SHA may be approved to utilize NIP funds available via the city for demolition costs. .

SHA does have a few units off-line in Modernization at our various public housing sites. These are just a few random units in which additional work is necessary such as mold or more significant, electrical, plumbing and or HVAC. These are in such a status for a short period such as six months or so, in which these items will be corrected and the unit will be returned to occupancy.

### Other Capital Grant Programs

Currently SHA does not have any funded Capital Fund Community Facilities Grants or Emergency Safety and Security Grants; however SHA reserves the right to submit these. In 2015 SHA did submit an Emergency Capital Fund Application for Archibald Hi-Rise. SHA does plan to resubmit a similar but revised Emergency Capital Fund Application for Archibald. Archibald Hi-Rise is a 12 story building with 150 units. Many of the buildings major systems such as water distribution, electrical distribution, HVAC, sanitary sewer lines and elevators have past their useful life and need to be replaced. Due to the nature of the building and the fact that these systems are building systems, replacement will require that the building be vacant for these repairs. The primary population of the building is elderly and disabled residents. The building consists of 90 efficiency units and 60 1 bedroom units. There is a shortage of efficiency and 1 bedroom units in Spartanburg. Currently SHA has more than 500 applicants on its waiting list for 1 bedroom units. It is going to be difficult and complex to resolve the issues at Archibald Hi-rise.

SHA also has several years of Replacement Housing Factor Funds. Primarily SHA intends to use these funds to produce additional Public Housing Units either in SHA's Northside, at Page Lake, the Southside or in the Highland Area. SHA does not have a lot of RHF Funds. Funds would be combined from multiple years and each site would only have a few units constructed. In addition, SHA also plans to utilize RHF Funds for RAD purposes such as to pay for necessary RAD expenses like RAD Physical Condition Assessments for properties in which SHA has been issued Commitment of Housing Assistance Payments (CHAPs).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public

	housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.
<b>B.3</b>	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.4</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y   N  <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: <b>PENDING COMPLETED AUDIT NOT RECEIVED AS OF DATE OF BOARD APPROVAL 6/21/16</b></p>
<b>B.5</b>	<p>Report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan</p> <p><b>Progress Report.</b></p> <p><b>1. HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.</b></p> <p>1. In 2015 SHA constructed additional public housing units on Brawley Street as a part of the Choice Neighborhood initiative for the Northside. The 3 duplex units (total of 6 units) were constructed utilizing primarily Replacement Housing Factor (RHF) Funds. In addition, SHA is working closely with Spartanburg County to construct affordable one bedroom units for seniors on SHA Property located at the Page Lake Property. The initial 8 one-bedroom units will be constructed primarily with HOME Funds from Spartanburg County although SHA will provide a small portion of funds through a private mortgage which will be repaid by net operating income over a period of several years. The total cost of the project is \$1,024,865 with the County providing \$703,602 and SHA providing \$321,262.</p> <p>2. <u>Leverage:</u></p> <p>a. During the year SHA Benefited from the successful leverage of 9% Low Income Housing Tax Credits for the Development of Highland Crossing representing \$7.5 million. In addition, SHA is in the process of constructing 8 Senior Units at Page Lake with an approximate cost of \$1 million.</p> <p>3. <u>Acquire or build</u></p> <p>Over the past year SHA has completed the construction of 3 Public Housing duplexes, totaling 6 units on Brawley Street. This small apartment complex known as Cambridge Place was constructed primarily with RHF Funds. Presently SHA is constructing 8 senior units in Partnership with Spartanburg County at Page Lake. These units are being constructed primarily with the County's HOME Funds (\$703,602) but SHA is also providing \$321,262. These will be affordable HOME units for low-income families. These units are scheduled to be completed in June of 2016. In addition SHA's first RAD Project</p>

is in progress. 40 units at SHA's Public Housing Complex Cammie Clagett have been demolished. Construction is beginning now on Highland Crossing which will provide 72 units of affordable housing which will be LIHTC and Section 8 Project Based. This project is scheduled to be completed in the 2016 calendar year.

4. Improve the quality of assisted housing

- a. Utilizing Capital Funds SHA completed site improvements and building improvements which included energy and health and safety items which improved the quality of its assisted housing communities. SHA's second RAD Project is now under way. On January 14, 2016 SHA Closed on its SHA7 RAD Project. This Project has converted 338 units in seven former Public Housing Projects; Tobias, Gooch, Watson, Barksdale, Leland, Spruce and JC Anderson from Public Housing to Tax Credit and Section 8 Project Based Units. Substantial rehabilitation will be completed in every unit. Physical repairs are approximately \$10 million. This project will begin immediately and is scheduled to be completed in this calendar year. In order to facilitate this project, it was necessary that SHA first payoff its existing Capital Fund Financing Program (CFFP) debt. HUD and the lender would not allow SHA to dispose of any additional Public Housing units until the debt was repaid. A condition of the CFFP loan was that it could only be repaid with Capital Funds. SHA utilized the majority of its Capital Fund Program and RHF dollars to pay of its CFFP debt. This debt has now been paid off.

5. Voucher Management (SEMAP Scores)

- a. SHA shall continue to maintain sufficient points for a High Performing Designation in the Housing Choice Voucher (HCV) Section 8 Management Assessment Program (SEMAP) through monthly monitoring and increased staff training.

6. SHA will continue to provide excellent customer service through the use of its customer service guide.

7. Outreach to landlords and voucher homeownership program

- a. SHA has operated a voucher homeownership program now for a number of years. Since the beginning of our program, we have helped more than 60 families purchase homes through the voucher program.

SHA has a HUD approved Section 32 Homeownership Plan and intends to employ strategies which support the sale of the homes. The SHA will continue to develop homeownership opportunities. The SHA will seek to amend the approved Section 32 plan.

8. Public Housing site-based waiting lists:

- a. All of our Public Housing sites have site-based waiting lists.

**2. HUD Strategic Goal: Improve community quality of life and economic vitality**

1. SHA is administering its Self-sufficiency Program as we seek to increase the wage earning capacity of low income families within targeted communities and promote self-sufficiency.
2. During the past year the SHA administered ROSS grants promoting job training and employment opportunities to families residing in public housing through our Connections

Program. Other grants assist senior and disabled residents to live longer in their own homes.

3. During the past year the SHA administered a CSS program component designed foster Job Readiness and Training, Case Management and Referrals, Counseling and Job Placement.
4. These activities will assist the agency in increasing the income levels of families currently residing in communities with a concentration of poverty as well as helping residents overcome the barriers of transportation, education and child care.
5. Promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - a. During past years SHA implemented a preference for families previously displaced due to development activities such as HOPE VI into the return criteria for the new LIHTC communities Collins Park, Independence Place, Summer Place and the Ridge at Southport affordable housing communities to expand opportunities for lower income families to have access to income developments. Preferences have been implemented for homeless and veterans, homeless veterans would receive additional points qualifying them for a preference.
6. Public Housing security improvements:
  - a. SHA continues its collaboration with the Spartanburg Public Safety Department to host liaison officers, designated to the SHA communities.
7. SHA continues to partner with community groups and Neighborhood Watch organizations.
8. Designate developments or buildings
  - a. During the past year SHA continued its designation of Mix-Population Communities with three communities Archibald Rutledge & Village however SHA desires to designate Archibald as a senior only residence. SHA is in the process of preparing an application/request for this designation which it may submit soon.

**3. HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

1. SHA will continue to promote self-sufficiency and asset development. Our Housing Choice Voucher (HCV) Section 8 and Public Housing FSS Programs will continue to be offered. Non-Public Housing FSS families are able to participate in employment readiness and educational opportunities and through the Connections Program, as grant funding permits.
2. SHA has computer labs based in all Public Housing neighborhoods. The resident computer labs allow the residents internet access where they are able to stay up-to date with the SHA Facebook, Twitter, and Instagram accounts. Do we really want to talk about Social Media? Computer labs allow the residents to search for jobs, do homework and search the internet.



	<p><b>4. HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans</b></p> <p>1. SHA will adhere to all Fair Housing required regulations in its operations.</p> <p><b>5. Other PHA Goals and Objectives: (list below)</b></p> <p>1. SHA continues to administer a YouthBuild and a Face Forward Program to train and assist participants in completing educational goals and preparing to work/business opportunities with funding from the Department of Labor.</p>
<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y    N  <input checked="checked" type="checkbox"/>   <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

**Comments from Resident Advisory Board Members on  
5 – Year and Annual Plans  
At Resident Council Lunch and Learn Meeting  
Tuesday, April, 14 2016  
SHA Executive Boardroom  
11:00 AM until 01:00 PM**

On Tuesday, April 14, 2016 the Housing Authority of the City of Spartanburg (SHA) held a Resident Council Lunch and Learn (Recognition) Meeting with the Resident Advisory Boards in the SHA Executive Boardroom from 11:00 AM until 1:00 PM. As a part of the meeting the SHA 5 – Year and Annual Plans were displayed and presented; copies were available upon request. Input on the plans was requested for possible revisions and comments on the plans themselves.

Attendees at the meeting provided comments as follows in regards the SHA's Annual and 5-Year Plans

**Response to Residential Council Lunch**

1. **Comment from Resident** Parthenia Whiteside: What about people that are receiving paper check?
  - a. **Response** Jessica Holcomb: Most companies are doing away with paper checks and direct deposit is strongly advised.
2. **Comment from Resident** Tchenavia Singleton made a statement that the only thing in the 5 year plan for Prince Hall is to replace the roof and gutters she feel that there are other concerns such as the plumbing.
  - a. **Response** Daryl Dalton: Physical needs assessment has been done however, due to the funding the roofs have been identified as priority but plumbing issues will be addressed. All needs cannot be addressed at once but a sanitary sewer funding is available.
3. **Comment from Resident** Bridgett Wofford: Is Highland Crossing a part of SHA.
  - a. **Response** Jessica Holcomb: Highland Crossing is being managed by CHP Management and units will be available in August or September. Residents can apply through CHP Management and preference will be given to previous Cammie Clagget residence. There will be 1, 2, 3 bedrooms available.
4. **Comment from Resident** Sonya Stroble: Is Highland Crossing available only for disabled individuals or all types.
  - a. **Response** Daryl Dalton: They are Family units but there will be units available to accommodate handicap individual.
5. **Comment from Resident** Todd McBeth: Will you all provide better screening for new applicants.

- a. **Response** Daryl Dalton and Jessica Holcomb: There will be less screening. HUD has asked that SHA be more considerate and selection should be made on a case by case basis.
6. **Comment from Resident** Todd McBeth: Why are the benches being removed from the property at Archibald?
- a. **Response** Jessica Holcomb: Benches are not being removed from the property but being placed in areas that will enhance the beautification of the property.
7. **Comment from Resident** Bridgett Wofford: How can you stop people from smoking?
- a. **Response** Daryl Dalton and Jessica Holcomb: It is a requirement and it is going to be difficult, but we are working to implement policies and procedures that HUD is giving us. There will be designated smoking areas provided and smoking sensational programs will be available to residents that would like to quit smoking.
8. **Comment from Resident** Tchenavia Singleton: I have heard that grills will be removed by the summer time, is that true?
- a. **Response** Jessica Holcomb: Grills are being removed for fire safety reasons. An RFP will be posted to replace grills at Prince Hall.
9. **Comment from Resident** Brenda Thomas: Will there be security cameras at all location?
- a. **Response** Daryl Dalton: All remaining public housings.
10. **Comment from Resident** Brenda Thomas: We have a gazebo at Camp Croft and kids are destroying the ceiling fan; how can we prevent that?
- a. **Response** Daryl Dalton: Video surveillance is the answer. It is the resident's responsibility not to destroy the property.
11. **Comment from Resident** Brenda Thomas: Do we have an officer that can come through the neighborhood?
- a. **Response** Jessica Holcomb: We will look in to getting an officer out there. Reach out to Rosalind Myers she is the new city council representative she may also be able to have an officer come out there as often as you like.
12. **Comment from Resident** Brenda Thomas: Will new lights be added to the property.
- a. **Response** Jessica Holcombe: Maintenance will go out and check the lighting to see if it is a Duke Energy or SHA.

**These were the only comments provided by the Residents at our meeting.**

SIGN-IN SHEET  
 RESIDENT ADVISORY BOARD MEETING  
 ANNUAL PLAN FOR FISCAL YEAR 2016-2017  
 FIVE-YEAR PLAN FOR FISCAL YEARS 2016-2020  
 TUESDAY, APRIL 12, 2016 NON  
 HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

NAME (Please Print)	ADDRESS:	PHONE NO.
1. RENEE Singleton	Prince Hall	
2. Tereana Singleton	Prince Hall	864-205-1753
3. Rose Mary Hocker	V.G.	864-398-0900
4. Budget Warden	Archibald Apts	864-357-6551
5. Doug Allen	Archibald Apts	864-541-8465
6. William M. Whitfield	Camp Croft	864-699-9626
7. Denise Smith	Camp Croft	864-559-6689
8. Todd McBeth	P.R.	864-705-3850
9. Sonya Stroble	210 Eden Bridge Ln.	864-576-7175
10.		
11.		
12.		
13.		
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24.		

B.7	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?  Y    N    N/A  <input type="checkbox"/>   <input type="checkbox"/>   <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<p><b>Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p><b>Capital Improvements.</b></p> <p>Attached please find a copy of the Spartanburg Housing Authority's most recently HUD-approved 5-Year Action Plan (HUD-50075.2) approved by HUD on April 13, 2016 (copy of HUD letter attached) .</p> <p>With this Annual and 5-Year Plan submittal SHA is also submitting a new Capital Fund Program – Five-Year Action Plan form HUD-50075.2 for the years 2016 – 2020 for approval by HUD. Please find attached a copy of this Plan.</p>

**PHA Certifications of Compliance  
with PHA Plans and Related  
Regulations**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2015, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Spartanburg Housing Authority

SC003

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2016 - 2020

Annual PHA Plan for Fiscal Years 2015 - 2016

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

Name of Authorized Official Thomas A. Lounds, Jr.

Title Board Chair

Signature

Date July 08, 2015

Previous version is obsolete

Page 2 of 2

Form HUD-50077 (4/2008)



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## Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

### A. PHA Information. All PHAs must complete this section.

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

### B. Annual Plan. All PHAs must complete this section.

#### B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))



☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(l))

☐ **Safety and Crime Prevention.** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial



U. S. Department of Housing and Urban Development

South Carolina State Office  
Strom Thurmond Federal Building  
1835 Assembly Street  
Columbia, South Carolina 29201-2480

April 13, 2016

Ms. Terril Bates  
Executive Director  
Spartanburg Housing Authority  
2271 South Pine Street  
Spartanburg, SC 29302

SUBJECT: 2016 Capital Fund Program Approval

Dear Ms. Bates:

We are pleased to inform you that your Fiscal Year 2016 Capital Fund Program and/or Replacement Housing Fund grant(s) has been approved. Attached are the approved Annual Statement(s), Annual Contributions Contract Amendment(s) and Capital Fund Program Five Year Action Plan.

By signing the ACC Amendment, your PHA has agreed to comply with the Capital Fund Program statute (i.e., Section 9 of the United States Housing Act of 1937, as amended) and the Capital Fund Final regulation effective November 25, 2013, found at 24 CFR Part 905.

Although our office has approved the enclosed Annual Statement(s), please note that all CFP grants awarded after November 25, 2013, must comply with 24 CFR Part 905 which was published in the Federal Register on October 24, 2013. This comprehensive Final Rule updated the previously issued regulations and made further revisions to the CFP and related program requirements. The Final Rule provided clarification regarding ineligible activities to include limitations on supportive and security services.

The CFP Final Rule effective November 25, 2013, clarifies that security services and supportive services are generally considered ineligible activities. Security services include but are not limited to the following: contracts with local police departments; salaries and benefits for security guards, patrols or police officers; and the purchase or leasing of vehicles for security personnel. Supportive services include but are not limited to the following: salaries and benefits or contract costs for service providers; health and wellness activities; educational enrichment and recreational activities; and job development/placement services including the cost of professional licenses.

It should be noted that the Office of Capital Improvements has established the following website: <http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>. Public Housing Authorities (PHAs) should regularly check this site to ensure they have the most recent communications concerning the Capital Fund Program.

To enable HUD to send messages via email and direct mail, PHAs must maintain up-to-date email and mailing addresses in the Public and Indian Housing Information Center (PIC) system.

Should you have any questions, please contact your Public Housing point of contact in our Columbia Field Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Bickley", is written over a printed name and title.

Eric Bickley  
Director  
Public Housing Program Center

Enclosures

# 2016 Capital Fund

## Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Whereas, (Public Housing Authority) HOUSING AUTHORITY OF SPARTANBURG SC003 (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Number(s) A4085 dated 12/10/2001

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$225,533.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number SC16R00350216  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 57

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one) : ☐ Yes ☒ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements.  
For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By: <u>Eric A. Bickley</u> Date: <u>4/13/2016</u> Title: <u>Director</u> <u>Public Housing Program Center</u>	PHA (Executive Director or authorized agent) By: <u>James Butler</u> Date: <u>2/18/16</u> Title: <u>EXECUTIVE DIRECTOR</u>
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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

<b>Part I: Summary</b>					
PHA Name: Spartanburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: SC16R00350216 Date of CFPP:			FFY of Grant: 2016 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	13,530.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>	212,003.00			

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

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<b>Part I: Summary</b>					
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Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	225,533.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director <i>[Signature]</i>		Date 03/16/2016		Signature of Public Housing Director <i>[Signature]</i> Date 4/13/2016	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

*[Signature]*  
 Eric A. Bickley  
 Director  
 Public Housing Program Center

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

<sup>2</sup>To be completed for the Performance and Evaluation Report.

[illegible]

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



[illegible]

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

## 2016 Capital Fund

**Capital Fund Program  
(CFP) Amendment  
To The Consolidated Annual Contributions  
Contract (form HUD-53012)**

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Whereas, (Public Housing Authority)	HOUSING AUTHORITY OF SPARTANBURG	SC003	(herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) A4085 dated 12/10/2001			

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$1,289,642.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number SC16P00350116  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number

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Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one): ☐ Yes ☐ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By: <u>Eric A. Bickley</u> Date: <u>4/13/2016</u> Title: <u>Director</u> <u>Public Housing Program Center</u>	PHA (Executive Director or authorized agent) By: <u>James Bates</u> Date: <u>2/18/16</u> Title: <u>EXECUTIVE DIRECTOR</u>
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Previous versions obsolete form HUD-52840-A 03/04/2003

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U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 06/30/2017

<b>Part I: Summary</b>					
PHA Name: Spartanburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: SC16P00350116 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2016 FFY of Grant Approval:
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	100,000.00			
3	1408 Management Improvements	180,500.00			
4	1410 Administration (may not exceed 10% of line 21)	128,964.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	150,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	685,178.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	45,000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

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Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	1,289,642.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date 03/16/2016	Signature of Public Housing Director		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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<sup>4</sup> RHF funds shall be included here.

73-778  
Eric A. Bickley  
Director  
Public Housing Program Center

4/13/2016 Date

Part II: Supporting Pages								
PHA Name: Spartanburg Housing Authority			Grant Type and Number Capital Fund Program Grant No: SC16P00350116 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2016		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-Wide	Operations	1406		100,000.00				
PHA-Wide	Community Initiatives	1408		10,000.00				
PHA-Wide	Staff Development	1408		50,000.00				
PHA-Wide	Security Cameras	1408		65,500.00				
PHA-Wide	Legal Fees	1408		50,000.00				
PHA-Wide	Computer Lab	1408		5,000.00				
	<b>TOTAL 1408 (13.996%)</b>	<b>1408</b>		<b>180,500.00</b>				
PHA-Wide	CFP Staff Salaries	1410		97,000.00				
PHA-Wide	CFP Staff Benefits	1410		31,964.00				
	<b>TOTAL 1410 (09.999%)</b>	<b>1410</b>		<b>128,964.00</b>				
PHA-Wide	A&E Services: Sewer Camera, Roof	1430		100,000.00				
	Assessments, Mold Assessments, Erosion							
	Gutters, Brick Façade, Sewer Lines,							
	Roofing and Gutters, Environmental							
	Assessments							
PHA-Wide	Inspection of Capital Fund Work	1410		50,000.00				

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<sup>2</sup> To be completed for the Performance and Evaluation Report.

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<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.503\)](#) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21. \(24 CFR §903.7\(e\)\)](#)

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. [\(24 CFR §903.7\(b\)\)](#)

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. [\(24 CFR §903.7\(o\)\)](#)

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. [\(24 CFR §903.7\(p\)\)](#)

**B.5 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. [\(24 CFR §903.7\(r\)\(1\)\)](#)

**B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. [\(24 CFR §903.13\(c\), 24 CFR §903.19\)](#)

**B.7 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. [\(24 CFR §903.15\)](#). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." [\(24 CFR §903.9\)](#)

**C. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. [\(24 CFR 903.7 \(g\)\)](#)

**C.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



**Spartanburg Housing Authority  
Administrative Plan Revision 2016**

**COMPARISON**

<b>Section</b>	<b>Current</b>	<b>Revision</b>
	<b>Chapter 1 Overview</b>	No changes
	<b>Chapter 2 Fair Housing</b>	
2.I.A.  Overview p.2-3	<b>Addition</b>	<ul style="list-style-type: none"> <li>• The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the <i>Federal Register</i> February 3, 2012 and further clarified in Notice PIH 2014-20</li> </ul>
2-I.B. Non Discrimination  p.2-4	<b>Addition</b>	<ul style="list-style-type: none"> <li>• Upon receipt of a housing discrimination complaint, the SHA is required to:</li> <li>• Provide written notice of the complaint to those alleged and inform the complainant that such notice was made</li> <li>• Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted</li> <li>• Keep records of all complaints, investigations, notices, and corrective actions [Notice PIH 2014-20]</li> </ul>
2-II.D. Verification of Disability	<b>Addition</b>	<ul style="list-style-type: none"> <li>• In the event that the SHA does receive confidential information about a person's specific diagnosis, treatment, or the nature or severity of the disability, the</li> </ul>

p. 2-10		SHA will dispose of it. In place of the information, the SHA will note in the file that the disability and other requested information have been verified, the date the verification was received, and the name and address of the knowledgeable professional who sent the information [Notice PIH 2010-26].
	<b>Chapter 3 Eligibility</b>	
3-I.B. Family and Household  [24 CFR 982.201(c); FR Notice 02/03/12; Notice PIH 2014-20]  p.3-2	To be eligible for assistance, an applicant must qualify as a family. A family may be a single person or a group of persons. <i>Family</i> as defined by HUD includes a family with a child or children, two or more elderly or disabled persons living together, one or more elderly or disabled persons living with one or more live-in aides, or a single person. A single person family may be an elderly person, a displaced person, a disabled person, or any other single person. The PHA has the discretion to determine if any other group of persons qualifies as a family.	<p><i>Family</i> as defined by HUD includes, but is not limited to the following, regardless actual or perceived sexual orientation, gender identity, or marital status, a single person, who may be an elderly person, disabled person, near-elderly person, or any other single person; or a group of persons residing together. Such group includes, but is not limited to a family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family), an elderly family, a near-elderly family, a disabled family, a displaced family, or the remaining member of a tenant family. The PHA has the discretion to determine if any other group of persons qualifies as a family.</p> <p><i>Gender Identity</i> means actual or perceived gender characteristics.</p> <p><i>Sexual orientation</i> means homosexuality, heterosexuality, or bisexuality.</p>
3-I.C. Family Breakup  p.3-3	<b>Addition</b>	<p>Except under the following conditions, the SHA has discretion to determine which members of an assisted family continue to receive assistance if the family breaks up:</p> <ul style="list-style-type: none"> <li>• If the family breakup results from an</li> </ul>

		<p>occurrence of domestic violence, dating violence, sexual assault, or stalking, the SHA must ensure that the victim retains assistance. (For documentation requirements and policies related to domestic violence, dating violence, sexual assault, and stalking, see section 16-IX.D of this plan.)</p> <ul style="list-style-type: none"> <li>• If a court determines the disposition of property between members of the assisted family, the SHA is bound by the court's determination of which family members continue to receive assistance.</li> </ul>
<p>3-I.C. Family Breakup</p> <p>p.3-3</p>	<p><b>Addition</b> Add to SHA Policy</p>	<p>the interest of any family member who is the victim of domestic violence, dating violence, sexual assault, or stalking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse;</p>
<p>3-II.C. SOCIAL SECURITY NUMBERS [24 CFR 5.216 and 5.218]</p> <p>p.3-14, 15</p>	<p>The SHA shall require that all members of the applicant's household provide documentation of a valid Social Security Number (SSN). In the event of a valid reason for not being able to provide an assigned SSN, the SHA shall use the Alternate ID. Once the SSN is provided the SHA shall delete the ID number assigned.</p> <p>In accordance with PIH 2010-3, applicants and participants shall be required to disclose his/her assigned SSN, with the exception of the following individuals:</p> <p>a. Those individuals who do not contend to have eligible immigrations status.</p> <p>1. A family that consists of a single household member (including a pregnant individual) who does</p>	<p>The applicant and all members of the applicant's household must disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN. A detailed discussion of acceptable documentation is provided in Chapter 7.</p> <p><i>Note:</i> These requirements do not apply to noncitizens who do not contend eligible immigration status.</p> <p>In addition, each participant who has not previously disclosed an SSN, has previously disclosed an SSN that HUD or the SSA determined was invalid, or has been issued a new SSN must submit their complete and accurate SSN and the documentation required to verify the SSN at the time of the next interim or annual reexamination or</p>

	<p>not have eligible immigration status is not eligible for housing assistance and cannot be house.</p> <p>2. A family that consists of two or more household members and at least one household member that has eligible immigration status, is classified as a mixed family, and is eligible for prorated assistance in accordance with 24 CFR 5.520. The SHA shall not deny assistance to mixed families due to nondisclosure of an SSN by an individual who does not contend to have eligible immigration status.</p> <p>b. Existing program participants as of January 31, 2010, who have previously disclosed their SSN and HUD has determined the SSN to be valid.</p> <p>c. Existing program participants who are 62 years of age or older, and had not previously disclosed a valid SSN. This exemption continues even if the individual moves to a new assisted unit.</p> <p>The SHA shall request the applicant and participant who are not exempt to provide documentation of each disclosed SSN. Acceptable evidence of the SSN shall consist of:</p> <p>a. An original SSN card issued by the SSA</p> <p>b. An original SSA-issued document, which contains the name and SSN of the individual; or</p> <p>c. An original document issued by a federal state, or local government agency, which contains the name and SSN of the individual</p> <p>The SHA may reject documentation of the SSN provided by the applicant or</p> <p>participant for only the following reasons:</p> <p>1. The document is not an original document; or</p>	<p>recertification. Participants age 62 or older as of January 31, 2010, whose determination of eligibility was begun before January 31, 2010, are exempt from this requirement and remain exempt even if they move to a new assisted unit.</p> <p>The SHA must deny assistance to an applicant family if they do not meet the SSN disclosure and documentation requirements contained in 24 CFR 5.216.</p>
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	<p>2. The original document has been altered, mutilated, or not legible; or</p> <p>3. The document appears to be a forged document</p> <p>The SHA shall explain to the applicant or participant, the reason the document is not acceptable and request the individual to obtain acceptable documentation of the SSN and submit it to the SHA within 30 days from the date of notification.</p> <p>Once the individual's verification status is classified as "Verified" within the EIV, the SHA shall remove and destroy, by not later than the next reexamination of family income or composition, the copy of the SSN documentation. The retention of the EIV report in the tenant file shall be considered adequate for future documentation.</p> <p>The SHA must deny assistance to an applicant family if they do not meet the SSN disclosure, documentation and verification, and certification requirements.</p>	
3-III.D. Screening p. 3-25	The SHA will perform a criminal background check through local law enforcement for every adult household member.	The SHA will perform a criminal background check through local law enforcement or a criminal data base for every adult household member.
	<b>Addition</b>	Additionally, PHAs must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [Notice PIH 2012-28].
Screening for Suitability as a Tenant [24 CFR 982.307]	<b>Addition</b>	The PHA may not disclose to the owner any confidential information provided to the PHA by the family in response to a PHA request for documentation of domestic violence,

p.3-26		dating violence, sexual assault, or stalking except at the written request or with the written consent of the individual providing the documentation [24 CFR 5.2007(a)(4)].
Removal of a Family Member's Name from the Application  p. 3-28	<b>Addition</b>	Should the PHA's screening process reveal that an applicant's household includes an individual subject to state lifetime registered sex offender registration, the PHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the PHA must deny admission to the family [Notice PIH 2012-28].  For other criminal activity, the PHA may permit the family to exclude the culpable family members as a condition of eligibility. [24 CFR 982.552(c)(2)(ii)].
3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING	The Violence against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(4)(A) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program: That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission [24 CFR 5.2005].	The Violence against Women Act of 2013 (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying an applicant admission to the HCV program "on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, if the applicant otherwise qualifies for assistance or admission." Definitions of key terms used in VAWA are provided in section 16-IX of this plan, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located. <b>Notification</b> VAWA 2013 expanded notification requirements to include the obligation for PHAs to provide applicants who are denied assistance with a notice of rights and the form HUD-50066 at the time the applicant is denied. <u>SHA Policy</u>

	<p><b>Definitions [24 CFR 5.2003]</b> As used in VAWA:  The term <i>bifurcate</i> means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members' lease and occupancy rights are allowed to remain intact.</p> <p>The term <i>domestic violence</i> includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.</p> <p>The term <i>dating violence</i> means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:</p> <ul style="list-style-type: none"> <li>- The length of the relationship</li> <li>- The type of relationship</li> <li>- The frequency of interaction between the persons involved in the relationship</li> </ul> <p>The term <i>stalking</i> means:</p> <ul style="list-style-type: none"> <li>- To follow, pursue, or repeatedly commit acts with</li> </ul>	<p>The SHA acknowledges that a victim of domestic violence, dating violence, sexual assault, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under the SHA's policies. Therefore, if the SHA makes a determination to deny assistance to an applicant family, the SHA will include in its notice of denial the VAWA information described in section 16-IX.C of this plan as well as including a copy of the form HUD-50066. The SHA will request in writing that an applicant wishing to claim protection under VAWA notify the PHA within 10 business days.</p>
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	<p>the intent to kill, injure, harass, or intimidate; or</p> <ul style="list-style-type: none"> <li>- To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and</li> <li>- In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person. Page 3-31</li> </ul> <p>• The term <i>immediate family member</i> means, with respect to a person:</p> <ul style="list-style-type: none"> <li>- A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or</li> <li>- Any other person living in the household of that person and related to that person by blood and marriage.</li> </ul> <p><b>Notification</b> SHA Policy</p> <p>The SHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under the SHA's policies. Therefore, if the SHA makes a determination to deny admission to an applicant family, the SHA will include in its notice of denial:</p> <p>A statement of the protection against denial provided by VAWA</p> <p>A description of SHA confidentiality requirements</p> <p>A request that an applicant wishing to claim this protection submit to the SHA documentation meeting the specifications below with her or his</p>	
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	request for an informal review (see section 16-III.D)	
<p>Victim Documentation [24 CFR 5.2007]</p> <p>p. 3-31</p>	<p><b>SHA Policy</b> An applicant claiming that the cause of an unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking must provide documentation (1) demonstrating the connection between the abuse and the unfavorable history and (2) naming the perpetrator of the abuse. The documentation may consist of any of the following: A statement signed by the victim certifying that the information provided is true and correct and that it describes bona fide incident(s) of actual or threatened domestic violence, dating violence, or stalking A police or court record documenting the domestic violence, dating violence, or stalking</p> <p style="padding-left: 40px;">Documentation signed by a person who has assisted the victim in addressing domestic violence, dating violence, or stalking, or the effects of such abuse. This person may be an employee, agent, or volunteer of a victim service provider; an attorney; or a medical or other knowledgeable professional. The person signing the documentation must attest under penalty of perjury to the person's belief that the incidents in question are bona fide incidents of abuse. The victim must also sign the documentation.</p>	<p><b><u>SHA Policy</u></b> If an applicant claims the protection against denial of assistance that VAWA provides to victims of domestic violence, dating violence, sexual assault or stalking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-IX.D of this plan.</p>
	<b>Chapter 4 Applications</b>	

<p><b>4-I.B. APPLYING FOR ASSISTANCE</b> [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]</p>	<p>Families may obtain application forms from the SHA’s office during normal business hours. Families may also request – by telephone or by mail – that a form be sent to the family via first class mail.</p> <p>Completed applications must be returned to the SHA by mail or submitted in person during normal business hours. Applications must be complete in order to be accepted by the SHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required and will not be processed until the information is received</p>	<p>The application process will be determined and a notice will be posted to provide direction of the acceptance process.</p>
<p><b>4-III.E. THE APPLICATION INTERVIEW</b> p. 4-16</p>	<p>The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the SHA.</p> <p>The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.</p>	<p>The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the SHA.</p> <p>The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.</p>
	<p><b>Chapter 5 Briefing</b></p>	

Additional Items to be Included in the Briefing Packet  p.5-5	<b>Deletion</b>	When SHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease, and is not obligated to choose a SHA-owned unit.
Additional Items to be Included in the Briefing Packet  p.5-5	<b>Addition</b>	Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault, and stalking (see section 16-IX.C)  “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19
Time Frames for Reporting Changes Required By Family Obligations  p.5-6	<b>Addition</b>	When a family is required to provide notice to the SHA, the notice must be submitted in writing. <b>Mailed or faxed items that are not date and timed stamped or otherwise not received by agency will not be consider.</b>
Family Obligations [24 CFR 982.551]  p.5-6	<b>Addition</b>	Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit. <b>Any damages in access of the security deposit must be paid by the family.</b>
	The family must not commit any serious or repeated violation of the lease. <u>SHA Policy</u> Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criteria to be used is whether the	The family must not commit any serious or repeated violation of the lease. <u>SHA Policy</u> Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criteria to

	reason for the eviction was through no fault of the tenant or guests.	be used is whether the reason for the eviction was through no fault of the tenant or guests.
	<b>Chapter 6 Income</b>	
6-I.B. HOUSEHOLD COMPOSITION AND INCOME  p. 6-4	<b>Addition</b>	An employed head, spouse, or cohead absent from the unit more than 180 consecutive days due to employment will continue to be considered a family member.
6-I.C. ANTICIPATING ANNUAL INCOME  P. 6-8, 9	<p>SHA requires the use of the Enterprise Income Verification (EIV) system in accordance with HUD directives in order to verify tenant household employment and income information during annual and interim recertifications. The SHA shall review the EIV Income Report of each family before or during the annual and interim reexaminations of family income and composition to reduce under reporting of income and improper subsidy payments. This is considered to be automated written third party verification.</p> <p>The EIV shall be used to:</p> <ol style="list-style-type: none"> <li>Identify tenants whose reported personal identifiers do not match the SSA database;</li> <li>Identify tenants who need to disclose a SSN</li> <li>Identify tenants whose alternate identification number needs to be replaced with a SSN</li> <li>Identify tenants who may not have reported complete and accurate income information</li> <li>Identify tenants who have started a new job</li> <li>Identify tenants who may be receiving duplicate rental assistance</li> <li>Identify tenants who are deceased and possibly continuing to receive rental assistance</li> <li>Identify former tenants of rental assistance</li> </ol>	<p>The SHA generally will use current circumstances to determine anticipated income for the coming 12-month period. HUD authorizes the PHA to use other than current circumstances to anticipate income when:</p> <ul style="list-style-type: none"> <li>An imminent change in circumstances is expected [HCV GB, p. 5-17]</li> <li>It is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income) [24 CFR 5.609(d)]</li> <li>The SHA believes that past income is the best available indicator of expected future income [24 CFR 5.609(d)]</li> </ul> <p>SHAs are required to use HUD's Enterprise Income Verification (EIV) system in its entirety as a third party source to verify employment and income information, and to reduce administrative subsidy payment errors in accordance with HUD administrative guidance [24 CFR 5.233(a)(2)].</p> <p>HUD allows SHAs to use tenant-provided documents (pay stubs) to project income once EIV data has been received in such cases where the family does not dispute the EIV employer data and where the SHA does not determine it is necessary to obtain additional third-party data.</p> <p><u>SHA Policy</u> When EIV is obtained and the family does not</p>

	<p>programs who voluntarily or involuntarily left the program and have a reportable adverse status and/or owe money to another PHA or Section 8 landlord</p> <p>The verification hierarchy shall be used as follows in order to verify income for participating residents and applicants:</p> <ol style="list-style-type: none"> <li>1. HUD's EIV system</li> <li>2. Upfront Income Verification using a non-HUD system</li> <li>3. Written third Party verification. This method shall be mandatory to supplement EIV-reported income sources and when EIV has no data. It is also mandatory for non-EIV reported income sources, when the tenant disputes EIV-reported employment and income information and is unable to provide acceptable documentation to support the dispute.</li> <li>4. Written third party verification form. This method is mandatory if written third party verification documents are not available or rejected by the SHA and when the applicant or tenant is unable to provide acceptable documentation.</li> <li>5. Oral Third Party Verification. Mandatory if written third party verification is not available.</li> <li>6. Tenant Declaration. This method is used only as a last resort.</li> </ol> <p>In the event that third party verification is not available, the SHA shall document in</p>	<p>dispute the EIV employer data, the PHA will use current tenant-provided documents to project annual income. When the tenant-provided documents are pay stubs, the PHA will make every effort to obtain current and consecutive pay stubs dated within the last 60 days.</p> <p>The PHA will obtain written and/or oral third-party verification in accordance with the verification requirements and policy in Chapter 7 in the following cases:</p> <ul style="list-style-type: none"> <li>If EIV or other UIV data is not available,</li> <li>If the family disputes the accuracy of the EIV employer data, and/or</li> <li>If the PHA determines additional information is needed.</li> </ul> <p>In such cases, the PHA will review and analyze current data to anticipate annual income. In all cases, the family file will be documented with a clear record of the reason for the decision, and a clear audit trail will be left as to how the PHA annualized projected income.</p> <p>When the PHA cannot readily anticipate income based upon current circumstances (e.g., in the case of seasonal employment, unstable working hours, or suspected fraud), the PHA will review and analyze historical data for patterns of employment, paid benefits, and receipt of other income and use the results of this analysis to establish annual income. Any time current circumstances are not used to project annual income, a clear rationale for the decision will be documented in the file. In all such cases the family may present information and documentation to the PHA to show why the historic</p>
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		pattern does not represent the family's anticipated income.
<p>Imputing Income from Assets [24 CFR 5.609(b)(3), Notice PIH 2012-29]</p> <p>p. 6-20</p>	<p><b>Addition</b></p>	<p>Note: The HUD field office no longer provides an interest rate for imputed asset income. The "safe harbor" is now for the PHA to establish a passbook rate within 0.75 percent of a national average.</p> <p>The PHA must review its passbook rate annually to ensure that it remains within 0.75 percent of the national average.</p> <p><u>SHA Policy</u></p> <p>The SHA will initially set the imputed asset passbook rate at the national rate established by the Federal Deposit Insurance Corporation (FDIC).</p> <p>The SHA will review the passbook rate annually, in December of each year. The rate will not be adjusted unless the current SHA rate is no longer within 0.75 percent of the national rate. If it is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate.</p> <p>Changes to the passbook rate will take effect on February 1 following the December review.</p>
<p>Equity in Real Property or Other Capital Investments</p> <p>p. 6-24</p>	<p><b>Addition</b></p>	<p><u>SHA Policy</u></p> <p>In determining the equity, the SHA will determine market value by examining recent sales of at least three properties in the surrounding or similar neighborhood that possess comparable factors that affect market value.</p> <p>The SHA will first use the payoff amount for the loan (mortgage) as the unpaid balance to calculate equity. If the payoff amount is not available, the SHA will use the basic</p>

		loan balance information to deduct from the market value in the equity calculation.
	<b>Addition</b>	<p>The SHA must also deduct from the equity the reasonable costs for converting the asset to cash. Using the formula for calculating equity specified above, the net cash value of real property is the market value of the loan (mortgage) minus the expenses to convert to cash [Notice PIH 2012-3].</p> <p><u>SHA Policy</u></p> <p>For the purposes of calculating expenses to convert to cash for real property, the SHA will use ten percent of the market value of the home.</p>
Treatment of Overpayment Deductions from Social Security Benefits	<b>Addition</b>	<p>The PHA must make a special calculation of annual income when the Social Security Administration (SSA) overpays an individual, resulting in a withholding or deduction from his or her benefit amount until the overpayment is paid in full. The amount and duration of the withholding will vary depending on the amount of the overpayment and the percent of the benefit rate withheld. Regardless of the amount withheld or the length of the withholding period, the PHA must use the reduced benefit amount after deducting only the amount of the overpayment withholding from the gross benefit amount [Notice PIH 2012-10].</p>
	<b>Addition</b>	<ul style="list-style-type: none"> <li>Amounts specifically <u>excluded by any other federal statute</u> [24 CFR 5.609(c)(17), FR Notice 5/20/14]. HUD publishes an updated list of these exclusions periodically. It includes:</li> </ul>

		<b>Updated list</b>
	<b>Chapter 7 Verification</b>	
HUD's Verification Hierarchy [Notice PIH 2010-19]	<b>Addition</b>	<ul style="list-style-type: none"> <li>Up-front Income Verification (UIV) using a non-HUD system</li> </ul>
7-II.A. VERIFICATION OF LEGAL IDENTITY	Legal identity will be verified on an as needed basis	<b>Deletion</b>
	<b>Chapter 8</b>	
	<b>HQS</b>	
Notice and Scheduling	Inspections may be scheduled <b>between 8:00 a.m. and 4:30 p.m.</b>	Inspections may be scheduled <b>between 8:00 a.m. and 5:00 p.m.</b>
	<b>Chapter 9</b>	
	<b>Leasing</b>	
<b>9-I.G. HAP CONTRACT EXECUTION [24 CFR 982.305]</b>	<b>Addition</b>	The owner and the SHA will execute the HAP contract. The SHA will not execute the HAP contract until the owner has submitted IRS form W-9/ <b>IRS Employer Identification Number Letter</b> . The PHA will ensure that the owner receives a copy of the executed HAP contract. <b>The owner must also provide a copy of his/her Social Security Card.</b>
	<b>Chapter 10</b>	
	<b>Moving</b>	
<b>10-I.A. ALLOWABLE MOVES</b>	HUD lists <b>five</b> regulatory conditions and the statutory condition under VAWA in which an assisted family is allowed to move to a new unit with continued assistance.	HUD lists <b>six</b> regulatory conditions under which an assisted family is allowed to move to a new unit with continued assistance



		<ul style="list-style-type: none"> <li>The family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault, or stalking and the move is needed to protect the health or safety of the family or family member [24 CFR 982.354(b)(4)]. This condition applies even when the family has moved out of its unit in violation of the lease, with or without prior notification to the PHA, if the family or family member who is the victim reasonably believed that he or she was imminently threatened by harm from further violence if he or she remained in the unit [24 CFR 982.354(b)(4), 24 CFR 982.353(b)].</li> </ul> <p><u>SHA Policy</u></p> <p>If a family requests permission to move with continued assistance based on a claim that the move is necessary to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, or stalking, the SHA will request documentation in accordance with section 16-IX.D of this plan.</p> <p>The PHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the family or family member will suffice. In such cases the SHA will document the waiver in the family's file.</p> <p>The SHA has terminated the HAP contract for the family's unit for the owner's breach [24 CFR 982.354(b)(1)(i)].</p>
Insufficient Funding	The SHA will deny a family permission to move if it can be proven that the SHA does not have sufficient funding for continued assistance to accommodate the higher subsidy costs which would result in the removal of the participant or	The PHA will deny a family permission to move on grounds that the PHA does not have sufficient funding for continued assistance if (a) the move is initiated by the family, not the owner or the PHA; (b) the PHA can

	<p>participants from the program in accordance with Notice PIH 2008-43.</p>	<p>demonstrate that the move will, in fact, result in higher subsidy costs; and (c) the PHA can demonstrate, in accordance with the policies in Part VIII of Chapter 16, that it does not have sufficient funding in its annual budget to accommodate the higher subsidy costs.</p> <p>The SHA will create a list of families whose moves have been denied due to insufficient funding. When funds become available, the families on this list will take precedence over families on the waiting list. The PHA will use the same procedures for notifying families with open requests to move when funds become available as it uses for notifying families on the waiting list (see section 4-III.D).</p> <p>The SHA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.</p>
<p>Portability Voucher Issuance and Term</p>	<p><b>Addition</b></p>	<p>SHA will extend the current voucher for the full 120 days.</p>
<p>Preapproval Contact with the Receiving PHA</p>	<p><b>Addition</b></p>	<p>Prior to approving a family's request to move under portability, the initial PHA must contact the receiving PHA via e-mail or other confirmed delivery method to determine whether the receiving PHA will administer or absorb the family's voucher. Based on the receiving PHA's response, the initial PHA must determine whether it will approve or deny the move [Notice PIH 2012-42].</p> <p><u>SHA Policy</u></p> <p>The SHA will use e-mail or fax, when possible, to contact the receiving SHA regarding whether the receiving SHA will administer or absorb the</p>

		family's voucher.
	<b>Chapter 11</b>	
	<b>Reexamination</b>	
Notification of and Participation in the Annual Reexamination Process	<b>Addition</b>	Families may also participant in an alternate interview process approved by the SHA.
<b>CONDUCTING ANNUAL REEXAMINATIONS</b>	<b>Addition</b>	<p>Additionally, HUD recommends that at annual reexaminations PHAs ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state [Notice PIH 2012-28].</p> <p><u>SHA Policy</u></p> <p>At the annual reexamination, the SHA will ask whether the tenant, or any member of the tenant's household, is subject to a lifetime sex offender registration requirement in any state.</p> <p>If the SHA proposes to terminate assistance based on lifetime sex offender registration information, the SHA must notify the household of the proposed action and must provide the subject of the record and the tenant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to termination. [24 CFR 5.903(f) and 5.905(d)]. (See Chapter 12.)</p>
		In accordance with HUD's Streamline Annual Reexammination measure, SHA will conduct a streamlined income redetermination for any fixed income source, irrespective of whether an individual or a family also has a non-fixed source of income. Fixed income includes disability or death benefits, retirement benefit programs, insurance policies, annuities or other types of periodic fixed income which are issued at reasonably predictable levels.

		<p>PHA's will recalculate family incomes by applying any published Cost of Living (COL) adjustments to the previously verified income amounts. Upon admission to a program, third party verification of all income amounts must be obtained for all family members, and a full reexamination and redetermination of income must likewise be performed every 3 years.</p> <p>SHA may complete recertification for households eligible for a streamlining recertification by mail. SHA will calculate income in accordance with streamlining recertification rules. (Refer to Resident Income Streamlining section to be added.) SHA will mail all required documents to be completed by households and returned. Failure of the household to return properly executed documents by established timeframes will result in notification to the household for the need of an in person appointment</p>
New Family Members <u>Not</u> Requiring PHA Approval		SHA will not conduct a reexamination of income whenever a new family member is added unless the family requests an interim. (Per Streamline rule).
		For families receiving the Earned Income Disallowance (EID), this benefit applies for a straight 24-month period, with a clear start date and end date, irrespective of whether a family maintains continual employment during the 24-month period (Per Streamline rule).
Optional Reporting		If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, the SHA will note the information in the tenant file, but will not conduct an interim reexamination.

	<b>Chapter 12 Termination</b>	
<p>Failure to Disclose and Document Social Security Numbers [24 CFR 5.218(c), <b>Notice PIH 2012-10</b>]</p> <p>p.12-3</p>	<p>The SHA must terminate assistance if a participant family fails to provide the documentation or certification required for any family member who obtains a social security number, joins the family, or reaches 6 years of age.</p>	<p>However, if the family is otherwise eligible for continued program assistance, and the SHA determines that the family's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the family's control, the SHA may defer the family's termination and provide the opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date the SHA determined the family to be noncompliant.</p> <p><u>SHA Policy</u></p> <p>The SHA will defer the family's termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the participant's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.</p>
<p>Lifetime Registered Sex Offenders [<b>Notice PIH 2012-28</b>]</p> <p>p.12-3</p>	<b>Addition</b>	<p>Should a SHA discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the SHA must immediately terminate assistance for the household member.</p> <p>In this situation, the SHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that</p>

		individual from the household, the SHA must terminate assistance for the household.
Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9]	<b>Addition</b>	The SHA must immediately terminate program assistance for deceased single member households.
12-II.E. TERMINATING THE ASSISTANCE OF DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING VICTIMS AND PERPETRATORS [24 CFR 5.2005]	<b>Old 2005 VAWA Information</b>	<b>Updated 2013 VAWA Information</b>
Limitations on VAWA Protections [24 CFR 5.2005(d) and (e)] p. 12-13	<b>Old 2005 VAWA Information</b>	<b>Updated 2013 VAWA Information</b>
Criminal Activity or Alcohol Abuse p.12-17	<b>Addition</b>	However, in the case of criminal activity directly related to domestic violence, dating violence, sexual assault or stalking, if the tenant or an affiliated individual is the victim, the criminal activity may not be construed as cause for terminating the victim's tenancy (see section 12-II.E).
	<b>Chapter 13 Owners</b>	No changes
	<b>Chapter 14 Program Integrity</b>	
14-I.A.	<b>Addition</b>	HUD created the Enterprise Income Verification (EIV) system to provide PHAs with a powerful tool for preventing

<p>PREVENTING ERRORS AND PROGRAM ABUSE</p> <p>p. 14-2</p>		<p>errors and detecting program abuse. PHAs are required to use the EIV system in its entirety in accordance with HUD administrative guidance [24 CFR 5.233]. PHAs are further required to:</p> <ul style="list-style-type: none"> <li>• Provide applicants and participants with form HUD-52675, “Debts Owed to PHAs and Terminations”</li> </ul> <p>Require all adult members of an applicant or participant family to acknowledge receipt of form HUD-52675 by signing a copy of the form for retention in the family file</p>
	<p><b>Addition Lines</b></p> <p><u>SHA Policy</u></p>	<p>The SHA will provide each applicant and participant with a copy of “What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19. In addition, the SHA will require the head of each household to acknowledge receipt of the guide by signing a copy for retention in the family file</p> <p>At every regular reexamination, SHA staff will explain any changes in HUD regulations or SHA policy that affect program participants.</p> <p>The SHA will provide owners with ongoing information about the program, with an emphasis on actions and situations to avoid.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Quality Control and Analysis of Data</p> <p>p.14-3</p>	<p><b>Addition</b></p>	<p>The SHA routinely will use HUD and other non-HUD sources of up-front income verification. This includes The Work Number and any other private or public databases available to the SHA.</p>
	<p><b>Chapter 15</b> <b>Special Housing Types</b></p>	
<p>15-VII.K.</p>	<p><b>Addition</b></p>	<p>The payment standard for a family is the greater of (i) The</p>

HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]		payment standard as determined at the commencement of homeownership assistance for occupancy of the home, or (ii) The payment standard at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.
	<b>Addition</b>	The SHA allowance for maintenance expenses;  The SHA allowance for costs of major repairs and replacements;
	<b>Chapter 16 Program Administration</b>	
Introduction  p.16-1	<b>Addition</b>	<u>Part IX: Violence against Women Act (VAWA): Notification, Documentation, Confidentiality.</u> This part contains key terms used in VAWA and describes requirements related to notifying families and owners about their rights and responsibilities under VAWA; requesting documentation from victims of domestic violence, dating violence, sexual assault, and stalking; and maintaining the confidentiality of information obtained from victims.
PART I: ADMINISTRATIVE FEE RESERVE [24 CFR 982.155]  p.16-2	<b>Addition</b>	HUD appropriations acts beginning with FFY 2004 have specified that administrative fee funding may be used only for activities related to the provision of HCV assistance, including related development activities. Notice PIH 2012-9 cites two examples of related development activities: unit modification for accessibility purposes and development of project-based voucher units. The notice makes clear that other activities may also qualify as related development activities. Administrative fees that remain in the UNA account from funding provided prior to 2004 may be used for “other housing purposes permitted by state and local law,” in accordance with 24 CFR 982.155(b)(1).



	Expenditures from the administrative fee reserve will be made in accordance with all applicable Federal requirements. All expenditures are subject to approval by the SHA's Executive Director.	Expenditures from the UNA account will be made in accordance with all applicable federal requirements. Expenditures will not exceed <b>\$10,000</b> per occurrence without the prior approval of the SHA's Board of Commissioners
Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii), 24 CFR 982.505(d), Notice PIH 2010-26]  p.16-6	<b>The PHA may request HUD approval for an exception to the payment standard for a particular family if the required amount falls between 110 and 120 percent of the FMR.</b>	The SHA may approve a payment standard of up to 120 percent of the FMR without HUD approval if required as a reasonable accommodation for a families that includes a person with a disability. (HUD Streamlining Rule 2016)
Decisions Subject to Informal Hearing	<p>A determination to terminate subsidy based on violations that may be the result of domestic violence, dateing violence, or stalking.</p> <p><b>A determination that a participating family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the SHA's subsidy standards, or the SHA determination to deny the family's request for exception from the standards</b></p>	<b>Deletion</b>
<i>Informal Hearing Officer</i> [24 CFR 982.555(e)(4)]  p.16-17	The SHA has designated the following to serve as hearing officers: <b><i>Director of Housing Operations, or designee</i></b>	The SHA has designated the following to serve as hearing officers:  <b><i>Deputy Director, or designee</i></b>
Down Payment Requirement  p.16-27	Prior to the execution of a repayment agreement, the owner or family must pay 10 percent of the balance owed to the SHA	Before executing a repayment agreement with a family, the SHA will generally require a down payment of 10 percent of the total amount owed. If the family can provide evidence satisfactory to the SHA that a down payment of 10 percent would impose an undue hardship, the SHA may, in

		its sole discretion, require a lesser percentage or waive the requirement
Payment Thresholds p.16-28		Notice PIH 2010-19 recommends that the total amount that a family must pay each month—the family’s monthly share of rent plus the monthly debt repayment amount—should not exceed 40 percent of the family’s monthly adjusted income. However, a family may already be paying 40 per cent or more of its monthly adjusted income in rent. Moreover, Notice PIH 2010-19 acknowledges that PHAs have the discretion to establish “thresholds and policies” for repayment agreements with families [24 CFR 982.552(c)(1)(vii)].
	Amounts above \$2,500 will be referred to the Office of Inspector General for criminal prosecution.	<b>Deletion</b>
	<b>Addition</b>	If a family can provide evidence satisfactory to the PHA that the threshold applicable to the family’s debt would impose an undue hardship, the PHA may, in its sole discretion, determine that a lower monthly payment amount is reasonable
No Offer of Repayment Agreement p.16-28	<b>Addition</b>	<b>Repayment Agreements Involving Improper Payments</b> Notice PIH 2010-19 requires certain provisions to be included in any repayment agreement involving amounts owed by a family because it underreported or failed to report income: <ul style="list-style-type: none"> <li>• A reference to the items in the family briefing packet that state the family’s obligation to provide true and complete information at every reexamination and the grounds on which the PHA may terminate assistance because of a family’s action or failure to act</li> <li>• A statement clarifying that each month the family not only must pay to the PHA the monthly payment amount specified in the agreement but must also pay to the</li> </ul>

		<p>owner the family's monthly share of the rent to owner</p> <ul style="list-style-type: none"> <li>• A statement that the terms of the repayment agreement may be renegotiated if the family's income decreases or increases</li> </ul> <p>A statement that late or missed payments constitute default of the repayment agreement and may result in termination of assistance</p>
<p>16-VI.B. RECORD RETENTION [24 CFR 982.158]</p> <p>p.16-37</p>		<ul style="list-style-type: none"> <li>• Notice PIH 2014-20 requires PHAs to keep records of all complaints, investigations, notices, and corrective actions related to violations of the Fair Housing Act or the equal access final rule.</li> <li>•</li> </ul>
<p>Upfront Income Verification (UIV) Records</p> <p>p.16-38, 39</p>	<p><b>Deletion</b></p> <p>IT Manager was removed from this section. The IT Manager shall serve as the UIV/EIV Security Administrator.</p>	
<p>Criminal Records</p>	<p><b>Addition</b></p>	<p>However, a record of the screening, including the type of screening and the date performed must be retained [Notice PIH 2012-28].</p>
<p>Documentation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking</p> <p>p. 16-40</p>	<p><b>Addition</b></p>	<p>For requirements and PHA policies related to management of documentation obtained from victims of domestic violence, dating violence, sexual assault, or stalking, see section 16-IX.E.</p>

<p>16-VII.B. REPORTING REQUIREMENT [24 CFR 35.1225(e)]</p>	<p>The SHA will provide the public health department written notice of the name and address of any child identified as having an environmental intervention blood lead level.</p>	<p>The SHA will provide the public health department a report of an updated list of the addresses of units receiving assistance under the HCV program on a quarterly basis unless the public health department states that it does not wish to receive such a report.</p>
<p>16-VII.C. DATA COLLECTION AND RECORD KEEPING [24 CFR 35.1225(f)]</p>	<p>The SHA will provide to the local health department a report of an updated list of the addresses of units receiving assistance under the HCV program, on a quarterly basis.</p>	<p>The public health department(s) has stated they do not wish to receive a report of an updated list of the addresses of units receiving assistance under the HCV program, on a quarterly basis. Therefore, the PHA is not providing such a report</p>
<p>PART VIII: DETERMINATION OF INSUFFICIENT FUNDING</p> <p>16-VIII.A. OVERVIEW</p> <p>p.16-43</p>	<p><b>Addition</b></p>	<p>If a PHA denies a family a portability move based on insufficient funding, the PHA is required to notify the local HUD office within 10 business days [24 CFR 982.354]</p>
<p>PART IX: VIOLENCE AGAINST WOMEN ACT (VAWA): NOTIFICATION, DOCUMENTATION, CONFIDENTIALITY</p> <p>16-IX.A. OVERVIEW</p> <p>p.16-45</p>	<p><b>Addition</b></p> <p><b>Update</b></p>	<p>If your state or local laws provide greater protection for such victims, those laws apply in conjunction with VAWA. In addition to definitions of key terms used in VAWA, this part contains general VAWA requirements and PHA policies in three areas: notification, documentation, and confidentiality. Specific VAWA requirements and PHA policies are located primarily in the following sections: 3-I.C, “Family Breakup and Remaining Member of Tenant Family”; 3-III.G, “Prohibition against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking”; 10-I.A, “Allowable Moves”; 10-I.B,</p>

		<p>“Restrictions on Moves”; 12-II.E, “Terminations Related to Domestic Violence, Dating Violence, or Stalking”; and 12-II.F, “Termination Notice.”</p> <p><b>16-IX.B. DEFINITIONS [24 CFR 5.2003, 42 USC 13925]</b>  As used in VAWA:</p> <ul style="list-style-type: none"> <li>• The term <i>bifurcate</i> means, with respect to a public housing or Section 8 lease, to divide a lease as a matter of law such that certain tenants can be evicted or removed while the remaining family members’ lease and occupancy rights are allowed to remain intact.</li> <li>• The term <i>dating violence</i> means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: <ul style="list-style-type: none"> <li>- The length of the relationship</li> <li>- The type of relationship</li> <li>- The frequency of interaction between the persons involved in the relationship</li> </ul> </li> <li>• The term <i>domestic violence</i> includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.</li> </ul>
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		<ul style="list-style-type: none"> <li>• The term <i>affiliated individual</i> means, with respect to a person: <ul style="list-style-type: none"> <li>- A spouse, parent, brother or sister, or child of that individual, or an individual to whom that individual stands in the position or place of a parent; or</li> <li>- Any other individual, tenant, or lawful occupant living in the household of the victim of domestic violence, dating violence, sexual assault, or stalking.</li> </ul> </li> <li>• The term <i>sexual assault</i> means: <ul style="list-style-type: none"> <li>- Any nonconsensual sexual act proscribed by federal, tribal, or state law, including when the victim lacks the capacity to consent</li> </ul> </li> <li>• The term <i>stalking</i> means: To engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.</li> </ul>
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HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
RESIDENTIAL LEASE AGREEMENT

**THIS LEASE AGREEMENT** is between the Housing Authority of the City of Spartanburg (hereinafter referred to as “Landlord” and/or “the Authority”), and, the Tenant Family listed below.

**I. Tenant Family.** The “Tenant Family” (hereinafter referred to as “Tenant” and/or “Tenant Family”) is composed of the individuals listed below. All members of the Tenant Family over age 18 are required to sign this lease.

Name	Relationship	Birth date	Social Security #
1. _____	Head	____/____/____	____-____-____
2. _____	_____	____/____/____	____-____-____
3. _____	_____	____/____/____	____-____-____
4. _____	_____	____/____/____	____-____-____
5. _____	_____	____/____/____	____-____-____
6. _____	_____	____/____/____	____-____-____

**II. Leased Premises.** The Landlord, relying upon the representations of the Tenant Family contained herein, leases to the Tenant Family, the dwelling unit known as \_\_\_\_\_ (the "Premises" or “Dwelling Unit”) containing \_\_\_\_\_ bedrooms. The Tenant Family may occupy the premises only as a private residence subject to the terms and conditions contained herein.

**III. Term:** The ~~initial~~ term of this lease is one calendar year, beginning \_\_\_\_\_. Thereafter, this lease will be automatically renewed for successive periods of one year each unless the family has violated the requirement for resident performance of community service or participation in a required economic self-sufficiency program in accordance with 24 CFR 960 subpart F or has violated the terms and conditions listed within this Lease. This Lease may be modified at any time by written agreement of the Tenant and the Landlord.

**IV. Deposit and Rent.** The Tenant has paid a security deposit of \$ \_\_\_\_\_. Initial rent (prorated for a partial month) will be \$ \_\_\_\_\_. After that, rent of \$ \_\_\_\_\_ per month will be payable in advance on the first day of each month. The tenant shall pay the amount of the monthly tenant rent determined by the Landlord in accordance with HUD regulations and other requirements. The amount of the tenant rent is subject to change in accordance with HUD requirements. During the term of this Lease, the Tenant shall receive written notice from the Landlord of any change in the amount of rent and the effective date of the change.

☐ This is the flat rent for the Premises.

☐ This rent is based on the income and other information reported by the Tenant Family.

Rent and other charges are due and payable on the first of the month ~~at the Landlord’s main office located at 201 Caulder Ave, Suite A, Spartanburg SC and may be paid by automatic bank draft or by use of electronic Walk In Payment System (WIPS card).~~ Tenants will be charged a \$25.00 fee for any ~~check item~~ returned for insufficient funds. After the first ~~check item~~ is returned for non-sufficient funds, the Landlord ~~shall may~~ require ~~money orders-WIPS payments~~ for all future payments.

The total amount for rent and other charges as billed is due and payable on the first day of each month. ~~Cash or p~~Partial payments ~~will may be rejected, not be accepted.~~

Any charge may be disputed by Tenant, provided that the amount disputed is paid by the resident when due and placed in an escrow account by the Landlord pending the outcome of a hearing in compliance with the Landlord’s Grievance Procedure.

Late payment of rent or other charges more than four times within a twelve month period shall constitute a material breach of this Lease, and is good cause for Landlord to terminate this Lease and recover possession of the premises from the Tenant, as provided herein.

Tenant Initials: \_\_\_\_\_

Any amount designated in a payment agreement between Tenant and Landlord for retroactive rental amounts due to Tenant's failure to report required information must be paid in conjunction with the monthly rent. Failure to fulfill any payment agreement as executed is a serious violation of this Lease and will result in Lease termination.

Tenant Initials: \_\_\_\_\_



V. **Miscellaneous Charges.** The Landlord shall provide notice for any charges due including the due date. The following charges shall be due and payable on the first of the month following two weeks written notice of the charges:

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A. **Maintenance costs.** The cost for services or repairs to the Dwelling Unit, common areas or grounds– beyond normal wear and tear and caused by the Tenant Family or guests will be charged to the Tenant. Such charges will be determined according to the Schedule of Maintenance Charges posted by the Authority. Charges not listed on the Schedule of Maintenance Charges will be billed based upon the actual cost of parts and \$20 per hour labor costs. If the repairs require overtime work, overtime rates will be charged. Maintenance charges shall be billed and are due and payable on the first of the month after a fourteen day billing notice.

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B. **Excess Utility Charges.** Where the Landlord provides utilities, a charge will be assessed for any utilities consumed in excess of the utility allowance. The utility allowance for Authority–provided utilities is included as an attachment to this Lease. Excess utility charges are billed and are due and payable with the rent on the first of the month after a fourteen day billing notice.

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C. **Late Charges.** The Landlord will assess charges for late payments. Payments, including rent, are late if not –paid by the fifth calendar day of the month. Late rent will result in a \$~~15~~–~~15~~ charge. The Authority will provide written notice of any such charge which shall be due and payable within two weeks of the date of the notice.

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VI. **Termination for Failure to Pay Rent and Repeated Late Payments:**  
**Failure to pay the amount owed in full by the fifth day of each month will result in a notice of Lease termination. The Lease termination shall allow fourteen days for the– rent– and other charges due to be paid in full. Failure to pay in full within this time will result in an eviction action being filed in the Magistrate Court. Once an eviction order is granted–, theat** eviction will proceed. Repeated late payments (four within a twelve month period) are a serious and repeated violation of this Lease and will result in termination of this Lease by the Landlord.

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Both parties acknowledge and agree as follows:

**Payment after eviction is filed:**

Money paid to the Landlord by the Tenant after an eviction action has been filed shall first be applied to any rent due and then to any other amounts owed by the Tenant. If the money paid– by the Tenant exceeds all amounts owed, the Landlord shall refund the Excess by check mailed to the Tenant’s last known address. Tenant understands his/her obligation to pay rent in a timely manner under State law and the parties’ Lease Agreement. Tenant further understands that the authority has the right to evict even if payment is accepted after the fourteen-day notice period. Tenant understands and agrees that payments by Tenant after the Landlord has filed for eviction will NOT serve as waiver of the Writ of Ejectment (set out order) unless the Landlord notifies the Magistrate Court in writing before set-out occurs.

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**Debt Collection After Tenant Vacates:**

Tenant shall pay all costs of collection of any unpaid amounts owed to the Landlord. The Landlord has the right, pursuant to the SC Setoff Debt Collection Act to collect any money owed to the Landlord by the Tenant through an offset of Tenant’s State Income Tax Refund. Tenant understands and agrees that if the Landlord chooses to pursue such debts owed by the Tenant through the Setoff Debt Collection Act, Tenant shall additionally pay all fees charged by the Department of Revenue, the SC Association of Counties, the Municipal Association of SC, and/or Landlord. If Landlord chooses to pursue debts in a manner other than setoff, Tenant agrees to pay all costs and fees associated with the selected manner.

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Tenant further acknowledges that upon conclusion of participation in a HUD rental assistance program,

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The Landlord is required to provide HUD with information concerning tenancy in accordance with Form HUD-52675 which is made an Attachment to this Lease.

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Upon eviction from the premises for drug-related or criminal activities, the Post Office will be notified by the Landlord in order to prevent further mail being delivered to the resident at the address of the Dwelling Unit.

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Tenant Initials: \_\_\_\_\_

**MASC Customer Agreement:**

Tenant agrees to pay all costs of collection of the applicant’s unpaid bills. The Spartanburg Housing Authority has the right pursuant to the South Carolina Setoff Debt Collection Act to collect any sum due and owed by the applicant through offset of the applicant’s state income tax refund. If Spartanburg Housing Authority chooses to pursue debts owed by the applicant through the Setoff Debt Collection Act, the applicant agrees to pay all fees and costs incurred through the setoff process, including fees charged by the Department of Revenue, the Municipal Association of South Carolina, and/or the Spartanburg Housing Authority. If Spartanburg Housing Authority chooses to pursue debts in a manner other than setoff, the applicant agrees to pay the costs and fees associated with the selected manner as well.

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Tenant Initials: \_\_\_\_\_

**VII. Terms and Conditions:** The following terms and conditions apply to this Lease.

**A. Landlord Obligations:** The Landlord is obligated:

- To maintain the Dwelling Unit and the project in decent, safe and sanitary condition.
- To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;
- To make necessary repairs to the Dwelling Unit.
- To keep project buildings, facilities, and common areas, not otherwise assigned to Tenant for maintenance and upkeep, in a clean and safe condition;
- To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating systems and other facilities and appliances, including any elevators, supplied by the Landlord
- To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of the individual Tenant Family) for the deposit of ashes, garbage, rubbish, and other waste removed from the dwelling unit and premises by the Tenant as required by this Lease.
- To supply running water and reasonable amounts of hot water and a reasonable amount of heat at appropriate times of the year according to local custom and usage, except where heat or hot water is generated by an installation within the exclusive control of Tenant and supplied by a direct utility connection.
- To notify Tenant of the specific grounds for any proposed adverse action by the Landlord. Such notices will inform Tenant of the right to request a hearing. Such action includes, but is not limited to, a proposed lease termination, transfer of the tenant to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities. In the case of a proposed adverse action other than a proposed Lease termination, the Landlord will take no action until the time for requesting a hearing has expired. If the Tenant requests a hearing, the Landlord will take no action until any applicable grievance process has been completed (certain offenses have been excluded from the SHA grievance procedure as allowed by applicable federal law). The notice of proposed adverse action shall inform the tenant of the right to request such hearing. A notice of Lease termination shall constitute adequate notice of proposed adverse action.
- The Landlord shall provide the following equipment and utilities as designated within the Dwelling Unit:

_____ Range	_____ Gas
_____ Water	_____ Electric
_____ Refrigerator	_____ Sewer
<u>Trash Pick-Up</u>	<u>Dryer</u>
<u>Washer</u>	<u>Patio Furniture</u>
	<u>Garbage Disposal</u>

For utilities provided by the Landlord, any charges above the amount included as the utility allowance, which is indicated as an Attachment to this Dwelling Lease, will be billed to the Tenant.

For utilities provided by the Tenant, the rent will be reduced through use of the utility allowance shown as an attachment to this Lease.

**B. Tenant Obligations:** The members of the Tenant Family (including guests) are obligated:

- Not to assign the Lease, nor sublease the Dwelling Unit;
- Not to provide accommodation to boarders or lodgers;
- To use the dwelling unit solely as a private dwelling for the tenant and the tenant’s household as identified in this Lease, and not to use or permit its use for any other purpose;
- To abide by necessary and reasonable regulations promulgated by the Authority for the benefit and well-being of the housing project and the tenants which shall be posted in the project office and incorporated by reference in this Lease;
- To comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety;
- To keep the dwelling unit and such other areas as may be assigned to the tenant for the tenant’s exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways free from hazards and trash, and keeping the yard free of debris and litter. Tenant Families who have no household member able to perform such tasks because of age or disability may be excused from these duties.
- To dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner;
- To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators;

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▲ To refrain from, and to cause the household and guests to refrain from, destroying, defacing, damaging, or removing any part of the dwelling unit or project;
10.

▲ To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, or to the project (including damages to project buildings, facilities or common areas) caused by the tenant, a member of the household or a guest;

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11. To act, and cause household members or guests to act, in a manner which will not disturb other residents’ peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe, and sanitary condition;
12. To assure that no tenant, member of the tenant’s household, or guest engages in:

A. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises;

B. Any drug-related criminal activity on or off the premises.

An arrest or conviction is not necessary to determine a violation of the Lease. The Authority will use a preponderance of the evidence standard. An expedited hearing will be allowed in accordance with the Grievance Procedure. The term “drug-related criminal activity,” as used with this Lease Agreement shall be interpreted to mean the illegal possession, manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

13. To assure that no other person under the tenant’s control engages in:

A. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents; or

B. Any drug-related criminal activity on the premises.

An arrest or conviction is not necessary to determine a violation of the Lease.

14. To assure that no member of the tenant household engages in an abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents. An arrest or conviction is not necessary to determine a violation of the Lease. The Authority shall use a preponderance of the evidence.

15. To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of any utility service. Failure to maintain utilities shall render the unit uninhabitable and shall be considered a serious violation of the Lease .

16. To adhere to the Authority’s Housekeeping Standards.

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16. To notify the Authority promptly of known need for repairs to his Dwelling Unit, and any unsafe or unsanitary conditions in the Dwelling Unit or in common areas and grounds of the Project. The Authority shall be responsible for repair of the unit within a reasonable time provided, that if the damage was caused by the tenant, tenant’s household or guests, the reasonable cost of the repairs shall be charged to the tenant. The Authority shall offer standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time. Provisions shall be made for abatement of rent in proportion to the seriousness of the damage and loss in value as a dwelling if repairs are not made in accordance with this section or alternative accommodations not provided, except that no abatement of rent shall occur if the tenant rejects the alternative accommodation or if the damage was caused by the tenant, tenant’s household or guests;

17. To refrain from littering or leaving trash and debris in common areas and to dispose of all garbage, rubbish, and other waste from the Dwelling Unit in the containers approved or provided by the Authority.

18. To make no alterations, or repairs, or redecorate the interior of the Dwelling Unit or to the equipment, without written consent of the Authority including changes to locks or installation of new locks on exterior doors. To use no nails, tacks, screws, brackets, or fasteners on any part of the Dwelling Unit (a reasonable number of picture hangers accepted) without authorization from the Authority.

19. Not to install additional equipment or major appliances, including space heaters or kerosene heaters;

20. Not to store any vehicles or gasoline within the Dwelling Unit;

21. To give prior notice to the Authority before leaving the Dwelling Unit unoccupied for any period exceeding one-calendar week;

22. Not to display, use, or possess any illegal firearms, (operable or inoperable) or illegal weapons (as defined by South Carolina law) anywhere on the property of the Authority; including any firearms which are not properly registered and licensed to the person in possession of the firearm or to the person legally residing within the Dwelling Unit, if so required by applicable law. The display, use, or possession of ANY firearm or other weapon by any member of the Tenant Family (including guests and other persons under the tenant family’s control) on the property of the Authority is an unequivocal, free and voluntary expression of the tenant family that it will be solely liable for any and all consequences of such display, use, or possession, and its agreement to hold the Authority absolutely harmless from all such actions and or activities.

23. To take reasonable precautions to prevent fires and to refrain from storing or keeping highly volatile or flammable materials upon the premises including the but not limited to the garage attic and crawl space.

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Any fire which is caused by the Tenant, a member of the tenant household, a guest or visitor, shall result in the Tenant being charged for the costs of repairs and, dependent upon the individual circumstances through a preponderance of the evidence, possible termination of the Dwelling Lease for violation of health and safety;

25. ~~To~~ refrain from keeping, maintaining, or harboring any animal in the Dwelling Unit except according to the Authority’s Pet Policy;

26. ~~To act cooperatively with neighbors and the Authority staff and to refrain from acting or speaking in an abusive or threatening manner toward neighbors and the Authority staff.~~

27. ~~Not to commit any fraud in connection with any Federal housing assistance program, and not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease.~~

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28. To insure that each adult in the Tenant Family performs at least eight (8) hours per month of qualifying community service in accordance with HUD regulations and the Authority’s Admissions and Continued Occupancy Policy.
29. To refrain from erecting radio or television antennas or satellite dishes on any part of the Dwelling Unit and grounds. Satellite dishes may be not affixed to either the building or the grounds. A small portable tripod or container may be used with the written consent of the Authority. The Tenant and provider must enter the Resident and Provider Acknowledgement for Satellite Communications Equipment prior to any installment of equipment. Failure to request and obtain written permission from the Authority will be considered a violation of the Lease Agreement.
30. To remove from the Authority property any vehicles without valid registration and license tag. Any inoperable or unlicensed vehicle will be removed from the Authority’s property at Tenant's expense. Automobile repairs or washing vehicles are not permitted on the project site.
31. To refrain from parking any vehicles on areas that may damage the grass or irrigation system or maintaining any items in the outside area assigned to the Dwelling Unit which may result in damage to the grounds. (i.e. pools, swing set, etc.) Resident acknowledges that they will be subject to charges incurred for restoring the property of the Authority due to failure to comply with this requirement.
32. To refrain from performing any vehicle repairs in the parking area or on the project site. Oil leaks and other issues causing damage will result in a charge to the tenant.
33. To refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority.
34. To use appropriate, and properly install, window coverings such as blinds, shades, drapes or curtains to establish a uniform neat appearance. Bedspreads, sheets, or other items which are not normally utilized as window coverings are not allowed.
35. To refrain from placing indoor furniture on porches. This includes any upholstered furniture. Must properly maintain any patio or outdoor furniture furnished by the Authority.
36. To report changes in income and family composition in writing to the Property Manager within ten days of the date of its occurrence in accordance with Section IX of this Lease Agreement and to obtain prior written approval from the Authority before allowing anyone to move into the unit, other than by birth, adoption, or court awarded custody. Failure to accurately report any changes in accordance with these requirements is considered a serious Lease violation.
37. Not to allow regular accommodations for overnight visitors, particularly those residing within near proximity or within a fifty mile radius of the Dwelling Unit.
38. To report any overnight visitors in writing to the Property Manager. A visitor may not be allowed to stay in the unit in excess of fourteen cumulative days within a calendar year. The Tenant may not allow continuous extended overnight visits, particularly for those visitors residing within short proximity (50 mile radius) of the dwelling unit.
39. To refrain from harboring any fugitive felon or parole violator within the Dwelling Unit.
40. To refrain from harboring any person attempting to allude the Police Department due to current criminal activity.
41. To cooperate in allowing access to the Dwelling Unit by the Authority for inspection purposes or to show the Dwelling Unit for re-leasing after a 48 hour notice is given by the Authority or to allow access for work requested by the Tenant. Work requested by the Tenant does not require further notification from the Authority for accessing the Dwelling Unit.
42. To refrain from smoking inside of the dwelling unit and in common areas, other than those designated by the Landlord for that purpose.
43. To refrain from disconnecting, damaging, or otherwise rendering useless any smoke detector within the Dwelling Unit. Failure to observe this obligation shall result in a charge of \$50 to the Tenant and possible termination of the Lease.
44. To report sightings of pests or evidence of their existence to the property manager of the site, and conduct preventive measures to avoid pest infestation by adhering to housekeeping standards. To pay for damage by infestation that is found to be occupant caused. To not refuse periodic pest control treatment measures and to make units accessible for treatment after a 48 hours notice has been provided by management or the pest control contractor. To cooperate with and follow all reasonable instructions for preparing the apartment and household for treatment, as prescribed by the pest control contractor and/or management. To comply fully with the terms and conditions of the Pest Policy.
45. To be responsible for insuring your personal property against any and all losses and contingencies. Whether you choose it is recommended that residents obtain renter’s insurance, or if you do not, the Authority will not be liable under any circumstances for damage to, destruction of, or loss of your personal property.

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VIII. Occupancy and Use of Premises

- A. The Tenant Family, with the prior written approval of the Authority, may use the Premises for legal profit-making activities.
- B. The Tenant is obligated to report in writing to the Authority any changes in household composition within ten days of the occurrence. The Authority must approve in advance any additions to the household members named on the lease, excluding natural births, adoptions, and court-awarded custody. Approval will be granted, if the new household members, including live-in aides and foster children, pass the Authority's screening criteria and a unit of the appropriate size is available. Moving additional persons into the Premises without prior written approval is a serious violation of this Lease. Social security numbers must be provided in order to add a member to the Lease.
- C. Tenant must report deletions (for any reason) from the persons named on this Lease to the Authority in writing, within 10 days of the occurrence.
- D. Adult children may **not** move back into the unit unless it is determined that the move is essential for the mental or physical health of Tenant and the change does not disqualify the family for the size of the unit it is currently occupying.
- E. The Tenant Family may provide reasonable accommodation for guests or visitors for a period not exceeding fourteen (14) days each year with the advance written consent of the Authority and in accordance with Part VII.B. of this Lease Agreement. Upon written request to the Housing Manager, the term may be extended.

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IX. Redetermination of Rent, Dwelling Size, and Eligibility.

- Tenant Family understands and acknowledges that the Dwelling Unit is contained within a federally subsidized housing program and, as such, is subject to specific requirements and restrictions in accordance with Federal law.
- A. The Authority will reexamine the status of the Tenant Family at least once a year. SHA will comply with HUD regulations that permit less frequent reexaminations where applicable. Tenant Family must supply accurate information about family composition, age, income and sources of income, assets, community service activities, and related information for all members of the household. The Authority will use this information to decide eligibility and rent and whether the dwelling size is still appropriate for the Tenant Family needs. Failure to supply such information when requested is a serious violation of this Lease and could result in termination of the Lease. ~~Failure in reporting income and family composition information that result in \$1,000 or more due in retroactive rent may also result in prosecution in accordance with Federal and State law.~~
- B. The Authority must verify all information annually unless otherwise governed by HUD regulations. Tenant agrees to sign releases for third-party sources, present documents for review, or provide other suitable forms of verification. The Authority will give Tenant reasonable notice of any actions Tenant must take, and of the date by which they must take such action. Failure to furnish information and sign necessary documents required in order for the Authority to determine the income and family composition is a serious violation of the Lease and will result in termination of the Lease. Tenant acknowledges that the Authority shall further use the HUD electronic system (hereinafter referred to as EIV) for verification of income. Discrepancies discovered during this process, if any, must be corrected and/or satisfactorily documented by Tenant.
- C. Rent will change during the period between regular reexaminations if the Tenant has reported the change to the Authority in writing within ten days of its occurrence or if the Authority discovers that the information provided has been misrepresented, or if the Authority determines there has been an error in the rent computation.
1. Change in circumstances. If Tenant can verify a change in his/her circumstances (such as decline in or loss of income) that would justify a reduction in rent, the Authority will reduce the rent effective the first of the month following the month in which the change was reported. Rent may not be reduced if Tenant's TANF grant is reduced because Tenant committed welfare fraud or failed to comply with a welfare department economic self-sufficiency requirement. If the Authority grants a reduction, Tenant must report subsequent increases in income in writing within 10 days of the occurrence, until the next scheduled reexamination. (Failure to report within the 10 days may result in a retroactive rent charge.)
2. Misrepresentation. If it is found that Tenant has misrepresented the facts upon which the rent is based and, the rent is less than should have been charged, the Authority may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred. Retroactive amounts due exceeding \$1,000 are not eligible for an extended payment agreement for reimbursement to the Authority.
3. Federal Requirements/Errors. The Authority will adjust rent after a change in Federal law or regulations

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controlling rent formulas or procedures. The Authority will adjust the rent as a result of audits in the event that an error has been discovered in the rent computation.

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	4. <u>Changes in family composition.</u> The Authority will adjust the rent following a change in family composition. If Tenant has not reported such changes to the Housing Manager in writing within 10 days of the occurrence, retroactive rent will be charged.	Formatted: Font: (Intl) Times New Roman
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	D. <u>Rent Adjustment Notices.</u> The Authority will notify the Tenant in writing of any rent adjustment due to the situations described above. The notice will state the effective date of the rent adjustment.	Formatted: Font: (Intl) Times New Roman
	1. <u>Decreases.</u> Adjustments decreasing the rent shall become effective on the first day of the month following the date the change was reported, provided Tenant reported the change in a timely fashion.	Formatted: Font: (Intl) Times New Roman
	2. <u>Increases.</u> When an increase in income and Tenant reported the change within ten calendar days of the occurrence, the increase will become effective on the first day of the second month following the reported change.	Formatted: Font: (Intl) Times New Roman
	3. <u>Misrepresentation.</u> In the case of a rent increase due to misrepresentation, failure to report a change in family composition, or failure to report an increase in income, the Authority will apply the increase in rent retroactive to the first of the month following the month in which the misrepresentation or failure to report occurred. In the event the misrepresentation results in a retroactive amount which is higher than \$1,000, prosecution may be initiated by the Authority in accordance with Federal and State law.	Formatted: Font: (Intl) Times New Roman
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	E. <u>Transfers.</u>	Formatted: Font: 11 pt
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	1. Tenant agrees that if the Authority determines that the size or design of the Dwelling Unit is no longer appropriate to Tenant Family’s needs, Tenant will accept a new lease for a different Dwelling Unit of the appropriate size or design.	Formatted: Font: 11 pt
	2. <u>The Authority may move a Tenant Family into another unit if necessary to rehabilitate or demolish Tenant's unit.</u>	Formatted: Font: (Intl) Times New Roman
	3. <u>A Tenant without disabilities occupying a unit with special features must transfer to a unit without such features should a Tenant with disabilities need the unit.</u>	Formatted: Font: (Intl) Times New Roman
	4. <u>With involuntary transfers, Tenant must move into a Dwelling Unit made available by the Authority. Tenant will have five (5) business days to move, following delivery of a transfer notice.</u>	Formatted: Font: (Intl) Times New Roman
	5. <u>The Authority will consider any Tenant requests for transfers following the transfer priorities established in the Admissions and Continued Occupancy Policy.</u>	Formatted: Font: (Intl) Times New Roman
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	F. <u>At the annual re-certification, Tenant Family must certify compliance with the community service requirement, if applicable.</u>	Formatted: Font: (Intl) Times New Roman
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	X. <u>Accommodations for Persons with Disabilities.</u>	
	1. <u>If a Tenant makes a written request for special unit features in support of a documented disability, the Authority will modify the Tenant's existing unit. If the cost and extent of the modifications needed are tantamount to those required for a fully accessible unit, the Authority may offer to transfer Tenant to another unit with the features requested.</u>	Formatted: Font: (Intl) Times New Roman
	2. <u>If Tenant, due to physical or mental impairment, is no longer able to comply with the material provisions of this Lease, and cannot arrange for someone to aid him/her in complying with lease requirements, and the Authority cannot make any reasonable accommodation that would enable Tenant to comply, the Authority will assist Tenant, or a designated member(s) of the family, to find more suitable housing and move Tenant from the Dwelling Unit.</u>	Formatted: Font: (Intl) Times New Roman
	3. <u>SHA will modify policies, rules, and procedures in order to accommodate persons with disabilities so that such individuals can make effective use of the housing programs.</u>	Formatted: Font:
	XI. <u>Use of Security Deposit.</u> Tenant may not use the security deposit to pay rent or other charges while occupying the Dwelling Unit. The Landlord will use the security deposit at the termination of this Lease:	Formatted: Font: 11 pt
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	A. <u>To pay the cost of any rent or any other charges owed by Tenant at the termination of this Lease.</u>	Formatted: Font: (Intl) Times New Roman
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	B. <u>To reimburse the cost of repairing any intentional or negligent damages to the Dwelling Unit caused by the Tenant Family or guests over and above normal wear and tear.</u>	Formatted: Font: (Intl) Times New Roman
The Landlord will refund any remaining security deposit balance within thirty (30) days AFTER Tenant has vacated the unit and provided Landlord with a forwarding address. Landlord will inspect the Dwelling Unit		
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immediately after Tenant vacates the unit. If the Authority makes any deductions, it will provide Tenant with a written statement of any costs for damages and/or other charges so deducted.

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**XII. Damage to the Unit.** If the Dwelling Unit is damaged and conditions hazardous to the life, health, or safety of the Tenant Family exist:

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A. Tenant must immediately notify the Landlord of the damage.

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B. The Landlord is responsible for repairing the unit within a reasonable period after receiving notice of the damage. If the Tenant Family or its guests caused the damage, the Landlord will charge the reasonable cost of the repairs to Tenant.

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C. The Tenant Family will be offered a replacement Dwelling Unit, if available, when the Landlord is unable to complete repairs within a reasonable time. The Tenant Family must accept any replacement unit offered by the Landlord. If, however, Tenant Family or guests caused the hazardous condition, the Landlord will not offer a replacement Dwelling Unit.

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D. In the event the repairs cannot be completed in a reasonable time, and alternative accommodations are not available, rent will be abated in proportion to the seriousness of the damage and loss in value as a dwelling. If Tenant rejected alternative accommodations or the Tenant Family or guests caused the damage, abatement of rent will not occur.

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**XIII. Move-in and Move-out Inspections.**

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A. Move-in Inspection. The Landlord and the Head of Household will inspect the Dwelling Unit prior to occupancy by Tenant. The Landlord will give Tenant a written statement of the condition of the Dwelling Unit, both inside and outside, and note any equipment provided with the unit. The Landlord and Tenant will sign the statement. The Landlord will retain a copy of the statement in Tenant's folder. The Landlord will correct any deficiencies noted on the inspection report, at no charge to Tenant.

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B. Move-out Inspection. When Tenant vacates, the Landlord will inspect the unit and give Tenant a ~~written~~ statement of the repair charges, if any, for which Tenant is responsible. A representative of the Tenant Family may join in such inspection.

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**XIV. Entry of Premises During Tenancy.**

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A. Tenant agrees to permit the Authority's authorized agent, employee, or contractor to enter Tenant's dwelling during reasonable hours for routine maintenance (9:00 A.M. to 6:00 P.M.); for Tenant requested maintenance (8:00 A.M. to 8:00 P.M.); and also during reasonable hours upon forty-eight (48) hours notice for making improvements or other repairs, inspecting the unit, or showing the unit for re-leasing.

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B. The Landlord will give Tenant at least 48 hours notice that the Authority intends to enter the Dwelling Unit whenever possible. Advance notice may not be possible in the case of emergencies. When Tenant calls to request maintenance on the Dwelling Unit, the Landlord will attempt to provide such maintenance at a time convenient to Tenant, however, the Landlord will not provide prior notice for work which has been requested by the Tenant. In the event an adult member of the household is not present at the time of entry, the Authority will leave a written statement prior to leaving specifying the date, time and purpose of the entry.

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**XV. Notice Procedures.**

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A. Notices to the Landlord. Any notice to the Landlord must be in writing, delivered to the Project Office or to the Landlord's main office, or sent by prepaid first-class mail, addressed as follows: Housing Authority of the City of Spartanburg, 201 Caulder Ave., Suite A, Spartanburg, SC 29306.

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B. Notices to Tenant. Notice to the Tenant Family will be in writing, delivered to any adult member of the Tenant Family, or sent by first-class mail addressed to Tenant. If Tenant is visually impaired, all notices will be in an accessible format.

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**XVI. Termination of the Lease:**

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A. Termination by Tenant. Tenant may terminate this Lease by giving thirty (30) day's written notice to the Landlord. Tenant will be responsible for returning the keys to the unit upon vacating. Failure to return the keys and arrange for a move-out inspection may result in rent continuing to be charged to the Tenant.

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<div>B. <u>Termination by the Authority.</u> The Landlord may terminate this Lease only for serious or repeated violations such as failure to make payments due under the lease, failure to fulfill household obligations or for other good cause as listed in Sections VII, VIII and IX. . Other good cause includes but is not limited to:</div> <div><div>1. Engaging in criminal activity.</div><div>2. Engaging in alcohol abuse that is determined to be detrimental or harmful to other residents or to their right to peaceful enjoyment of the premises.</div><div>3. Registration as a sex offender during tenancy.</div><div>4. Discovery of facts after admission that made the Tenant ineligible.</div><div>5. Discovery of material false statements or fraud in connection with an application or with reexamination of income.</div><div>6. Failure of a family member to comply with the community service requirements contained in the Landlord’s community service policy.</div><div>7. Failure to permit access to the unit after proper advance notification for the purpose of performing routine inspections, making improvements, or showing the dwelling unit for re-leasing, and failure to permit access without advance notice if there is reasonable cause to believe that an emergency exists.</div><div>8. Changing of locks on the Dwelling Unit to prohibit necessary and reasonable access by the Landlord.</div><div>9. Failure to report any changes in family composition or income.</div><div>10. Failure to provide by Policies established by the Landlord as posted in the Project Office and made a part of this Lease through attachment</div><div>11. Failure to honor the terms and conditions of any payment agreement executed with the Landlord.</div><div>12. Harboring a fugitive</div><div>13. Abusive, threatening or violent behavior, either verbal or physical, toward other residents or Landlord staff</div><div>14. Failure to execute a lease revision after written notice of at least 60 days before the lease revision is to take effect and specifying a reasonable time limit for acceptance by Tenant.</div><div>15. Any other grounds for termination set forth in Parts VII, VIII, and IX of this Lease.</div></div> <div>In accordance with the Violence Against Women and Justice Department Reauthorization Act of 2005, the Landlord will not consider incidents of domestic violence, dating violence or stalking as serious or repeated violations of the lease or as “other good cause”. The Landlord will not consider criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, cause for termination of the Lease if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of the abuse; however, the perpetrator of such abuse may be independently terminated as a Tenant and removed from the Lease by Landlord.. The Landlord will require certification and documentation in order to substantiate these circumstances. Failure of the tenant to provide the supporting documentation required within the specified timeframe may result in eviction in accordance with the original offense.</div> <div>C. <u>Notice Requirements.</u> The Landlord will give advance written notice of the proposed termination of the Lease as follows:</div> <div><div>1. 14 days for failure to pay rent;</div><div>2. A reasonable time, but not to exceed thirty days, considering the seriousness of the situation.</div><div>3. In the case of drug-related or violent crime, a reasonable time based upon consideration— of —the seriousness of the offense and the likelihood of danger to the community. In these cases, no grievance process is available or applicable in accordance with the Authority’s grievance procedure and applicable federal law.</div></div> <div>D. <u>Contents of Notice.</u> The notice of termination to Tenant will state specific reasons for the termination, inform the Tenant of his/her right to make a reply and advise the Tenant of the right to examine Landlord documents relevant to the termination, or to have any representation the Tenant may chose at the Tenant’s expense. The notice to vacate will conform to Federal and State Law. The notice shall also inform the Tenant of their right to request a hearing in accordance with the Grievance Procedure and the applicable time allowed for the request.</div> <div>In the event the termination is due to the violent or drug-related crime, the Landlord shall notify the Tenant that it has excluded such offenses from its grievance procedure in accordance with Landlord’s written grievance procedure and applicable federal law. The notice shall inform the Tenant that no– grievance –procedure is available.</div> <div>Tenant Initials: _____</div> <div>SHA Lease 2012</div>	<div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Justified</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: 11 pt</div> <div>Formatted: Justified</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Justified</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Font: (Intl) Times New Roman</div> <div>Formatted: Justified</div> <div>Formatted: Justified</div> <div>Formatted: Justified</div> <div>Formatted: 11 pt</div>
<div>SHA Lease 2012</div>	<div>Tenant Initials: _____</div> <div>13 of 1240</div>

E. In evicting for criminal activity, the Landlord has discretion to consider all of the circumstances of the case including, the seriousness of the offense, the participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the proscribed activity and on the family's neighbors. In appropriate cases, the Landlord may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will neither reside in nor visit the unit. The Landlord may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program before he or she is allowed to reside in the unit.

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XVII. Amendment. Neither party may amend the terms of this Lease except in writing signed by the Landlord and every adult in the Tenant Family. The Tenant Family agrees to cooperate and sign any amendment to this lease upon request. The attachments containing rules and regulations applicable to the Tenant Family are provided as a matter of information but are subject to modification from time to time at the sole discretion of the Landlord.

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XVIII. Waiver. No delay or failure by the Landlord in exercising any right under this Lease will result in a future waiver of that or any other right.

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ATTACHMENTS: If indicated by an (X) below, the Authority has provided the Tenant Family with the following attachments:

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- |   |   |
|---|---|
| <input type="checkbox"/> Utility Allowance              | <input type="checkbox"/> HUD Form 52675                         |
| <input type="checkbox"/> Move-in Inspection Report      | <input type="checkbox"/> Standard Maintenance Charges           |
| <input type="checkbox"/> Grievance Procedure            | <input type="checkbox"/> Lead Hazard Information Pamphlet       |
| <input type="checkbox"/> Lead Disclosure Addendum       | <input type="checkbox"/> Community Service Policy               |
| <input type="checkbox"/> VAWA                           | <input type="checkbox"/> Rent Selection Form                    |
| <input type="checkbox"/> Pet Policy                     | <input type="checkbox"/> HUD Form 92006                         |
| <input type="checkbox"/> Housekeeping Standards         | <input type="checkbox"/> Vehicle & Parking Policy               |
| <input type="checkbox"/> What You Should Know About EIV | <input type="checkbox"/> Minimum Rent Hardship Policy           |
| <input type="checkbox"/> Pest Control Policy            | <input type="checkbox"/> Reasonable Accommodation Process       |
| <input type="checkbox"/> Campus of Learners Contract    | <input type="checkbox"/> Complex Information & Rules Attachment |
| <input type="checkbox"/> Pre-Authorized Payment         | <input type="checkbox"/> Other _____                            |

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The Tenant Family agrees that all the provisions of this Lease and all attachments have been received reviewed with the Landlord and are understood. We agree to be bound by the terms and conditions as written. We acknowledge that a copy of this Lease and all attachments have been received and thoroughly explained to us.

HEAD OF HOUSEHOLD \_\_\_\_\_ DATE \_\_\_\_\_

CO-TENANT: \_\_\_\_\_ DATE \_\_\_\_\_

CO-TENANT: \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY MANAGER/OCCUPANCY \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATION**  
**WARNING! Title 18, Section 1001 of the US Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the U.S. Government.**

I, \_\_\_\_\_, as Head of Household certify that I, and the other members of the Tenant

SHA Lease 2012 Tenant Initials: \_\_\_\_\_

Family, have not committed any fraud in connection with any federal housing assistance program, unless such fraud was fully disclosed to the Landlord before execution of this Lease, or before the Landlord approval for occupancy of the unit by the Tenant Family.

I have not failed to report any change of status regarding household composition and income in connection with any Federally Assisted Housing Program.

I further certify that all information or documentation submitted to the Landlord by me or other members of the Tenant Family in connection with any federal housing assistance program are true and complete to the best of my knowledge and belief.

Signature of Head of Household

Date

Signature of Co-Tenant

Date

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2/10/2004 April 2016

## COMPLEX INFORMATION & RULES COMMUNITY POLICIES AND RULES

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### 1) Complex Community Orientation Sessions:-

- a) New tenants residents must attend a Complex Community Orientation Session within the first 60 days of occupancy. in a complex. The Complex Community -Orientation Session dates and times will be posted in Property Management Offices.

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### 2) Rental Collection:

- a) Rent is DUE and PAYABLE in advance on the first day of each month and shall be considered delinquent after the fifth calendar day of the month.
- b) A late fee of \$15 will be added on the 5<sup>th</sup> of the month.
- a) Also on the 5<sup>th</sup> day of the month a 14 day Notice to Vacate will be issued to the resident for failure to pay rent, demanding payment in full or the surrender of the premises.
- b) This will serve as a notice to the resident that they will have fourteen days to pay the rental payment in full before a Writ of Ejectment will be filed with the Spartanburg County Magistrate Court. At which time a \$45 court cost will be applied to the rental account. When a court date is awarded, the resident will only be allowed to pay in full all amounts owed.
- c) Repeated late payments (four within a twelve month period) are a serious and repeated violation of this Lease and will result in termination of this Lease by the Landlord.

### 3) Office Hours:

- a) The management office will have all office hours posted on site. The office phone number is (864)-

### 4) Maintenance Request:

- a) During business hours, you must report work orders to your management office. You may call the EMERGENCY work order line at (864) 598-6128 only for emergency service requests after 5:00 PM, Monday thru Friday and anytime on weekends and holidays. The emergency line is for true EMERGENCIES only.

### 5) Emergency calls:

- a) The following are considered emergencies:
  - i) No heat
  - ii) No Electricity
  - iii) Gas Leaks or Smell of Gas
  - iv) Flooding of your apartment
  - v) Fire
  - vi) Carbon Monoxide Presence
  - vii) Total Stoppage of the plumbing drain system when there is only one toilet or drain

### 6) Garage's and Crawl Spaces:

- a) Management assumes no responsibility for the safekeeping of personal property in garage areas. Residents who store or leave personal property in any garage do so at their own risk and agree that they will make no claim or demand to Management for any loss or damage to property that occurs. There is a greater risk of theft, vandalism, or exposure to elements including water in garages and Resident assumes this risk without recourse to Management in leaving or storing property in a garage.
- b) Automatic garage door openers are to be used by adult Residents only. (If you lose your garage door opener, there is a replacement fee).
- c) Garage doors are to remain closed at all times.
- d) Children are prohibited from playing in the garage area(s) including in and around the garage entrance and exit doors.

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- e) The garage area must be maintained in good and clean condition. Vehicle repair or vehicle maintenance work is prohibited.

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4-7) Storage:

- a) Resident agrees not to store anything in violation of any statute, regulation, or city ordinance.
- b) This includes but is not limited to storage of explosives or highly flammable materials or goods or any environmentally hazardous substances or materials or equipment.
- c) This provision includes charcoal lighter fluid any type of equipment with a gasoline motor, ie: mopeds, dirt bikes and lawn mowers.
- d) This provision includes storage of such items inside of dwelling units, hallway, breezeway or garage.

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8) Noise Levels:

- a) Be considerate of your neighbors and reduce the volume of your stereo, television set, radio, or other musical instrument after 10:00 PM so that the noise from your apartment will not disturb your neighbors. No loud parties, blaring automobile systems, televisions, stereos, etc., will be permitted at any time on the premises.

9) Conduct:

- a) Resident is to conduct himself and his guests (guests include any person in the apartment or on the premises with resident's consent) are to conduct themselves in such a manner that other Resident's peaceful and quiet enjoyment of the premises is not disturbed and to assure that actions are not offensive, noisy, dangerous, or disruptive to the rights, privileges and welfare of other Residents and persons. Resident is responsible for actions of his guests while on the premises.

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10) Laundry:

- a) Laundry or other articles shall NOT be hung for any purpose from the outside of Resident's apartment or on the inside across doors or stairways, and shall not to be hung or draped over ceiling fans or over air vents.
- b) "Outside" shall include HVAC units or cages, balconies and patios of Resident's apartment.
- c) Clotheslines, other than those provided by Management, shall NOT be erected or used at any time.

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11) Window Coverings:

- a) Drapes; blinds or window coverings provided by management shall NOT be removed without prior written approval. Any other draperies or other window coverings must be white or lined in white so only white may be seen from outside your apartment.
- b) Residents are required to use and properly install appropriate window coverings such as blinds, shades, drapes or curtains to establish a uniform neat appearance.
- c) Bedspreads, sheets, or other items which are not normally utilized as window coverings are not allowed.

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12) Plumbing

- a) Use toilets, sinks, tubs, drains, and other plumbing fixtures only for the purpose for which it was intended.
- b) Please do NOT put grease in commodes or drains; it will stop up the sewer line.
- c) Please report promptly to Management, any leaking faucets or plumbing fixtures or anything that requires immediate attention.

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13) Physical or Verbal Abuse:

- a) No Resident, family member or guest of a Resident, shall verbally or physically abuse the Manager or any other employee of Management at any time.
- b) Violation of this policy is grounds for immediate termination of your lease.

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14) Children:

- a) Residents are responsible for the appropriate supervision of minor children and guests.
- b) Residents should refrain from leaving toys, bicycles, or other personal property in a public area or on access areas when not in actual use.
- c) For safety reasons, rollerblading, skating, riding bikes, or other wheeled equipment is not permitted in garages, parking areas, or sidewalks or other walkway.
- d) Residents and their children are asked to respect and take care to preserve and protect all trees, shrubbery, plantings, or other portions of the common areas, including any graveled areas, landscaping woodchips, etc.
- a-e) Climbing on trees or bushes, sitting on fences, removing decorative stone, or any other landscaping material, climbing on garages, or throwing anything on roofs is prohibited.

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15) Balconies/Patios:

- a) Balconies or patios may not be used for storage or hanging clothes.
- b) No carpeting of balconies/patios is allowed unless approved by Management.
- c) In accordance with local laws and safety concerns, no grilling, cooking or any open flame is permitted on balconies, patios or garages.
- d) It is not permitted to run electric cords from the apartment to a balcony or patio area.
- e) Bird feeders and feeding of other animals are prohibited.
- f) Plants are permitted but Residents are expected to put protection under plants to prevent water or dirt from staining the balcony or patio area or leaking to any other balcony or patio area.
  - i) Residents will be responsible for any water or material falling from a balcony area or damage done to a balcony or patio.
  - ii) Care should be taken with pots to use natural dirt and planting material that is not flammable.
  - iii) Some fertilizers and potting material are combustible when placed in heat or sun and should not be used in the balcony or patio area.

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16) Keys:

- a) Additional keys will be provided at a charge of \$15 per key (garage, laundry, dwelling unit, and mailbox) if a Resident request.
- b) If the Resident requests their apartment lock to be changed, there is a charge of \$50.00 which includes two keys.
- c) If the Resident loses a key so that it is necessary to change locks, the charges for changing locks and new keys are to be paid by Resident at the time of the next full month rental cycle.
- d) If you lock yourself out of your apartment or lose your key during regular business hours, you will be charged a service charge of \$15.00 plus the cost of new key and any materials required to make any necessary repairs. You must provide identification as proof that you are a resident of the apartment. Without identification you will not be granted access to the apartment.
- e) If you lock yourself out of your apartment or lose your key outside of regular business hours, you must call a locksmith. You are responsible for the charge of the locksmith. Management or maintenance staff will NOT respond to afterhours calls for lock outs.

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17) Trespass Notice Program:

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~~a)~~ ~~Tenant~~ Residents are expected to honor the Public Safety Officers Trespass Notice Program by reporting any and all suspicious persons who do not live in your ~~complex~~ community.

~~e)b)~~ SHA reserves the right to restrict guests on SHA properties.

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18) Satellite Dishes:

~~f)a)~~ Satellite Dishes installation is prohibited by the Spartanburg Housing Authority on the structure or premises of Spartanburg Housing Authority without prior written approval.

~~g)b)~~ Any unapproved dish or any dish that is improperly installed or fails to remain properly installed will be removed and charges assessed the ~~tenant~~ resident.

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19) Air Conditioners:

~~h)a)~~ Installation of window air conditioners requires pre-approval by Spartanburg Housing Authority.

~~i)b)~~ Installation must be completed in professional manner and must be inspected to ensure compliance with good workmanship manner.

~~j)c)~~ Removal and damage charges will be assessed to ~~tenant~~ residents.

~~k)d)~~ Window units will not be allowed in sites where central A/C is available.

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20) Excessive Utility Usage:

~~a)~~ Meter readings are recorded such that the reading is for the previous month and payment is due on the rent statement two (2) months following the reading; for example, utilities used in December will be reflected as amount due on the March Rent Statement.

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21) Trash and Debris:

~~a)~~ Community shall be kept in a clean, safe and sanitary condition.

~~b)~~ You are responsible for the exterior of your apartment including the front and rear areas.

~~c)~~ The community is to remain free of trash and debris.

~~d)~~ No indoor furnishings are allowed on the outside of the apartment.

~~e)~~ Do not discard garbage or objects of any kind on the grounds, parking lots or around the dumpster area.

~~f)~~ Large items are to be placed inside the dumpster enclosure closest to your apartment.

~~g)~~ A fee of \$50 will charged if trash is found on the grounds with your name or address.

~~h)~~ Remember, you also responsible for the actions of your guests.

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~~h)~~ Trash

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22) ~~Trash~~ Dumpsters and Roll-Out Carts:

~~m)a)~~ Dumpsters are for the sole usage of ~~complex~~ community ~~tenant~~ residents only.

~~b)~~ The following items ARE NOT to be placed in the dumpsters: dirt, leaves, shrubbery clippings, construction material; car parts; batteries; tires; furniture; appliances.

~~c)~~ It is resident's responsibility to have the roll-out carts and/or recycle bins placed curbside on the day of pick up and removed no later than noon on the following day.

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23) Water Beds:

~~n)a)~~ Waterbeds are prohibited in Spartanburg Housing Authority units due to load factors and potential water damage. Under no circumstances are waterbeds permitted.

24) Tenant Lockout Procedures: In the event you are locked out of your apartment; (1) you must contact Maintenance Dispatch (after-hours will be forwarded to answering service for dispatch). (2) You must provide identification as proof that you are a resident of the apartment; without identification, you will not be granted access to the apartment. (3) You will be charged a minimum service charge of ~~not to exceed \$15.68 per~~

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~~2/10/2004~~ April 2016

~~hour~~ \$20 plus the cost of any materials, for lock-out calls during the normal work hours and ~~\$21.70~~ \$45.00 for after-hours calls, plus the cost of material to make any necessary repairs.

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**25) Tampering with Smoke Detectors:**

- a) The Housing Authority has installed and maintains smoke detectors in each apartment for the safety of residents.
- b) It is considered a serious violation of the lease ~~between the Housing Authority and the Resident or anyone~~ to remove or disable the smoke detector.
- c) Any Resident who is found to have tampered with the smoke detector ~~installed~~ will be issued a written warning on the ~~initial occasion~~ first instance. A second offence is \$25.00, and a third offence will result in a charge of \$50.00.
- d) Any subsequent violation will ~~result be subject~~ in the issuance of an Eviction Notice.

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**26) Sprinkler Heads:**

- a) Residents of Archibald Rutledge Apartments shall not place any items in the vicinity of the sprinkler system ~~sprinkler~~ heads that might impair the effectiveness of these devices.

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**27) Elderly/Disabled Services:**

- a) In the event that you have special needs, request a referral for assessment from the Spartanburg Housing Authority ~~Elderly~~ Services Coordinator.
- b) If you are in need of ~~special reasonable~~ accommodation, as a result of a disability, please notify SHA management measures; provide your request in writing to Spartanburg Housing Authority along with a letter from a physician documenting the need for accommodation and recommended measures to address your need.
- b) In some cases, documentation from a physician or other acceptable sources may be required.

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**28) Illegal Parking:**

- a) Under no circumstances ~~are may~~ resident vehicles or visitor vehicles ~~to~~ be parked in any areas other than paved areas designated for parking.
- b) ~~Tenant Residents will may~~ be assigned parking permits that must be affixed to cars registered to the ~~tenant residents~~.
- c) Parking of vehicles on lawn areas is strictly prohibited and violators ~~will may~~ be ticketed or towed.
- d) Repeated violations ~~will may~~ result in the termination of the lease.
- e) Abandoned ~~or, inoperable, unregistered, or d~~ Derelict vehicles may not be parked on Housing Authority property.
- f) Towing of such vehicles will be accomplished in accordance with South Carolina Statue Section 56-5-5850.

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**29) Vacating of Units:**

- a) You are required to provide 30-day NOTICE OF INTENT TO VACATE prior to moving.
- b) ~~and k~~ Keys must be returned to the ~~Property Community~~ Manager on ~~before final date~~ to avoid additional ~~month~~ rent charges.

**30) Smoking:**

- a) No smoking is permitted in the common areas of Archibald Rutledge Hi-Rise at anytime.
- b) US Department of Housing and Urban Development 24CFR part 965 "Instituting Smoke Free Public Housing". SHA will require all residents to comply with no smoking in any public housing property once the HUD final rule is published. Residents will be notified and designated smoking areas on each property will be identified.

**31) Pet Policy:**

~~2/10/2004~~ April 2016

- a) Residents are to refrain from keeping, maintaining, or harboring any animal in the Dwelling Unit except according to the Authority's Pet Policy.
- b) Failure to properly dispose of pet waste will result in progressive fines. Continued violation of proper disposal of pet waste may result in the termination of the lease.

32) Elevators:

- a) Elevators are to be used for personal transportation only from floor to floor.
- b) Do not use elevators in case of fire and severe weather

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### 33) Ground Fault Circuit Interrupters (GFCI):

a) Your apartment may be equipped with GFCI receptacles in the bathrooms and kitchen. These are special receptacles designed to protect you from electrical shocks. Short circuits may occur when you have a defective appliance or if you accidentally drop a device like a curling iron or hair dryer into a sink or bathtub filled with water. While you should never use any electrical appliance around water, this device may save your life if an accident occurs. The GFCI receptacle in your bathroom or kitchen will look similar to the drawing below.

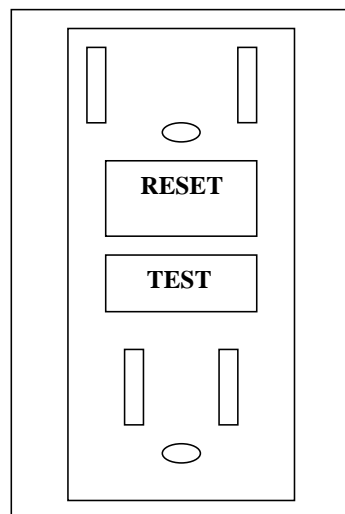
b) To test your GFCI, press in on the TEST button. Sometimes this is colored red. The RESET button should pop out. Next, push the RESET button back in. If it does not, call the work order desk at 598-6128 to request a repair. There is no charge for this repair.

c) If you are using the receptacle and the power goes off, check the RESET button to see if it has popped out. If it has, unplug the appliance you are using and press the RESET button. If the RESET button stays in, replug the appliance and turn it on. If the appliance works, then you may have had a momentary power problem that caused the GFCI to trip. If the appliance does not work, after pressing the RESET, or if the GFCI trips again, notify the work order desk. DO NOT USE THE RECEPTACLE OR APPLIANCE UNTIL IT HAS BEEN CHECKED BY THE MAINTENANCE DEPARTMENT.

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

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**





**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF MAY 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 May. This month continues a series of interviews associated with the YouthBuild project. The open positions included a Construction Supervisor and Case Manager. Participant recruitment is expected to begin mid-June. Interviews were also conducted for the Manager of Capital and Development position. A number of meetings with tradesmen, specifically plumbers and general contractors were held, in an effort to stimulate interest in outstanding procurement projects. Weekly meetings are being held with the RAD consultant. There were also meetings with members of the City of Spartanburg and the Northside Development group to discuss opportunities in the Highland and Northside areas.

Numerous community meetings were conducted with male youth at all public housing communities, as well as personal visits to tenant homes in an effort to secure consent forms for the upcoming Father's Day Initiative.

Lunch and learn sessions for the Board of Commissioners continued with a focus on HCV. A briefing was provided to Commissioners in attendance.

SHA received notice of an Award of Merit from NAHRO (National Association of Housing and Redevelopment Officials). I will be traveling to Portland, Oregon in July with two youth participants to receive the award.

The finance staff has been engaged with BB&T in the transition of our banking services. All accounts are in the process of being transferred to BB&T. This process is proceeding well. SHA is also engaged with the new website provider. Regular discussions are managed by the Deputy



Director. This process is also on schedule and promises to be a positive advancement for SHA's communication portals.

Development activities continue as scheduled. Executive Director has been directly in contact with principals in the Pages Lakes and Highland Projects. Pay applications are reviewed by the Architect and Engineering Firm prior to my approval. I have attended the monthly meetings with the SHA7 RAD team, conducted site visits at Page Lakes, participated in the weekly calls with Spartanburg County, and have regular contact with Todd Collins with the Highland Project.

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



# **Monthly Reports:**

## **Finance**

**Philippe Lindsay**

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**Board of Commissioners Meeting  
Tuesday, June 21, 2016**



**June 13, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—MAY, 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 May, the total Inflows amounted to \$1,956,974 and the total Outflow was \$1,996,710 resulting in a net outflow of \$270,925 and offset by reserve.

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

HCVP (Sec8) HAP Savings + Checking	\$242,865
Sec 8 - HAP -NRP	80,946
MOD. Rehab HAP	6,342
Sec 8 Adm. Fees	225,716
MOD Rehab Adm. Fees	90,059
<b>Total</b>	<b>\$645,927</b>

**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 3 properties, and 9 properties had a NOI. The details are as follows:**

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

	PROPERTY (AMP)	MTD Actual Income	PTD Actual Income	PTD Budget Income	PTD Variance
1	Appian	(\$0.5)	(\$16.8)	0	(\$16.8)
2	Archibald Hi-Rise	(11.2)	(17.6)	41.1	(58.7)
3	Archibald Village	(4.7)	12.1	(9.6)	21.7
4	Cammie Clagett	46.2	241.3	133.4	107.9
5	Camp Croft	3.8	(1.9)	52.4	(54.3)
6	Prince Hall	(13.6)	(31.1)	(3.7)	(27.4)
7	Scattered Sites	0.5	55.7	(27.4)	83.1
8	Victoria Gardens	21.1	10.0	34.3	(24.3)
9	JC Bull (100 units)	(23.2)	224.6	155.9	68.7
10	SLHC (32 units)	9.0	50.7	49.7	1.0
11	Cambridge Place	0.5	17.4	14.7	2.7
12	Liberty	1.2	7.6	0	7.6

**V: Status of Grants Programs – May 2016**

SHA's open/unspent *capital fund grant awards* total \$2,263,030 dollars of which \$373,873 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,889,157 or 83.0 % 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 \$973,388 and \$373,873 drawn against these grants leaving about \$599,515 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,042,819. The balance remaining unspent is \$294,323.
- 3) Effective January 2016 SHA received a new **YOUTH BUILD** grant of \$994,474 for the year 2016-2019.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and fund expended \$585,408.

Respectfully Submitted,

  
Joe Calicdan, Accounting Manager

<b>SHA - Summary of Financial Results - May, 2016</b>									
							8 months	8 months	8 months
		MTD	MTD	MTD			PTD	PTD	PTD
		Actual	Budget	Variance	Note		Actual	Budget	Variance
<b>1</b>	<b>Public Housing</b>								
	Total Revenue	\$ 405,500	\$ 416,500	\$ (11,000)		\$	3,293,600	\$ 3,340,600	\$ (47,000)
	Total Expenses	\$ 363,800	\$ 416,400	\$ (52,600)		\$	2,959,900	\$ 3,014,400	\$ (54,500)
	Net Operating Income	\$ 41,700	\$ 100	\$ 41,600	(1)	\$	333,700	\$ 326,200	\$ 7,500
	Note (1) - Revenue for May is lower than budget due to lesser HUD subsidy received and the timing of HUD funding of subsidy for the fiscal year.								
<b>2</b>	<b>HCV Program - HAP Only</b>								
	Total Revenue	\$ 776,500	\$ 747,800	\$ 28,700		\$	6,199,400	\$ 6,067,300	\$ 132,100
	Total Expenses	\$ 737,600	\$ 764,300	\$ (26,700)		\$	5,890,700	\$ 5,969,800	\$ (79,100)
	Net Operating Income ( Excess Cash)	\$ 38,900	\$ (16,500)	\$ 55,400		\$	308,700	\$ 97,500	\$ 211,200
	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</b>	<b>HCV Program - Admin Only</b>								
	Total Revenue	\$ 83,700	\$ 83,600	\$ 100		\$	725,900	\$ 688,800	\$ 37,100
	Total Expenses	\$ 88,800	\$ 84,400	\$ 4,400		\$	707,000	\$ 666,000	\$ 41,000
	Net Operating Income	\$ (5,100)	\$ (800)	\$ (4,300)		\$	18,900	\$ 22,800	\$ (3,900)
	For the month of May , admin revenue shows a loss of \$5K due to higher expenses. The YTD revenue shows a positive result of \$19K.								
<b>4</b>	<b>COCC Program Only</b>								
	Total Revenue	\$ 110,300	\$ 109,000	\$ 1,300		\$	2,744,700	\$ 2,681,800	\$ 62,900
	Total Expenses	\$ 125,000	\$ 144,300	\$ (19,300)		\$	1,473,800	\$ 1,413,500	\$ 60,300
	Net Operating Income	\$ (14,700)	\$ (35,300)	\$ 20,600	(2)	\$	1,270,900	\$ 1,268,300	\$ 2,600
	Note (2) - COCC shows a loss of \$14K due to higher expenses. The YTD revenue shows a positive result of \$1.2 M								
<b>5</b>	<b>JC BULLS ( 100 &amp; 32 units)</b>								
	Total Revenue	\$ 82,800	\$ 81,200	\$ 1,600		\$	696,800	\$ 677,200	\$ 19,600
	Total Expenses	\$ 97,000	\$ 97,200	\$ (200)		\$	421,800	\$ 474,200	\$ (52,400)
	Net Operating Income	\$ (14,200)	\$ (16,000)	\$ 1,800	(3)	\$	275,000	\$ 203,000	\$ 72,000
	Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016 budget. However budgeted repair and maintenance expenses did not materialize yet, thus showing higher income.								

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 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	133,270.98	133,279.00	(8.02)	-0.01	1,239,139.26	1,221,475.00	17,664.26	1.45
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000	Total Rental Income	133,270.98	133,279.00	(8.02)	-0.01	1,231,776.26	1,214,112.00	17,664.26	1.45
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	153.21	996.00	(842.79)	-84.62	13,892.25	14,179.00	(286.75)	-2.02
312004-000	Late Charges	1,470.00	873.00	597.00	68.38	14,430.00	12,147.00	2,283.00	18.79
312005-000	Legal Fees - Tenant	230.85	481.00	(250.15)	-52.01	8,850.85	8,792.00	58.85	0.67
312006-000	NSF Charges	175.00	-	175.00	N/A	525.00	100.00	425.00	425.00
312007-000	Tenant Owed Utilities - Excess	11,458.43	6,890.00	4,568.43	66.31	54,910.40	51,529.00	3,381.40	6.56
312009-000	Misc.Tenant Income	467.10	-	467.10	N/A	4,156.43	2,140.00	2,016.43	94.23
312010-000	Maintenance Charges	162.50	14.00	148.50	1,060.71	242.50	92.00	150.50	163.59
312900-000	Total Other Tenant Income	14,117.09	9,254.00	4,863.09	52.55	97,207.43	89,179.00	8,028.43	9.00
319900-000	NET TENANT INCOME	147,388.07	142,533.00	4,855.07	3.41	1,328,983.69	1,303,291.00	25,692.69	1.97
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	291,769.50	308,132.22	(16,362.72)	-5.31	2,210,228.51	2,289,765.38	(79,536.87)	-3.47
340111-000	Pet Fee Income	131.00	-	131.00	N/A	1,112.00	755.00	357.00	47.28
341001-000	Section 8 HAP Earned	768,470.00	745,992.00	22,478.00	3.01	6,153,426.00	6,043,450.00	109,976.00	1.82
341002-000	Sec 8 Admin. Fee Inc-HCV	82,282.00	82,831.00	(549.00)	-0.66	712,621.66	679,515.00	33,106.66	4.87
341004-000	Section 8 Port-In Admin Fees	598.25	-	598.25	N/A	2,731.53	-	2,731.53	N/A
341006-000	Port In HAP Earned	7,151.00	1,032.00	6,119.00	592.93	37,466.47	16,742.00	20,724.47	123.79
341010-000	Section 8 Admin Fee -Mod Rehab	11,236.00	21,877.00	(10,641.00)	-48.64	164,375.00	175,016.00	(10,641.00)	-6.08
341011-000	Mod Rehab- HAP EARNED	27,727.00	159,400.00	(131,673.00)	-82.61	1,268,483.00	1,364,458.00	(95,975.00)	-7.03
341500-000	Other Govt and Private Grants	47,973.00	46,808.00	1,165.00	2.49	403,966.00	378,254.00	25,712.00	6.80
349900-000	TOTAL GRANT INCOME	1,237,337.75	1,366,072.22	(128,734.47)	-9.42	10,954,410.17	10,947,955.38	6,454.79	0.06
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	-	-	-	N/A	4.87	5.00	(0.13)	-2.60
362000-000	Management Fee Income	66,836.28	61,315.00	5,521.28	9.00	601,274.14	553,161.00	48,113.14	8.70
362001-000	Bookkeeping fee income	21,585.00	19,565.00	2,020.00	10.32	173,962.50	163,226.00	10,736.50	6.58
364000-000	Fraud Recovery Income-Admin	964.49	748.00	216.49	28.94	9,811.28	7,889.00	1,922.28	24.37
364001-000	Fraud Recovery - HAP	964.47	778.00	186.47	23.97	9,672.31	8,038.00	1,634.31	20.33
365000-000	Miscellaneous Other Income	22,117.48	28,590.00	(6,472.52)	-22.64	1,994,696.01	2,003,412.00	(8,715.99)	-0.44
365002-000	Bad Debt Recovery	3,740.06	-	3,740.06	N/A	44,256.50	10,065.00	34,191.50	339.71
369900-000	TOTAL OTHER INCOME	116,207.78	110,996.00	5,211.78	4.70	2,833,677.61	2,745,796.00	87,881.61	3.20
399900-000	TOTAL INCOME	1,500,933.60	1,619,601.22	(118,667.62)	-7.33	15,117,071.47	14,997,042.38	120,029.09	0.80

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	118,056.95	131,040.00	12,983.05	9.91	1,120,037.50	1,070,979.00	(49,058.50)	-4.58
411002-000	Administrative Overtime	1,417.97	362.00	(1,055.97)	-291.70	10,591.69	5,405.00	(5,186.69)	-95.96
411003-000	Administrative: Employer FICA/SUI	10,629.63	13,577.00	2,947.37	21.71	108,328.12	98,989.00	(9,339.12)	-9.43
411004-000	Administrative: Employee Benefits	30,126.66	29,371.00	(755.66)	-2.57	224,805.53	215,596.00	(9,209.53)	-4.27
411005-000	Administrative: Retirees Medical ER share	2,562.98	1,903.00	(659.98)	-34.68	25,353.83	16,896.00	(8,457.83)	-50.06
411006-000	Administrative: Emp Incentive	997.05	2,111.00	1,113.95	52.77	8,157.26	11,055.00	2,897.74	26.21
411007-000	Administrative Assistant -Part time	-	1,583.00	1,583.00	100.00	-	3,166.00	3,166.00	100.00
411099-000	Total Administrative Salaries	163,791.24	179,947.00	16,155.76	8.98	1,497,273.93	1,422,086.00	(75,187.93)	-5.29
413000-000	Legal Expense								
413001-000	Legal Expense	1,694.49	388.00	(1,306.49)	-336.72	17,425.24	16,099.00	(1,326.24)	-8.24
413003-000	Credit Reports	813.57	336.00	(477.57)	-142.13	2,908.20	2,379.00	(529.20)	-22.24
413100-000	Total Legal Expense	2,508.06	724.00	(1,784.06)	-246.42	20,333.44	18,478.00	(1,855.44)	-10.04
413900-000	Other Admin Expenses								
414000-000	Staff Training	3,347.50	2,560.00	(787.50)	-30.76	16,186.67	15,929.00	(257.67)	-1.62
415000-000	Travel	2,686.06	2,202.00	(484.06)	-21.98	8,451.06	10,557.00	2,105.94	19.95
417000-000	Bookkeeping Fees	19,612.50	17,794.00	(1,818.50)	-10.22	157,545.00	149,840.00	(7,705.00)	-5.14
417001-000	Bookkeeping Fees-MOD Rehab	1,972.50	1,824.00	(148.50)	-8.14	16,417.50	15,966.00	(451.50)	-2.83
417100-000	Auditing Fees	-	2,452.00	2,452.00	100.00	23,501.00	16,475.00	(7,026.00)	-42.65
417200-000	Port Out Admin Fee	738.55	848.00	109.45	12.91	5,193.25	6,612.00	1,418.75	21.46
417300-000	Management Fee	57,200.28	53,836.00	(3,364.28)	-6.25	501,246.14	486,626.00	(14,620.14)	-3.00
417302-000	Asset Management Fee	6,480.00	6,390.00	(90.00)	-1.41	65,360.00	64,640.00	(720.00)	-1.11
417303-000	Management Fee- MOD Rehab	3,156.00	2,919.00	(237.00)	-8.12	26,268.00	25,545.00	(723.00)	-2.83
418000-000	Office Rent	11,656.25	12,031.00	374.75	3.11	100,327.90	101,452.00	1,124.10	1.11
418900-000	Total Other Admin Expenses	106,849.64	102,856.00	(3,993.64)	-3.88	920,496.52	893,642.00	(26,854.52)	-3.01
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	2,567.87	2,087.00	(480.87)	-23.04	21,189.58	15,446.00	(5,743.58)	-37.18
419003-000	Printing	265.29	-	(265.29)	N/A	265.29	-	(265.29)	N/A
419004-000	Telephone	673.63	5,963.00	5,289.37	88.70	58,903.36	51,401.00	(7,502.36)	-14.60
419005-000	Postage	4,422.93	2,178.00	(2,244.93)	-103.07	20,973.29	20,909.00	(64.29)	-0.31
419006-000	Forms and Computer Supplies	1,813.42	176.00	(1,637.42)	-930.35	3,135.22	1,874.00	(1,261.22)	-67.30
419007-000	Court Costs	975.85	1,286.00	310.15	24.12	10,515.85	10,608.00	92.15	0.87
419008-000	Membership and Fees	92.62	426.00	333.38	78.26	12,136.35	14,220.00	2,083.65	14.65
419009-000	Sundry Miscellaneous	3,692.51	3,412.00	(280.51)	-8.22	21,789.41	20,654.00	(1,135.41)	-5.50
419010-000	Newspaper ADS (Advertising)	1,531.37	660.00	(871.37)	-132.03	4,075.57	5,123.00	1,047.43	20.45
419011-000	Sundry Service Contracts	10,905.30	16,966.00	6,060.70	35.72	189,781.78	193,840.00	4,058.22	2.09
419012-000	Software	35.00	450.00	415.00	92.22	35.00	2,250.00	2,215.00	98.44
419017-000	Temporary Administrative Labor	1,044.75	3,256.00	2,211.25	67.91	51,230.90	44,549.00	(6,681.90)	-15.00
419018-000	False Alarms	-	14.00	14.00	100.00	190.00	232.00	42.00	18.10
419020-000	Bank Fees	204.64	386.00	181.36	46.98	2,399.85	3,211.00	811.15	25.26

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419021-000	Discretionary	-	950.42	950.42	100.00	197.04	3,888.26	3,691.22	94.93
419022-000	Other Misc Admin Expenses	1,180.33	-	(1,180.33)	N/A	5,969.14	3,500.00	(2,469.14)	-70.55
419100-000	Total Miscellaneous Admin Expenses	29,405.51	38,210.42	8,804.91	23.04	402,787.63	391,705.26	(11,082.37)	-2.83
419900-000	TOTAL ADMINISTRATIVE EXPENSES	302,554.45	321,737.42	19,182.97	5.96	2,840,891.52	2,725,911.26	(114,980.26)	-4.22
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	-	-	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	635.00	1,761.00	1,126.00	63.94	11,482.15	13,434.00	1,951.85	14.53
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	133.00	0.19	0.14
423000-000	Tenant Services -PH ADD ON	750.00	4,917.00	4,167.00	84.75	2,950.53	17,056.00	14,105.47	82.70
423001-000	Tenant Relocation	-	108.00	108.00	100.00	7,707.65	8,159.00	451.35	5.53
429900-000	TOTAL TENANT SERVICES EXPENSES	1,385.00	6,786.00	5,401.00	79.59	22,379.12	38,782.00	16,402.88	42.30
430000-000	UTILITIES								
431000-000	Water	15,218.03	13,805.00	(1,413.03)	-10.24	135,086.47	123,061.00	(12,025.47)	-9.77
432000-000	Electricity	32,103.43	32,822.00	718.57	2.19	260,476.77	252,639.00	(7,837.77)	-3.10
433000-000	Gas	9,821.31	19,567.00	9,745.69	49.81	146,598.79	152,797.00	6,198.21	4.06
439000-000	Sewer	22,552.04	16,815.00	(5,737.04)	-34.12	195,842.30	162,966.00	(32,876.30)	-20.17
439900-000	TOTAL UTILITY EXPENSES	79,694.81	83,009.00	3,314.19	3.99	738,004.33	691,463.00	(46,541.33)	-6.73
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	24,244.44	25,937.00	1,692.56	6.53	208,129.90	203,909.71	(4,220.19)	-2.07
441002-000	Maintenance: Overtime	1,307.78	192.00	(1,115.78)	-581.14	13,415.39	10,726.00	(2,689.39)	-25.07
441003-000	Maintenance: Employer FICA/SUI	2,338.45	2,649.00	310.55	11.72	19,922.03	19,616.00	(306.03)	-1.56
441004-000	Temp Maintenance Labor	2,567.94	448.00	(2,119.94)	-473.20	41,451.90	35,566.00	(5,885.90)	-16.55
441005-000	Maintenance: Employee Benefits	6,953.33	7,856.00	902.67	11.49	52,770.79	55,941.00	3,170.21	5.67
441100-000	Maintenace Uniforms	-	-	-	N/A	35.13	36.00	0.87	2.42
441200-000	Vehicle Repair	7,126.69	3,423.00	(3,703.69)	-108.20	23,835.90	20,815.00	(3,020.90)	-14.51
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	5,555.00	5,555.00	100.00
441300-000	Gasoline Purchases	1,722.26	3,805.00	2,082.74	54.74	13,449.88	18,166.00	4,716.12	25.96
441900-000	Total General Maint Expense	46,260.89	45,421.00	(839.89)	-1.85	373,010.92	370,330.71	(2,680.21)	-0.72
442000-000	Materials								
442002-000	Appliance-Maint Materials	413.39	2,778.00	2,364.61	85.12	3,852.93	10,789.00	6,936.07	64.29
442003-000	Painting-Maint Materials	1,750.72	3,699.00	1,948.28	52.67	8,837.71	12,805.00	3,967.29	30.98
442004-000	Electrical-Maint Materials	92.05	860.00	767.95	89.30	11,591.15	13,496.00	1,904.85	14.11
442005-000	Heating/AC-Maint Materials	5,844.11	2,335.00	(3,509.11)	-150.28	19,116.02	15,573.00	(3,543.02)	-22.75
442006-000	Janitorial Supplies	53.37	711.00	657.63	92.49	2,901.67	4,796.00	1,894.33	39.50
442007-000	After Hours Work	-	1,161.00	1,161.00	100.00	-	3,817.00	3,817.00	100.00
442008-000	Plumbing-Maint Materials	17,875.69	6,406.00	(11,469.69)	-179.05	32,668.59	22,580.00	(10,088.59)	-44.68
442009-000	Hand Tools-Maint Materials	683.09	186.00	(497.09)	-267.25	2,444.73	1,164.00	(1,280.73)	-110.03



SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442010-000	Maintenance Materials	9,002.29	7,103.00	(1,899.29)	-26.74	79,220.93	73,169.00	(6,051.93)	-8.27
442011-000	Safety equipment/shoes	-	361.00	361.00	100.00	2,380.08	1,864.00	(516.08)	-27.69
442900-000	Total Materials	35,714.71	25,600.00	(10,114.71)	-39.51	163,013.81	160,053.00	(2,960.81)	-1.85
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	1,208.24	127.00	(1,081.24)	-851.37	33,453.48	24,629.00	(8,824.48)	-35.83
443002-000	Extermination Contract	9,450.50	5,075.00	(4,375.50)	-86.22	38,615.00	42,645.00	4,030.00	9.45
443003-000	Tenant Repairs-Contract	-	100.00	100.00	100.00	494.66	695.00	200.34	28.83
443005-000	Unit Turnaround-Contract	4,400.00	9,456.00	5,056.00	53.47	184,247.61	182,798.00	(1,449.61)	-0.79
443006-000	Electrical-Contract	-	6,038.00	6,038.00	100.00	1,590.46	19,016.00	17,425.54	91.64
443007-000	Disposal Contract	6,612.04	6,584.00	(28.04)	-0.43	43,499.93	52,058.00	8,558.07	16.44
443009-000	Landscaping-Contract	20,486.25	15,175.00	(5,311.25)	-35.00	179,151.40	158,730.00	(20,421.40)	-12.87
443011-000	Heating/AC-Contract	8,426.13	8,963.00	536.87	5.99	20,279.31	34,980.00	14,700.69	42.03
443013-000	Contract: Uniform Rental	1,040.84	282.00	(758.84)	-269.09	7,544.14	6,200.19	(1,343.95)	-21.68
443015-000	Janitorial-Contract	2,717.34	1,199.00	(1,518.34)	-126.63	9,747.36	10,447.00	699.64	6.70
443017-000	Elevator-Contract	7,800.00	3,045.00	(4,755.00)	-156.16	21,852.05	19,501.00	(2,351.05)	-12.06
443018-000	Plumbing-Contract	30,815.00	27,078.00	(3,737.00)	-13.80	64,115.24	55,591.00	(8,524.24)	-15.33
443019-000	Miscellaneous Contracts	-	5,923.00	5,923.00	100.00	35,533.33	38,707.00	3,173.67	8.20
443023-000	Contract: Consultants	7,555.51	20,914.00	13,358.49	63.87	199,344.75	207,465.00	8,120.25	3.91
443099-000	Maintenance Misc-Contracts	2,142.10	10,091.00	7,948.90	78.77	47,323.60	70,754.00	23,430.40	33.12
443900-000	Total Contract Costs	102,653.95	120,050.00	17,396.05	14.49	886,792.32	924,216.19	37,423.87	4.05
449900-000	TOTAL MAINTENACE EXPENSES	184,629.55	191,071.00	6,441.45	3.37	1,422,817.05	1,454,599.90	31,782.85	2.18
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	14,873.08	15,739.00	865.92	5.50	134,774.89	130,090.00	(4,684.89)	-3.60
451100-000	Property Tax	-	-	-	N/A	46,444.04	36,698.00	(9,746.04)	-26.56
452100-000	Workers Comp Insurance	6,136.16	6,267.00	130.84	2.09	49,233.52	49,837.00	603.48	1.21
452500-000	Relocation exp-	5,156.99	-	(5,156.99)	N/A	98,029.04	80,805.00	(17,224.04)	-21.32
453010-000	SHA-Board/Commissioner exp	12.27	1,399.00	1,386.73	99.12	6,719.49	9,406.00	2,686.51	28.56
457000-000	Bad Debt-Tenant Rents	-	714.00	714.00	100.00	24,086.96	21,256.00	(2,830.96)	-13.32
458000-000	All Protective Services	2,009.60	2,950.00	940.40	31.88	17,551.34	20,134.90	2,583.56	12.83
459900-000	TOTAL GENERAL EXPENSES	28,188.10	27,069.00	(1,119.10)	-4.13	376,839.28	348,226.90	(28,612.38)	-8.22
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	946,388.00	862,811.00	(83,577.00)	-9.69	7,058,861.00	6,759,102.00	(299,759.00)	-4.43
471501-000	Tenant Utility Payments	34,210.00	33,210.00	(1,000.00)	-3.01	267,504.00	268,511.00	1,007.00	0.38
471502-000	Portable Out HAP Payments	14,312.00	29,433.00	15,121.00	51.37	140,413.00	187,422.00	47,009.00	25.08
471503-000	FSS Escrow Payments	1,838.00	4,217.00	2,379.00	56.41	21,360.00	30,770.00	9,410.00	30.58
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(113,662.00)	-	113,662.00	N/A	(438,621.00)	-	438,621.00	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	883,086.00	929,671.00	46,585.00	5.01	7,049,517.00	7,245,805.00	196,288.00	2.71
480000-000	FINANCING EXPENSE								

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
485100-000	Interest Expense-BBT SL	219.80	-	(219.80)	N/A	1,745.08	-	(1,745.08)	N/A
485500-000	Interest Expense-Mortgage Payable	434.69	-	(434.69)	N/A	3,588.65	-	(3,588.65)	N/A
489900-000	TOTAL FINANCING EXPENSES	654.49	-	(654.49)	N/A	5,333.73	-	(5,333.73)	N/A
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,480,192.40</b>	<b>1,559,343.42</b>	<b>79,151.02</b>	<b>5.08%</b>	<b>12,455,782.03</b>	<b>12,504,788.06</b>	<b>49,006.03</b>	<b>0.39%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(344,002.32)	(50,243.00)	293,759.32	584.68
523401-000	Bedbug expense	-	1,715.00	1,715.00	100.00	5,630.00	13,075.00	7,445.00	56.94
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	128,571.00	128,571.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	96,926.78	90,309.72	(6,617.06)	-7.33	365,992.84	359,376.88	(6,615.96)	-1.84
523406-000	Mold Assessment and Abatement	3,575.00	-	(3,575.00)	N/A	3,575.00	-	(3,575.00)	N/A
523407-000	Donation (NET) -Fatherhood	1,627.18	-	1,627.18	N/A	1,627.18	-	1,627.18	N/A
523408-000	Roof Replacement	-	-	-	N/A	76,666.48	-	(76,666.48)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	98,874.60	134,881.72	36,007.12	26.70	106,242.29	450,786.88	344,544.59	76.43
900000-000	<b>NET INCOME</b>	<b>(78,133.40)</b>	<b>(74,623.92)</b>	<b>(3,509.48)</b>	<b>4.70%</b>	<b>2,555,047.15</b>	<b>2,041,467.44</b>	<b>513,579.71</b>	<b>25.16%</b>

SPARTANBURG HOUSING AUTHORITY									
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	66,836.28	61,315.00	5,521.28	9.00	601,274.14	553,161.00	48,113.14	8.70
362001-000	Bookkeeping fee income	21,585.00	19,565.00	2,020.00	10.32	173,962.50	163,226.00	10,736.50	6.58
365000-000	Miscellaneous Other Income	21,912.78	28,121.00	(6,208.22)	-22.08	1,969,510.32	1,965,453.00	4,057.32	0.21
369900-000	TOTAL OTHER INCOME	110,334.06	109,001.00	1,333.06	1.22	2,744,746.96	2,681,840.00	62,906.96	2.35
399900-000	TOTAL INCOME	110,334.06	109,001.00	1,333.06	1.22	2,744,746.96	2,681,840.00	62,906.96	2.35
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	49,071.19	60,381.00	11,309.81	18.73	531,948.89	520,000.00	(11,948.89)	-2.30
411002-000	Administrative Overtime	162.51	56.00	(106.51)	-190.20	4,643.08	1,003.00	(3,640.08)	-362.92
411003-000	Administrative: Employer FICA/SUI	4,075.19	5,398.00	1,322.81	24.51	53,453.82	45,403.00	(8,050.82)	-17.73
411004-000	Administrative: Employee Benefits	11,657.44	9,664.00	(1,993.44)	-20.63	102,455.68	89,880.00	(12,575.68)	-13.99
411005-000	Administrative: Retirees Medical ER share	2,562.98	1,903.00	(659.98)	-34.68	25,353.83	16,896.00	(8,457.83)	-50.06
411006-000	Administrative: Emp Incentive	897.05	2,111.00	1,213.95	57.51	7,607.26	11,055.00	3,447.74	31.19
411099-000	Total Administrative Salaries	68,426.36	79,513.00	11,086.64	13.94	725,462.56	684,237.00	(41,225.56)	-6.02
413000-000	Legal Expense								
413001-000	Legal Expense	1,694.49	-	(1,694.49)	N/A	10,716.49	9,376.00	(1,340.49)	-14.30
413003-000	Credit Reports	(38.43)	16.00	54.43	340.19	410.87	132.00	(278.87)	-211.27
413100-000	Total Legal Expense	1,656.06	16.00	(1,640.06)	-10,250.38	11,127.36	9,508.00	(1,619.36)	-17.03
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,262.50	361.00	(1,901.50)	-526.73	7,158.85	6,055.00	(1,103.85)	-18.23
415000-000	Travel	572.46	893.00	320.54	35.89	4,797.47	6,128.00	1,330.53	21.71
417100-000	Auditing Fees	-	-	-	N/A	4,056.00	5,400.00	1,344.00	24.89
418000-000	Office Rent	8,156.25	8,157.00	0.75	0.01	74,418.55	74,420.00	1.45	0.00
418900-000	Total Other Admin Expenses	10,991.21	9,411.00	(1,580.21)	-16.79	90,430.87	92,003.00	1,572.13	1.71
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,128.76	1,056.00	(72.76)	-6.89	4,474.15	6,279.00	1,804.85	28.74
419004-000	Telephone	124.97	1,760.00	1,635.03	92.90	24,535.94	16,958.00	(7,577.94)	-44.69
419005-000	Postage	1,282.74	729.00	(553.74)	-75.96	6,781.98	7,084.00	302.02	4.26
419006-000	Forms and Computer Supplies	1,278.68	56.00	(1,222.68)	-2,183.36	1,278.68	280.00	(998.68)	-356.67
419008-000	Membership and Fees	92.62	-	(92.62)	N/A	11,541.35	12,004.00	462.65	3.85
419009-000	Sundry Miscellaneous	3,494.74	518.00	(2,976.74)	-574.66	11,336.33	4,927.00	(6,409.33)	-130.09
419010-000	Newspaper ADS (Advertising)	783.61	497.00	(286.61)	-57.67	1,846.93	3,012.00	1,165.07	38.68
419011-000	Sundry Service Contracts	1,509.29	5,112.00	3,602.71	70.48	90,461.61	91,747.00	1,285.39	1.40
419012-000	Software	-	111.00	111.00	100.00	-	555.00	555.00	100.00
419017-000	Temporary Administrative Labor	1,044.75	1,556.00	511.25	32.86	26,904.45	15,428.00	(11,476.45)	-74.39
419020-000	Bank Fees	1.00	329.00	328.00	99.70	634.76	2,192.00	1,557.24	71.04
419021-000	Discretionary	-	495.00	495.00	100.00	197.04	2,522.00	2,324.96	92.19
419022-000	Other Misc Admin Expenses	1,180.33	-	(1,180.33)	N/A	5,969.14	3,500.00	(2,469.14)	-70.55
419100-000	Total Miscellaneous Admin Expenses	11,921.49	12,219.00	297.51	2.43	185,962.36	166,488.00	(19,474.36)	-11.70
419900-000	TOTAL ADMINISTRATIVE EXPENSES	92,995.12	101,159.00	8,163.88	8.07	1,012,983.15	952,236.00	(60,747.15)	-6.38

SPARTANBURG HOUSING AUTHORITY									
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	111.60	500.00	388.40	77.68	267.71	2,500.00	2,232.29	89.29
432000-000	Electricity	2,981.64	1,000.00	(1,981.64)	-198.16	7,682.33	5,000.00	(2,682.33)	-53.65
433000-000	Gas	29.58	300.00	270.42	90.14	519.89	1,500.00	980.11	65.34
439000-000	Sewer	-	500.00	500.00	100.00	-	2,500.00	2,500.00	100.00
439900-000	TOTAL UTILITY EXPENSES	3,122.82	2,300.00	(822.82)	-35.77	8,469.93	11,500.00	3,030.07	26.35
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	2,955.12	2,396.00	(559.12)	-23.34	10,271.88	12,423.00	2,151.12	17.32
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	5,555.00	5,555.00	100.00
441300-000	Gasoline Purchases	792.33	2,315.00	1,522.67	65.77	5,198.47	9,573.00	4,374.53	45.70
441900-000	Total General Maint Expense	3,747.45	5,822.00	2,074.55	35.63	15,470.35	27,551.00	12,080.65	43.85
442000-000	Materials								
442003-000	Painting-Maint Materials	231.06	-	(231.06)	N/A	231.06	-	(231.06)	N/A
442004-000	Electrical-Maint Materials	-	-	-	N/A	107.40	-	(107.40)	N/A
442006-000	Janitorial Supplies	-	167.00	167.00	100.00	95.73	835.00	739.27	88.54
442009-000	Hand Tools-Maint Materials	-	-	-	N/A	301.76	-	(301.76)	N/A
442010-000	Maintenance Materials	293.62	945.00	651.38	68.93	1,662.88	4,791.00	3,128.12	65.29
442011-000	Safety equipment/shoes	-	200.00	200.00	100.00	-	1,000.00	1,000.00	100.00
442900-000	Total Materials	524.68	1,312.00	787.32	60.01	2,398.83	6,626.00	4,227.17	63.80
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	55.00	-	(55.00)	N/A	26,237.03	18,742.00	(7,495.03)	-39.99
443007-000	Disposal Contract	7.88	389.00	381.12	97.97	3,026.45	2,175.00	(851.45)	-39.15
443009-000	Landscaping-Contract	3,404.75	2,492.00	(912.75)	-36.63	21,702.00	18,835.00	(2,867.00)	-15.22
443013-000	Contract: Uniform Rental	68.06	140.00	71.94	51.39	1,080.64	1,110.00	29.36	2.64
443015-000	Janitorial-Contract	1,440.00	1,100.00	(340.00)	-30.91	5,370.96	7,150.00	1,779.04	24.88
443019-000	Miscellaneous Contracts	-	-	-	N/A	9,996.03	2,000.00	(7,996.03)	-399.80
443023-000	Contract: Consultants	7,336.72	20,011.00	12,674.28	63.34	192,236.58	201,010.00	8,773.42	4.36
443099-000	Maintenance Misc-Contracts	199.05	213.00	13.95	6.55	1,727.17	3,595.00	1,867.83	51.96
443900-000	Total Contract Costs	12,511.46	24,345.00	11,833.54	48.61	261,376.86	254,617.00	(6,759.86)	-2.65
449900-000	TOTAL MAINTENACE EXPENSES	16,783.59	31,479.00	14,695.41	46.68	279,246.04	288,794.00	9,547.96	3.31
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	6,063.41	5,502.00	(561.41)	-10.20	54,693.60	49,796.00	(4,897.60)	-9.84
452100-000	Workers Comp Insurance	2,493.86	2,494.00	0.14	0.01	20,680.76	20,988.00	307.24	1.46
452500-000	Relocation exp-	5,156.99	-	(5,156.99)	N/A	92,598.13	80,805.00	(11,793.13)	-14.59
453010-000	SHA-Board/Commissioner exp	12.27	1,399.00	1,386.73	99.12	6,719.49	9,406.00	2,686.51	28.56
459900-000	TOTAL GENERAL EXPENSES	13,726.53	9,395.00	(4,331.53)	-46.10	174,691.98	160,995.00	(13,696.98)	-8.51
	<b>TOTAL OPERATING EXPENSES</b>	<b>126,628.06</b>	<b>144,333.00</b>	<b>17,704.94</b>	<b>12.27%</b>	<b>1,475,391.10</b>	<b>1,413,525.00</b>	<b>(61,866.10)</b>	<b>-4.38%</b>
500000-000	NON-OPERATING ITEMS								
523407-000	Donation (NET) -Fatherhood	1,627.18	-	1,627.18	N/A	1,627.18	-	1,627.18	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(1,627.18)	-	1,627.18	N/A	(1,627.18)	-	1,627.18	N/A
900000-000	<b>NET INCOME</b>	<b>(14,666.82)</b>	<b>(35,332.00)</b>	<b>20,665.18</b>	<b>-58.49%</b>	<b>1,270,983.04</b>	<b>1,268,315.00</b>	<b>2,668.04</b>	<b>0.21%</b>

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 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	95,867.98	99,197.00	(3,329.02)	-3.36	929,040.26	938,552.00	(9,511.74)	-1.01
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000	Total Rental Income	95,867.98	99,197.00	(3,329.02)	-3.36	921,677.26	931,189.00	(9,511.74)	-1.02
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	40.71	942.00	(901.29)	-95.68	13,239.28	13,768.00	(528.72)	-3.84
312004-000	Late Charges	1,380.00	844.00	536.00	63.51	13,950.00	11,800.00	2,150.00	18.22
312005-000	Legal Fees - Tenant	130.85	454.00	(323.15)	-71.18	8,505.85	8,511.00	(5.15)	-0.06
312006-000	NSF Charges	175.00	-	175.00	N/A	375.00	100.00	275.00	275.00
312007-000	Tenant Owed Utilities - Excess	11,458.43	6,634.00	4,824.43	72.72	53,660.61	49,512.00	4,148.61	8.38
312009-000	Misc. Tenant Income	467.10	-	467.10	N/A	3,838.22	1,822.00	2,016.22	110.66
312010-000	Maintenance Charges	162.50	-	162.50	N/A	192.50	-	192.50	N/A
312900-000	Total Other Tenant Income	13,814.59	8,874.00	4,940.59	55.67	93,961.46	85,713.00	8,248.46	9.62
319900-000	NET TENANT INCOME	109,682.57	108,071.00	1,611.57	1.49	1,015,638.72	1,016,902.00	(1,263.28)	-0.12
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	291,769.50	308,132.22	(16,362.72)	-5.31	2,210,228.51	2,289,765.38	(79,536.87)	-3.47
340111-000	Pet Fee Income	131.00	-	131.00	N/A	1,112.00	755.00	357.00	47.28
349900-000	TOTAL GRANT INCOME	291,900.50	308,132.22	(16,231.72)	-5.27	2,211,340.51	2,290,520.38	(79,179.87)	-3.46
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	204.70	358.00	(153.30)	-42.82	22,394.32	23,135.00	(740.68)	-3.20
365002-000	Bad Debt Recovery	3,740.06	-	3,740.06	N/A	44,229.50	10,065.00	34,164.50	339.44
369900-000	TOTAL OTHER INCOME	3,944.76	358.00	3,586.76	1,001.89	66,623.82	33,200.00	33,423.82	100.67
399900-000	TOTAL INCOME	405,527.83	416,561.22	(11,033.39)	-2.65	3,293,603.05	3,340,622.38	(47,019.33)	-1.41
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	32,739.73	31,656.00	(1,083.73)	-3.42	281,173.83	257,008.00	(24,165.83)	-9.40
411002-000	Administrative Overtime	1,163.93	-	(1,163.93)	N/A	4,893.97	2,941.00	(1,952.97)	-66.40
411003-000	Administrative: Employer FICA/SUI	3,364.32	3,844.00	479.68	12.48	26,339.14	25,153.00	(1,186.14)	-4.72
411004-000	Administrative: Employee Benefits	9,297.32	8,058.00	(1,239.32)	-15.38	61,520.96	57,190.00	(4,330.96)	-7.57
411006-000	Administrative: Emp Incentive	100.00	-	(100.00)	N/A	503.50	-	(503.50)	N/A
411099-000	Total Administrative Salaries	46,665.30	43,558.00	(3,107.30)	-7.13	374,431.40	342,292.00	(32,139.40)	-9.39
413000-000	Legal Expense								
413001-000	Legal Expense	-	171.00	171.00	100.00	-	733.00	733.00	100.00
413003-000	Credit Reports	823.00	239.00	(584.00)	-244.35	1,961.07	1,865.00	(96.07)	-5.15

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413100-000	Total Legal Expense	823.00	410.00	(413.00)	-100.73	1,961.07	2,598.00	636.93	24.52
413900-000	Other Admin Expenses								
414000-000	Staff Training	60.00	1,529.00	1,469.00	96.08	4,357.50	7,436.00	3,078.50	41.40
415000-000	Travel	615.14	856.00	240.86	28.14	1,092.21	2,736.00	1,643.79	60.08
417000-000	Bookkeeping Fees	3,570.00	3,569.00	(1.00)	-0.03	36,030.00	36,035.00	5.00	0.01
417100-000	Auditing Fees	-	-	-	N/A	4,866.00	2,925.00	(1,941.00)	-66.36
417300-000	Management Fee	25,794.44	25,787.00	(7.44)	-0.03	260,328.76	259,359.00	(969.76)	-0.37
417302-000	Asset Management Fee	5,070.00	5,070.00	-	0.00	54,080.00	54,080.00	-	0.00
418900-000	Total Other Admin Expenses	35,109.58	36,811.00	1,701.42	4.62	360,754.47	362,571.00	1,816.53	0.50
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	615.59	468.00	(147.59)	-31.54	4,998.48	4,478.00	(520.48)	-11.62
419003-000	Printing	207.74	-	(207.74)	N/A	207.74	-	(207.74)	N/A
419004-000	Telephone	298.66	1,762.00	1,463.34	83.05	23,312.25	21,208.00	(2,104.25)	-9.92
419005-000	Postage	-	407.00	407.00	100.00	18.09	1,234.00	1,215.91	98.53
419006-000	Forms and Computer Supplies	103.25	120.00	16.75	13.96	245.27	479.00	233.73	48.80
419007-000	Court Costs	875.85	1,016.00	140.15	13.79	10,125.85	9,553.00	(572.85)	-6.00
419008-000	Membership and Fees	-	244.00	244.00	100.00	75.00	844.00	769.00	91.11
419009-000	Sundry Miscellaneous	168.88	2,031.00	1,862.12	91.68	4,589.64	9,834.00	5,244.36	53.33
419010-000	Newspaper ADS (Advertising)	691.20	163.00	(528.20)	-324.05	1,859.19	1,859.00	(0.19)	-0.01
419011-000	Sundry Service Contracts	7,240.44	5,667.00	(1,573.44)	-27.76	63,489.06	59,337.00	(4,152.06)	-7.00
419012-000	Software	35.00	-	(35.00)	N/A	35.00	-	(35.00)	N/A
419017-000	Temporary Administrative Labor	-	516.00	516.00	100.00	15,042.96	15,652.00	609.04	3.89
419018-000	False Alarms	-	14.00	14.00	100.00	180.00	222.00	42.00	18.92
419021-000	Discretionary	-	426.42	426.42	100.00	-	1,279.26	1,279.26	100.00
419100-000	Total Miscellaneous Admin Expenses	10,236.61	12,834.42	2,597.81	20.24	124,178.53	125,979.26	1,800.73	1.43
419900-000	TOTAL ADMINISTRATIVE EXPENSES	92,834.49	93,613.42	778.93	0.83	861,325.47	833,440.26	(27,885.21)	-3.35
420000-000	TENANT SERVICES								
422000-000	Tenant Services	500.00	1,626.00	1,126.00	69.25	7,748.63	9,575.00	1,826.37	19.07
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	133.00	0.19	0.14
423000-000	Tenant Services -PH ADD ON	-	4,717.00	4,717.00	100.00	600.53	15,181.00	14,580.47	96.04
423001-000	Tenant Relocation	-	-	-	N/A	7,395.65	7,415.00	19.35	0.26
429900-000	TOTAL TENANT SERVICES EXPENSES	500.00	6,343.00	5,843.00	92.12	15,877.62	32,304.00	16,426.38	50.85
430000-000	UTILITIES								
431000-000	Water	11,159.30	10,846.00	(313.30)	-2.89	118,061.37	105,900.00	(12,161.37)	-11.48
432000-000	Electricity	21,155.83	26,931.00	5,775.17	21.44	211,067.08	213,200.00	2,132.92	1.00
433000-000	Gas	6,892.13	14,623.00	7,730.87	52.87	115,947.20	119,866.00	3,918.80	3.27
439000-000	Sewer	17,520.73	13,559.00	(3,961.73)	-29.22	174,393.28	142,994.00	(31,399.28)	-21.96
439900-000	TOTAL UTILITY EXPENSES	56,727.99	65,959.00	9,231.01	14.00	619,468.93	581,960.00	(37,508.93)	-6.45

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	20,480.76	21,767.00	1,286.24	5.91	177,963.71	174,063.71	(3,900.00)	-2.24
441002-000	Maintenance: Overtime	1,185.93	119.00	(1,066.93)	-896.58	13,132.30	10,473.00	(2,659.30)	-25.39
441003-000	Maintenance: Employer FICA/SUI	2,053.91	2,340.00	286.09	12.23	17,151.20	17,211.00	59.80	0.35
441004-000	Temp Maintenance Labor	-	448.00	448.00	100.00	38,883.96	35,566.00	(3,317.96)	-9.33
441005-000	Maintenance: Employee Benefits	6,349.49	7,043.00	693.51	9.85	48,583.42	51,068.00	2,484.58	4.87
441100-000	Maintenance Uniforms	-	-	-	N/A	34.77	36.00	1.23	3.42
441200-000	Vehicle Repair	2,550.78	399.00	(2,151.78)	-539.29	9,111.31	4,399.00	(4,712.31)	-107.12
441300-000	Gasoline Purchases	633.13	849.00	215.87	25.43	6,335.97	5,879.00	(456.97)	-7.77
441900-000	Total General Maint Expense	33,254.00	32,965.00	(289.00)	-0.88	311,196.64	298,695.71	(12,500.93)	-4.19
442000-000	Materials								
442002-000	Appliance-Maint Materials	413.39	2,640.00	2,226.61	84.34	3,816.13	10,338.00	6,521.87	63.09
442003-000	Painting-Maint Materials	1,519.66	3,628.00	2,108.34	58.11	7,789.09	12,592.00	4,802.91	38.14
442004-000	Electrical-Maint Materials	92.05	678.00	585.95	86.42	11,483.75	12,728.00	1,244.25	9.78
442005-000	Heating/AC-Maint Materials	5,225.03	1,621.00	(3,604.03)	-222.33	18,392.49	12,247.00	(6,145.49)	-50.18
442006-000	Janitorial Supplies	53.37	390.00	336.63	86.32	2,621.81	3,093.00	471.19	15.23
442007-000	After Hours Work	-	951.00	951.00	100.00	-	2,853.00	2,853.00	100.00
442008-000	Plumbing-Maint Materials	1,021.69	1,679.00	657.31	39.15	12,140.82	13,957.00	1,816.18	13.01
442009-000	Hand Tools-Maint Materials	683.09	186.00	(497.09)	-267.25	2,142.97	1,164.00	(978.97)	-84.10
442010-000	Maintenance Materials	6,925.09	5,120.00	(1,805.09)	-35.26	70,011.34	63,026.00	(6,985.34)	-11.08
442011-000	Safety equipment/shoes	-	86.00	86.00	100.00	2,230.08	714.00	(1,516.08)	-212.34
442900-000	Total Materials	15,933.37	16,979.00	1,045.63	6.16	130,628.48	132,712.00	2,083.52	1.57
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	1,153.24	71.00	(1,082.24)	-1,524.28	2,295.01	614.00	(1,681.01)	-273.78
443002-000	Extermination Contract	8,658.50	4,556.00	(4,102.50)	-90.05	35,688.00	39,813.00	4,125.00	10.36
443003-000	Tenant Repairs-Contract	-	100.00	100.00	100.00	494.66	695.00	200.34	28.83
443005-000	Unit Turnaround-Contract	4,200.00	8,353.00	4,153.00	49.72	169,852.05	177,590.00	7,737.95	4.36
443006-000	Electrical-Contract	-	5,824.00	5,824.00	100.00	1,590.46	18,374.00	16,783.54	91.34
443007-000	Disposal Contract	5,430.18	5,050.00	(380.18)	-7.53	37,270.31	44,462.00	7,191.69	16.17
443009-000	Landscaping-Contract	14,428.00	11,183.00	(3,245.00)	-29.02	139,999.13	127,866.00	(12,133.13)	-9.49
443011-000	Heating/AC-Contract	-	4,867.00	4,867.00	100.00	10,028.18	20,867.00	10,838.82	51.94
443013-000	Contract: Uniform Rental	805.53	81.00	(724.53)	-894.48	5,653.60	4,404.19	(1,249.41)	-28.37
443015-000	Janitorial-Contract	317.34	-	(317.34)	N/A	528.90	-	(528.90)	N/A
443017-000	Elevator-Contract	7,800.00	3,045.00	(4,755.00)	-156.16	21,852.05	19,501.00	(2,351.05)	-12.06
443018-000	Plumbing-Contract	10,665.00	2,159.00	(8,506.00)	-393.98	37,868.24	24,147.00	(13,721.24)	-56.82
443019-000	Miscellaneous Contracts	-	224.00	224.00	100.00	25,537.30	8,498.00	(17,039.30)	-200.51
443023-000	Contract: Consultants	-	522.00	522.00	100.00	4,144.33	3,324.00	(820.33)	-24.68
443099-000	Maintenance Misc-Contracts	1,758.25	9,449.00	7,690.75	81.39	44,140.14	61,538.00	17,397.86	28.27

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443900-000	Total Contract Costs	55,216.04	55,484.00	267.96	0.48	536,942.36	551,693.19	14,750.83	2.67
449900-000	TOTAL MAINTENANCE EXPENSES	104,403.41	105,428.00	1,024.59	0.97	978,767.48	983,100.90	4,333.42	0.44
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	4,319.00	4,504.00	185.00	4.11	36,304.00	37,276.00	972.00	2.61
451100-000	Property Tax	-	-	-	N/A	27,688.00	27,688.00	-	0.00
452100-000	Workers Comp Insurance	1,957.79	2,054.00	96.21	4.68	16,287.08	16,577.00	289.92	1.75
457000-000	Bad Debt-Tenant Rents	-	714.00	714.00	100.00	24,086.96	21,256.00	(2,830.96)	-13.32
471503-000	FSS Escrow Payments	597.00	106.00	(491.00)	-463.21	8,917.00	9,939.00	1,022.00	10.28
458000-000	All Protective Services	2,009.60	2,885.00	875.40	30.34	17,445.34	19,833.90	2,388.56	12.04
459900-000	TOTAL GENERAL EXPENSES	8,883.39	10,263.00	1,379.61	13.44%	130,728.38	132,569.90	1,841.52	1.39%
	<b>TOTAL OPERATING EXPENSES</b>	<b>263,349.28</b>	<b>281,606.42</b>	<b>18,257.14</b>	<b>6.48%</b>	<b>2,606,167.88</b>	<b>2,563,375.06</b>	<b>(42,792.82)</b>	<b>-1.67%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(94,163.49)	(45,947.00)	48,216.49	104.94
523401-000	Bedbug expense	-	1,715.00	1,715.00	100.00	1,700.00	9,145.00	7,445.00	81.41
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	128,571.00	128,571.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	96,926.78	90,309.72	(6,617.06)	-7.33	365,992.84	359,376.88	(6,615.96)	-1.84
523406-000	Mold Assessment and Abatement	3,575.00	-	(3,575.00)	N/A	3,575.00	-	(3,575.00)	N/A
523408-000	Roof Replacement	-	-	-	N/A	76,666.48	-	(76,666.48)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	100,501.78	134,881.72	34,379.94	25.49	353,770.83	451,145.88	97,375.05	21.58
900000-000	NET INCOME	<b>41,676.77</b>	<b>73.08</b>	<b>41,603.69</b>	<b>56928.97%</b>	<b>333,664.34</b>	<b>326,101.44</b>	<b>7,562.90</b>	<b>2.32%</b>



SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 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	34,676.00	34,082.00	594.00	1.74	288,808.00	282,923.00	5,885.00	2.08
311900-000	Total Rental Income	34,676.00	34,082.00	594.00	1.74	288,808.00	282,923.00	5,885.00	2.08
312000-000	Other Tenant Income								
312003-000	Damages	112.50	54.00	58.50	108.33	652.97	411.00	241.97	58.87
312004-000	Late Charges	80.00	29.00	51.00	175.86	420.00	347.00	73.00	21.04
312005-000	Legal Fees - Tenant	55.00	27.00	28.00	103.70	300.00	281.00	19.00	6.76
312006-000	NSF Charges	-	-	-	N/A	120.00	-	120.00	N/A
312007-000	Tenant Owed Utilities - Excess	-	256.00	(256.00)	-100.00	1,249.79	2,017.00	(767.21)	-38.04
312009-000	Misc.Tenant Income	-	-	-	N/A	318.21	318.00	0.21	0.07
312010-000	Maintenance Charges	-	14.00	(14.00)	-100.00	50.00	92.00	(42.00)	-45.65
312900-000	Total Other Tenant Income	247.50	380.00	(132.50)	-34.87	3,110.97	3,466.00	(355.03)	-10.24
319900-000	NET TENANT INCOME	34,923.50	34,462.00	461.50	1.34	291,918.97	286,389.00	5,529.97	1.93
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	47,973.00	46,808.00	1,165.00	2.49	403,966.00	378,254.00	25,712.00	6.80
349900-000	TOTAL GRANT INCOME	47,973.00	46,808.00	1,165.00	2.49	403,966.00	378,254.00	25,712.00	6.80
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	-	-	N/A	923.33	12,545.00	(11,621.67)	-92.64
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	923.33	12,545.00	(11,621.67)	-92.64
399900-000	TOTAL INCOME	82,896.50	81,270.00	1,626.50	2.00	696,808.30	677,188.00	19,620.30	2.90
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	4,909.17	5,732.00	822.83	14.36	39,990.75	37,700.00	(2,290.75)	-6.08
411002-000	Administrative Overtime	33.48	28.00	(5.48)	-19.57	382.01	183.00	(199.01)	-108.75
411003-000	Administrative: Employer FICA/SUI	440.69	664.00	223.31	33.63	3,843.89	3,803.00	(40.89)	-1.08
411004-000	Administrative: Employee Benefits	1,218.99	1,884.00	665.01	35.30	7,215.93	8,864.00	1,648.07	18.59
411006-000	Administrative: Emp Incentive	-	-	-	N/A	46.50	-	(46.50)	N/A
411007-000	Administrative Assistant -Part time	-	1,583.00	1,583.00	100.00	-	3,166.00	3,166.00	100.00
411099-000	Total Administrative Salaries	6,602.33	9,891.00	3,288.67	33.25	51,479.08	53,716.00	2,236.92	4.16
413000-000	Legal Expense								
413001-000	Legal Expense	-	106.00	106.00	100.00	-	380.00	380.00	100.00
413003-000	Credit Reports	29.00	81.00	52.00	64.20	29.00	330.00	301.00	91.21
413100-000	Total Legal Expense	29.00	187.00	158.00	84.49	29.00	710.00	681.00	95.92
413900-000	Other Admin Expenses								

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	3,726.18	4,170.00	443.82	10.64	29,493.13	29,846.00	352.87	1.18
441002-000	Maintenance: Overtime	121.85	73.00	(48.85)	-66.92	283.09	253.00	(30.09)	-11.89
441003-000	Maintenance: Employer FICA/SUI	280.63	309.00	28.37	9.18	2,711.96	2,405.00	(306.96)	-12.76
441004-000	Temp Maintenance Labor	2,567.94	-	(2,567.94)	N/A	2,567.94	-	(2,567.94)	N/A
441005-000	Maintenance: Employee Benefits	603.84	813.00	209.16	25.73	4,020.67	4,873.00	852.33	17.49
441200-000	Vehicle Repair	497.56	561.00	63.44	11.31	1,820.44	2,255.00	434.56	19.27
441300-000	Gasoline Purchases	113.21	302.00	188.79	62.51	690.76	1,179.00	488.24	41.41
441900-000	Total General Maint Expense	7,911.21	6,228.00	(1,683.21)	-27.03	41,587.99	40,811.00	(776.99)	-1.90
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	138.00	138.00	100.00	36.80	451.00	414.20	91.84
442003-000	Painting-Maint Materials	-	71.00	71.00	100.00	-	213.00	213.00	100.00
442004-000	Electrical-Maint Materials	-	182.00	182.00	100.00	-	768.00	768.00	100.00
442005-000	Heating/AC-Maint Materials	619.08	714.00	94.92	13.29	723.53	3,326.00	2,602.47	78.25
442006-000	Janitorial Supplies	-	43.00	43.00	100.00	184.13	313.00	128.87	41.17
442007-000	After Hours Work	-	210.00	210.00	100.00	-	964.00	964.00	100.00
442008-000	Plumbing-Maint Materials	16,854.00	4,727.00	(12,127.00)	-256.55	20,527.77	8,623.00	(11,904.77)	-138.06
442010-000	Maintenance Materials	1,783.58	1,038.00	(745.58)	-71.83	4,238.37	5,352.00	1,113.63	20.81
442011-000	Safety equipment/shoes	-	75.00	75.00	100.00	150.00	150.00	-	0.00
442900-000	Total Materials	19,256.66	7,198.00	(12,058.66)	-167.53	25,860.60	20,160.00	(5,700.60)	-28.28
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	56.00	56.00	100.00	4,540.52	5,273.00	732.48	13.89
443002-000	Extermination Contract	792.00	519.00	(273.00)	-52.60	2,657.00	2,832.00	175.00	6.18
443005-000	Unit Turnaround-Contract	200.00	1,103.00	903.00	81.87	3,260.56	5,208.00	1,947.44	37.39
443006-000	Electrical-Contract	-	214.00	214.00	100.00	-	642.00	642.00	100.00
443007-000	Disposal Contract	1,173.98	1,145.00	(28.98)	-2.53	3,201.39	5,421.00	2,219.61	40.94
443009-000	Landscaping-Contract	1,561.50	1,500.00	(61.50)	-4.10	12,147.02	12,029.00	(118.02)	-0.98
443011-000	Heating/AC-Contract	8,426.13	4,096.00	(4,330.13)	-105.72	10,251.13	14,113.00	3,861.87	27.36
443013-000	Contract: Uniform Rental	115.43	61.00	(54.43)	-89.23	734.91	686.00	(48.91)	-7.13
443015-000	Janitorial-Contract	-	99.00	99.00	100.00	-	409.00	409.00	100.00
443018-000	Plumbing-Contract	20,150.00	24,919.00	4,769.00	19.14	26,247.00	31,444.00	5,197.00	16.53
443019-000	Miscellaneous Contracts	-	5,699.00	5,699.00	100.00	-	28,209.00	28,209.00	100.00
443023-000	Contract: Consultants	172.19	381.00	208.81	54.81	221.69	1,477.00	1,255.31	84.99
443099-000	Maintenance Misc-Contracts	-	429.00	429.00	100.00	1,051.45	5,621.00	4,569.55	81.29

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443900-000	Total Contract Costs	32,591.23	40,221.00	7,629.77	18.97	64,312.67	113,364.00	49,051.33	43.27
449900-000	TOTAL MAINTENANCE EXPENSES	59,759.10	53,647.00	(6,112.10)	-11.39	131,761.26	174,335.00	42,573.74	24.42
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,310.01	2,792.00	481.99	17.26	20,301.03	21,758.00	1,456.97	6.70
451100-000	Property Tax	-	-	-	N/A	8,894.85	9,010.00	115.15	1.28
452100-000	Workers Comp Insurance	371.65	382.00	10.35	2.71	2,680.36	2,710.00	29.64	1.09
458000-000	All Protective Services	-	65.00	65.00	100.00	106.00	301.00	195.00	64.78
459900-000	TOTAL GENERAL EXPENSES	2,681.66	3,239.00	557.34	17.21	31,982.24	33,779.00	1,796.76	5.32
	<b>TOTAL OPERATING EXPENSES</b>	<b>97,072.68</b>	<b>97,236.00</b>	<b>163.32</b>	<b>0.17%</b>	<b>421,874.08</b>	<b>474,205.00</b>	<b>52,330.92</b>	<b>11.04%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(4,296.12)	(4,296.00)	0.12	0.00
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	3,930.00	-	0.00
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(358.65)	(359.00)	(0.35)	-0.10
900000-000	<b>NET INCOME</b>	<b>(14,176.18)</b>	<b>(15,966.00)</b>	<b>1,789.82</b>	<b>-11.21%</b>	<b>275,292.87</b>	<b>203,342.00</b>	<b>71,950.87</b>	<b>35.38%</b>

**SPARTANBURG HOUSING AUTHORITY****HCV PROGRAM INCLUDING MOD REHAB****Actual to Budget Variance Comparison****May 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	768,470.00	745,992.00	22,478.00	3.01	6,153,426.00	6,043,450.00	109,976.00	1.82
341002-000	Sec 8 Admin. Fee Inc-HCV	82,282.00	82,831.00	(549.00)	-0.66	712,621.66	679,515.00	33,106.66	4.87
341004-000	Section 8 Port-In Admin Fees	598.25	-	598.25	N/A	2,731.53	-	2,731.53	N/A
341006-000	Port In HAP Earned	7,151.00	1,032.00	6,119.00	592.93	37,466.47	16,742.00	20,724.47	123.79
341010-000	Section 8 Admin Fee -Mod Rehab	11,236.00	21,877.00	(10,641.00)	-48.64	164,375.00	175,016.00	(10,641.00)	-6.08
341011-000	Mod Rehab- HAP EARNED	27,727.00	159,400.00	(131,673.00)	-82.61	1,268,483.00	1,364,458.00	(95,975.00)	-7.03
349900-000	TOTAL GRANT INCOME	897,464.25	1,011,132.00	(113,667.75)	-11.24	8,339,103.66	8,279,181.00	59,922.66	0.72
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	-	-	-	N/A	4.87	5.00	(0.13)	-2.60
364000-000	Fraud Recovery Income-Admin	964.49	748.00	216.49	28.94	9,811.28	7,889.00	1,922.28	24.37
364001-000	Fraud Recovery - HAP	964.47	778.00	186.47	23.97	9,672.31	8,038.00	1,634.31	20.33
365000-000	Miscellaneous Other Income	-	111.00	(111.00)	-100.00	1,864.00	2,279.00	(415.00)	-18.21
369900-000	TOTAL OTHER INCOME	1,928.96	1,637.00	291.96	17.84	21,352.46	18,211.00	3,141.46	17.25
399900-000	TOTAL INCOME	899,393.21	1,012,769.00	(113,375.79)	-11.19	8,360,456.12	8,297,392.00	63,064.12	0.76
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	31,112.99	33,271.00	2,158.01	6.49	264,722.84	256,271.00	(8,451.84)	-3.30
411002-000	Administrative Overtime	56.45	278.00	221.55	79.69	666.82	1,278.00	611.18	47.82
411003-000	Administrative: Employer FICA/SUI	2,732.41	3,671.00	938.59	25.57	24,488.10	24,630.00	141.90	0.58
411004-000	Administrative: Employee Benefits	7,907.87	9,765.00	1,857.13	19.02	53,245.57	59,662.00	6,416.43	10.75
411099-000	Total Administrative Salaries	41,809.72	46,985.00	5,175.28	11.01	343,123.33	341,841.00	(1,282.33)	-0.38
413000-000	Legal Expense								
413001-000	Legal Expense	-	111.00	111.00	100.00	6,708.75	5,610.00	(1,098.75)	-19.59
413003-000	Credit Reports	-	-	-	N/A	507.26	52.00	(455.26)	-875.50
413100-000	Total Legal Expense	-	111.00	111.00	100.00	7,216.01	5,662.00	(1,554.01)	-27.45
413900-000	Other Admin Expenses								
414000-000	Staff Training	50.00	429.00	379.00	88.34	3,115.44	1,330.00	(1,785.44)	-134.24
415000-000	Travel	1,245.00	286.00	(959.00)	-335.31	2,307.92	858.00	(1,449.92)	-168.99
417000-000	Bookkeeping Fees	15,022.50	13,244.00	(1,778.50)	-13.43	113,250.00	105,957.00	(7,293.00)	-6.88
417001-000	Bookkeeping Fees-MOD Rehab	1,972.50	1,824.00	(148.50)	-8.14	16,417.50	15,966.00	(451.50)	-2.83
417100-000	Auditing Fees	-	1,000.00	1,000.00	100.00	7,299.00	5,000.00	(2,299.00)	-45.98
417200-000	Port Out Admin Fee	738.55	848.00	109.45	12.91	5,193.25	6,612.00	1,418.75	21.46
417300-000	Management Fee	24,036.00	20,958.00	(3,078.00)	-14.69	181,200.00	170,554.00	(10,646.00)	-6.24
417303-000	Management Fee- MOD Rehab	3,156.00	2,919.00	(237.00)	-8.12	26,268.00	25,545.00	(723.00)	-2.83
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	25,909.35	27,032.00	1,122.65	4.15
418900-000	Total Other Admin Expenses	49,720.55	45,382.00	(4,338.55)	-9.56	380,960.46	358,854.00	(22,106.46)	-6.16

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

**Actual to Budget Variance Comparison**

**May 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>
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	823.52	333.00	(490.52)	-147.30	10,785.71	3,468.00	(7,317.71)	-211.01
419004-000	Telephone	125.00	1,785.00	1,660.00	93.00	6,967.49	8,857.00	1,889.51	21.33
419005-000	Postage	3,140.19	945.00	(2,195.19)	-232.30	14,083.31	12,220.00	(1,863.31)	-15.25
419006-000	Forms and Computer Supplies	431.49	-	(431.49)	N/A	1,611.27	1,115.00	(496.27)	-44.51
419008-000	Membership and Fees	-	153.00	153.00	100.00	-	765.00	765.00	100.00
419009-000	Sundry Miscellaneous	-	468.00	468.00	100.00	1,921.88	3,124.00	1,202.12	38.48
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	105.16	100.00	(5.16)	-5.16
419011-000	Sundry Service Contracts	1,887.95	5,496.00	3,608.05	65.65	31,485.57	38,015.00	6,529.43	17.18
419017-000	Temporary Administrative Labor	-	93.00	93.00	100.00	3,321.52	3,600.00	278.48	7.74
419020-000	Bank Fees	160.64	57.00	(103.64)	-181.82	1,153.14	1,004.00	(149.14)	-14.85
419100-000	Total Miscellaneous Admin Expenses	6,568.79	9,330.00	2,761.21	29.60	71,435.05	72,268.00	832.95	1.15
419900-000	TOTAL ADMINISTRATIVE EXPENSES	98,099.06	101,808.00	3,708.94	3.64	802,734.85	778,625.00	(24,109.85)	-3.10
430000-000	UTILITIES								
431000-000	Water	8.14	-	(8.14)	N/A	164.25	-	(164.25)	N/A
432000-000	Electricity	2,981.64	-	(2,981.64)	N/A	5,586.91	-	(5,586.91)	N/A
433000-000	Gas	29.58	-	(29.58)	N/A	519.89	-	(519.89)	N/A
439000-000	Sewer	103.46	-	(103.46)	N/A	103.46	-	(103.46)	N/A
439900-000	TOTAL UTILITY EXPENSES	3,122.82	-	(3,122.82)	N/A	6,374.51	-	(6,374.51)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	1,093.96	67.00	(1,026.96)	-1,532.78	2,533.50	1,738.00	(795.50)	-45.77
441300-000	Gasoline Purchases	179.69	339.00	159.31	46.99	1,183.66	1,535.00	351.34	22.89
441900-000	Total General Maint Expense	1,273.65	406.00	(867.65)	-213.71	3,717.16	3,273.00	(444.16)	-13.57
442000-000	Materials								
442006-000	Janitorial Supplies	-	111.00	111.00	100.00	-	555.00	555.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	111.00	111.00	100.00	3,288.09	555.00	(2,733.09)	-492.45
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	960.00	-	(960.00)	N/A	3,847.50	2,888.00	(959.50)	-33.22
443023-000	Contract: Consultants	46.60	-	(46.60)	N/A	2,742.15	1,654.00	(1,088.15)	-65.79
443099-000	Maintenance Misc-Contracts	184.80	-	(184.80)	N/A	224.84	-	(224.84)	N/A
443900-000	Total Contract Costs	1,191.40	-	(1,191.40)	N/A	7,195.41	4,542.00	(2,653.41)	-58.42
449900-000	TOTAL MAINTENANCE EXPENSES	2,465.05	517.00	(1,948.05)	-376.80	14,200.66	8,370.00	(5,830.66)	-69.66
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,873.00	2,941.00	68.00	2.31	21,056.00	21,260.00	204.00	0.96

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
May 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
452100-000	Workers Comp Insurance	1,302.41	1,337.00	34.59	2.59	9,458.84	9,562.00	103.16	1.08
452500-000	Relocation exp-	-	-	-	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	4,175.41	4,278.00	102.59	2.40	35,945.75	30,822.00	(5,123.75)	-16.62
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	946,388.00	862,811.00	(83,577.00)	-9.69	7,058,861.00	6,759,102.00	(299,759.00)	-4.43
471501-000	Tenant Utility Payments	34,210.00	33,210.00	(1,000.00)	-3.01	267,504.00	268,511.00	1,007.00	0.38
471502-000	Portable Out HAP Payments	14,312.00	29,433.00	15,121.00	51.37	140,413.00	187,422.00	47,009.00	25.08
471503-000	FSS Escrow Payments	1,241.00	4,111.00	2,870.00	69.81	12,443.00	20,831.00	8,388.00	40.27
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(113,662.00)	-	113,662.00	N/A	(438,621.00)	-	438,621.00	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	882,489.00	929,565.00	47,076.00	5.06	7,040,600.00	7,235,866.00	195,266.00	2.70
	<b>TOTAL OPERATING EXPENSES</b>	<b>990,351.34</b>	<b>1,036,168.00</b>	<b>45,816.66</b>	<b>4.42%</b>	<b>7,899,855.77</b>	<b>8,053,683.00</b>	<b>153,827.23</b>	<b>1.91%</b>
900000-000	<b>NET INCOME</b>	<b>(90,958.13)</b>	<b>(23,399.00)</b>	<b>(67,559.13)</b>	<b>288.73%</b>	<b>460,600.35</b>	<b>243,709.00</b>	<b>216,891.35</b>	<b>89.00%</b>

**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

**Actual to Budget Variance Comparison**

**5/31/2016**

		<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	768,470.00	745,992.00	22,478.00	3.01	6,153,426.00	6,043,450.00	109,976.00	1.82
341006-000	Port In HAP Earned	7,151.00	1,032.00	6,119.00	592.93	37,466.47	16,742.00	20,724.47	123.79
364001-000	Fraud Recovery - HAP	895.03	778.00	117.03	15.04	8,585.77	7,161.00	1,424.77	19.90
399900-000	TOTAL INCOME	776,516.03	747,802.00	28,714.03	3.84%	6,199,478.24	6,067,353.00	132,125.24	2.18%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	804,550.00	699,853.00	(104,697.00)	-14.96	5,928,797.00	5,512,585.00	(416,212.00)	-7.55
471501-000	Tenant Utility Payments	31,189.00	30,991.00	(198.00)	-0.64	247,715.00	249,029.00	1,314.00	0.53
471502-000	Portable Out HAP Payments	14,312.00	29,433.00	15,121.00	51.37	140,413.00	187,422.00	47,009.00	25.08
471503-000	FSS Escrow Payments	1,241.00	4,111.00	2,870.00	69.81	12,443.00	20,831.00	8,388.00	40.27
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(113,662.00)	-	113,662.00	N/A	(438,621.00)	-	438,621.00	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	737,630.00	764,388.00	26,758.00	3.50	5,890,747.00	5,969,867.00	79,120.00	1.33
900000-000	NET INCOME	38,886.03	(16,586.00)	55,472.03	-334.45%	308,731.24	97,486.00	211,245.24	216.69%

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

**Actual to Budget Variance Comparison**

**5/31/2016**

		<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								
341002-000	Sec 8 Admin. Fee Inc-HCV	82,282.00	82,831.00	(549.00)	-0.66	712,621.66	679,515.00	33,106.66	4.87
341004-000	Section 8 Port-In Admin Fees	598.25	-	598.25	N/A	2,731.53	-	2,731.53	N/A
364000-000	Fraud Recovery Income-Admin	895.04	748.00	147.04	19.66	8,724.70	7,012.00	1,712.70	24.43
365000-000	Miscellaneous Other Income	-	111.00	(111.00)	-100.00	1,864.00	2,279.00	(415.00)	-18.21
399900-000	TOTAL INCOME	83,775.29	83,690.00	85.29	0.10%	725,941.89	688,806.00	37,135.89	5.39%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	23,300.61	23,703.00	402.39	1.70	203,687.61	194,073.00	(9,614.61)	-4.95
411002-000	Administrative Overtime	48.51	278.00	229.49	82.55	514.97	1,167.00	652.03	55.87
411003-000	Administrative: Employer FICA/SUI	2,045.91	2,738.00	692.09	25.28	18,337.95	18,439.00	101.05	0.55
411004-000	Administrative: Employee Benefits	5,989.96	7,188.00	1,198.04	16.67	41,031.54	45,066.00	4,034.46	8.95
411099-000	Total Administrative Salaries	31,384.99	33,907.00	2,522.01	7.44	263,572.07	258,745.00	(4,827.07)	-1.87
413000-000	Legal Expense								
413001-000	Legal Expense	-	111.00	111.00	100.00	1,653.75	3,405.00	1,751.25	51.43
413003-000	Credit Reports	-	-	-	N/A	507.26	52.00	(455.26)	-875.50
413100-000	Total Legal Expense	-	111.00	111.00	100.00	2,161.01	3,457.00	1,295.99	37.49
413900-000	Other Admin Expenses								
414000-000	Staff Training	50.00	429.00	379.00	88.34	3,115.44	1,330.00	(1,785.44)	-134.24
415000-000	Travel	1,245.00	286.00	(959.00)	-335.31	2,307.92	858.00	(1,449.92)	-168.99
417000-000	Bookkeeping Fees	15,022.50	13,244.00	(1,778.50)	-13.43	113,250.00	105,957.00	(7,293.00)	-6.88
417100-000	Auditing Fees	-	-	-	N/A	6,084.00	3,000.00	(3,084.00)	-102.80
417200-000	Port Out Admin Fee	738.55	848.00	109.45	12.91	5,193.25	6,612.00	1,418.75	21.46
417300-000	Management Fee	24,036.00	20,958.00	(3,078.00)	-14.69	181,200.00	170,554.00	(10,646.00)	-6.24
418000-000	Office Rent	2,625.00	3,874.00	1,249.00	32.24	25,034.35	27,032.00	1,997.65	7.39
418900-000	Total Other Admin Expenses	43,717.05	39,639.00	(4,078.05)	-10.29	336,184.96	315,343.00	(20,841.96)	-6.61
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	680.17	250.00	(430.17)	-172.07	8,248.18	2,698.00	(5,550.18)	-205.71
419004-000	Telephone	93.75	1,339.00	1,245.25	93.00	5,337.48	6,755.00	1,417.52	20.98
419005-000	Postage	2,355.14	709.00	(1,646.14)	-232.18	10,562.48	9,166.00	(1,396.48)	-15.24
419006-000	Forms and Computer Supplies	323.62	-	(323.62)	N/A	1,208.45	836.00	(372.45)	-44.55
419008-000	Membership and Fees	-	153.00	153.00	100.00	-	765.00	765.00	100.00
419009-000	Sundry Miscellaneous	-	351.00	351.00	100.00	1,638.13	2,540.00	901.87	35.51
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	105.16	100.00	(5.16)	-5.16
419011-000	Sundry Service Contracts	1,415.96	4,122.00	2,706.04	65.65	25,232.77	30,129.00	4,896.23	16.25
419017-000	Temporary Administrative Labor	-	70.00	70.00	100.00	2,613.35	2,823.00	209.65	7.43
419020-000	Bank Fees	160.64	57.00	(103.64)	-181.82	1,153.14	1,004.00	(149.14)	-14.85
419100-000	Total Miscellaneous Admin Expenses	5,029.28	7,051.00	2,021.72	28.67	56,099.14	56,816.00	716.86	1.26
419900-000	TOTAL ADMINISTRATIVE EXPENSES	80,131.32	80,708.00	576.68	0.71	658,017.18	634,361.00	(23,656.18)	-3.73



**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

**Actual to Budget Variance Comparison**

**5/31/2016**

		<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>
430000-000	UTILITIES								
431000-000	Water	8.14	-	(8.14)	N/A	164.25	-	(164.25)	N/A
432000-000	Electricity	2,981.64	-	(2,981.64)	N/A	5,586.91	-	(5,586.91)	N/A
433000-000	Gas	29.58	-	(29.58)	N/A	519.89	-	(519.89)	N/A
439000-000	Sewer	103.46	-	(103.46)	N/A	103.46	-	(103.46)	N/A
439900-000	TOTAL UTILITY EXPENSES	3,122.82	-	(3,122.82)	N/A	6,374.51	-	(6,374.51)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	1,093.96	67.00	(1,026.96)	-1,532.78	2,533.50	1,738.00	(795.50)	-45.77
441300-000	Gasoline Purchases	179.69	339.00	159.31	46.99	1,183.66	1,535.00	351.34	22.89
441900-000	Total General Maint Expense	1,273.65	406.00	(867.65)	-213.71	3,717.16	3,273.00	(444.16)	-13.57
442000-000	Materials								
442006-000	Janitorial Supplies	-	111.00	111.00	100.00	-	555.00	555.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	111.00	111.00	100.00	3,288.09	555.00	(2,733.09)	-492.45
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	960.00	-	(960.00)	N/A	3,847.50	2,888.00	(959.50)	-33.22
443023-000	Contract: Consultants	46.60	-	(46.60)	N/A	2,742.15	1,654.00	(1,088.15)	-65.79
443099-000	Maintenance Misc-Contracts	184.80	-	(184.80)	N/A	224.84	-	(224.84)	N/A
443900-000	Total Contract Costs	1,191.40	-	(1,191.40)	N/A	7,195.41	4,542.00	(2,653.41)	-58.42
449900-000	TOTAL MAINTENACE EXPENSES	2,465.05	517.00	(1,948.05)	-376.80	14,200.66	8,370.00	(5,830.66)	-69.66
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,148.00	2,206.00	58.00	2.63	15,896.00	16,070.00	174.00	1.08
452100-000	Workers Comp Insurance	973.81	1,003.00	29.19	2.91	7,140.84	7,227.00	86.16	1.19
452500-000	Relocation exp-	-	-	-	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	3,121.81	3,209.00	87.19	2.72	28,467.75	23,297.00	(5,170.75)	-22.19
	<b>TOTAL OPERATING EXPENSES</b>	<b>88,841.00</b>	<b>84,434.00</b>	<b>(4,407.00)</b>	<b>-5.22%</b>	<b>707,060.10</b>	<b>666,028.00</b>	<b>(41,032.10)</b>	<b>-6.16%</b>
900000-000	<b>NET INCOME</b>	<b>(5,065.71)</b>	<b>(744.00)</b>	<b>(4,321.71)</b>	<b>580.88%</b>	<b>18,881.79</b>	<b>22,778.00</b>	<b>(3,896.21)</b>	<b>-17.11%</b>

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

**Actual to Budget Variance Comparison**

**5/31/2016**

		<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								
341011-000	Mod Rehab- HAP EARNED	27,727.00	159,400.00	(131,673.00)	-82.61	1,268,483.00	1,364,458.00	(95,975.00)	-7.03
364001-000	Fraud Recovery - HAP	69.44	-	69.44	N/A	1,086.54	877.00	209.54	23.89
399900-000	TOTAL INCOME	27,796.44	159,400.00	(131,603.56)	-82.56%	1,269,569.54	1,365,335.00	(95,765.46)	-7.01%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	141,838.00	162,958.00	21,120.00	12.96	1,130,064.00	1,246,517.00	116,453.00	9.34
471501-000	Tenant Utility Payments	3,021.00	2,219.00	(802.00)	-36.14	19,789.00	19,482.00	(307.00)	-1.58
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	144,859.00	165,177.00	20,318.00	12.30	1,149,853.00	1,265,999.00	116,146.00	9.17
900000-000	NET INCOME	(117,062.56)	(5,777.00)	(111,285.56)	1926.36%	119,716.54	99,336.00	20,380.54	20.52%

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

Actual to Budget Variance Comparison

5/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	11,236.00	21,877.00	(10,641.00)	-48.64	164,375.00	175,016.00	(10,641.00)	-6.08
361000-000	Investment Income - Unrestricted	-	-	-	N/A	4.87	5.00	(0.13)	-2.60
364000-000	Fraud Recovery Income-Admin	69.45	-	69.45	N/A	1,086.58	877.00	209.58	23.90
399900-000	TOTAL INCOME	11,305.45	21,877.00	(10,571.55)	-48.32%	165,466.45	175,898.00	(10,431.55)	-5.93%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	7,812.38	9,568.00	1,755.62	18.35	61,035.23	62,198.00	1,162.77	1.87
411002-000	Administrative Overtime	7.94	-	(7.94)	N/A	151.85	111.00	(40.85)	-36.80
411003-000	Administrative: Employer FICA/SUI	686.50	933.00	246.50	26.42	6,150.15	6,191.00	40.85	0.66
411004-000	Administrative: Employee Benefits	1,917.91	2,577.00	659.09	25.58	12,214.03	14,596.00	2,381.97	16.32
411099-000	Total Administrative Salaries	10,424.73	13,078.00	2,653.27	20.29	79,551.26	83,096.00	3,544.74	4.27
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	5,055.00	2,205.00	(2,850.00)	-129.25
413100-000	Total Legal Expense	-	-	-	N/A	5,055.00	2,205.00	(2,850.00)	-129.25
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,972.50	1,824.00	(148.50)	-8.14	16,417.50	15,966.00	(451.50)	-2.83
417100-000	Auditing Fees	-	1,000.00	1,000.00	100.00	1,215.00	2,000.00	785.00	39.25
417303-000	Management Fee- MOD Rehab	3,156.00	2,919.00	(237.00)	-8.12	26,268.00	25,545.00	(723.00)	-2.83
418000-000	Office Rent	875.00	-	(875.00)	N/A	875.00	-	(875.00)	N/A
418900-000	Total Other Admin Expenses	6,003.50	5,743.00	(260.50)	-4.54	44,775.50	43,511.00	(1,264.50)	-2.91
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	143.35	83.00	(60.35)	-72.71	2,537.53	770.00	(1,767.53)	-229.55
419004-000	Telephone	31.25	446.00	414.75	92.99	1,630.01	2,102.00	471.99	22.45
419005-000	Postage	785.05	236.00	(549.05)	-232.65	3,520.83	3,054.00	(466.83)	-15.29
419006-000	Forms and Computer Supplies	107.87	-	(107.87)	N/A	402.82	279.00	(123.82)	-44.38
419009-000	Sundry Miscellaneous	-	117.00	117.00	100.00	283.75	584.00	300.25	51.41
419011-000	Sundry Service Contracts	471.99	1,374.00	902.01	65.65	6,252.80	7,886.00	1,633.20	20.71
419017-000	Temporary Administrative Labor	-	23.00	23.00	100.00	708.17	777.00	68.83	8.86
419100-000	Total Miscellaneous Admin Expenses	1,539.51	2,279.00	739.49	32.45	15,335.91	15,452.00	116.09	0.75
419900-000	TOTAL ADMINISTRATIVE EXPENSES	17,967.74	21,100.00	3,132.26	14.84	144,717.67	144,264.00	(453.67)	-0.31

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

**Actual to Budget Variance Comparison**

**5/31/2016**

		<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>
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	725.00	735.00	10.00	1.36	5,160.00	5,190.00	30.00	0.58
452100-000	Workers Comp Insurance	328.60	334.00	5.40	1.62	2,318.00	2,335.00	17.00	0.73
459900-000	TOTAL GENERAL EXPENSES	1,053.60	1,069.00	15.40	1.44	7,478.00	7,525.00	47.00	0.62
	<b>TOTAL OPERATING EXPENSES</b>	<b>19,021.34</b>	<b>22,169.00</b>	<b>3,147.66</b>	<b>14.20%</b>	<b>152,195.67</b>	<b>151,789.00</b>	<b>(406.67)</b>	<b>-0.27%</b>
900000-000	<b>NET INCOME</b>	<b>(7,715.89)</b>	<b>(292.00)</b>	<b>(7,423.89)</b>	<b>2542.43%</b>	<b>13,270.78</b>	<b>24,109.00</b>	<b>(10,838.22)</b>	<b>-44.96%</b>

All voucher properties (.hcv_all)						
Trial Balance Cr, Dr Details						
Period = May 2016						
Book = Accrual ; Tree = ysl_tb						
		Forward Balance	Debit	Credit	May transactions	Ending Balance
111102-000	Cash - Restricted	76,976.13	6,118.20	147.82		82,946.51
111111-000	Cash -Unrestricted	225,716.00	-	-		225,716.00
111117-000	HAP Disbursement Fund	(89,338.40)	981,012.54	988,301.35		(96,627.21)
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	22,731.17	8,941.07	11,151.12		20,521.12
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-		(16,058.13)
112914-000	Miscellaneous Accounts Receivable	55,892.94	16,735.22	-		72,628.16
113503-000	A/R-Other Government	1,251.09	658.73	925.21		984.61
126000-000	Inventories-Electrical	-	187.98	-		187.98
129500-000	Interprogram-Due From	237,119.02	121,957.87	99,643.43		259,433.46
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	(76,178.01)	905,848.05	909,215.36		(79,545.32)
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211761-000	SRS-401-A Retirement Plan	-	-	321.31		(321.31)
211991-000	Accrued Payable	(3,945.58)	3,945.58	250.14		(250.14)
213400-000	Accrued Utilities	(903.90)	903.90	973.60		(973.60)
213500-000	Accrued Payroll & Payroll Taxes	(2,838.24)	-	-		(2,838.24)
224000-000	Tenant Prepaid Rents	(1,331.45)	589.15	907.63		(1,649.93)
226000-000	Accrued Paid Leave-Current	(5,523.45)	-	-		(5,523.45)
230500-000	Accrued Paid Leave-LT	(31,299.56)	-	-		(31,299.56)
230700-000	A/P FSS Escrow	(36,207.69)	-	1,241.00		(37,448.69)
280902-000	Unrestricted Net Assets (UNA)	(75,742.06)	-	-		(75,742.06)
341001-000	Section 8 HAP Earned	(5,384,956.00)	-	768,470.00	(768,470.00)	(6,153,426.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(630,339.66)	-	82,282.00	(82,282.00)	(712,621.66)
341004-000	Section 8 Port-In Admin Fees	(2,133.28)	-	598.25	(598.25)	(2,731.53)
341006-000	Port In HAP Earned	(30,315.47)	-	7,151.00	(7,151.00)	(37,466.47)
364000-000	Fraud Recovery Income-Admin	(7,829.66)	-	895.04	(895.04)	(8,724.70)
364001-000	Fraud Recovery - HAP	(7,690.74)	895.04	1,790.07	(895.03)	(8,585.77)
365000-000	Miscellaneous Other Income	(1,864.00)	-	-	-	(1,864.00)
411000-000	Administrative Salaries and Wages	180,387.00	23,300.61	-	23,300.61	203,687.61
411002-000	Administrative Overtime	466.46	48.51	-	48.51	514.97
411003-000	Administrative: Employer FICA/SUI	16,292.04	2,045.91	-	2,045.91	18,337.95
411004-000	Administrative: Employee Benefits	35,041.58	5,989.96	-	5,989.96	41,031.54
413001-000	Legal Expense	1,653.75	-	-	-	1,653.75
413003-000	Credit Reports	507.26	-	-	-	507.26
414000-000	Staff Training	3,065.44	50.00	-	50.00	3,115.44
415000-000	Travel	1,062.92	1,245.00	-	1,245.00	2,307.92
417000-000	Bookkeeping Fees	98,227.50	15,022.50	-	15,022.50	113,250.00
417100-000	Auditing Fees	6,084.00	-	-	-	6,084.00
417200-000	Port Out Admin Fee	4,454.70	738.55	-	738.55	5,193.25
417300-000	Management Fee	157,164.00	24,036.00	-	24,036.00	181,200.00
418000-000	Office Rent	22,409.35	3,500.00	875.00	2,625.00	25,034.35
419001-000	Office Expense	7,568.01	823.52	143.35	680.17	8,248.18
419004-000	Telephone	5,243.73	2,231.99	2,138.24	93.75	5,337.48
419005-000	Postage	8,207.34	3,140.19	785.05	2,355.14	10,562.48
419006-000	Forms and Computer Supplies	884.83	431.49	107.87	323.62	1,208.45
419009-000	Sundry Miscellaneous	1,638.13	-	-	-	1,638.13
419010-000	Newspaper ADS (Advertising)	105.16	-	-	-	105.16
419011-000	Sundry Service Contracts	23,816.81	2,499.38	1,083.42	1,415.96	25,232.77
419017-000	Temporary Administrative Labor	2,613.35	-	-	-	2,613.35

All voucher properties (.hcv_all)						
Trial Balance Cr, Dr Details						
Period = May 2016						
Book = Accrual ; Tree = ysl_tb						
		Forward Balance	Debit	Credit	May transactions	Ending Balance
419020-000	Bank Fees	992.50	160.64	-	160.64	1,153.14
431000-000	Water	156.11	8.14	-	8.14	164.25
432000-000	Electricity	2,605.27	3,885.54	903.90	2,981.64	5,586.91
433000-000	Gas	490.31	29.58	-	29.58	519.89
439000-000	Sewer	-	103.46	-	103.46	103.46
441200-000	Vehicle Repair	1,439.54	1,093.96	-	1,093.96	2,533.50
441300-000	Gasoline Purchases	1,003.97	411.85	232.16	179.69	1,183.66
442010-000	Maintenance Materials	3,288.09	-	-	-	3,288.09
443001-000	Alarm/Extinguisher Contract	380.92	-	-	-	380.92
443015-000	Janitorial-Contract	2,887.50	960.00	-	960.00	3,847.50
443023-000	Contract: Consultants	2,695.55	1,041.60	995.00	46.60	2,742.15
443099-000	Maintenance Misc-Contracts	40.04	184.80	-	184.80	224.84
451000-000	General Liability Insurance	13,748.00	2,148.00	-	2,148.00	15,896.00
452100-000	Workers Comp Insurance	6,167.03	973.81	-	973.81	7,140.84
452500-000	Relocation exp-	5,430.91	-	-	-	5,430.91
					88,841.00	
				Less: Audit fee	-	
					88,841.00	
					-	-
					-	
471500-000	Housing Assistance Payments	5,124,247.00	820,756.00	16,206.00	804,550.00	5,928,797.00
471501-000	Tenant Utility Payments	216,526.00	31,314.00	125.00	31,189.00	247,715.00
471502-000	Portable Out HAP Payments	126,101.00	15,510.00	1,198.00	14,312.00	140,413.00
471503-000	FSS Escrow Payments	11,202.00	1,241.00	-	1,241.00	12,443.00
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(324,959.00)	-	113,662.00	(113,662.00)	(438,621.00)
	<b>Total</b>	-			<b>737,630.00</b>	-

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**May 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>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	764,964	774,263	774,263	776,962	756,375	756,375	780,827	768,470					6,152,499
Section 8 Admin Subsidy	78,392	105,052	819,216	118,596	81,992	81,992	82,282	82,282					1,449,804
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249	27,727					1,268,483
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877	11,236					164,375
Public Housing Subsidy	309,570	309,570	309,516	267,218	263,209	283,032	271,369	291,770					2,305,254
Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512	35,701	36,948	35,945	2,849					250,739
SLHC PBV Subsidy	9,162	9,146	9,142	8,967	8,967	8,967	8,967	8,630					71,948
SC State Grant for JCB	37,923	38,576	38,542	38,455	38,950	57,649	42,580	39,343					332,018
1) HUD & State Subsidy	1,433,745	1,470,328	2,184,400	1,444,836	1,384,320	1,424,089	1,421,096	1,232,306	-	-	-	-	11,995,119
ROSS	26,048	20,727	14,061	32,320	22,748	18,276	30,813	18,494					183,486
Youthbuild	14,915	951	29,572	-	-	-	-	-					45,438
YB -Face Forward	39,598	43,144	50,566	58,633	42,291	49,704	34,425	38,044					356,407
CNI	-	-	-	-	-	-	-	-					0
CFP and RHF	-	-	-	-	-	-	-	-					0
2) Other Grant Revenue	80,561	64,823	94,200	90,953	65,039	67,980	65,238	56,537	-	-	-	-	585,331
Public Housing Rents	124,658	134,995	143,621	143,986	93,701	95,832	96,382	95,868					929,040
JC Bull Rents	26,291	27,315	27,081	27,264	27,063	27,937	27,402	25,994					216,347
SLHC Rents	9,102	9,142	9,146	9,146	9,127	9,191	8,925	8,682					72,461
3) Rent Revenue	160,051	171,452	179,848	180,396	129,891	132,960	132,709	130,544	-	-	-	-	1,217,848
4) Misc Receipts	31,081	12,454	45,231	1,428,178	171,920	263,564	337,931	306,398					2,596,758
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>1,719,056</b>	<b>2,503,678</b>	<b>3,144,363</b>	<b>1,751,170</b>	<b>1,888,593</b>	<b>1,956,974</b>	<b>1,725,786</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,395,056</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**

**May 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	753,402	734,646	741,768	737,630					5,890,747
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758	144,859					1,149,853
HAP Payments	899,838	898,728	914,694	774,474	862,229	845,622	962,526	882,489	-	-	-	-	7,040,600
Payroll	287,709	168,515	201,637	182,067	170,612	291,436	215,739	170,083					1,687,797
Benefits/Deductions	1,289	4,711	7,807	1,205	5,002	763	8,069	763					29,610
Payroll & Benefits	288,999	173,226	209,443	183,272	175,614	292,199	223,808	170,846	-	-	-	-	1,717,408
State Insurance	37,241	37,241	43,543	44,166	29,961	39,149	48,896	38,223					318,419
Rent	8,409	8,409	8,409	20,065	20,065	11,656	11,656	11,656					100,326
Wright Center Payables ( 301-wc & 300-mrc)	5,182	6,739	4,566	4,538	4,828	9,435	6,718	632					42,638
Debt/Insurance/Rent	50,832	52,388	56,518	68,768	54,854	60,240	67,270	50,511	-	-	-	-	461,383
Operating	233,966	288,752	728,566	481,200	513,599	915,396	685,487	817,240	0	0	0	0	4,664,205
Capital Fund and RHF	0	0	0	0	0	0	0	0					0
Ross	448	92	589	1,095	457	331	0	555					3,569
Youth Build and Face Forward	26,252	27,769	35,890	43,399	26,451	33,111	10,496	29,069					232,437
Homeownership	698	43	1,465	477	440	1,406	197	952					5,677
SHA Property (089-shap)	66	737	389	0	-	0	0	0					1,192
CS1, LLC/CGE 1 PH Subsidy	31,035	31,035	31,035	32,011	32,187	33,354	32,416	0					223,072
Other Transfers	0	0	-	0	-	-	-		0	0	0		0
HAP/ Admin Transfer	-	-	-	-	-	-	-						0
1 Payables/Check Adjustment	242,592	31,560	305,345	1,222,426	(51,160)	(519,696)	332,117	863,652					2,426,836
Capital & Program Expenses	301,091	91,235	374,713	1,299,408	8,375	(451,493)	375,226	894,228	-	-	-	-	2,892,782
<b>TOTAL CASH OUTFLOW</b>	<b>1,774,725</b>	<b>1,504,330</b>	<b>2,283,935</b>	<b>2,807,122</b>	<b>1,614,671</b>	<b>1,661,964</b>	<b>2,314,317</b>	<b>2,815,314</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16,776,377</b>
<b>Net Inflow(Outflow)</b>	<b>(69,288)</b>	<b>214,727</b>	<b>219,743</b>	<b>337,241</b>	<b>136,499</b>	<b>226,630</b>	<b>(357,343)</b>	<b>(1,089,529)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(381,321)</b>
June HAP cut in May due to bank change								818,604					
Net outflow offset by reserve	69,288				0	-	357,343	270,925	-	-	-	-	697,556
<b>Total</b>	<b>(0)</b>	<b>214,727</b>	<b>219,743</b>	<b>337,241</b>	<b>136,499</b>	<b>226,630</b>	<b>(0)</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,134,839</b>
Beginning Cash : (Unrestricted)	4,211,769	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	3,830,448	3,830,448	3,830,448	3,830,448	0
Ending Cash	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	3,830,448	3,830,448	3,830,448	3,830,448	3,830,448	(381,321)
<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	3,237,685	3,347,597	3,009,531	2,326,638					
Section 8 HAP Disbursements	237,763	344,549	378,215	575,570	685,603	759,294	686,047	242,865					863652
J C Bull Operating	770,711	791,554	836,955	866,878	886,765	927,167	974,324	994,103					
SLHC Operating	200,065	214,309	252,648	237,348	240,638	243,262	250,074	266,843					
Sub Total	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	3,830,448	0	0	0	0	
Coventional Housing Surplus	4,057,168	4,159,168	4,175,040	4,094,165	4,147,477	4,226,114	4,234,704	4,234,704					
Average No. Of Months Cash Reserves	11.77	9.21	9.25	9.07	9.19	9.36	9.38	9.38	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													



**SPARTANBURG HOUSING AUTHORITY**  
**Section 8 Reserved & Restricted Cash Flow**  
**May 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	777,619	756,645	756,375	780,827	768,470					6,153,426
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-					-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,674	82,031	81,992	82,282	82,282					712,622
Section 8 Port-In Admin Fees	135	176	239	331	417	417	418	598					2,731.53
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249	27,727					1,268,483
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877	11,236					164,375
Port In	1,392	6,558	3,632	4,346	5,407	4,490	4,490	7,151					37,466
HCV Refunds/Recovery/Interest	4,144	3,634	1,969	1,945	2,095	2,402	3,235	1,929					21,352
<b>HUD Subsidy</b>	<b>1,048,166</b>	<b>1,088,808</b>	<b>1,061,145</b>	<b>1,102,042</b>	<b>1,045,721</b>	<b>1,044,802</b>	<b>1,070,378</b>	<b>899,393</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,360,456</b>
<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447	753,402	734,646	741,768	737,630					5,890,747
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758	144,859					1,149,853
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941	89,023	98,669	102,912	88,841					706,270
Mod Rehab Admin	18,480	15,092	18,613	17,368	19,575	20,554	23,279	19,021					151,983
<b>Total Payments</b>	<b>991,631</b>	<b>984,690</b>	<b>1,019,007</b>	<b>888,783</b>	<b>970,828</b>	<b>964,844</b>	<b>1,088,717</b>	<b>990,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,898,853</b>
<b>Net Inflow (Outflow)</b>	<b>56,535</b>	<b>104,118</b>	<b>42,138</b>	<b>213,258</b>	<b>74,894</b>	<b>79,958</b>	<b>(18,339)</b>	<b>(90,958)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>461,604</b>
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	16,337	36,353	13,693	113,117	5,338	24,131	42,294	32,769	-	-	-	-	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	68,422	66,273	(43,509)	(117,132)	-	-	-	-	
Section 8 Admin	5,078	34,182	(3,784)	21,733	(6,992)	(16,677)	(20,630)	(6,559)	-	-	-	-	
Mod Rehab Admin	3,397	6,785	3,264	4,509	2,302	1,323	(1,402)	(7,785)	-	-	-	-	
	55,008	97,385	38,267	208,581	69,070	75,051	(23,248)	(98,707)	-	-	-	-	
<b>Reserve Bank Accounts</b>													
<b>Section 8 and Mod Rehab disbursement</b>	<b>237,763</b>	<b>344,549</b>	<b>378,215</b>	<b>575,570</b>	<b>685,603</b>	<b>759,294</b>	<b>686,047</b>	<b>242,865</b>					
<b>Sec 8 HAP -NRA</b>	<b>67,052</b>	<b>68,757</b>	<b>69,433</b>	<b>71,433</b>	<b>73,538</b>	<b>77,444</b>	<b>74,975</b>	<b>80,946</b>					
<b>Mod Rehab HAP</b>	<b>2,290</b>	<b>2,340</b>	<b>2,340</b>	<b>2,340</b>	<b>4,341</b>	<b>2,340</b>	<b>6,343</b>	<b>6,342</b>					
<b>Sec 8 Admin</b>	<b>225,716</b>	<b>225,716</b>	<b>225,716</b>	<b>225,716</b>	<b>225,716</b>	<b>225,716</b>	<b>225,716</b>	<b>225,716</b>					
<b>Mod Rehab Admin</b>	<b>90,055</b>	<b>90,056</b>	<b>90,056</b>	<b>90,057</b>	<b>90,058</b>	<b>90,058</b>	<b>90,059</b>	<b>90,059</b>					
	<b>622,876</b>	<b>731,418</b>	<b>765,761</b>	<b>965,115</b>	<b>1,079,256</b>	<b>1,154,852</b>	<b>1,083,140</b>	<b>645,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Spartanburg Housing Authority							
Capital Grant Programs							
May 31, 2016							
<b>CAPITAL FUND 2016</b>					%		
Obligation Date: 4/13/2016		Budget	Drawn	Balance	Completion		
End date : 12/2018							
	0100 Reserved Budget	980,128.00	-	980,128.00			
	1408 Management Improvement	180,550.00	-	180,550.00			
	1410 Administration	128,964.00	-	128,964.00			
		1,289,642.00	-	1,289,642.00			
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	ELOCCS	
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2008</b>							
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
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014</b>							
Obligation Date:							
Term Date:							
	1499 Development Activity	284,182	176,103	108,079	62%		
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015</b>							
Obligation Date:							
Term Date:							
	1499 Development Activity	218,757	0	218,757	0%		
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016</b>							
Obligation Date:							
Term Date:							
	1499 Development Activity	225,533	0	225,533	0%		
<b>TOTAL RHF FUNDS</b>		973,388	373,873	599,515	38%		
<b>TOTAL CAPITAL GRANTS</b>		2,263,030	373,873	1,889,157	17%		

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending May 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			266,074		
Funds Received			266,075		
	Drawn Funds		11,602		
	Remaining Funds			213,925	
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>		<b>SC003FSH293A015</b>			
<b>FUND 581</b>		<b>Term Date: 12-20-2018</b>			
Funds Expended			60,767		
Funds Received			61,767		
	Drawn Funds		6,892		
	Remaining Funds			47,597	
<b>Service Coordinator Multifamily (\$453,455)</b>		<b>SC16HS04003</b>			
<b>FUND 582</b>		<b>Term Date: Extended</b>			
Funds Expended			420,654		
Funds Received			420,654		
	Drawn Funds		0		
	Remaining Funds			32,801	
<b>Total ROSS Grant Money Remaining</b>			<b>294,323</b>		
<b>YOUTH BUILD ( \$994,474)</b>		<b>Obligation Date: 1/1/2016</b>			
<b>FUND 22</b>		<b>Term Date: 4/30/2019</b>			
Funds Expended			0		
Funds Received			0		
	Drawn Funds/Adjustments		-		
	Remaining Funds			994,474	

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending May 31, 2016</b>					
<b>FACE FORWARD ( \$999,923 )</b>		<b>Obligation Date: 7/1/2013</b>			
<b>FUND 22</b>		<b>Term Date: 9/30/2016</b>			
Funds Expended			585,408		
Funds Received			585,408		
	Drawn Funds		38,044		
	Remaining Funds			414,515	
	<b>Total Money Remaining for all Grants</b>			<b>1,703,312</b>	
<b>Note:</b>					
<b>Grant Funds requested one month in arrears.</b>					



# **Monthly Reports:**

## **Development**

### **Cindi Herrera**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**

**Highland Crossings (Cammie Clagett, Phase I)** - Community Housing Partners (CHP), a non-profit developer with corporate offices located in Christiansburg, Virginia is leading the development of Highland Crossings.

The project is financed with 9% Low Income Housing Tax Credits, mortgage proceeds and SHA secondary financing. The equity investor is Community Housing Capital and the mortgage lender is Bank of America.

Highland Crossings includes 16 one bedroom units; 32 two bedroom units; and 24 three bedroom units. The project will offer amenities including a clubhouse with an office and computer lab; a fitness, laundry, and maintenance facility; and an outdoor arbor and gazebo. The new complex, which will be managed by CHP's property management division, will offer Project Based Rental Assistance (PBRA) under a contract with HUD. SHA will have no ongoing involvement with the funding or management of Highland Crossings.

Construction of the project is about 75% complete with a scheduled completion date of September 30<sup>th</sup>. There were 24 residents residing at Cammie Clagett at the time of submission of the RAD application who have a first right of return to the newly constructed project. Of these, 13 families have indicated an interest to return and their contact information has been provided to CHP for processing. Under RAD all residents have a guaranteed right of return with no additional screening.

**RAD Group 1 (SHA 7)** – The Authority partnered with Hunt Development Companies from El Paso, Texas for the RAD conversion of 338 residential units in 7 public housing communities.

1. Tobias Booker Hartwell – 118 units for families
2. Louvenia D. Barksdale – 44 units for families
3. J. Curtis Anderson Townhomes – 54 units for families
4. Leland Street Apartments – 46 units for families
5. Ellen C. Watson – 28 units for families
6. Spruce Street Apartments – 12 units for families
7. Frank Gooch Apartments – 36 units for seniors

All properties will undergo substantial rehabilitation which was financed with short term tax exempt bonds, 4% Low Income Housing Tax credits and secondary financing from the Authority. The short term bonds will be replaced with permanent financing under an FHA mortgage.

These 7 properties are managed by Pinnacle Property Management, an independent management company based in Dallas, Texas. Rental Assistance at the SHA 7 properties will be provided with Project Based Vouchers administered by SHA.

The RAD closing occurred in late January 2016 and construction commenced the first of March. The construction schedule is designed to allow for multiple phases which will permit temporary relocation on-site at the same property for most tenants. Below is a summary of the status of construction as of May 31<sup>st</sup>.

- Phase I of Tobias (20 apartments) is scheduled to be completed by June 15<sup>th</sup> and residents will be moved from Phase II to the completed units in Phase I.
- Phase II at Tobias is scheduled to commence construction on June 20<sup>th</sup> upon completion of relocation of the tenants in those units.

- Phase I at Barksdale commenced on May 15<sup>th</sup>.
- Rehabilitation work on the remaining five properties will commence at varying periods throughout the year.
- All construction is scheduled to be completed in the first quarter of 2017.

Temporary relocation for each phase will average 60-90 days. As required by RAD, all residents have a guaranteed right to return to the project, although not necessarily to the same apartment.

**RAD Group 2** – This project is the second phase of the RAD portfolio conversion and includes 217 units in the following four properties.

1. Cedar Springs Place – 19 units
2. Country Garden Estates – 10 units
3. Spartanburg Southside Projects – 110 units
4. Clammie Clagett – 78 units

The first three projects are simple conversions from Public Housing to RAD Project Based vouchers with no new financing. We are currently working with EMG Engineering to finalize the required RAD Physical Condition Assessment reports to define both short term and long term physical needs of the properties.

Cammie Clagett Phase II is a more complex conversion and as a result we are moving it to a separate redevelopment tract as discussed below.

**Northside and Highland Neighborhoods** – SHA continues to actively participate in the redevelopment of the Northside neighborhood with the Northside Development Group (NDG) and the City of Spartanburg. In reviewing the options to finance the first phase of residential development in Northside, we determined that a larger residential component would render the project more financially feasible. Thus, we are proposing a financing structure which would combine the remaining land at the Cammie Clagett site with the consolidated parcels in Northside. Preliminary conceptual plans would include approximately 100 units in Northside and 120-140 units in Highland.

We have worked with NDG and the City to prepare a joint solicitation to identify a development partner who would serve as the lead on this redevelopment effort. The anticipated solicitation schedule would include publishing the Request for Qualifications (RFQ) on June 28<sup>th</sup> with proposals due by July 28<sup>th</sup>.

**Repositioning the Remaining Portfolio** – After completion of the RAD conversion of all projects discussed above, SHA will have only 5 remaining public housing communities.

We have commenced preliminary discussion on how we might best reposition these communities and will discuss various options with the board in the upcoming weeks.



**Monthly Reports:**  
**Asset Management**  
**Jessica Holcomb**

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**





**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

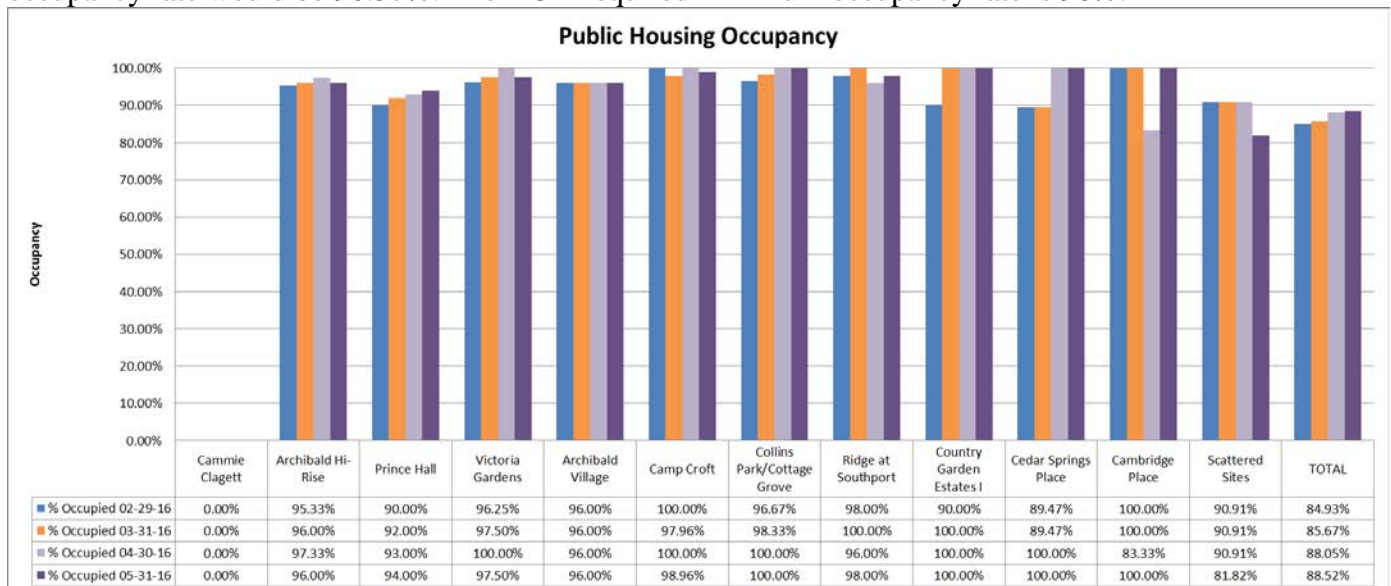
**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

**OVERVIEW:**

### **1. Occupancy Issues**

The occupancy rate at the end of May 2016 for all of our Public Housing has improved slightly to 88.52%. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 98.37%. The HUD required minimum occupancy rate is 98%.



Only those units that are measured by HUD in our **Public Housing Assessment System (PHAS) Score**, which were occupied as of the end of May 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 manage but provides assistance through its Public Housing program. Again, the HUD required minimum occupancy rate is 98%.

# Asset Management Monthly Report

June 21, 2016

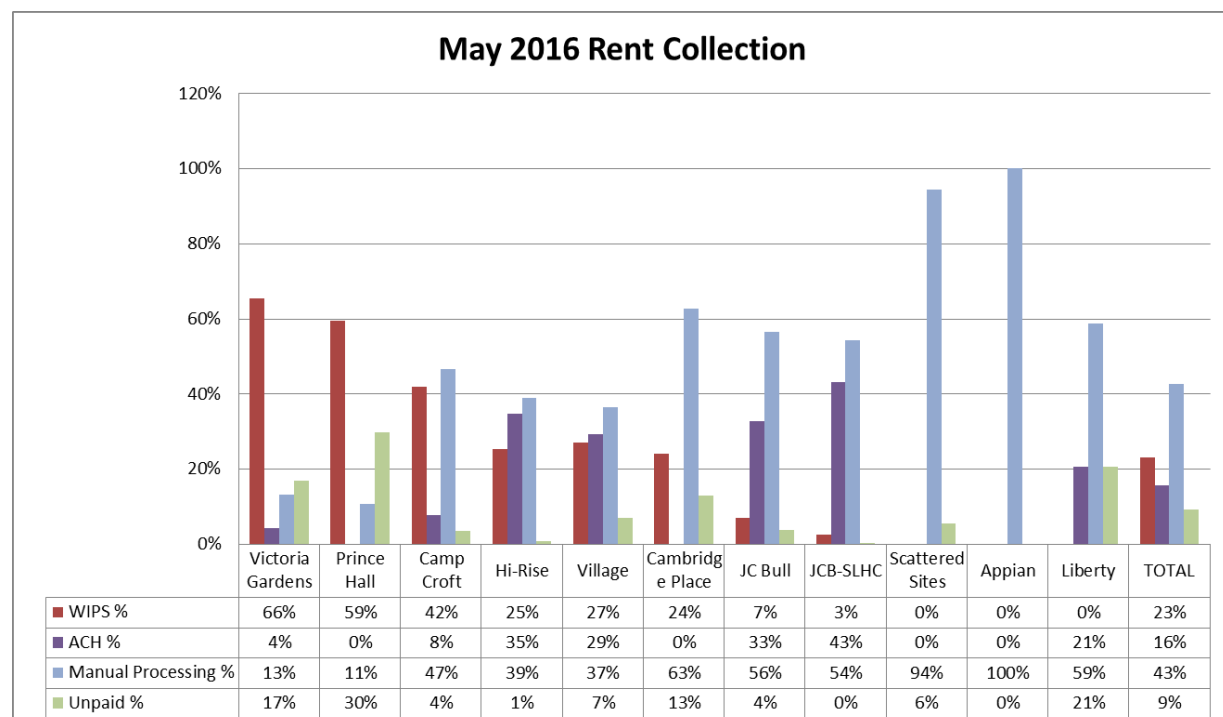
Page | 2

## Tenant Accounts Receivable Report:

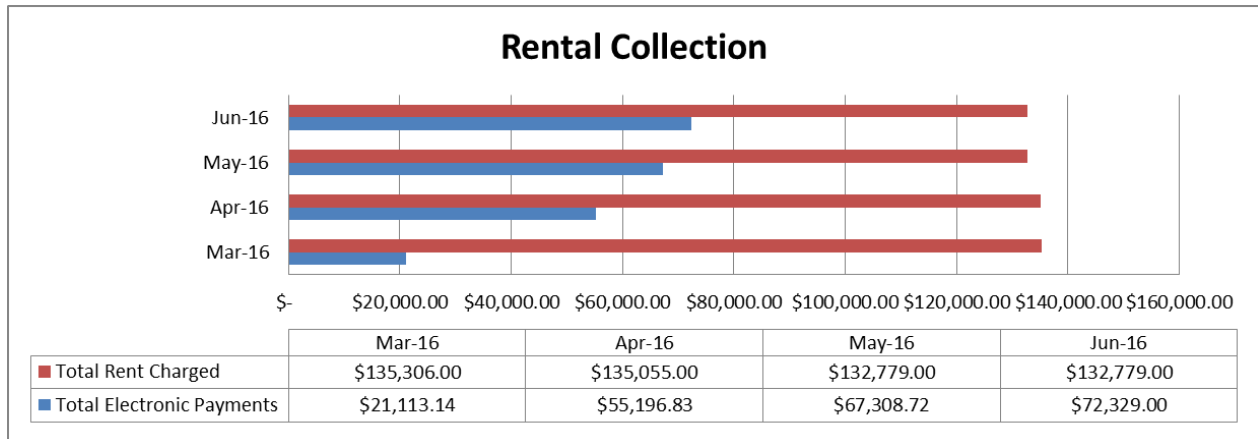
RENT ANALYSIS REPORT FOR MAY 2016									
Property	CHARGED	COLLECTED	MAY 2016 % COLLECTED	APRIL 2016 % COLLECTED	MARCH 2016 % COLLECTED	FEBRUARY 2016 % COLLECTED	AGED TENANT ACCOUNTS RECEIVABLES		
							ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 20,479.00	\$ 19,748.30	96.43%	97.21%	94.80%	93.72%	\$ (419.22)	\$ (23.33)	\$ (442.55)
Archibald Village	\$ 11,695.00	\$ 10,883.00	93.06%	95.48%	94.98%	99.28%	\$ 905.93	\$ (65.00)	\$ 840.93
Archibald Rutledge	\$ 34,208.00	\$ 33,890.99	99.07%	93.81%	96.97%	89.64%	\$ 435.31	\$ 1,805.67	\$ 2,240.98
Scattered Sites	\$ 5,069.00	\$ 4,785.00	94.40%	100.00%	100.00%	99.98%	\$ 270.80	\$ -	\$ 270.80
Prince Hall	\$ 8,327.00	\$ 5,851.95	70.28%	83.19%	119.64%	72.99%	\$ 3,050.21	\$ 2,378.89	\$ 5,429.10
Victoria Gardens	\$ 14,128.00	\$ 11,725.65	83.00%	80.19%	85.55%	75.24%	\$ 2,371.19	\$ 11,372.53	\$ 13,743.72
Cambridge Place/Brawley	\$ 1,470.00	\$ 1,279.39	87.03%	72.12%	65.99%	87.23%	\$ (48.39)	\$ 85.71	\$ 37.32
JC Bull	\$ 25,994.00	\$ 25,017.00	96.24%	94.82%	92.39%	96.07%	\$ 2,643.47	\$ (1,179.00)	\$ 1,464.47
Spartanburg Leased Housing	\$ 8,682.00	\$ 8,675.00	99.92%	96.64%	94.29%	97.70%	\$ 55.89	\$ 299.74	\$ 355.63
Liberty	\$ 2,466.00	\$ 1,957.00	79.36%	79.40%	79.81%	100.00%	\$ 573.00	\$ -	\$ 573.00
Appian	\$ 261.00	\$ 261.00	100.00%	100.00%	100.00%	100.00%	\$ (1.00)	\$ -	\$ (1.00)
<b>Total</b>	<b>\$ 132,779.00</b>	<b>\$ 124,074.28</b>	<b>93.44%</b>	<b>92.51%</b>	<b>94.95%</b>	<b>91.03%</b>	<b>\$ 9,837.19</b>	<b>\$ 14,675.21</b>	<b>\$ 24,512.40</b>
Note: Charges and collected amounts are for rent only. Tenant Accts. Rec. includes outstanding rents and other charges (exc utilities etc.)									

The HUD required rent collection rate is 98.5%. The fields highlighted in yellow are the properties that are currently performing below the PHAS level. Management continues to work with residents on the on-time payment of their rent.

## Yardi Resident Walk in Payment System (WIPS):



In late February, the SHA introduced the Yardi Resident Walk in Payment System (WIPS) to residents in an effort to streamline the collection of rental payments. This system allows residents to bypass purchasing a money order and mailing/dropping off payment to SHA. This allows them the opportunity to pay their rent at merchants such as Wal-Mart and local Money Tree's. Residents also have been reminded of their option to pay their rent via auto draft from their personal bank accounts. The graph below highlights the gradual success of this program.



\*The June 2016 totals above are a reflection of rent collected as of June 07, 2016.

Respectfully Submitted, Jessica M. Holcomb  
 Jessica Holcomb, Deputy Director  
 Spartanburg Housing Authority



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

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**Board of Commissioners Meeting**  
**Tuesday, June 21, 2016**



**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF MARCH 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.

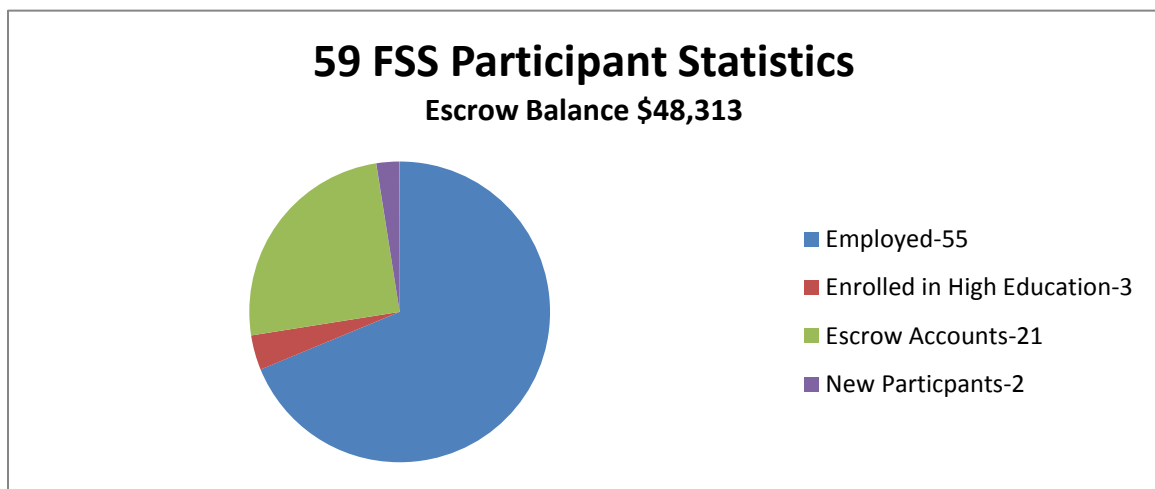
**Section 8 Programs**

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 May 2016		
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 SHA participants and # of HUD required slots	59	80% or more
	20	
FSS Escrow Accounts	35%	30% or more

## 2. HCV Family Self-Sufficiency Program



3. 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	1526	96.67%
Project Based Vouchers	232	229	99.13%
<b>Voucher Total</b>	<b>1847</b>	1755	95%
<b>Mod Rehab</b>	<b>333</b>	290	87.08%
<b>RAD</b>	<b>338</b>	284	84.02%

4. Budget Utilization- Actual / Forecast

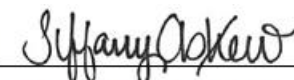
## Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

Month	Monthly Budget*	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$776,962	\$708,047	\$764,085		
Feb	\$756,375	\$766,050	\$763,571	(\$7,196)	(\$9,675)
Mar	\$756,375	\$741,758	\$757,304	(\$929)	\$14,617
Apr	\$780,827	\$745,868	\$738,903	\$41,924	\$34,959
May	\$768,470	\$737,630	\$753,577	\$14,893	\$30,840
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
<b>Total</b>					

\*HCV Program Disbursement Schedule

4. Summary for April 2016

The Housing Choice Voucher Program lease up rate remains the same. The current monthly lease up rate is 95%. There were fourteen (14) move outs this month. Thirty-nine (39) families are currently searching for housing, forty-five (45) vouchers were issued and two (2) vouchers expired. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 99.6%.

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



# **Monthly Reports:**

**Community and Supportive Services**

**Valerie Forsberg**

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**Board of Commissioners Meeting  
Tuesday, June 21, 2016**





**June 21, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

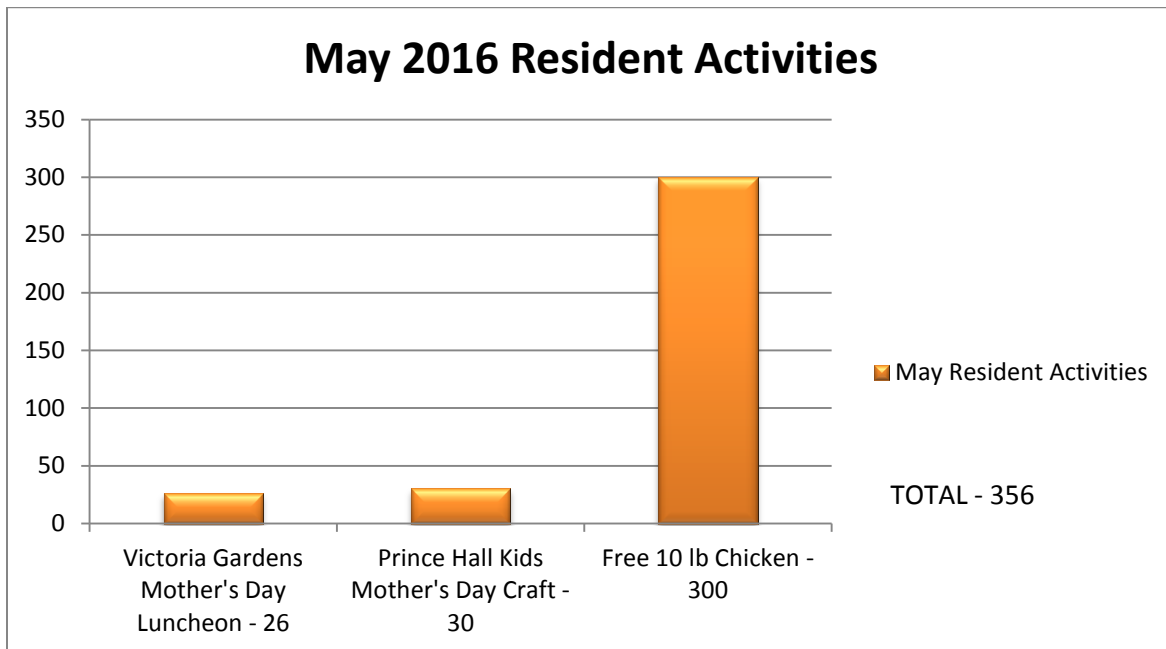
Valerie Forsberg  
Community and Supportive Services Manager  
864-598-6138

**SUMMARY:**

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

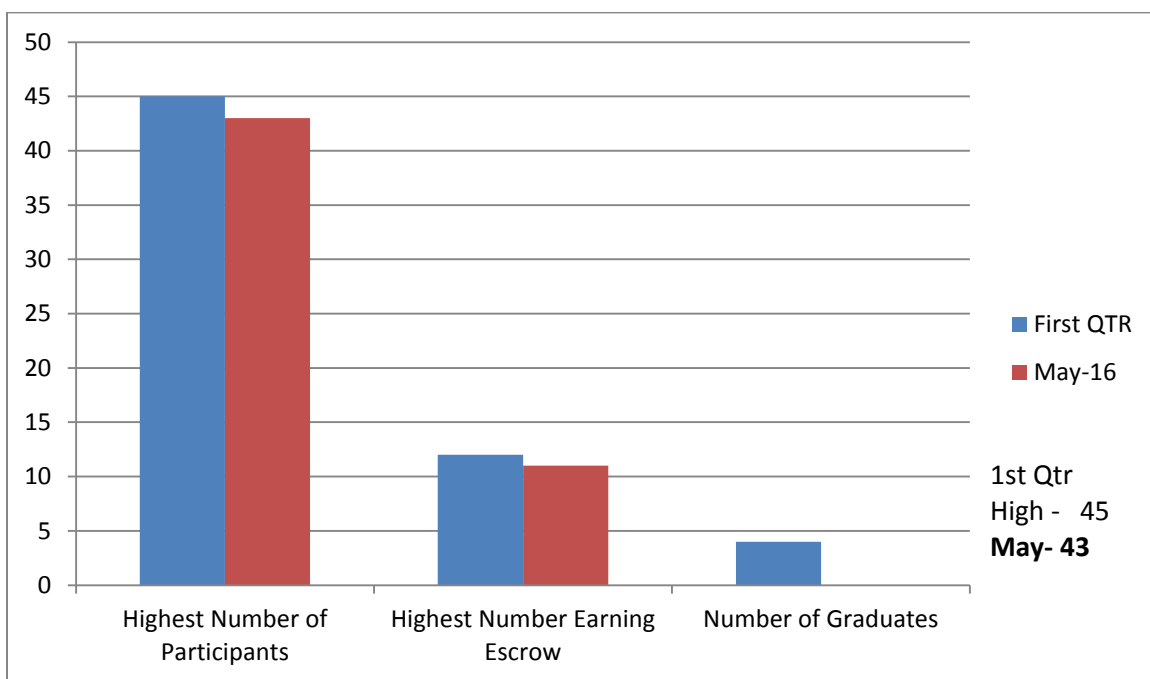
**BACKGROUND:**

**The Community and Supportive Services Program at the Spartanburg Housing Authority strives to assist residents in becoming self-sufficient. We also provide resources for children to help them remain in school, and in addition, we concentrate on pregnancy prevention in teens.**

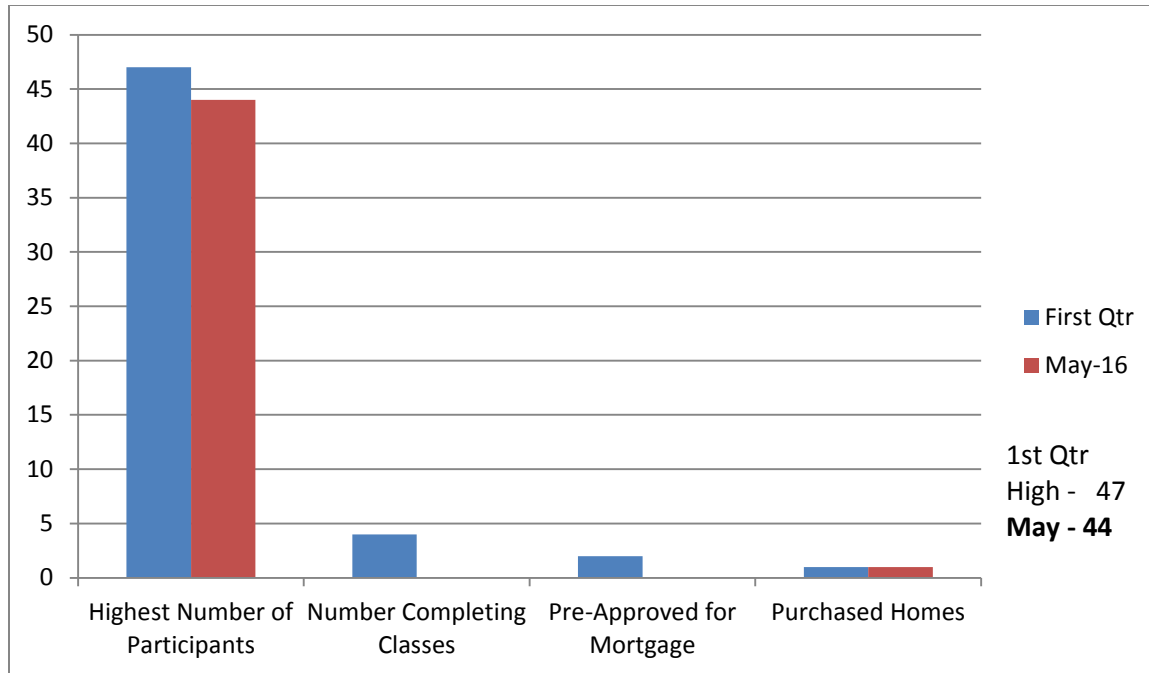


**Note:** First Baptist Spartanburg offered ten pounds of chicken to our residents. The resident services department delivered 300 boxes of chicken to senior and disabled residents at Archibald, Gooch, JC Bull and Cedar Springs two different times during May.

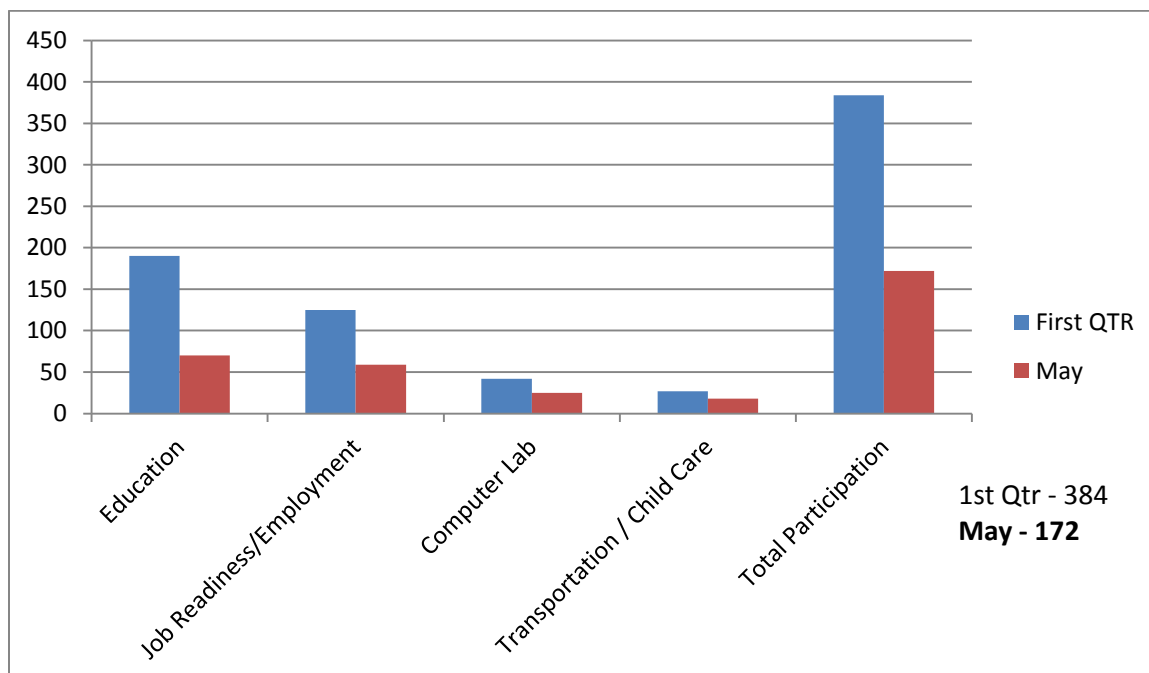
### PUBLIC HOUSING FSS PROGRAM – Year to Date Compared to May 2016 - # of Participants



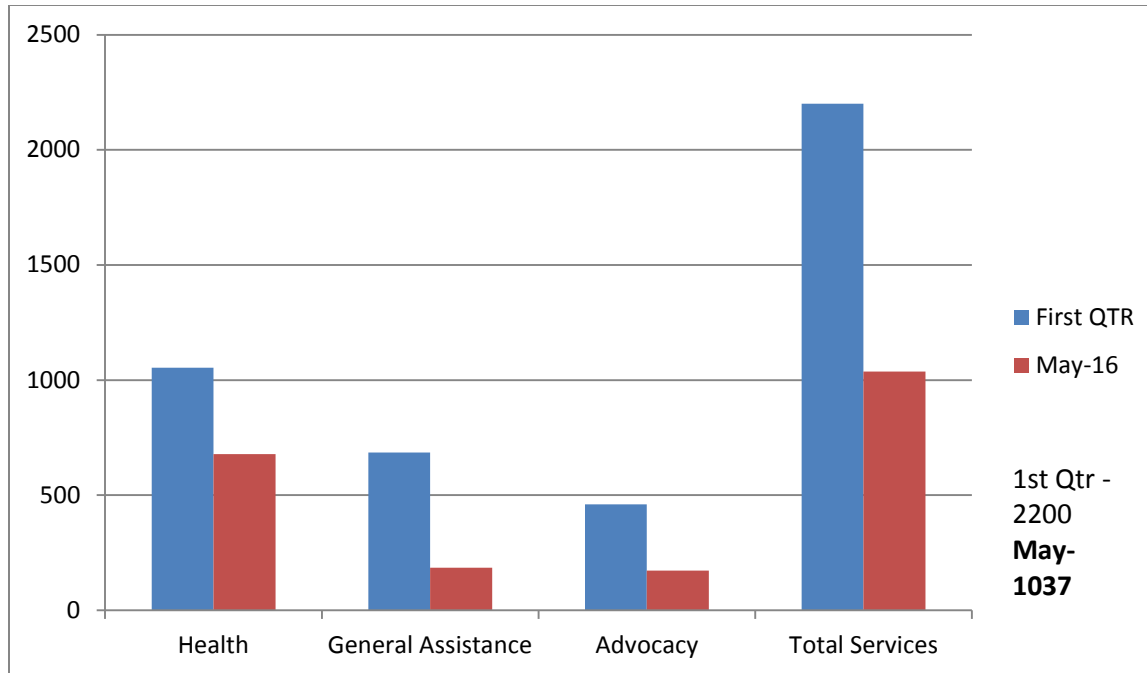
### HOMEOWNERSHIP PROGRAM – Year to Date Compared to May 2016 - # of Participants



### CONNECTIONS PROGRAM – Year to Date Compared to May 2016 - # of Services



**ELDERLY AND DISABLED PROGRAM – Year to Date  
Compared to May 2016 - # of Services**



*Valerie Forsberg*

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

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, June 21, 2016**

June 21, 2016

**Spartanburg Housing Authority**  
**Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

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

**CONTACT PERSON:**

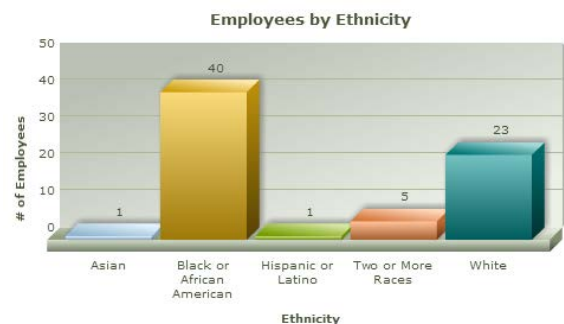
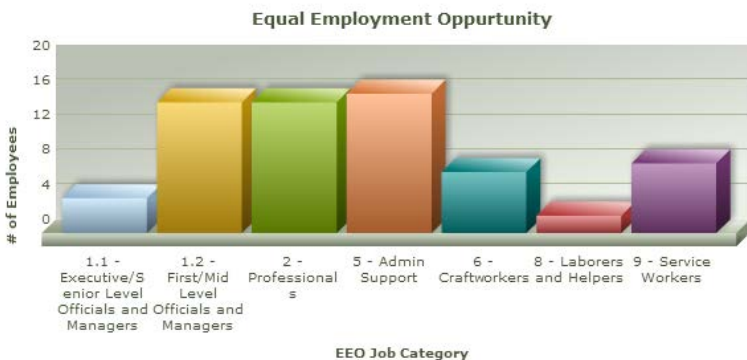
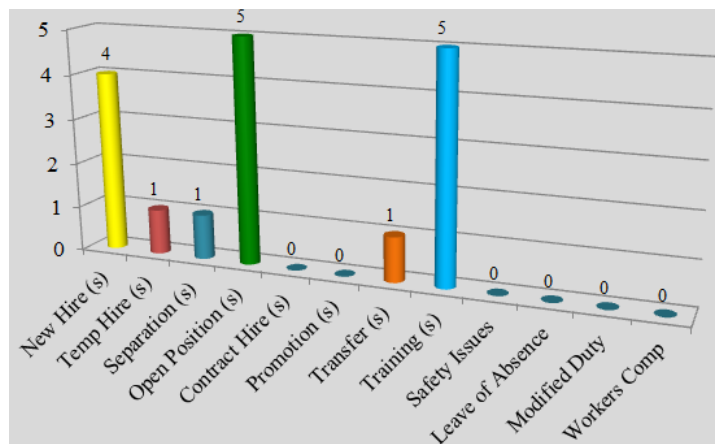
Brooke Coleman  
 Human Resource Manager  
 864-598-6084

**OVERVIEW:**

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

**Labor and Employment Relations:**

In addition to providing consultation and advice to managers and employees regarding leave, performance, discipline, federal and state regulations, employment relation information is listed below.



Respectfully Submitted,

*Brooke Coleman*

Brooke Coleman, Human Resource Manager  
 Spartanburg Housing Authority