



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, March 15, 2016**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, March 15, 2016
5:30 P.M.**

NOTICE

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, March 15, 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—February 16, 2016**
- V. Special Presentations**
 - 1. Black History Month Essay Contest Winners
 - 2. Kathy Bell
 - 3. First Baptist North Spartanburg and First Presbyterian Church
 - 4. First Baptist Spartanburg
- VI. Introduction of New Staff**
- VII. Commission Comments**
- VIII. Public Comments on Agenda Action Actions**
- IX. Action Items and Resolutions**
 - 1. Resolution 2016-22: Approval of FY16 Budget Revision
 - 2. Resolution 2016-23: Cammie Clagett Demolition/Disposition Application
 - 3. Resolution 2016-24: Banking Contract
 - 4. Resolution 2016-25: Security Services Contract
 - 5. Resolution 2016-26: Plumbing Contract
 - 6. Resolution 2016-27: Electrical Contract
 - 7. Resolution 2016-28: Construction Contract
 - 8. Resolution 2016-29: SHARP Contract
- X. Information Reports**
 - 1. FY 2014 Audit Response from HUD
 - 2. OIG Audit Response from HUD
 - 3. Fatherhood Initiative Announcement
 - 4. Contributions from First Baptist Spartanburg
- XI. Monthly Reports**
 - 1. Executive Director (Ms. Bates)
 - 2. Finance (Philippe Lindsay)
 - 3. Asset Management (Crystal Lewis)
 - 4. Human Resources (Brooke Coleman)
 - 5. Housing Choice Voucher (Tiffany Askew)
 - 6. Development (RAD) (Daryl Dalton)
 - 7. Capital Improvements (Daryl Dalton)
 - 8. Community and Supportive Services (Valerie Forsberg)
- XII. SHA Staff Comments**
- XIII. Public Comments**
- XIV. Adjournment**



**Approval of Minutes—
Regular Board Meeting
February 16, 2016**

**Board of Commissioners Meeting
Tuesday, March 15, 2016**

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

MOMENT OF SILENCE—observed

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

ABSENT: None

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

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

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

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE MINUTES:

A motion to approve the minutes of the January 19, 2016 Board Meeting was made by Commissioner White, seconded by Commissioner Tullis, and unanimously carried.

INTRODUCTION OF NEW STAFF:

- Ms. Bates introduced the new staff: Shamica Tyler, Manager of Administration and Calandra Dendy, Prince Hall Community Manager.

COMMISSIONER COMMENTS:

- Commissioner White made a comment that the Open House for the community was well planned and well attended. Chairman Lounds echoed those sentiments.

PUBLIC COMMENTS ON AGENDA ACTION ACTIONS:

- None

ACTION ITEMS AND RESOLUTIONS:

1. Resolution 2016-11: Change Order to Garanco for the Senior Units at Page Lake

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

A motion to approve Resolution 2016-11: Change Order to Garanco for the Senior Units at Page Lake was made by Commissioner Hogan and seconded by Vice-Chair Talbot-Metz, and unanimously carried.

2. Resolution 2016-12: Approval of Plans For Disbursement of RAD Funds

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

A motion to approve Resolution 2016-12: Approval of Plans For Disbursement of RAD Funds was made by Commissioner Thomas and seconded by Commissioner White, and unanimously carried.

3. Resolution 2016-13: Disbursement of RAD Funds to Page Lake Construction

- a. Ms. Bates provided a brief overview to the written resolution and action item.
b. A discussion was had regarding banking services for SHA. It was stated that the SHA currently banks with First Citizens and an RFP for Banking Services would close on March 1, 2016.

A motion to approve Resolution 2016-13: Disbursement of RAD Funds to Page Lake Construction was made by Vice-Chair Talbot-Metz and seconded by Commissioner Tullis, and unanimously carried.

4. Resolution 2016-14: Relocation Coordinator Contract

- a. Daryl Dalton provided a brief overview to the written resolution and action item.

A motion to approve Resolution 2016-14: Relocation Coordinator Contract was made by Commissioner Poliakoff and seconded by Commissioner Hogan, and unanimously carried.

5. Resolution 2016-15: Unit Turns Contracts

- a. Ms. Bates provided a brief overview to the written resolution and action item.
b. Question from Commissioner White—What is the average downtime per unit? Ms. Bates responded that it depends on the work and the size of the unit. HUD expects that the period between moving someone out and moving a new tenant in is 20 days.

A motion to approve Resolution 2016-15: Unit Turns Contracts was made by Vice-Chair Talbot-Metz and seconded by Commissioner White, and unanimously carried.

6. Resolution 2016-16: Mold Assessment Contract

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Commissioner White—Is this to treat for mold as well? Ms. Bates responded that it was just for an assessment.
- c. Comment from Chairman Lounds—This is an important service.

A motion to approve Resolution 2016-16: Mold Assessment Contract was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried.

7. Resolution 2016-17: Pest Control Contract

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Commissioner White—Is resident education available? Ms. Bates responded that yes, housekeeping classes are available and the Resident Services Department offers services to residents regarding housekeeping.
- c. Question from Commissioner White—Is this a preventative service? Ms. Bates responded that this would be a quarterly service.
- d. Question from Chairman Lounds—How do we know that \$40,000 is enough? Ms. Bates responded that the amount that is requested matches the bid amount from the selected vendors.

A motion to approve Resolution 2016-17: Pest Control Contract was made by Vice-Chair Talbot-Metz and seconded by Commissioner Thomas, and unanimously carried.

8. Resolution 2016-18: Bad-Debts Write Off

- a. Philippe Lindsay provided a brief overview to the written resolution and action item.
- b. Question from Commissioner White—Do we have leverage to state tax collection? Philippe Lindsay responded that yes, we report our write-offs to MASCC and collect tax returns.

A motion to approve Resolution 2016-18: Bad-Debts Write Off was made by Commissioner Hogan and seconded by Commissioner White, and unanimously carried.

9. Resolution 2016-19: Amendment to Resolution 2016-02

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

A motion to approve Resolution 2016-19: Amendment to Resolution 2016-02 was made by Vice-Chair Talbot-Metz and seconded by Commissioner Hogan, and unanimously carried.

10. Resolution 2016-20: Authorization of Trash Chute Cleaning Contract

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Question from Commissioner White—Do you anticipate this being an annual event? Ms. Bates responded yes.

- c. Question from Chairman Lounds—Who did we get to do the deep clean, did they offer to do this? Ms. Bates responded that this service was beyond their scope of work.

A motion to approve Resolution 2016-20: Authorization of Trash Chute Cleaning Contract was made by Vice-Chair Talbot-Metz and seconded by Commissioner Hogan, and unanimously carried.

11. Resolution 2016-21: Approval of Contract For (RAD) Physical Condition Assessments (PCA) - RPCA.

- a. Daryl Dalton provided a brief overview to the written resolution and action item.

A motion to approve Resolution 2016-21: Approval of Contract For (RAD) Physical Condition Assessments (PCA) – RPCA was made by Commissioner White and seconded by Commissioner Hogan, and unanimously carried.

INFORMATION REPORTS:

1. Special Report Re: Oakview Subpoena

- a. Ms. Bates provided an oral reading of the written information report into the record. *Please reference the written report for what was read.*
- b. Attorney Edwards of the Banks Law Firm was introduced and provided an overview of the FOIA and HUD regulations of responding to a subpoena. Further details were discussed in a closed Executive Session.

EXECUTIVE SESSION:

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

A Motion to return from Executive Session was made by Commissioner Poliakoff, seconded by Commissioner White, and unanimously carried.

In recognition of the hard work and dedication of Ms. Bates, a motion was made by Vice-Chair Talbot-Metz to offer Ms. Bates a one-time bonus as described in Section 3C of her contract at the maximum of 10%. This was seconded by Commissioner White and unanimously carried.

INFORMATION REPORTS:

1. Dept. of Corrections Contract

- a. Ms. Bates provided a brief overview to the Department of Corrections contract and the Inmate Landscape Program.

2. Auction Analysis

- a. Ms. Bates provided a brief summary of the auction results.

- b. Question from Commissioner Lounds—Can the proceeds from the auction be used for scholarships? Ms. Bates explained that the money would go back to the department that purchased the item that had been disposed.

3. Scholarship Update

- a. Valerie Forsberg provided a brief update to the status of the scholarship fund.

4. YouthBuild

- a. Daryl Dalton provided a brief update to the status of the SHA YouthBuild grant.

5. HCV SEMAP High Performer

- a. Tiffany Askew provided written documentation from HUD confirming that the SHA HCV Department is a High Performer.

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. Community and Supportive Services (Valerie Forsberg):
 - a. Valerie Forsberg provided a brief overview of her written report.
4. Human Resources (Brooke Coleman):
 - a. Brooke Coleman provided a brief overview of her written report.
5. Housing Choice Voucher (Tiffany Askew):
 - a. Tiffany Askew provided a brief overview of her written report.
6. Development (RAD) (Daryl Dalton):
 - a. Daryl Dalton provided a brief overview to the written report.
 - b. Question from Mr. Lounds—Are there any Section 3 requirements for the SHA7 Development Project? Daryl Dalton responded that yes, there are Section 3 requirements.
7. Capital Improvements (Daryl Dalton):
 - a. Daryl Dalton provided a brief overview to the written report.
8. Asset Management (Crystal Lewis):
 - a. Crystal Lewis provided a brief overview to the written report.

SHA STAFF COMMENTS:

1. Jessica M. Holcomb reminded the Commissioners of the Board Retreat on February 27, 2016. Ms. Bates explained that the retreat would be a review of the current and proposed changes to the Annual and Five Year Plan.


2. Question from Commissioner White—With all of the changes, can the Commissioners receive a new Org Chart? Ms. Bates responded that an updated Org Chart would be available at the retreat.

PUBLIC COMMENTS: None

ADJOURN:

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

Meeting Adjourned.
Respectfully submitted,



Jessica M. Holcomb, Deputy Special Assistant



Action Item & Resolution

2016-22

Board of Commissioners Meeting
Tuesday, March 15, 2016

RESOLUTION 2016-_____

APPROVING REVISION #1 TO FY 2016 OPERATING BUDGETS FOR THE CENTRAL OFFICE COST CENTER (COCC), HOUSING CHOICE VOUCHER PROGRAMS (HCVP), AND LOW INCOME PUBLIC HOUSING (LIPH) AMPS FOR FY 2016 AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EFFECT THE INTENT OF THIS RESOLUTION

WHEREAS, the 2016 budgets for the LIPH, HCVP, and COCC are required to be prepared approved by the Board, and

WHEREAS, the Asset Management mode of operation implemented by HUD requires separate operating budgets by program, by COCC, by individual AMP/sites, and a Consolidated LIPH budget, and,

WHEREAS, budgets have been prepared for FY2016 based on these parameters, and

WHEREAS, SHA projects that HUD LIPH Operating Subsidy to be calculated at \$5,525,764 (subject to modification after review by HUD), and 81% for HCVP Program Administrative Fees, and

WHEREAS, with the defined parameters above, the 2016 Operating Budget projects total revenues of \$26,085,147 and anticipated expenditures of \$24,298,449 (exclusive depreciation expense), and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Spartanburg Housing Authority hereby approves the 2016 budget submission and authorizes the Executive Director to implement underlying measures included in this resolution, and

BE IT FURTHER RESOLVED that this Resolution be effective immediately.

Adopted March ___, 2016

CERTIFICATE

I, Terril Bates, Secretary of the Spartanburg Housing Authority, and as such the keeper of the records of said authority, do hereby certify that the foregoing is a true, correct and compared copy of a resolution adopted by the Board of Commissioners of the Spartanburg Housing Authority at its meeting on the _____, day of March, 2016, the original of which is of record and on file in my office.

WITNESS my hand and the official SEAL of the Spartanburg Housing Authority this _____ day of March, 2016.

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Terril Bates, Secretary
Spartanburg Housing Authority

(SEAL)

**Executive Summary – SHA Finance Department
2016 Consolidated Budget Revision #1**

FY 2016 BUDGET REVISION #1 HIGHLIGHTS

BUDGETARY RESULTS

Based upon the revised budgets as attached, we currently project the following operating results:

Program Area	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/Deficit
Central Office Cost Center ***	3,102,138	(2,005,481)	1,096,657
HAP Programs - Admin	1,197,863	(1,215,375)	(17,512)
HAP Programs - Landlord Payments	11,061,351	(10,954,119)	107,232
Low Income Public Housing	5,064,919	(4,716,928)	347,991
J C Bull (New Construction)	1,020,020	(767,690)	252,330
PHA Grants	4,638,856	(4,638,856)	-
Fiscal Year 2016 Totals	26,085,147	(24,298,449)	1,786,698

The total operating budget revenue for 2016 is \$26,085,147; total operating expenses \$24,298,449.

This budget revision projects net operating income of \$1,786,698. The primary component of this surplus is attributable to \$2.5 million of proceeds received from the conversion of 7 properties under HUDs Rental Assistance Demonstration program that closed in January 2016.

Additionally, a major change in this budget relates to the RAD delay associated with this caused the units that converted to RAD to be funded with Operating Subsidy from the Public Housing Program rather than under the Vouchers assigned to the developments. As a result, these developments will receive \$808,611 of pass through payments that are shown as both an income and corresponding expense.

BUDGET DETAILS

- **LIPH PRORATION LEVEL** - The projected 2016 Public Housing income for this budget revision is \$5,525,764, based on leasing rate of 97% of available units. While the Public Housing income for RAD properties was originally reflected for only 3 months revenue, due to delays in the RAD closing there will be 12 months of operating subsidy (\$800K) and also subsidy eligibility appears to be approximately \$600K higher which results in an increase in subsidy of \$1,451,693. These delays also resulted in an additional month of operating expenses for these properties (now 4 months instead of three which results in additional operating expenses of \$78,456) as well as 8 additional months of expenses that are to be remitted to the RAD properties of \$808,611).

- **HCVP ADMINISTRATIVE FEE PRORATION-** Budget is based on an estimated proration of 81%. SHA received notification of a projected HUD proration increase from 75% to 81% in January 2016.
- **STAFFING LEVELS-** The COCC had a reduction in force of 3 1/2 positions in December 2015 and also had two resignations during the last quarter of Calendar 2015. It has subsequently hired a financial analyst/procurement person, administrative assistant and is in the process of filling a 1/2 time Human resource position. Additionally, a contract was obtained to procure CFO services that will save approximately \$52,000 a year. These changes have lowered the COCC position count from 15 to 12.
- **UTILITIES EXPENSES** are relatively unchanged by this revision.
- **Central Office Cost Center-** the total projected revenue is \$3,102,138, expenses of \$2,005,481, i.e. a net surplus of \$1,096,657 for the year ended September 30, 2016. Most of this surplus represents unexpended RAD proceeds which will have a projected balance of \$939,654 at the end of the fiscal year.
- **GENERAL EXPENSE** –Due to the related reduction of SHA employees and business sites due to RAD, general expenses are estimated to be \$115,603 lower. This is comprised of a reduction of \$65,332 of the W/C and General liability insurance, a decrease of \$89,094 in protective services, offset by a \$38,823 increase in relocation and other expenses over 2015 levels.

SPARTANBURG HOUSING AUTHORITY**Budget Revision # 1 Summary****For the year ended September 30, 2016**

Program Area	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/Deficit
Central Office Cost Center ***	3,102,138	(2,005,481)	1,096,657
HAP Programs - Admin	1,197,863	(1,215,375)	(17,512)
HAP Programs - Landlord Payments	11,061,351	(10,954,119)	107,232
Low Income Public Housing	5,064,919	(4,716,928)	347,991
J C Bull (New Construction)	1,020,020	(767,690)	252,330
PHA Grants	4,638,856	(4,638,856)	-
Fiscal Year 2016 Totals	26,085,147	(24,298,449)	1,786,698

SPARTANBURG HOUSING AUTHORITY

CENTRAL OFFICE COST CENTER		FY2016 ORIGINAL BUDGET			FY2016 BUDGET REVISION # 1			Variance
		COCC	ILP	Total	COCC	ILP	Total	
300000-000	INCOME							
362000-000	Management Fee Income	801,743	-	801,743	798,425	-	798,425	(3,318)
362001-000	Bookkeeping fee income	254,208	-	254,208	241,487	-	241,487	(12,721)
365000-000	Miscellaneous Other Income - ILP	-	181,032	181,032	-	215,129	215,129	34,097
365000-000	Miscellaneous Other Income - COCC	880,920	-	880,920	1,847,097	-	1,847,097	966,177
399900-000	TOTAL INCOME	1,936,872	181,032	2,117,904	2,887,009	215,129	3,102,138	984,234
410000-000	ADMINISTRATIVE							
410099-000	Administrative Salaries							
411000-000	Administrative Salaries and Wages	819,108	51,164	870,272	730,401	38,214	768,615	(101,657)
411002-000	Administrative Overtime	1,000	-	1,000	945	277	1,222	222
411003-000	Administrative: Employer FICA/SUI	72,979	5,170	78,149	64,205	2,794	66,999	(11,150)
411004-000	Administrative: Employee Benefits	149,080	17,842	166,922	120,952	7,583	128,535	(38,387)
411005-000	Administrative: Retirees Medical ER share	24,500	-	24,500	24,504	-	24,504	4
411006-000	Administrative: Emp Incentive	19,500	-	19,500	19,500	-	19,500	-
411099-000	Total Administrative Salaries	1,086,167	74,176	1,160,343	960,507	48,868	1,009,375	(150,968)
413000-000	Legal Expense							
413100-000	Total Legal Expense	15,200	-	15,200	10,200	-	10,200	(5,000)
413900-000	Other Admin Expenses							
414000-000	Staff Training	20,000	1,000	21,000	5,000	1,000	6,000	(15,000)
415000-000	Travel	10,000	1,200	11,200	10,000	1,200	11,200	-
417100-000	Auditing Fees	10,000	-	10,000	5,000	-	5,000	(5,000)
418000-000	Office Rent	115,000	-	115,000	107,044	-	107,044	(7,956)
418900-000	Total Other Admin Expenses	155,000	2,200	157,200	127,044	2,200	129,244	(27,956)
419000-000	Miscellaneous Admin Expenses							
419001-000	Office Expense	10,000	500	10,500	10,000	500	10,500	-
419004-000	Telephone	20,000	1,700	21,700	20,000	2,682	22,682	982
419005-000	Postage	10,000	-	10,000	10,000	-	10,000	-
419006-000	Forms and Computer Supplies	500	-	500	500	-	500	-
419008-000	Membership and Fees	7,000	-	7,000	7,000	-	7,000	-
419009-000	Sundry Miscellaneous	6,000	1,000	7,000	6,000	1,000	7,000	-
419010-000	Newspaper ADS (Advertising)	5,000	-	5,000	5,000	-	5,000	-
419011-000	Sundry Service Contracts	135,000	2,000	137,000	130,000	2,000	132,000	(5,000)
419012-000	Software	-	-	-	1,000	-	1,000	1,000
419017-000	Temporary Administrative Labor	10,000	-	10,000	21,647	-	21,647	11,647
419020-000	Bank Fees	3,500	-	3,500	3,500	-	3,500	-
419021-000	Discretionary	4,500	-	4,500	4,500	-	4,500	-
419022-000	Other Misc Admin Expenses	3,500	-	3,500	3,500	-	3,500	-
419100-000	Total Miscellaneous Admin Expenses	215,000	5,200	220,200	222,647	6,182	228,829	8,629
419900-000	TOTAL ADMINISTRATIVE EXPENSES	1,471,367	81,576	1,552,943	1,320,398	57,250	1,377,648	(175,295)
430000-000	UTILITIES	-	-	-	20,700	-	20,700	-
440000-000	MAINTENANCE AND OPERATIONS							
440099-000	General Maint Expense							
441200-000	Vehicle Repair	2,000	30,000	32,000	2,000	30,000	32,000	-
441300-000	Gasoline Purchases	1,000	17,836	18,836	1,000	17,833	18,833	(3)
441900-000	Total General Maint Expense	3,000	47,836	50,836	3,000	47,833	50,833	(3)
442000-000	Materials							
442006-000	Janitorial Supplies	1,000	1,000	2,000	500	1,000	1,500	(500)
442010-000	Maintenance Materials		8,000	8,000	523	8,000	8,523	523
442900-000	Safety equipment/shoes		1,800	1,800		1,800	1,800	-
442900-000	Total Materials	1,000	10,800	11,800	1,023	10,800	11,823	23
443000-000	Contract Costs							
443001-000	Alarm contract				18,720	20	18,740	18,740
443007-000	Disposal contract				3,656	74	3,730	3,730
443013-000	Contract -Uniform rental		1,000	1,000		218	218	(782)
443015-000	Janitorial-Contract	7,000	-	7,000	11,550	-	11,550	4,550
443099-000	Miscellaneous Contracts		-	-	2,000	-	2,000	2,000
443023-000	Contract: Consultants	172,000	-	172,000	281,056	-	281,056	109,056
443099-000	Maintenance Misc-Contracts	2,000	28,800	30,800	2,000	28,800	30,800	-
443900-000	Total Contract Costs	181,000	29,800	210,800	318,982	29,112	348,094	137,294
449900-000	TOTAL MAINTENANCE EXPENSES	185,000	88,436	273,436	323,005	87,745	410,750	137,314
450000-000	GENERAL EXPENSES							
451000-000	General Liability Insurance	65,000	5,668	70,668	67,968	2,877	70,845	177
453010-000	SHA Board expenses	15,000	-	15,000	15,000	-	15,000	-
452100-000	Workers Comp Insurance	29,500	2,532	32,032	29,004	1,534	30,538	(1,494)
452500-000	Personnel/Office-Relocation exp	55,000	-	55,000	80,000	-	80,000	25,000
459900-000	TOTAL GENERAL EXPENSES	164,500	8,200	172,700	191,972	4,411	196,383	23,683
	TOTAL OPERATING EXPENSES	1,820,867	178,212	1,999,079	1,856,075	149,406	2,005,481	(14,298)
900000-000	NET INCOME	\$ 116,005	\$ 2,820	\$ 118,825	\$ 1,030,934	\$ 65,723	\$ 1,096,657	\$ 998,532

SPARTANBURG HOUSING AUTHORITY

HAP PROGRAMS - ADMINISTRATIVE FEES		FY 2015	HCVP	MR	TOTAL
340000-000	GRANT INCOME				
349900-000	Sec 8 Admin. Fee Inc (75/25)	1,158,434	888,854	296,285	1,185,139
364000-000	Fraud Recovery Income-Admin	18,740	10,000	-	10,000
365000-000	Miscellaneous Other Income	4,651	2,724	-	2,724
399900-000	TOTAL INCOME	1,181,825	901,578	296,285	1,197,863
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	346,448	302,573	77,549	380,122
411002-000	Administrative Overtime	580	2,545	-	2,545
411003-000	Administrative: Employer FICA/SUI	32,357	27,964	7,969	35,933
411004-000	Administrative: Employee Benefits	86,549	72,038	19,338	91,376
411099-000	Total Administrative Salaries	465,934	405,120	104,856	509,976
413000-000	Legal Expense				
413001-000	Legal Expense	4,140	3,850	-	3,850
413003-000	Credit Reports	7	26	-	26
413100-000	Total Legal Expense	4,147	3,876	-	3,876
413900-000	Other Admin Expenses				
414000-000	Staff Training	150	3,000	-	3,000
415000-000	Travel	89	2,000	-	2,000
417000-000	Bookkeeping Fees	181,516	158,993	23,265	182,258
417100-000	Auditing Fees	17,999	5,750	3,000	8,750
417200-000	Port Out Admin Fee	7,664	10,000	-	10,000
417300-000	Management Fee	290,424	254,388	37,224	291,612
418000-000	Office Rent	20,182	39,908	-	39,908
418900-000	Total Other Admin Expenses	518,024	474,039	63,489	537,528
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	4,040	3,600	1,200	4,800
419004-000	Telephone	13,489	12,000	4,000	16,000
419005-000	Postage	13,941	12,000	4,000	16,000
419008-000	Membership and Fees	1,375	1,375	-	1,375
419009-000	Sundry Miscellaneous	3,525	5,000	-	5,000
419010-000	Newspaper ADS (Advertising)	55	100	-	100
419011-000	Sundry Service Contracts	57,521	45,000	15,000	60,000
419017-000	Temporary Administrative Labor	6,081	3,980	-	3,980
419020-000	Bank Fees	2,099	1,000	-	1,000
419100-000	Total Miscellaneous Admin Expenses	102,126	84,055	24,200	108,255
419900-000	TOTAL ADMINISTRATIVE EXPENSES	1,090,231	967,090	192,545	1,159,635

HAP PROGRAMS - ADMINISTRATIVE FEES		FY 2015	HCVP	MR	TOTAL
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441200-000	Vehicle Repair	1,199	1,704	-	1,704
441300-000	Gasoline Purchases	3,121	3,252	-	3,252
441900-000	Total General Maint Expense	4,320	4,956	-	4,956
442000-000	Materials				
442003-000	Janitorial	60	1,000	-	1,000
442900-000	Total Materials	60	1,000	-	1,000
443000-000	Contract Costs				
443015-000	Janitorial-Contract ???	6,638	1,650	-	1,650
443023-000	Contract: Consultants	8,587	195	-	195
443900-000	Total Contract Costs	15,225	1,845	-	1,845
449900-000	TOTAL MAINTENANCE EXPENSES	19,605	7,801	-	7,801
450000-000	GENERAL EXPENSES				
	Moving out cost (accrual)	20,000	-	-	-
451000-000	General Liability Insurance	27,192	25,854	7,176	33,030
452100-000	Workers Comp Insurance	11,608	11,717	3,192	14,909
459900-000	TOTAL GENERAL EXPENSES	58,800	37,571	10,368	47,939
TOTAL OPERATING EXPENSES		1,168,636	1,012,462	202,913	1,215,375
900000-000	NET INCOME	13,189	(110,884)	93,372	(17,512)

HAP PROGRAMS - LANDLORD PAYMENTS		FY 2015 Actuals	FY2016 HCVP	FY2016 MR 1	FY2016 MR 2	FY2016 MR 3	FY2016 TOTALS
340000-000	GRANT INCOME						
341001-000	Section 8 HAP Earned	9,981,426	9,027,415	1,022,126	252,912	727,020	11,029,473
341006-000	Port In HAP Earned	1,088	20,868	739	-	-	21,607
364001-000	Fraud Recovery - HAP	17,646	10,271				10,271
399900-000	TOTAL INCOME	10,000,160	9,058,554	1,022,865	252,912	727,020	11,061,351
470000-000	HOUSING ASSISTANCE PAYMENTS						
471500-000	Housing Assistance Payments	9,410,717	8,311,996	946,456	246,672	705,216	10,210,340
471501-000	Tenant Utility Payments	401,937	372,996	-	6,556	21,804	401,356
471502-000	Portable Out HAP Payments	164,158	305,151	-	-	-	305,151
471503-000	FSS Escrow Payments	20,650	37,272	-	-	-	37,272
479900-000	TOTAL HOUSING ASST PAYMENTS	9,997,462	9,027,415	946,456	253,228	727,020	10,954,119
SUB-TOTAL			31,139	76,409	(316)	-	107,232

PUBLIC HOUSING

		FY2016 ORIGINAL	FY2016 SHA SITES REVISION #1	FY2016 RAD SITES REVISION #1	FY2016 TOTALS REVISION #1	Net Change
TENANT INCOME						
310100-000	Rental Income					
311100-000	Tenant Rent	1,213,573	1,145,965	182,007	1,327,972	114,399
311900-000	Total Rental Income	1,213,573	1,145,965	182,007	1,327,972	114,399
312000-000	Other Tenant Income	-	-	-	-	-
312003-000	Damages	12,100	13,088	2,938	16,026	3,926
312004-000	Late Charges	13,473	11,652	3,345	14,997	1,524
312005-000	Legal Fees - Tenant	8,070	6,365	2,025	8,390	320
312006-000	NSF Charges	585	585	25	610	25
312007-000	Tenant Owed Utilities - Excess	78,125	72,466	5,362	77,828	(297)
312009-000	Misc.Tenant Income	-	1,024	1,640	2,664	2,664
312900-000	Total Other Tenant Income	112,353	105,180	15,335	120,515	8,162
319900-000	TOTAL TENANT INCOME	1,325,926	1,251,145	197,342	1,448,487	122,561
340000-000	GRANT INCOME					
340100-000	HUD Subsidy	2,221,439	2,402,847	1,187,772	3,590,619	1,369,180
349900-000	TOTAL GRANT INCOME	2,221,439	2,402,847	1,187,772	3,590,619	1,369,180
360000-000	OTHER INCOME					
365000-000	Miscellaneous Other Income	22,950	25,813	-	25,813	2,863
369900-000	TOTAL OTHER INCOME	22,950	25,813	-	25,813	2,863
399900-000	TOTAL INCOME	3,570,315	3,679,805	1,385,114	5,064,919	1,494,604
410000-000	ADMINISTRATIVE					
410099-000	Administrative Salaries					
411000-000	Administrative Salaries and Wages	298,931	344,680	39,543	384,223	85,292
411002-000	Administrative Overtime	-	449	848	1,297	1,297
411003-000	Administrative: Employer FICA/SUI	29,942	37,371	3,145	40,516	10,574
411004-000	Administrative: Employee Benefits	74,513	81,203	8,227	89,430	14,917
411099-000	Total Administrative Salaries	403,386	463,703	51,763	515,466	112,080
413000-000	Legal Expense					
413001-000	Legal Expense	1,810	600	-	600	(1,210)
413003-000	Credit Reports	5,525	2,049	157	2,206	(3,319)
413100-000	Total Legal Expense	7,335	2,649	157	2,806	(4,529)
413900-000	Other Admin Expenses					
414000-000	Staff Training	6,192	12,506	728	13,234	7,042
415000-000	Travel	2,588	6,000	-	6,000	3,412
417000-000	Bookkeeping Fees	49,283	41,814	8,498	50,312	1,029
417100-000	Auditing Fees	13,863	4,970	-	4,970	(8,893)
417300-000	Management Fee	356,023	302,111	61,397	363,508	7,485
417302-000	Asset Management Fee	70,740	60,840	13,520	74,360	3,620
418900-000	Total Other Admin Expenses	498,689	428,241	84,143	512,384	13,695
419000-000	Miscellaneous Admin Expenses					
419001-000	Office Expense	6,267	4,970	533	5,503	(764)
419004-000	Telephone	25,744	21,291	6,010	27,301	1,557
419005-000	Postage	6,060	2,850	18	2,868	(3,192)
419006-000	Forms and Computer Supplies	1,959	840	-	840	(1,119)
419007-000	Court Costs	16,206	11,190	2,190	13,380	(2,826)
419008-000	Membership and Fees	3,068	1,910	-	1,910	(1,158)
419009-000	Sundry Miscellaneous/Temp Labor	14,463	29,711	8,176	37,887	23,424
419010-000	Newspaper ADS (Advertising)	4,110	1,739	-	1,739	(2,371)
419011-000	Sundry Service Contracts	73,511	67,176	12,555	79,731	6,220
419018-000	False Alarms	145	110	160	270	125
419021-000	Discretionary	1,167	3,500	-	3,500	2,333
419100-000	Total Miscellaneous Admin Expenses	152,700	145,287	29,642	174,929	22,229

419900-000	TOTAL ADMINISTRATIVE EXPENSES	1,062,110	1,039,880	165,705	1,205,585	143,475
420000-000	TENANT SERVICES					
422000-000	Tenant Services	15,750	49,756	340	50,096	34,346
423001-000	Tenant Relocation	-	-	7,014	-	-
429900-000	TOTAL TENANT SERVICES EXPENSES	15,750	49,756	7,354	50,096	34,346
430000-000	UTILITIES					
431000-000	Water	143,014	123,242	25,371	148,613	5,599
432000-000	Electricity	312,538	296,822	23,846	320,668	8,130
433000-000	Gas	176,471	166,400	8,458	174,858	(1,613)
439000-000	Sewer	192,353	167,751	30,831	198,582	6,229
439900-000	TOTAL UTILITY EXPENSES	824,376	754,215	88,506	842,721	18,345
440000-000	MAINTENANCE AND OPERATIONS					
440099-000	General Maint Expense	-	-	-	-	-
441000-000	Labor Maintenance	184,381	238,771	18,812	257,583	73,202
441002-000	Maintenance: Overtime	300	6,653	3,138	9,791	9,491
441003-000	Maintenance: Employer FICA/SUI	19,210	23,768	1,855	25,623	6,414
441004-000	Temp Maintenance Labor	80,895	26,099	12,655	38,754	(42,141)
441005-000	Maintenance: Employee Benefits	47,661	70,604	5,764	76,368	28,707
441200-000	Vehicle Repair	6,131	4,632	1,313	5,945	(186)
441300-000	Gasoline Purchases	10,958	8,340	473	8,813	(2,145)
441900-000	Total General Maint Expense	349,535	378,867	44,010	422,877	73,342
442000-000	Materials					
442002-000	Appliance-Maint Materials	29,346	20,900	-	20,900	(8,446)
442003-000	Painting-Maint Materials	2,930	27,108	-	27,108	24,178
442004-000	Electrical-Maint Materials	6,960	14,269	1,174	15,443	8,483
442005-000	Heating/AC-Maint Materials	28,875	18,560	170	18,730	(10,145)
442006-000	Janitorial Supplies	5,244	3,600	523	4,123	(1,121)
442007-000	After Hours Work	9,785	6,660	-	6,660	(3,125)
442008-000	Plumbing-Maint Materials	27,201	19,289	1,384	20,673	(6,528)
442009-000	Hand Tools-Maint Materials	3,104	1,747	101	1,848	(1,256)
442010-000	Maintenance Materials	67,600	65,510	18,450	83,960	16,360
442011-000	Safety equipment/shoes	858	756	301	1,057	199
442900-000	Total Materials	181,902	178,399	22,103	200,502	18,600
443000-000	Contract Costs					
443002-000	Extermination Contract	59,168	66,936	4,992	71,928	12,761
443005-000	Unit Turnaround-Contract	117,388	104,796	42,072	146,868	29,480
443006-000	Electrical-Contract	9,772	41,095	-	41,095	31,323
443007-000	Disposal Contract	64,372	47,140	15,459	62,599	(1,773)
443009-000	Landscaping-Contract	113,668	136,661	36,180	172,841	59,174
443011-000	Heating/AC-Contract	48,446	36,300	5,461	41,761	(6,685)
443013-000	Contract: Uniform Rental	4,383	3,510	831	4,341	(42)
443015-000	Janitorial-Contract	-	-	-	-	-
443017-000	Elevator-Contract	34,560	31,682	-	31,682	(2,878)
443018-000	Plumbing-Contract	39,167	29,596	3,196	32,792	(6,375)
443019-000	Miscellaneous Contracts	-	10,393	-	10,393	10,393
443023-000	Contract: Consultants	5,820	4,536	130	4,666	(1,154)
443099-000	Maintenance Misc-Contracts	57,625	84,256	10,011	94,267	36,642
443900-000	Total Contract Costs	554,368	596,901	118,332	715,233	160,865
449900-000	TOTAL MAINTENACE EXPENSES	1,085,805	1,154,167	184,445	1,338,612	252,807
450000-000	GENERAL EXPENSES					
451100-000	Property tax	18,050	19,132	8,970	28,102	10,052
451000-000	General Liability Insurance	36,666	49,299	5,688	54,987	18,321
457000-000	Bad Debt expense	-	18,015	6,098	24,113	24,113
452100-000	Workers Comp Insurance	15,852	22,254	2,527	24,781	8,929
458000-000	Demolition	-	300,000	-	300,000	300,000

458000-000	All Protective Services	33,718	30,675	193	30,868	(2,850)
459900-000	TOTAL GENERAL EXPENSES	104,286	439,375	23,476	462,851	358,565
471503-000	FSS Escrow Payments	4,500	2,036	6,416	8,452	3,952
	FLOW THROUGH SUBSIDY (REMITTED TO RA	-	-	808,611	808,611	808,611
	TOTAL OPERATING EXPENSES	3,096,827	3,439,429	1,284,513	4,716,928	1,620,101
900000-000	NET INCOME (LOSS)	473,488	240,376	100,601	347,991	(125,497)

FY2015 Results not shown since not comparable due to the removal of RAD communities

JC Bull (New Construction)		FY2016 ORIGINAL	FY2016 REVISION #1	Net Change
TENANT INCOME				
310100-000	Rental Income			
311100-000	Tenant Rent	408,904	419,253	10,349
311900-000	Total Rental Income	408,904	419,253	10,349
312000-000	Other Tenant Income	-	-	-
312003-000	Damages	400	628	228
312004-000	Late Charges	-	440	440
312005-000	Legal Fees - Tenant	-	390	390
312006-000	NSF Charges	-	150	150
312007-000	Tenant Owed Utilities - Excess	1,600	-	(1,600)
312009-000	Misc.Tenant Income	-	3,041	3,041
312900-000	Total Other Tenant Income	2,000	4,649	2,649
319900-000	TOTAL TENANT INCOME	410,904	423,902	12,998
340000-000	GRANT INCOME			
341500-000	Other Government Grants	577,000	565,491	(11,509)
349900-000	TOTAL GRANT INCOME	577,000	565,491	(11,509)
360000-000	OTHER INCOME	-	-	-
365000-000	Miscellaneous Other Income	-	30,627	30,627
369900-000	TOTAL OTHER INCOME	-	30,627	30,627
399900-000	TOTAL INCOME	987,904	1,020,020	32,116
410000-000	ADMINISTRATIVE			
410099-000	Administrative Salaries			
411000-000	Administrative Salaries and Wages	43,910	60,621	16,711
411002-000	Administrative Overtime	-	160	160
411003-000	Administrative: Employer FICA/SUI	4,256	6,459	2,203
411004-000	Administrative: Employee Benefits	9,585	16,401	6,816
411099-000	Total Administrative Salaries	57,751	83,641	25,890
413000-000	Legal Expense			
413001-000	Legal Expense	1,320	800	(520)
413003-000	Credit Reports	960	650	(310)
413100-000	Total Legal Expense	2,280	1,450	(830)
413900-000	Other Admin Expenses			
414000-000	Staff Training	5,000	2,000	(3,000)
415000-000	Travel	3,500	1,500	(2,000)
417000-000	Bookkeeping Fees	11,610	11,775	165
417100-000	Auditing Fees	14,100	6,850	(7,250)
417300-000	Management Fee	83,886	85,078	1,192
417302-000	Asset Management Fee	15,840	15,840	-
418900-000	Total Other Admin Expenses	133,936	123,043	(10,893)

419000-000	Miscellaneous Admin Expenses			
419001-000	Office Expense	3,500	2,143	(1,357)
419004-000	Telephone	7,000	7,004	4
419005-000	Postage	1,150	770	(380)
419006-000	Forms and Computer Supplies	1,200	2,135	935
419007-000	Court Costs	3,240	800	(2,440)
419008-000	Membership and Fees	800	4,350	3,550
419009-000	Sundry Miscellaneous/Temp Labor	2,630	17,288	14,658
419010-000	Newspaper ADS (Advertising)	300	-	(300)
419011-000	Sundry Service Contracts	7,500	7,500	-
419021-000	Discretionary	380	209	(171)
419100-000	Total Miscellaneous Admin Expenses	27,700	42,199	14,499
419900-000	TOTAL ADMINISTRATIVE EXPENSES	221,667	250,333	28,666
420000-000	TENANT SERVICES			
422000-000	Tenant Services	5,100	7,225	2,125
423001-000	Tenant Relocation	4,000	1,070	(2,930)
429900-000	TOTAL TENANT SERVICES EXPENSES	9,100	8,295	(805)
430000-000	UTILITIES			
431000-000	Water	28,000	28,000	-
432000-000	Electricity	54,000	54,000	-
433000-000	Gas	50,000	50,000	-
439000-000	Sewer	32,000	32,000	-
439900-000	TOTAL UTILITY EXPENSES	164,000	164,000	-
440000-000	MAINTENANCE AND OPERATIONS			
440099-000	General Maint Expense	-	-	-
441000-000	Labor Maintenance	38,277	46,094	7,817
441002-000	Maintenance: Overtime	-	548	548
441003-000	Maintenance: Employer FICA/SUI	3,664	3,639	(25)
441004-000	Temp Maintenance Labor	27,950	1,091	(26,859)
441005-000	Maintenance: Employee Benefits	7,764	8,119	355
441200-000	Vehicle Repair	5,500	4,500	(1,000)
441300-000	Gasoline Purchases	2,350	2,392	42
441900-000	Total General Maint Expense	85,505	66,383	(19,122)
442000-000	Materials			
442002-000	Appliance-Maint Materials	2,000	1,000	(1,000)
442003-000	Painting-Maint Materials	1,000	500	(500)
442004-000	Electrical-Maint Materials	2,000	1,500	(500)
442005-000	Heating/AC-Maint Materials	7,960	6,184	(1,776)
442006-000	Janitorial Supplies	925	620	(305)
442007-000	After Hours Work	3,600	1,800	(1,800)
442008-000	Plumbing-Maint Materials	9,420	9,420	-
442009-000	Hand Tools-Maint Materials	290	-	(290)
442010-000	Maintenance Materials	11,000	10,439	(561)
442011-000	Safety equipment/shoes	800	400	(400)

442900-000	Total Materials	38,995	31,863	(7,132)
443000-000	Contract Costs			
443002-000	Extermination Contract	7,100	5,493	(1,607)
443005-000	Unit Turnaround-Contract	11,560	4,910	(6,650)
443006-000	Electrical-Contract	4,316	-	(4,316)
443007-000	Disposal Contract	9,000	9,625	625
443009-000	Landscaping-Contract	18,000	1,500	(16,500)
443011-000	Heating/AC-Contract	32,000	10,000	(22,000)
443013-000	Contract: Uniform Rental	1,170	18,036	16,866
443015-000	Janitorial-Contract	800	30,496	29,696
443018-000	Plumbing-Contract	10,140	10,940	800
443019-000	Miscellaneous Contracts	73,908	51,000	(22,908)
443023-000	Contract: Consultants	4,870	3,000	(1,870)
443099-000	Maintenance Misc-Contracts	104,704	55,090	(49,614)
443900-000	Total Contract Costs	277,568	200,090	(77,478)
449900-000	TOTAL MAINTENACE EXPENSES	402,068	298,336	(103,732)
450000-000	GENERAL EXPENSES			
451100-000	Property tax	8,700	9,010	310
451000-000	General Liability Insurance	28,728	32,928	4,200
452100-000	Workers Comp Insurance	2,748	4,240	1,492
458000-000	All Protective Services	-	548	548
459900-000	TOTAL GENERAL EXPENSES	40,176	46,726	6,550
TOTAL OPERATING EXPENSES		837,011	767,690	(69,321)
900000-000 NET INCOME (LOSS)		150,893	252,330	101,437

**Spartanburg Housing Authority
Grants Portfolio
For Fiscal Year - 2016**

Major Segments	Grand Period	Awarded Amount	Expended Amount	FY2016 Original Budget	FY2016 Budget Revision #1
Capital Fund Program					
Year 2013	2013	\$ 1,233,145	\$ 1,017,148	\$ 235,979	\$ 215,997
Year 2014	2014	1,378,942	190,993	1,187,949	1,187,949
Year 2015	2015	1,293,304	-	1,293,304	1,293,304
Capital Replacement Fund					
Year 2008		244,916	197,770	47,146	47,146
Year 2012		117,166	117,166	49,249	-
Year 2013		257,258	11,355	257,258	245,903
Year 2014		284,182	-	284,182	284,182
Year 2015		218,757	-	218,757	218,757
Resident Opportunity and Self Sufficiency (ROSS GRANT)					
Grant # RFS 208A014	9/29/2014- 10/27/2015	108,452	87,944	39,974	20,508
				-	-
Grant # RPS 030A012	8/24/2012- 9/28/2016	480,000	169,867	335,619	310,133
Multi family					
Grant # HS04003	12/01/2004- 11/30/2015	453,455	415,657	50,035	37,798
Choice Neighborhood Program		300,000	300,000	-	-
Youth Build	9/01/12- 12/31/15	1,099,878	1,054,440	45,438	45,438
Face Forward	7/1/13- 9/30/16	999,923	268,182	821,819	731,741
TOTAL GRANTS				\$ 4,866,709	\$ 4,638,856



Action Item & Resolution

2016-23

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL FOR SUBMISSION OF INVENTORY REMOVAL APPLICATION
(DEMOLITION DISPOSITION) OF CAMMIE CLAGETT**

RECOMMENDATION:

Authorize the Executive Director to submit an Inventory Removal Application form HUD-52860 for the remaining 78 units at Cammie Clagett.

CONTACT PERSON:

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

SUMMARY:

The Spartanburg Housing Authority (SHA) would like to demolish and dispose of the remaining 78 units at Cammie Clagett. Authorization of this item will allow the Executive Director to submit an Inventory Removal Application (HUD-52860 form) for the remaining 78 units at Cammie Clagett.

BACKGROUND:

Cammie Clagett was built in 1971 and once consisted of 150 units. Significant structural and plumbing problems resulted in the demolition of 72 units through the Rental Assistance Demonstration program in 2014. There are 78 vacant units remaining, which are no longer habitable and are a blight to the community. SHA currently meets HUD eligibility guidelines for submission of an Inventory Removal application, after having satisfied an outstanding Capital Fund Financing Debt in January 2016. These units significantly impact the HUD Public Housing Assessment Score (PHAS) scoring. HUD counts the number of days that they remain vacant, although they cannot be rented.

FINANCIAL CONSIDERATIONS:

HUD provides limited subsidy for a maximum of three years for off-line units, at a rate of 100%, 66% and 33% during the first second and third years respectively. There is no subsidy beyond

the third year. Many units are no longer eligible for subsidy, although SHA remains responsible for the building security and grounds maintenance.

POLICY CONSIDERATIONS:

Submission of this Inventory Removal Application requires Board approval. The application will be submitted within 60 days of board approval.

Respectfully Submitted,



Daryl Dalton

Director of Planning, Development and Resident Services
Spartanburg Housing Authority



RESOLUTION NO. 2016-23

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

MARCH 15, 2016

WHEREAS the Spartanburg Housing Authority desires to demolish and dispose of 78 units at Cammie Clagett;

BE IT RESOLVED, by the Spartanburg Housing Authority that the Authority expresses its support of the request to demolish and dispose of the the Public Housing units, all of which are vacant and will not require any relocation; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute documents and provide certifications and submit to HUD for approval a request to demolish and dispose of the remaining 78 units at Cammie Clagett apartments, HUD project number SC003000060.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-23

DATE ADOPTED: _____



Action Item & Resolution

2016-24

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 11, 2016

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of the award of Comprehensive Banking Services and the transfer of all applicable bank accounts to _____ Bank.

RECOMMENDATION:

Authorize Executive Director to open and serve as signatory for all SHA bank accounts in order to effect the underlying intent of this resolution.

CONTACT PERSON:

Philippe T Lindsay,
Interim CFO
864-598-6029

SUMMARY:

Spartanburg Housing Authority solicited bids from financial institutions on March 1, 2016 under RFP#2016-3. It received responsive bids from the following institutions:

1. BB&T Bank
2. BNC (Bank of North Carolina)
3. First Citizens Bank
4. SunTrust Bank

BACKGROUND:

SHA procurement policy and HUD regulations require that the SHA periodically bid out banking services. Given that this has not been done for a number of years and that changes have occurred in the interest rate environment, it is advantageous for SHA to bid out these services at this time.

FINANCIAL CONSIDERATIONS:

Based upon the bids received, it was determined that 2 of the four institutions submitted proposals whereby all banking service costs could be absorbed by the treasury service credits earned from funds on deposit. As such, a panel of SHA staff and two outside individuals has recommended the award of this contract to _____ Bank.

POLICY CONSIDERATIONS:

Per SHA Operating policies and procedures, all banking accounts must be authorized by the Board of Commissioners prior to the establishment of an account.

Respectfully Submitted, _____
Philippe T Lindsay, CFO
Spartanburg Housing Authority

Placeholder Draft as scoring incomplete
Final docs available at meeting



Action Item & Resolution

2016-25

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2016 Security Services Contract
Resolution 2016-25**

RECOMMENDATION:

Authorize the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) \$30,000 for Security Services at Archibald Rutledge Hi-Rise.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA issued an Invitation for Bids on January 19, 2016 for Security Guard Services at Archibald Rutledge Hi-Rise. No bids were received, and a IFB was reissued and is scheduled to close on March 24, 2016 . An evaluation committee will select the awardee based on scoring and pricing. The total contract not to exceed cost will be \$30,000.

BACKGROUND:

The HA is seeking proposals from qualified and licensed entities to provide the HA with the following detailed services:

2.1 Definitions

2.1.1 Overtime: Any hours worked by a guard at HA Community over 8 hours within a 24-hour period or 40 hours in a 7-day work week. The HA must give prior permission to the Contractor prior to such occurring.

2.1.2 Regular-time: Whenever a guard works at HA Community a regular shift of 8 hours within a 24-hour period or 40 hours in a 7-day work week, such is at Regular-time rates.

2.1.3 Unarmed: No offensive weapon of any type (firearm; baton; etc.) may be carried by the officer while on assigned duty at an HA Community.

2.2 General Requirements

2.2.1 As specified by the HA, the contractor shall have the capability to provide front desk guard or roving patrol (on-foot), unarmed, at the Archibald Rutledge High Rise and Village properties, on/at certain days and times.

2.2.2 The contractor shall be required to complete a detailed activity report and shall deliver copies of such to the HA in a timely manner. In addition to addressing the details of the activities during the specified time, the report shall also address and list any safety or other related issues of concern to both the contractor and the HA that the guard shall or may observe.

FINANCIAL CONSIDERATIONS:

SHA has budgeted \$30,000 in this BLI for FY 2016.

POLICY CONSIDERATIONS:

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

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



RESOLUTION NO. 2016-25

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

MARCH 15, 2016

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

Staff recommends adoption of Resolution No. 2016-25, authorizing the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) \$30,000 for Security Services at Archibald Rutledge Hi-Rise.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2016-25_____

DATE ADOPTED: _____



Action Item & Resolution

2016-26

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2016 Plumbing Services Contract
Resolution 2016-26**

RECOMMENDATION:

Authorize the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) \$75,000 for Plumbing Services at SHA properties.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA issued a Request for Proposals on January 28, 2016 for Plumbing Services at SHA properties. No bids were received, and a RFP was reissued and is scheduled to close on March 11, 2016 . An evaluation committee will select the awardee based on scoring and pricing. The total contract not to exceed cost will be \$75,000.

BACKGROUND:

SHA is seeking proposals from qualified, licensed, plumbing service providers to furnish PLUMBING MAINTENANCE SERVICES, labor, equipment, goods, and supplies necessary to provide plumbing service for multi-story and single story buildings. Restoration of walls, insulation and other surfaces cut out by contractor shall be contractor's responsibility unless otherwise specified in the work request. If a fire assembly is penetrated, those penetrations shall be fire-stopped. All work shall meet or exceed state and local code requirements.

2.1.1 Expectation/Role of the Proposer

2.1.1.1 The successful proposer will provide emergency and routine repair service in order to provide essential plumbing services to both Agency-owned and operated property to include all PHA sites and office buildings as required by this Request for Proposal.

FINANCIAL CONSIDERATIONS:

SHA has budgeted \$40,536 in this BLI for FY 2016 and an additional \$34,464 will come from Maintenance Miscellaneous Contracts BLI.

POLICY CONSIDERATIONS:

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

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



RESOLUTION NO. 2016-26

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

MARCH 15, 2016

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

Staff recommends adoption of Resolution No. 2016-26, authorizing the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) \$75,000 for Plumbing Services at SHA properties.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2016-26_____

DATE ADOPTED: _____



Action Item & Resolution

2016-27

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2016 Electrical Services Contract
Resolution 2016-27**

RECOMMENDATION:

Authorize the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) \$75,000 for Electrical Services at SHA properties.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA issued a Request for Proposals on January 28, 2016 for Plumbing Services at SHA properties. No bids were received, and a RFP was reissued and is scheduled to close on March 11, 2016. An evaluation committee will select the awardee based on scoring and pricing. The total contract not to exceed cost will be \$75,000.

BACKGROUND:

SHA is seeking proposals from qualified and licensed electricians to secure contractual assistance of emergency routine electrical services as noted in this RFP for ELECTRICAL SERVICES.

2.1.1 Expectation/Role of the Proposer

2.1.1.1 The successful proposer will provide emergency and routine repair service in order to provide essential electrical services to both Agency-owned and operated property to include all PHA sites, office buildings and exterior lighting as required by this Request for Proposal.

FINANCIAL CONSIDERATIONS:

SHA has budgeted \$42,595 in this BLI for FY 2016 and an additional \$32,405 will come from Maintenance Miscellaneous Contracts BLI.

POLICY CONSIDERATIONS:

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

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



RESOLUTION NO. 2016-27

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

MARCH 15, 2016

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

Staff recommends adoption of Resolution No. 2016-27, authorizing the Executive Director to enter into a three year contract with a qualified vendor NTE (not to exceed) \$75,000 for Electrical Services at SHA properties.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2016-27_____

DATE ADOPTED: _____



Action Item & Resolution

2016-28

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2016 Construction Services Contract
Resolution 2016-28**

RECOMMENDATION:

Authorize the Executive Director to enter into a contract with a qualified vendor NTE (not to exceed) \$40,000 for Construction Services in the office buildings of Camp Croft Courts, Archibald Rutledge Hi-Rise and Victoria Gardens Apartments. The breakdown is as such: Camp Croft Courts--\$10,000, Archibald Rutledge Hi-Rise--\$20,000 and Victoria Gardens Apartments--\$10,000.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA issued a Request for Proposals on March 02, 2016 for Construction Services at Archibald Rutledge Hi-Rise and will issue additional RFP's for both Camp Croft Courts and Victoria Gardens Apartments. The RFP for Archibald is scheduled to close on March 24, 2016. An evaluation committee will select the awardee based on scoring and pricing. The total contract for all properties is not to exceed \$40,000.

BACKGROUND:

The offices of Camp Croft Courts, Archibald Rutledge Hi-Rise, and Victoria Gardens are in need of repair beyond the skill of SHA Maintenance Technicians. This work includes adding office space to permit staff to perform efficiently, while allowing for privacy and protection of resident files and records. The Archibald project relocates the office staff from behind closed walls, to an open glassed area where building activity may be observed by staff, and where residents, visitors, care providers and partners are aware of staff presence. All work is expected to be done in a Turnkey professional manner, thoroughly and safely. Contractor is responsible for all measurements, materials, labor and tools, equipment and technical knowledge, permits and inspections.

FINANCIAL CONSIDERATIONS:

SHA has budgeted \$40,000 in this BLI for FY 2016.

POLICY CONSIDERATIONS:

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

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



RESOLUTION NO. 2016-28

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

MARCH 15, 2016

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

Staff recommends adoption of Resolution No. 2016-28, authorizing the Executive Director to enter into a contract with a qualified vendor NTE (not to exceed) \$40,000 for Construction Services in the office buildings of Camp Croft Courts, Archibald Rutledge Hi-Rise and Victoria Gardens Apartments. The breakdown is as such: Camp Croft Courts--\$10,000, Archibald Rutledge Hi-Rise--\$20,000 and Victoria Gardens Apartments--\$10,000.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-28

DATE ADOPTED: _____



Action Item & Resolution

2016-29

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2016 SHARP Contract
Resolution 2016-29**

RECOMMENDATION:

Authorize the Executive Director to enter into a five year contract with SHARP Business Systems NTE (not to exceed) \$56,655 per year to include lease, service, and software for copy machines for the total agency.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA currently leases copy machines from SHARP Business systems and has an additional 9 months under the current contract. SHARP provided the SHA with an assessment of usage for the agency and is able to reduce the contract with an immediate savings of \$261.38 per month or \$3,136.56 per year.

BACKGROUND:

The Spartanburg Housing Authority is currently spending \$4,982.63 per month on the lease and service of copier machines through Xerox and SHARP Business Systems. The average monthly volume on SHA SHARP devices are 120,000 mono copies and 7,500 color copies. SHA also utilizes machines provided by Xerox with services billed at a per click charge. The average monthly volume is 17,000 copies. We will integrate all copy/scanning services into one contract.

The proposed new SHARP contract will allow the SHA to right size with equipment and will upgrade our current 4 year-old equipment. SHARP will handle the return of all existing equipment and dissolving of the current lease.

In addition, the SHA will begin utilizing a Papercut Software System, a module offered in the SHARP solution. SHA had previously purchased this option but had not utilized it. The use of this software is projected to create an additional monthly savings of \$262 or \$3,144 per year.

Papercut will allow the SHA to track the usage of print jobs and charge the appropriate department.

FINANCIAL CONSIDERATIONS:

SHA currently spends approximately \$60,000 for the lease and service of copiers. The cost of this contract will offer a reduction of \$6,276 per year, which is supported in the BLI for FY 2016.

POLICY CONSIDERATIONS:

SHA will be able to “piggy-back” this service through an existing contract with a state agency. This procurement requires Board approval because it exceeds SHA’s small purchase threshold of \$10,000. In addition, our Procurement Policy allows SHA to purchase materials like these through a Cooperative Purchasing agreement as detailed in section III.F. on page 12 and other provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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



RESOLUTION NO. 2016-29

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

MARCH 15, 2016

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

Staff recommends adoption of Resolution No. 2016-29, authorizing the Executive Director to enter into a five year contract with SHARP Business Systems NTE (not to exceed) \$56,655 per year to include lease, service, and software for copy machines for the total agency.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____2016-29_____

DATE ADOPTED: _____



Information Reports
FY 2014 Audit Response
from HUD

Board of Commissioners Meeting
Tuesday, March 15, 2016



February 19, 2016

Ms. Terril Bates
Executive Director
Spartanburg Housing Authority
PO Box 2828
Spartanburg, SC 29304

Dear Ms. Bates:

Subject: IPA Audit Findings, Fiscal Year 2014 Audit Report

We have received your responses to the findings in your Independent Audit Report for fiscal year ending September 30, 2014. Upon review, we found that sufficient documentation was provided to clear some of the findings as indicated below:

Finding Number 2014-1: Ineligible use of Public Housing Funds

Corrective Action Required: The Authority must develop and implement a strategy to address the repayment of all amounts owed. Our office's letter dated November 25, 2015 identified an amount of \$1,489,900, but upon further review of the Auditor's note, we have noted that the correct amount to be repaid is \$1,410,178.

HUD Response: We have reviewed the documentation provided by Joe C. Calicdan on January 19, 2016 evidencing repayment of \$1,410,178. We are satisfied that the Authority's response is adequate to close Finding 2014-1.

Finding Number 2014-2: Management Responsibility for Preparation of Financial Statements

Corrective Action Required: The Authority needs to improve its capacity and internal controls to ensure preparation of financial statements in accordance with GAAP. The Authority must provide our office with evidence that it has taken appropriate actions to address the material weaknesses related to the lack of capacity and preparation of financial statements.

HUD Response: The Authority has contracted with professional accounting services to oversee the 2015 year end closeout and procured the contracted services of an experienced CFO. The Authority is now internally preparing financial statements in accordance with GAAP. We encourage the Authority to continuously improve its financial capacity and operations. Our office is satisfied that the Authority has taken the correct steps and implemented the proper procedures to address the issues. Based on the Authority's response, Finding 2014-2 is considered closed.

Finding Number 2014-3: Housing Choice Voucher Program File Deficiencies

Corrective Action Required: The Authority must review every Housing Choice Voucher participant file for compliance. The Authority must ensure that all employees involved with the participant files obtain appropriate training. Adequate quality control measures must be implemented by the Authority to ensure that the participant files are in proper compliance with HUD requirements.

HUD Response: The Authority has contracted with CVR and Associates to perform a review of 368 files and the Authority's staff has reviewed 100% of the participant files as part of the annual reexamination process. We encourage the Authority to continue to ensure that its staff has adequate capacity and provides training on an ongoing basis. Based on the Authority's response, Finding 2014-3 is considered closed.

Finding Number 2014-4: Accounts Payable and Accrued Liability Deficiencies

Corrective Action Required: The Authority must implement accounting procedures that allows for proper recording of accounts payable, accrued liabilities and compensated absences. As part of its response for this finding, the Authority should provide copies of procedures and an explanation of what additional steps have been taken to address the accounting deficiencies noted by the auditor.

HUD Response: The Authority previously provided copies of revised accounting procedures that were implemented subsequent to the September 30, 2014 Independent Audit Report. As part its response, the Authority indicated that all accrued liability accounts have been reconciled and this is now part its month-end closing procedures. Also, the Authority stated that staff have reviewed all prior auditor adjustments and recorded these to the appropriate accounts including the reversal of items incorrectly credited to the Central Office Cost Center. Based on the Authority's response, Finding 2014-4 is considered closed.

Finding Number 2014-5: Maintenance and Control of Capital Assets

Corrective Action Required: The Authority must perform an inventory of all capital assets to assist in the updating of depreciation schedules and the reconciliation of land, structures and equipment accounts for all programs. A listing of all assets held for sale should be developed and per the auditor reclassified to a separate line item on the general ledger. The inventory and listing of assets must be provided to our office with the Authority's response. Also, if any related earnest money deposits have been received these should be noted and referenced to the related deposit liability account which should also be reconciled on a regular basis. The Authority must provide evidence that proceeds for all sales of assets have been returned to the program that acquired the asset and a separate determination made with regard to any potential transfers of funds between program areas. Additionally, the Authority needs to develop better policies and procedures related to the collection of

mortgage receivables to minimize future write-offs. As part of its response, the Authority must provide a copy of the revised policies and procedures related to collection of mortgage receivables. For SLHC provide evidence that a depreciation schedule has been developed and appropriate depreciation expense is now recorded.

HUD Response: The Authority provided the inventory and listing of assets as requested. The Authority did not provide evidence that the proceeds from sale of Public Housing assets have been returned to the Public Housing program. The Authority indicated that they have updated policies and procedures; however, revised policies and procedures were not provided with its response. Depreciation schedules were provided. This finding will remain open until acceptable documentation is submitted to support a complete response to the corrective action requirements.

Finding Number 2015-6: Procurement Deficiencies

Corrective Action Required: The Authority must ensure that its revised procurement policy requires bids for all contracts that are estimated to be in excess of \$10,000. Additionally, the Authority must ensure implementation of adequate internal control procedures to accomplish compliance with all federal, state and local laws related to the procurement of vendors. In response to this finding, the Authority must provide our office with evidence that it has implemented proper procurement policies and procedures.

HUD Response: As part of its response to the OIG Audit Report, the Authority provided a copy of its revised Procurement Policies. Additionally, the Authority has confirmed that it is now requiring at least three quotes for all goods and services valued over \$2,000. The Authority also noted that they are now utilizing its software system to provide improved controls over procurement. Based on the Authority's response, Finding 2014-6 is considered closed.

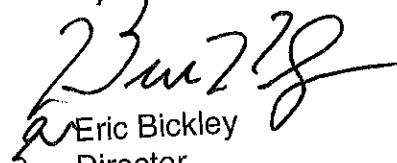
Finding Number 2015-7: Waiting List

Corrective Action Required: The Authority must provide evidence that it has implemented procedures to properly process applicants and has established quality controls to ensure compliance with its ACOP.

HUD Response: The Authority has implemented procedures to address management of the waiting lists. To better manage the waiting lists, the Authority has also made staffing changes to improve supervision and processing of the waiting lists. Based on the Authority's response, Finding 2014-7 is considered closed.

Thank you for your efforts to clear these findings. Findings 2014-1, 2014-2, 2014-3, 2014-4, 2014-6 and 2014-7 are considered closed. We look forward to receiving additional information to close Finding 2014-5. Should you have any questions in relation to this matter, please contact Randy Dyal at (803) 765-5312.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Bickley", with a stylized flourish at the end.

Eric Bickley

Director

Public Housing Program Center



Information Reports

OIG Audit Response from HUD

**Board of Commissioners Meeting
Tuesday, March 15, 2016**

to Terril, me

Terril and Jessica,

Clearance of the OIG Audit Recommendations is now down to 2 Recommendations (1-G and 2-B). I have not received any feedback from the OIG regarding 1-G; however, for 2-B OIG has requested additional clarification. This is a priority at HUD to close all the Recommendations and I need your immediate assistance to get this formatted in a way that the OIG will approve and close.

Attached is the Procurement Deficiencies chart that was included as Appendix C of the Audit Report. I am suggesting that SHA use the chart as a guide to format a response to Recommendation 2-B. There are five categories used on the Chart including the following: Lack of History, Insufficient Advertising Documentation, Lack of Executed Contract, Expired Contract and Lack of Cost Analysis. If documentation does not clearly fall into one of the five categories, then it should not be included. Per my conversation with the Auditor, she would prefer that each procurement deficiency be addressed separately and address only the items noted. I have attached a Word document to give you a suggested format. Each page of the Word document should be used as a separate cover sheet for each procurement and backup should be included behind each cover sheet to support the deficiency. Each individual procurement deficiency should be a separate electronic file with its cover sheet and backup. The individual format will make it easier for the OIG staff to review and hopefully close.

I am hoping that much of the information only requires reformatting. The OIG auditor did ship me two boxes with procurement documents, but I am not sure that they would be very useful as it is most likely information that you already have or not relevant. If you get stuck

on a particular deficiency, I can look through the boxes to see if any information included in the boxes might be helpful with SHA's response.

Based on my conversations with the Auditor, I know that the retroactive Board Resolution to support the Accounting Services deficiency is not acceptable. The focus of documentation should fall into the categories and to avoid repayment of the expense, the documentation should support the expense as being eligible. For example if they have noted a category of "Expired Contract", then provide a copy of the expired contract, but also note how the services provided were an eligible expense.

I appreciate you providing a response as quickly as possible. You have done a great job closing 19 of the Recommendations and I know that we all want to finally close the remaining two open Recommendations.

Thanks,

Randy Dyal
U.S. Department of Housing and Urban Development
1835 Assembly Street, 13th Floor
Columbia, SC 29201
[\(803\) 765-5312](tel:(803)765-5312) - Direct
[\(803\) 253-3428](tel:(803)253-3428) - FAX
Bernard.R.Dyal@HUD.gov



**Information Reports
Fatherhood Initiative
Announcement**

**Board of Commissioners Meeting
Tuesday, March 15, 2016**



SHA Announces 2016 Father's Day Initiative

In the month of June, the Spartanburg Housing Authority will collaborate with local leaders and organizations across the Upstate to be a role model to over 100 male SHA residents between the ages of 5 and 16. The youth, significant males in their lives, and male volunteers will come together for a day of fun filled activities and unique exposure for both children and volunteers. Wofford College has graciously offered the use of their campus facilities as the venue for this event. Many of those involved may never have otherwise had an opportunity to visit this prestigious institution. SHA expects that this program will strengthen bonds between men in our community and young males who will be the leaders of the future. The youth will be able to bring a father or significant male member in their lives. Volunteers will serve as male mentors to those children who deserve special attention on this day, but may not have someone available to commit to them. We believe that friendships will be developed, hope will be instilled, hearts will be touched, and lives will be changed.

From the Department of Housing and Urban Development:

In line with HUD's 2010-2015 Strategic Plan Goal 3: "using housing as a platform to improve the quality of life of our residents," this focus on fatherhood in public housing flows from current statistics that show when fathers are absent children suffer. This in no way suggests that HUD does not recognize the critical importance of mothers. The majority of public housing households with children are headed by single women who earn less than \$9,000 annually, and they do a tremendous job of raising their children. However, according to statistics drawn from communities across the country, children raised in absent father families are more at-risk for a host of negative factors, including dropping out of school. The focus on Father's Day is meant to be a starting point; either a celebration of existing relationships or a reason to form first connections.

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. The HUD Father's Day events, celebrated in the month of June, are designed to provide opportunities for fathers and families to ensure greater involvement by fathers, thereby leading to positive effects on children's health, development, and well-being.

Since 2011, the initiative has experienced tremendous growth with one thousand two hundred and eighty-one (1281) Father's Day events having been held in Public Housing Agencies (PHA) and in HUD assisted housing communities across the country. Over twenty two thousand (22,000) fathers, children, mothers, partnering organizations participated and provided services and resources. Last year, June 2014, four hundred and forty-six (446) agencies held events, compared to two hundred and nine (209) events in 2011.

Service organizations work with HUD assisted properties to create a common agenda, share data to measure progress, establish mutually reinforcing activities, ensure continuous communication and work ensure an effective backbone support organization. This approach has resulted in the best outcomes for father's involvement with their children. Over the past five years, HUD Father's Day activities have helped provide paternal involvement for responsible nurturing and caregiving, engagement in leisure and play activities, providing the child's mother with emotional and practical support, 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 or her extended family, community members, and other resources.



Information Reports
Contributions of First
Baptist Spartanburg

Board of Commissioners Meeting
Tuesday, March 15, 2016

First Baptist Spartanburg

Below is a list of services that First Baptist Spartanburg has provided to SHA and its Residents

1. Loan of cots for bed bug problem; also donated blankets
2. Helping Center provided clothing and household goods to people who lost things
3. Food bag deliveries – February Winter Jam weekend
4. Overflow Thanksgiving food Boxes
5. Scholarships to Camp Voyager for almost a dozen children
6. Back to School Bash with National Night Out at VICTORIA GARDENS, CAMP CROFT and PRINCE HALL
 - a. Snow cones, games, popcorn, volunteers, etc.
 - b. Backpacks and School Supplies to over 300 children
7. Christmas Shop for CAMP CROFT, VICTORIA GARDENS and PRINCE HALL residents to “shop” for others; included wrapping of gifts, craft to make an ornament, coffee and hot chocolate with cookies.
- 8. Teen MPACT**
9. Weekly summer camps and bi-weekly after school camps at Victoria Gardens, Prince Hall and Camp Croft
10. Coffee and Crafts with Gooch Residents
11. Food bag deliveries for Gooch Residents
- 12. Children’s Ministry**
13. Camp Croft Easter Egg Hunt
14. **Helping Center** continues to provide food and clothing as needed to our residents



Monthly Reports:
Executive Director
Ms. Bates

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF FEBRUARY 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 February.

- This month began a series of staff training designed to support the Community Management staff in administering both HUD and SHA policies and procedures. The sessions are being conducted each Thursday. In addition, training in the use of several Yardi portals was provided via the executive office staff.
- HUD Lead the Way Lunch and Learn sessions were provided for the Board of Commissioners on February 4th and February 9th on the topic of Budgets.
- A tour of the SHA public housing portfolio was conducted for staff of the Mary Black Foundation.
- SHA hosted an open house for our Pine Street office on February 16th, which was well attended by civic and community leaders. An open house for HCV Landlords, SHA vendors as well as tenants and participants is scheduled for March 23rd.
- Meetings occurred with Verizon, SHARP, Pest Control the Architect and Engineering firm and other vendors as a part of a continued effort to review SHA obligations and vendor services.
- Other meetings included The Forrester Center, Access Health, Matthew Ten, Rubino (auditors).
- A board retreat was held on February 27th. The purpose of the retreat was to familiarize the board with the annual and five-year plan process, and to receive recommendations from the board regarding SHA's planned services or projects.
 - Highlights included communication from HUD affirming that of 21 OIG Audit Findings, only two remain open. SHA provided a response to the two open findings to HUD within five days of notification.
 - Additionally, SHA received from HUD, notice that of 7 FY2014 Audit Findings, only one remains open. We are continuing to make great progress in aligning with our regulatory requirements.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



Monthly Reports:

Finance

Philippe Lindsay

**Board of Commissioners Meeting
Tuesday, March 15, 2016**



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—FEBRUARY 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 February, the total Inflows amounted to \$1,751,170 and the total Outflow was \$1,614,671 resulting in a net inflow of \$136,499.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$685,603
Sec 8 - HAP -NRP	73,538
MOD. Rehab HAP	4,341
Sec 8 Adm. Fees	225,716
MOD Rehab Adm. Fees	90,058
Total	\$1,079,256

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	(\$0.1)	(\$4.3)	0	(\$4.3)
2	Archibald Hi-Rise	(5.9)	32.2	(18.4)	50.7
3	Archibald Village	0.6	13.7	(10.0)	23.7
4	Cammie Clagett	26.2	126.1	34.0	92.1
5	Camp Croft	(2.9)	(13.4)	7.0	(20.4)
6	Prince Hall	(8.1)	(11.4)	20.00	(31.4)
7	Scattered Sites	59.4	1.1	2.5	(1.4)
8	Victoria Gardens	(14.5)	19.9	(19.9)	39.8
9	JC Bull (100 units)	35.3	165.6	60.7	104.8
10	SLHC (32 units)	8.4	56.9	0.6	56.3
11	Cambridge Place	2.5	11.5	27.9	(16.4)
12	Liberty	1.1	3.4	0	3.4

V: Status of Grants Programs – February, 2016

SHA's open/unspent *capital fund grant awards* total \$1,005,113 dollars of which \$585,087 has been drawdown to date. The remaining balance of all capital grants funds totals \$420,026 or 42.0 % of the total balance.

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

- 1) **Open Replacement Housing Factor funds (RHF)** total awarded was \$1,005,113 and \$585,087 drawn against these grants leaving about \$420,026 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,042,819. The balance remaining unspent is \$361,391.
- 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 \$463,235.

Respectfully Submitted, _____

Joe Calicdan, Accounting Manager
Spartanburg Housing Authority

SHA - Summary of Financial Results - February, 2016

	MTD Actual	MTD Budget	MTD Variance	Note	5 months PTD Actual	5 months PTD Budget	5 months PTD Variance
1 Public Housing							
Total Revenue	\$ 334,700	\$ 265,000	\$ 69,700		\$ 2,054,000	\$ 1,710,500	\$ 343,500
Total Expenses	\$ 277,600	\$ 227,000	\$ 50,600		\$ 1,835,000	\$ 1,514,000	\$ 321,000
Net Operating Income	\$ 57,100	\$ 38,000	\$ 19,100	(1)	\$ 219,000	\$ 196,500	\$ 22,500

Note (1) - Revenue for February is higher than budget due to HUD subsidy and sale of one house.(scattered site) This is primarily driven by conservative budget assumptions in the FY 2016 budget and the timing of HUD funding of subsidy for the fiscal year.

2 HCV Program - HAP Only							
Total Revenue	\$ 762,900	\$ 751,000	\$ 11,900		\$ 3,874,100	\$ 3,760,500	\$ 113,600
Total Expenses	\$ 753,400	\$ 751,000	\$ 2,400		\$ 3,676,700	\$ 3,760,500	\$ (83,800)
Net Operating Income (Excess Cash)	\$ 9,500	\$ -	\$ 9,500		\$ 197,400	\$ -	\$ 197,400

This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements.
It is a \$1 for \$1 reimbursement.

3 HCV Program - Admin Only							
Total Revenue	\$ 83,500	\$ 86,400	\$ (2,900)		\$ 474,300	\$ 432,300	\$ 42,000
Total Expenses	\$ 89,000	\$ 84,600	\$ 4,400		\$ 414,800	\$ 423,100	\$ (8,300)
Net Operating Income	\$ (5,500)	\$ 1,800	\$ (7,300)		\$ 59,500	\$ 9,200	\$ 50,300

For the month of Feb , admin revenue shows a loss of \$5K due to higher expenses. The YTD revenue shows a positive result of \$59K.

4 COCC Program Only							
Total Revenue	\$ 112,600	\$ 176,000	\$ (63,400)		\$ 2,202,200	\$ 882,400	\$ 1,319,800
Total Expenses	\$ 237,700	\$ 165,700	\$ 72,000		\$ 942,700	\$ 838,700	\$ 104,000
Net Operating Income	\$ (125,100)	\$ 10,300	\$ (135,400)	(2)	\$ 1,259,500	\$ 43,700	\$ 1,215,800

Note (2) - COCC shows a loss of \$125K due to timing difference for non-receipt of tax credit property cash distribution. The cash distribution of \$160K is expected to receive in March, 2016.

5 JC BULLS (100 & 32 units)							
Total Revenue	\$ 85,200	\$ 82,300	\$ 2,900		\$ 452,200	\$ 411,600	\$ 40,600
Total Expenses	\$ 41,500	\$ 70,300	\$ (28,800)		\$ 225,800	\$ 350,200	\$ (124,400)
Net Operating Income	\$ 43,700	\$ 12,000	\$ 31,700	(3)	\$ 226,400	\$ 61,400	\$ 165,000

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

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
February 29, 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	132,617.61	122,993.00	9,624.61	7.83	834,746.05	768,916.00	65,830.05	8.56
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,374.00)	11.00	0.15
311900-000	Total Rental Income	132,617.61	122,993.00	9,624.61	7.83	827,383.05	761,542.00	65,841.05	8.65
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	200.00	-	200.00	N/A	200.00	-	200.00	N/A
312003-000	Damages	600.71	992.00	(391.29)	-39.44	10,037.23	5,560.00	4,477.23	80.53
312004-000	Late Charges	1,650.00	935.00	715.00	76.47	9,455.00	6,910.00	2,545.00	36.83
312005-000	Legal Fees - Tenant	205.00	541.00	(336.00)	-62.11	6,190.00	4,274.00	1,916.00	44.83
312006-000	NSF Charges	25.00	-	25.00	N/A	130.00	585.00	(455.00)	-77.78
312007-000	Tenant Owed Utilities - Excess	2,157.85	6,300.00	(4,142.15)	-65.75	30,657.00	35,625.00	(4,968.00)	-13.95
312009-000	Misc.Tenant Income	472.28	-	472.28	N/A	2,139.62	-	2,139.62	N/A
312010-000	Maintenance Charges	-	-	-	N/A	50.00	-	50.00	N/A
312900-000	Total Other Tenant Income	5,310.84	8,768.00	(3,457.16)	-39.43	58,858.85	52,954.00	5,904.85	11.15
319900-000	NET TENANT INCOME	137,928.45	131,761.00	6,167.45	4.68	886,241.90	814,496.00	71,745.90	8.81
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	174,752.00	166,249.00	8,503.00	5.11	1,275,601.01	1,057,697.00	217,904.01	20.60
340111-000	Pet Fee Income	150.00	-	150.00	N/A	755.00	-	755.00	N/A
341001-000	Section 8 HAP Earned	933,894.00	931,050.00	2,844.00	0.31	4,734,012.00	4,659,621.00	74,391.00	1.60
341002-000	Sec 8 Admin. Fee Inc-HCV	82,031.22	85,341.00	(3,309.78)	-3.88	466,065.66	426,705.00	39,360.66	9.22
341004-000	Section 8 Port-In Admin Fees	416.83	-	416.83	N/A	1,298.20	-	1,298.20	N/A
341006-000	Port In HAP Earned	5,407.00	-	5,407.00	N/A	21,335.47	-	21,335.47	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	13,377.00	8,500.00	63.54	109,385.00	66,885.00	42,500.00	63.54
341500-000	Other Govt and Private Grants	47,917.00	48,083.00	(166.00)	-0.35	237,830.00	240,415.00	(2,585.00)	-1.08
349900-000	TOTAL GRANT INCOME	1,266,445.05	1,244,100.00	22,345.05	1.80	6,846,282.34	6,451,323.00	394,959.34	6.12
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.66	-	0.66	N/A	3.46	-	3.46	N/A
362000-000	Management Fee Income	67,921.33	66,812.00	1,109.33	1.66	397,848.54	334,060.00	63,788.54	19.09
362001-000	Bookkeeping fee income	21,645.00	21,184.00	461.00	2.18	108,990.00	105,920.00	3,070.00	2.90
364000-000	Fraud Recovery Income-Admin	977.79	1,000.00	(22.21)	-2.22	5,960.00	5,000.00	960.00	19.20
364001-000	Fraud Recovery - HAP	977.77	-	977.77	N/A	5,959.93	-	5,959.93	N/A
365000-000	Miscellaneous Other Income	81,291.86	90,534.00	(9,242.14)	-10.21	1,806,398.63	452,670.00	1,353,728.63	299.05
365002-000	Bad Debt Recovery	3,902.93	-	3,902.93	N/A	10,064.87	-	10,064.87	N/A
369900-000	TOTAL OTHER INCOME	176,717.34	179,530.00	(2,812.66)	-1.57	2,335,225.43	897,650.00	1,437,575.43	160.15
399900-000	TOTAL INCOME	1,581,090.84	1,555,391.00	25,699.84	1.65	10,067,749.67	8,163,469.00	1,904,280.67	23.33
410000-000	ADMINISTRATIVE								

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	120,888.55	122,236.00	1,347.45	1.10	680,459.86	633,920.00	(46,539.86)	-7.34
411002-000	Administrative Overtime	1,014.54	83.00	(931.54)	-1,122.34	4,594.67	415.00	(4,179.67)	-1,007.15
411003-000	Administrative: Employer FICA/SUI	12,569.37	11,677.00	(892.37)	-7.64	59,067.29	60,668.00	1,600.71	2.64
411004-000	Administrative: Employee Benefits	24,905.24	27,094.00	2,188.76	8.08	129,757.55	142,577.00	12,819.45	8.99
411005-000	Administrative: Retirees Medical ER share	2,568.98	2,042.00	(526.98)	-25.81	12,520.90	10,210.00	(2,310.90)	-22.63
411006-000	Administrative: Emp Incentive	1,650.00	1,625.00	(25.00)	-1.54	5,057.11	8,125.00	3,067.89	37.76
411099-000	Total Administrative Salaries	163,596.68	164,757.00	1,160.32	0.70	891,457.38	855,915.00	(35,542.38)	-4.15
413000-000	Legal Expense								
413001-000	Legal Expense	2,205.00	1,086.00	(1,119.00)	-103.04	10,344.66	5,520.00	(4,824.66)	-87.40
413003-000	Credit Reports	-	490.00	490.00	100.00	979.59	3,254.00	2,274.41	69.90
413100-000	Total Legal Expense	2,205.00	1,576.00	(629.00)	-39.91	11,324.25	8,774.00	(2,550.25)	-29.07
413900-000	Other Admin Expenses								
414000-000	Staff Training	400.00	1,599.00	1,199.00	74.98	5,248.20	7,995.00	2,746.80	34.36
415000-000	Travel	526.50	1,524.00	997.50	65.45	1,956.78	7,620.00	5,663.22	74.32
417000-000	Bookkeeping Fees	19,552.50	19,220.00	(332.50)	-1.73	98,497.50	103,441.00	4,943.50	4.78
417001-000	Bookkeeping Fees-MOD Rehab	2,092.50	1,695.00	(397.50)	-23.45	8,400.00	8,475.00	75.00	0.88
417100-000	Auditing Fees	5,400.00	3,009.00	(2,391.00)	-79.46	5,400.00	16,905.00	11,505.00	68.06
417200-000	Port Out Admin Fee	497.25	833.00	335.75	40.31	3,289.20	4,165.00	875.80	21.03
417300-000	Management Fee	56,893.33	55,850.00	(1,043.33)	-1.87	331,233.04	332,251.00	1,017.96	0.31
417301-000	Investor Asset Mgmt Fee	-	60.00	60.00	100.00	-	300.00	300.00	100.00
417302-000	Asset Management Fee	6,480.00	6,310.00	(170.00)	-2.69	45,920.00	41,690.00	(4,230.00)	-10.15
417303-000	Management Fee- MOD Rehab	3,348.00	2,712.00	(636.00)	-23.45	16,788.00	13,560.00	(3,228.00)	-23.81
418000-000	Office Rent	20,065.58	12,083.00	(7,982.58)	-66.06	65,359.15	60,415.00	(4,944.15)	-8.18
418900-000	Total Other Admin Expenses	115,255.66	104,895.00	(10,360.66)	-9.88	582,091.87	596,817.00	14,725.13	2.47
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,953.94	2,002.00	48.06	2.40	7,846.02	11,057.00	3,210.98	29.04
419004-000	Telephone	12,609.78	5,432.00	(7,177.78)	-132.14	42,390.72	32,443.00	(9,947.72)	-30.66
419005-000	Postage	1,784.83	2,686.00	901.17	33.55	14,380.36	14,393.00	12.64	0.09
419006-000	Forms and Computer Supplies	1,115.22	289.00	(826.22)	-285.89	1,115.22	1,643.00	527.78	32.12
419007-000	Court Costs	1,300.00	1,510.00	210.00	13.91	6,795.00	8,876.00	2,081.00	23.45
419008-000	Membership and Fees	519.99	1,021.00	501.01	49.07	2,944.98	5,108.00	2,163.02	42.35
419009-000	Sundry Miscellaneous	1,613.15	2,348.00	734.85	31.30	14,713.12	12,652.00	(2,061.12)	-16.29
419010-000	Newspaper ADS (Advertising)	853.49	718.00	(135.49)	-18.87	2,054.70	4,488.00	2,433.30	54.22
419011-000	Sundry Service Contracts	23,216.23	22,015.00	(1,201.23)	-5.46	114,618.92	118,910.00	4,291.08	3.61
419017-000	Temporary Administrative Labor	7,848.15	1,800.00	(6,048.15)	-336.01	45,749.66	24,200.00	(21,549.66)	-89.05
419018-000	False Alarms	-	10.00	10.00	100.00	190.00	74.00	(116.00)	-156.76
419020-000	Bank Fees	303.86	375.00	71.14	18.97	1,790.91	1,875.00	84.09	4.48
419021-000	Discretionary	-	499.00	499.00	100.00	47.04	2,558.00	2,510.96	98.16
419022-000	Other Misc Admin Expenses	101.33	292.00	190.67	65.30	212.13	1,460.00	1,247.87	85.47
419100-000	Total Miscellaneous Admin Expenses	53,219.97	40,997.00	(12,222.97)	-29.81	254,848.78	239,737.00	(15,111.78)	-6.30

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	334,277.31	312,225.00	(22,052.31)	-7.06	1,739,722.28	1,701,243.00	(38,479.28)	-2.26
420000-000	TENANT SERVICES								
422000-000	Tenant Services	657.84	1,601.00	943.16	58.91	7,870.13	8,005.00	134.87	1.68
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	-	(132.81)	N/A
423000-000	Tenant Services -PH ADD ON	1,683.91	-	(1,683.91)	N/A	2,352.95	-	(2,352.95)	N/A
423001-000	Tenant Relocation	-	469.00	469.00	100.00	7,707.65	2,345.00	(5,362.65)	-228.68
429900-000	TOTAL TENANT SERVICES EXPENSES	2,341.75	2,070.00	(271.75)	-13.13	18,063.54	10,350.00	(7,713.54)	-74.53
430000-000	UTILITIES								
431000-000	Water	9,453.68	12,566.00	3,112.32	24.77	92,450.91	83,044.00	(9,406.91)	-11.33
432000-000	Electricity	37,933.10	29,009.00	(8,924.10)	-30.76	159,528.65	163,483.00	3,954.35	2.42
433000-000	Gas	26,437.47	18,034.00	(8,403.47)	-46.60	97,114.89	100,244.00	3,129.11	3.12
439000-000	Sewer	15,149.35	16,624.00	1,474.65	8.87	129,061.46	107,972.00	(21,089.46)	-19.53
439900-000	TOTAL UTILITY EXPENSES	88,973.60	76,233.00	(12,740.60)	-16.71	478,155.91	454,743.00	(23,412.91)	-5.15
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	27,836.37	16,806.00	(11,030.37)	-65.63	124,044.91	105,009.00	(19,035.91)	-18.13
441002-000	Maintenance: Overtime	1,145.48	-	(1,145.48)	N/A	9,146.74	300.00	(8,846.74)	-2,948.91
441003-000	Maintenance: Employer FICA/SUI	2,491.06	1,712.00	(779.06)	-45.51	10,927.29	10,900.00	(27.29)	-0.25
441004-000	Temp Maintenance Labor	10,132.03	8,367.00	(1,765.03)	-21.10	34,222.59	50,271.00	16,048.41	31.92
441005-000	Maintenance: Employee Benefits	6,877.72	4,220.00	(2,657.72)	-62.98	31,060.77	25,897.00	(5,163.77)	-19.94
441100-000	Maintenace Uniforms	-	-	-	N/A	40.25	-	(40.25)	N/A
441200-000	Vehicle Repair	2,631.28	2,825.00	193.72	6.86	10,173.99	15,583.00	5,409.01	34.71
441210-000	Equipment Repair	-	833.00	833.00	100.00	-	4,165.00	4,165.00	100.00
441300-000	Gasoline Purchases	4,145.00	2,736.00	(1,409.00)	-51.50	8,303.89	16,242.00	7,938.11	48.87
441900-000	Total General Maint Expense	55,258.94	37,499.00	(17,759.94)	-47.36	227,920.43	228,367.00	446.57	0.20
442000-000	Materials								
442002-000	Appliance-Maint Materials	1,584.58	2,448.00	863.42	35.27	2,454.61	14,205.00	11,750.39	82.72
442003-000	Painting-Maint Materials	589.22	273.00	(316.22)	-115.83	1,708.53	2,016.00	307.47	15.25
442004-000	Electrical-Maint Materials	179.31	655.00	475.69	72.62	10,694.62	4,355.00	(6,339.62)	-145.57
442005-000	Heating/AC-Maint Materials	455.32	2,669.00	2,213.68	82.94	7,382.28	18,148.00	10,765.72	59.32
442006-000	Janitorial Supplies	323.26	635.00	311.74	49.09	1,721.59	3,718.00	1,996.41	53.70
442007-000	After Hours Work	-	1,080.00	1,080.00	100.00	-	5,826.00	5,826.00	100.00
442008-000	Plumbing-Maint Materials	1,395.98	2,791.00	1,395.02	49.98	12,418.70	17,090.00	4,671.30	27.33
442009-000	Hand Tools-Maint Materials	158.04	232.00	73.96	31.88	891.73	1,760.00	868.27	49.33
442010-000	Maintenance Materials	10,041.74	5,818.00	(4,223.74)	-72.60	58,689.11	41,491.00	(17,198.11)	-41.45
442011-000	Safety equipment/shoes	18.38	280.00	261.62	93.44	457.12	1,499.00	1,041.88	69.50
442900-000	Total Materials	14,745.83	16,881.00	2,135.17	12.65	96,418.29	110,108.00	13,689.71	12.43
443000-000	Contract Costs								

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443001-000	Alarm/Extinguisher Contract	113.10	-	(113.10)	N/A	5,695.72	-	(5,695.72)	N/A
443002-000	Extermination Contract	(328.00)	4,696.00	5,024.00	106.98	29,096.00	45,586.00	16,490.00	36.17
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	-	(494.66)	N/A
443005-000	Unit Turnaround-Contract	8,833.56	9,345.00	511.44	5.47	155,929.14	63,537.00	(92,392.14)	-145.41
443006-000	Electrical-Contract	-	1,073.00	1,073.00	100.00	320.89	5,665.00	5,344.11	94.34
443007-000	Disposal Contract	6,338.89	5,410.00	(928.89)	-17.17	35,014.35	40,010.00	4,995.65	12.49
443009-000	Landscaping-Contract	18,553.75	11,185.00	(7,368.75)	-65.88	117,108.25	82,175.00	(34,933.25)	-42.51
443010-000	Contract:	170.60	-	(170.60)	N/A	455.28	-	(455.28)	N/A
443011-000	Heating/AC-Contract	428.00	6,099.00	5,671.00	92.98	9,635.96	37,749.00	28,113.04	74.47
443013-000	Contract: Uniform Rental	2,471.95	469.00	(2,002.95)	-427.07	5,502.90	3,257.00	(2,245.90)	-68.96
443015-000	Janitorial-Contract	1,375.00	649.00	(726.00)	-111.86	5,775.00	3,245.00	(2,530.00)	-77.97
443017-000	Elevator-Contract	-	2,880.00	2,880.00	100.00	10,366.88	14,400.00	4,033.12	28.01
443018-000	Plumbing-Contract	11,631.90	3,678.00	(7,953.90)	-216.26	24,201.89	23,756.00	(445.89)	-1.88
443019-000	Miscellaneous Contracts	7,433.26	6,159.00	(1,274.26)	-20.69	87,038.96	30,795.00	(56,243.96)	-182.64
443023-000	Contract: Consultants	43,765.07	24,666.00	(19,099.07)	-77.43	144,887.95	119,080.00	(25,807.95)	-21.67
443099-000	Maintenance Misc-Contracts	13,722.68	11,632.00	(2,090.68)	-17.97	53,439.53	62,909.00	9,469.47	15.05
443900-000	Total Contract Costs	114,509.76	87,941.00	(26,568.76)	-30.21	684,963.36	532,164.00	(152,799.36)	-28.71
449900-000	TOTAL MAINTENACE EXPENSES	184,514.53	142,321.00	(42,193.53)	-29.65	1,009,302.08	870,639.00	(138,663.08)	-15.93
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	16,637.52	13,229.00	(3,408.52)	-25.77	88,348.05	71,503.00	(16,845.05)	-23.56
451100-000	Property Tax	(6.00)	2,067.00	2,073.00	100.29	46,444.04	12,285.00	(34,159.04)	-278.05
452100-000	Workers Comp Insurance	6,136.16	5,135.00	(1,001.16)	-19.50	30,825.04	27,139.00	(3,686.04)	-13.58
452500-000	Relocation exp-	35,462.64	6,667.00	(28,795.64)	-431.91	80,788.49	33,335.00	(47,453.49)	-142.35
453010-000	SHA-Board/Commissioner exp	107.90	1,250.00	1,142.10	91.37	5,810.10	6,250.00	439.90	7.04
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	19,113.17	-	(19,113.17)	N/A
458000-000	All Protective Services	2,303.00	2,771.00	468.00	16.89	11,191.54	14,323.00	3,131.46	21.86
459900-000	TOTAL GENERAL EXPENSES	60,641.22	31,119.00	(29,522.22)	-94.87	282,520.43	164,835.00	(117,685.43)	-71.40
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	815,837.00	874,327.00	58,490.00	6.69	4,077,035.00	4,375,698.00	298,663.00	6.83
471501-000	Tenant Utility Payments	34,753.00	39,899.00	5,146.00	12.90	165,307.00	199,713.00	34,406.00	17.23
471502-000	Portable Out HAP Payments	11,479.00	15,024.00	3,545.00	23.60	99,123.00	75,210.00	(23,913.00)	-31.80
471503-000	FSS Escrow Payments	11.00	1,800.00	1,789.00	99.39	18,119.00	13,500.00	(4,619.00)	-34.21
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	862,080.00	931,050.00	68,970.00	7.41	4,359,584.00	4,664,121.00	304,537.00	6.53
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	229.95	-	(229.95)	N/A	1,083.06	-	(1,083.06)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	1,785.21	-	(1,785.21)	N/A
489900-000	TOTAL FINANCING EXPENSES	229.95	-	(229.95)	N/A	2,868.27	-	(2,868.27)	N/A

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	TOTAL OPERATING EXPENSES	1,533,058.36	1,495,018.00	(38,040.36)	-2.54%	7,890,216.51	7,865,931.00	(24,285.51)	-0.31%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Propert	(52,727.92)	-	52,727.92	N/A	(52,727.92)	-	52,727.92	N/A
523401-000	Bedbug expense	-	-	-	N/A	4,780.00	-	(4,780.00)	N/A
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	-	(7.47)	N/A
523404-000	Demolition expense	-	25,000.00	25,000.00	100.00	-	125,000.00	125,000.00	100.00
599900-000	TOTAL NON-OPERATING ITEMS	(52,727.92)	25,000.00	77,727.92	310.91	(47,940.45)	125,000.00	172,940.45	138.35
900000-000	NET INCOME	100,760.40	35,373.00	65,387.40	184.85%	2,225,473.61	172,538.00	2,052,935.61	1189.85%

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
February 29, 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	93,700.61	88,917.00	4,783.61	5.38	640,959.05	598,536.00	42,423.05	7.09
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,374.00)	11.00	0.15
311900-000	Total Rental Income	93,700.61	88,917.00	4,783.61	5.38	633,596.05	591,162.00	42,434.05	7.18
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	200.00	-	200.00	N/A	200.00	-	200.00	N/A
312003-000	Damages	520.71	959.00	(438.29)	-45.70	9,787.23	5,395.00	4,392.23	81.41
312004-000	Late Charges	1,560.00	935.00	625.00	66.84	9,165.00	6,910.00	2,255.00	32.63
312005-000	Legal Fees - Tenant	115.00	541.00	(426.00)	-78.74	5,990.00	4,274.00	1,716.00	40.15
312006-000	NSF Charges	25.00	-	25.00	N/A	100.00	585.00	(485.00)	-82.91
312007-000	Tenant Owed Utilities - Excess	2,146.48	6,167.00	(4,020.52)	-65.19	29,407.21	34,960.00	(5,552.79)	-15.88
312009-000	Misc.Tenant Income	436.00	-	436.00	N/A	1,821.41	-	1,821.41	N/A
312900-000	Total Other Tenant Income	5,003.19	8,602.00	(3,598.81)	-41.84	56,470.85	52,124.00	4,346.85	8.34
319900-000	NET TENANT INCOME	98,703.80	97,519.00	1,184.80	1.21	690,066.90	643,286.00	46,780.90	7.27
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	174,752.00	166,249.00	8,503.00	5.11	1,275,601.01	1,057,697.00	217,904.01	20.60
340111-000	Pet Fee Income	150.00	-	150.00	N/A	755.00	-	755.00	N/A
349900-000	TOTAL GRANT INCOME	174,902.00	166,249.00	8,653.00	5.20	1,276,356.01	1,057,697.00	218,659.01	20.67
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	57,247.91	1,913.00	55,334.91	2,892.57	77,632.68	9,565.00	68,067.68	711.63
365002-000	Bad Debt Recovery	3,902.93	-	3,902.93	N/A	10,064.87	-	10,064.87	N/A
369900-000	TOTAL OTHER INCOME	61,150.84	1,913.00	59,237.84	3,096.59	87,697.55	9,565.00	78,132.55	816.86
399900-000	TOTAL INCOME	334,756.64	265,681.00	69,075.64	26.00	2,054,120.46	1,710,548.00	343,572.46	20.09
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	24,721.84	23,016.00	(1,705.84)	-7.41	155,089.24	137,820.00	(17,269.24)	-12.53
411002-000	Administrative Overtime	314.78	-	(314.78)	N/A	2,399.30	-	(2,399.30)	N/A
411003-000	Administrative: Employer FICA/SUI	2,497.39	2,306.00	(191.39)	-8.30	12,721.82	13,813.00	1,091.18	7.90
411004-000	Administrative: Employee Benefits	4,651.08	5,618.00	966.92	17.21	29,980.48	35,197.00	5,216.52	14.82
411099-000	Total Administrative Salaries	32,185.09	30,940.00	(1,245.09)	-4.02	200,190.84	186,830.00	(13,360.84)	-7.15
413000-000	Legal Expense								
413001-000	Legal Expense	-	143.00	143.00	100.00	-	805.00	805.00	100.00
413003-000	Credit Reports	-	393.00	393.00	100.00	660.29	2,769.00	2,108.71	76.15
413100-000	Total Legal Expense	-	536.00	536.00	100.00	660.29	3,574.00	2,913.71	81.53
413900-000	Other Admin Expenses								

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
414000-000	Staff Training	-	516.00	516.00	100.00	2,671.00	2,580.00	(91.00)	-3.53
415000-000	Travel	-	216.00	216.00	100.00	-	1,080.00	1,080.00	100.00
417000-000	Bookkeeping Fees	3,510.00	3,498.00	(12.00)	-0.34	25,327.50	24,831.00	(496.50)	-2.00
417100-000	Auditing Fees	-	1,001.00	1,001.00	100.00	-	6,865.00	6,865.00	100.00
417300-000	Management Fee	25,360.92	25,253.00	(107.92)	-0.43	182,999.63	179,266.00	(3,733.63)	-2.08
417301-000	Investor Asset Mgmt Fee	-	60.00	60.00	100.00	-	300.00	300.00	100.00
417302-000	Asset Management Fee	5,070.00	4,990.00	(80.00)	-1.60	38,870.00	35,090.00	(3,780.00)	-10.77
418900-000	Total Other Admin Expenses	33,940.92	35,534.00	1,593.08	4.48	249,868.13	250,012.00	143.87	0.06
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	809.26	435.00	(374.26)	-86.04	2,836.10	3,222.00	385.90	11.98
419004-000	Telephone	1,860.46	1,706.00	(154.46)	-9.05	15,627.89	13,813.00	(1,814.89)	-13.14
419005-000	Postage	-	424.00	424.00	100.00	18.09	3,083.00	3,064.91	99.41
419006-000	Forms and Computer Supplies	-	147.00	147.00	100.00	-	933.00	933.00	100.00
419007-000	Court Costs	1,165.00	1,240.00	75.00	6.05	6,505.00	7,526.00	1,021.00	13.57
419008-000	Membership and Fees	75.00	256.00	181.00	70.70	75.00	1,283.00	1,208.00	94.15
419009-000	Sundry Miscellaneous	220.37	1,129.00	908.63	80.48	3,741.56	6,557.00	2,815.44	42.94
419010-000	Newspaper ADS (Advertising)	590.29	276.00	(314.29)	-113.87	1,167.99	2,178.00	1,010.01	46.37
419011-000	Sundry Service Contracts	5,545.32	5,390.00	(155.32)	-2.88	43,042.31	35,785.00	(7,257.31)	-20.28
419017-000	Temporary Administrative Labor	1,815.79	-	(1,815.79)	N/A	15,042.96	-	(15,042.96)	N/A
419018-000	False Alarms	-	10.00	10.00	100.00	180.00	74.00	(106.00)	-143.24
419021-000	Discretionary	-	92.00	92.00	100.00	-	523.00	523.00	100.00
419100-000	Total Miscellaneous Admin Expenses	12,081.49	11,105.00	(976.49)	-8.79	88,236.90	74,977.00	(13,259.90)	-17.69
419900-000	TOTAL ADMINISTRATIVE EXPENSES	78,207.50	78,115.00	(92.50)	-0.12	538,956.16	515,393.00	(23,563.16)	-4.57
420000-000	TENANT SERVICES								
422000-000	Tenant Services	549.62	1,176.00	626.38	53.26	4,695.62	5,880.00	1,184.38	20.14
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	-	(132.81)	N/A
423000-000	Tenant Services -PH ADD ON	833.91	-	(833.91)	N/A	1,077.95	-	(1,077.95)	N/A
423001-000	Tenant Relocation	-	136.00	136.00	100.00	7,395.65	680.00	(6,715.65)	-987.60
429900-000	TOTAL TENANT SERVICES EXPENSES	1,383.53	1,312.00	(71.53)	-5.45	13,302.03	6,560.00	(6,742.03)	-102.77
430000-000	UTILITIES								
431000-000	Water	9,420.76	10,233.00	812.24	7.94	84,112.41	71,379.00	(12,733.41)	-17.84
432000-000	Electricity	29,237.66	24,509.00	(4,728.66)	-19.29	135,315.10	140,983.00	5,667.90	4.02
433000-000	Gas	20,421.37	13,867.00	(6,554.37)	-47.27	79,139.13	79,409.00	269.87	0.34
439000-000	Sewer	15,134.43	13,958.00	(1,176.43)	-8.43	118,305.40	94,642.00	(23,663.40)	-25.00
439900-000	TOTAL UTILITY EXPENSES	74,214.22	62,567.00	(11,647.22)	-18.62	416,872.04	386,413.00	(30,459.04)	-7.88
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441000-000	Labor Maintenance	24,245.97	13,616.00	(10,629.97)	-78.07	106,790.16	89,059.00	(17,731.16)	-19.91
441002-000	Maintenance: Overtime	1,111.82	-	(1,111.82)	N/A	9,113.08	300.00	(8,813.08)	-2,937.69
441003-000	Maintenance: Employer FICA/SUI	2,093.46	1,406.00	(687.46)	-48.89	9,406.48	9,370.00	(36.48)	-0.39
441004-000	Temp Maintenance Labor	10,132.03	6,038.00	(4,094.03)	-67.80	34,222.59	38,626.00	4,403.41	11.40
441005-000	Maintenance: Employee Benefits	6,360.07	3,573.00	(2,787.07)	-78.00	28,512.54	22,662.00	(5,850.54)	-25.82
441100-000	Maintenace Uniforms	-	-	-	N/A	34.77	-	(34.77)	N/A
441200-000	Vehicle Repair	1,047.82	390.00	(657.82)	-168.67	3,201.73	3,408.00	206.27	6.05
441300-000	Gasoline Purchases	1,819.84	700.00	(1,119.84)	-159.98	3,970.40	6,062.00	2,091.60	34.50
441900-000	Total General Maint Expense	46,811.01	25,723.00	(21,088.01)	-81.98	195,251.75	169,487.00	(25,764.75)	-15.20
442000-000	Materials								
442002-000	Appliance-Maint Materials	1,547.78	2,281.00	733.22	32.14	2,417.81	13,370.00	10,952.19	81.92
442003-000	Painting-Maint Materials	589.22	190.00	(399.22)	-210.12	1,708.53	1,601.00	(107.53)	-6.72
442004-000	Electrical-Maint Materials	179.31	489.00	309.69	63.33	10,694.62	3,525.00	(7,169.62)	-203.39
442005-000	Heating/AC-Maint Materials	455.32	2,006.00	1,550.68	77.30	7,382.28	14,833.00	7,450.72	50.23
442006-000	Janitorial Supplies	323.26	392.00	68.74	17.54	1,537.45	2,503.00	965.55	38.58
442007-000	After Hours Work	-	780.00	780.00	100.00	-	4,326.00	4,326.00	100.00
442008-000	Plumbing-Maint Materials	1,395.98	2,006.00	610.02	30.41	8,920.30	13,165.00	4,244.70	32.24
442009-000	Hand Tools-Maint Materials	158.04	208.00	49.96	24.02	606.73	1,640.00	1,033.27	63.00
442010-000	Maintenance Materials	8,697.52	4,234.00	(4,463.52)	-105.42	52,166.52	33,571.00	(18,595.52)	-55.39
442011-000	Safety equipment/shoes	18.38	63.00	44.62	70.83	457.12	414.00	(43.12)	-10.42
442900-000	Total Materials	13,364.81	12,649.00	(715.81)	-5.66	85,891.36	88,948.00	3,056.64	3.44
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	113.10	-	(113.10)	N/A	401.36	-	(401.36)	N/A
443002-000	Extermination Contract	(1,193.00)	4,105.00	5,298.00	129.06	27,551.00	42,631.00	15,080.00	35.37
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	-	(494.66)	N/A
443005-000	Unit Turnaround-Contract	7,559.56	8,382.00	822.44	9.81	154,030.14	58,722.00	(95,308.14)	-162.30
443006-000	Electrical-Contract	-	789.00	789.00	100.00	320.89	4,245.00	3,924.11	92.44
443007-000	Disposal Contract	4,836.87	4,160.00	(676.87)	-16.27	30,010.13	35,260.00	5,249.87	14.89
443009-000	Landscaping-Contract	11,564.50	7,285.00	(4,279.50)	-58.74	94,310.50	62,675.00	(31,635.50)	-50.48
443010-000	Contract:	170.60	-	(170.60)	N/A	455.28	-	(455.28)	N/A
443011-000	Heating/AC-Contract	428.00	3,433.00	3,005.00	87.53	7,810.96	24,419.00	16,608.04	68.01
443013-000	Contract: Uniform Rental	1,801.28	289.00	(1,512.28)	-523.28	4,089.90	2,357.00	(1,732.90)	-73.52
443017-000	Elevator-Contract	-	2,880.00	2,880.00	100.00	10,366.88	14,400.00	4,033.12	28.01
443018-000	Plumbing-Contract	9,040.90	2,833.00	(6,207.90)	-219.13	17,668.89	19,531.00	1,862.11	9.53
443019-000	Miscellaneous Contracts	7,433.26	-	(7,433.26)	N/A	85,342.93	-	(85,342.93)	N/A
443023-000	Contract: Consultants	-	422.00	422.00	100.00	2,257.50	2,860.00	602.50	21.07
443099-000	Maintenance Misc-Contracts	13,434.84	4,406.00	(9,028.84)	-204.92	48,412.34	26,779.00	(21,633.34)	-80.78
443900-000	Total Contract Costs	55,189.91	38,984.00	(16,205.91)	-41.57	483,523.36	293,879.00	(189,644.36)	-64.53
449900-000	TOTAL MAINTENACE EXPENSES	115,365.73	77,356.00	(38,009.73)	-49.14	764,666.47	552,314.00	(212,352.47)	-38.45

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	4,319.00	2,609.00	(1,710.00)	-65.54	23,347.00	18,403.00	(4,944.00)	-26.87
451100-000	Property Tax	-	1,342.00	1,342.00	100.00	27,688.00	8,660.00	(19,028.00)	-219.72
452100-000	Workers Comp Insurance	1,957.79	1,199.00	(758.79)	-63.29	10,413.71	7,459.00	(2,954.71)	-39.61
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	19,113.17	-	(19,113.17)	N/A
471503-000	FSS Escrow Payments	(149.00)	-	149.00	N/A	9,621.00	4,500.00	(5,121.00)	-113.80
458000-000	All Protective Services	2,303.00	2,771.00	468.00	16.89	11,085.54	14,323.00	3,237.46	22.60
459900-000	TOTAL GENERAL EXPENSES	8,430.79	7,921.00	(509.79)	-6.44%	101,268.42	53,345.00	(47,923.42)	-89.84%
	TOTAL OPERATING EXPENSES	277,601.77	227,271.00	(50,330.77)	-22.15%	1,835,065.12	1,514,025.00	(321,040.12)	-21.20%
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	-	-	-	N/A	850.00	-	(850.00)	N/A
523404-000	Demolition expense	-	25,000.00	25,000.00	100.00	-	125,000.00	125,000.00	100.00
599900-000	TOTAL NON-OPERATING ITEMS	-	25,000.00	25,000.00	100.00	850.00	125,000.00	124,150.00	99.32
900000-000	NET INCOME	57,154.87	13,410.00	43,744.87	326.21%	218,205.34	71,523.00	146,682.34	205.08%

SPARTANBURG HOUSING AUTHORITY									
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	67,921.33	66,812.00	1,109.33	1.66	397,848.54	334,060.00	63,788.54	19.09
362001-000	Bookkeeping fee income	21,645.00	21,184.00	461.00	2.18	108,990.00	105,920.00	3,070.00	2.90
365000-000	Miscellaneous Other Income	23,070.17	88,496.00	(65,425.83)	-73.93	1,695,441.06	442,480.00	1,252,961.06	283.17
369900-000	TOTAL OTHER INCOME	112,636.50	176,492.00	(63,855.50)	-36.18	2,202,279.60	882,460.00	1,319,819.60	149.56
399900-000	TOTAL INCOME	112,636.50	176,492.00	(63,855.50)	-36.18	2,202,279.60	882,460.00	1,319,819.60	149.56
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	63,781.88	64,606.00	824.12	1.28	347,013.32	323,030.00	(23,983.32)	-7.42
411002-000	Administrative Overtime	262.04	83.00	(179.04)	-215.71	1,632.38	415.00	(1,217.38)	-293.34
411003-000	Administrative: Employer FICA/SUI	5,127.13	5,846.00	718.87	12.30	30,794.41	29,230.00	(1,564.41)	-5.35
411004-000	Administrative: Employee Benefits	12,862.90	12,988.00	125.10	0.96	65,966.20	64,940.00	(1,026.20)	-1.58
411005-000	Administrative: Retirees Medical ER share	2,568.98	2,042.00	(526.98)	-25.81	12,520.90	10,210.00	(2,310.90)	-22.63
411006-000	Administrative: Emp Incentive	1,650.00	1,625.00	(25.00)	-1.54	4,782.11	8,125.00	3,342.89	41.14
411099-000	Total Administrative Salaries	86,252.93	87,190.00	937.07	1.07	462,709.32	435,950.00	(26,759.32)	-6.14
413000-000	Legal Expense								
413001-000	Legal Expense	-	833.00	833.00	100.00	5,289.66	4,165.00	(1,124.66)	-27.00
413003-000	Credit Reports	-	17.00	17.00	100.00	267.04	85.00	(182.04)	-214.16
413100-000	Total Legal Expense	-	850.00	850.00	100.00	5,556.70	4,250.00	(1,306.70)	-30.75
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	500.00	500.00	100.00	1,959.88	2,500.00	540.12	21.60
415000-000	Travel	526.50	933.00	406.50	43.57	1,956.78	4,665.00	2,708.22	58.05
417100-000	Auditing Fees	5,400.00	833.00	(4,567.00)	-548.26	5,400.00	4,165.00	(1,235.00)	-29.65
418000-000	Office Rent	14,883.71	9,583.00	(5,300.71)	-55.31	49,949.80	47,915.00	(2,034.80)	-4.25
418900-000	Total Other Admin Expenses	20,810.21	11,849.00	(8,961.21)	-75.63	59,266.46	59,245.00	(21.46)	-0.04
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	426.76	875.00	448.24	51.23	2,167.19	4,375.00	2,207.81	50.46
419004-000	Telephone	9,806.83	1,809.00	(7,997.83)	-442.11	20,850.31	9,045.00	(11,805.31)	-130.52
419005-000	Postage	433.72	833.00	399.28	47.93	4,887.82	4,165.00	(722.82)	-17.35
419006-000	Forms and Computer Supplies	-	42.00	42.00	100.00	-	210.00	210.00	100.00
419008-000	Membership and Fees	444.99	583.00	138.01	23.67	2,349.98	2,915.00	565.02	19.38
419009-000	Sundry Miscellaneous	1,131.46	583.00	(548.46)	-94.08	5,235.82	2,915.00	(2,320.82)	-79.62
419010-000	Newspaper ADS (Advertising)	108.24	417.00	308.76	74.04	667.24	2,085.00	1,417.76	68.00
419011-000	Sundry Service Contracts	13,811.37	11,000.00	(2,811.37)	-25.56	47,176.44	55,000.00	7,823.56	14.22
419017-000	Temporary Administrative Labor	6,020.47	-	(6,020.47)	N/A	21,423.21	15,000.00	(6,423.21)	-42.82
419020-000	Bank Fees	209.91	292.00	82.09	28.11	933.76	1,460.00	526.24	36.04
419021-000	Discretionary	-	375.00	375.00	100.00	47.04	1,875.00	1,827.96	97.49
419022-000	Other Misc Admin Expenses	101.33	292.00	190.67	65.30	212.13	1,460.00	1,247.87	85.47
419100-000	Total Miscellaneous Admin Expenses	32,495.08	17,101.00	(15,394.08)	-90.02	105,950.94	100,505.00	(5,445.94)	-5.42
419900-000	TOTAL ADMINISTRATIVE EXPENSES	139,558.22	116,990.00	(22,568.22)	-19.29	633,483.42	599,950.00	(33,533.42)	-5.59

SPARTANBURG HOUSING AUTHORITY									
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
432000-000	Electricity	2,571.01	-	(2,571.01)	N/A	2,749.85	-	(2,749.85)	N/A
433000-000	Gas	238.49	-	(238.49)	N/A	238.49	-	(238.49)	N/A
439900-000	TOTAL UTILITY EXPENSES	2,809.50	-	(2,809.50)	N/A	2,988.34	-	(2,988.34)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	829.32	1,834.00	1,004.68	54.78	4,823.57	9,170.00	4,346.43	47.40
441210-000	Equipment Repair	-	833.00	833.00	100.00	-	4,165.00	4,165.00	100.00
441300-000	Gasoline Purchases	1,672.49	1,569.00	(103.49)	-6.60	3,209.79	7,845.00	4,635.21	59.08
441900-000	Total General Maint Expense	2,501.81	4,236.00	1,734.19	40.94	8,033.36	21,180.00	13,146.64	62.07
442000-000	Materials								
442006-000	Janitorial Supplies	-	166.00	166.00	100.00	0.01	830.00	829.99	100.00
442009-000	Hand Tools-Maint Materials	-	-	-	N/A	285.00	-	(285.00)	N/A
442010-000	Maintenance Materials	90.62	667.00	576.38	86.41	836.86	3,335.00	2,498.14	74.91
442011-000	Safety equipment/shoes	-	150.00	150.00	100.00	-	750.00	750.00	100.00
442900-000	Total Materials	90.62	983.00	892.38	90.78	1,121.87	4,915.00	3,793.13	77.17
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	420.92	-	(420.92)	N/A
443007-000	Disposal Contract	453.90	-	(453.90)	N/A	3,018.57	-	(3,018.57)	N/A
443009-000	Landscaping-Contract	4,991.25	2,400.00	(2,591.25)	-107.97	12,911.25	12,000.00	(911.25)	-7.59
443013-000	Contract: Uniform Rental	331.99	83.00	(248.99)	-299.99	898.40	415.00	(483.40)	-116.48
443015-000	Janitorial-Contract	687.50	583.00	(104.50)	-17.92	2,887.50	2,915.00	27.50	0.94
443019-000	Miscellaneous Contracts	-	-	-	N/A	1,696.03	-	(1,696.03)	N/A
443023-000	Contract: Consultants	42,393.22	23,838.00	(18,555.22)	-77.84	140,976.50	114,190.00	(26,786.50)	-23.46
443099-000	Maintenance Misc-Contracts	247.80	167.00	(80.80)	-48.38	473.04	835.00	361.96	43.35
443900-000	Total Contract Costs	49,105.66	27,071.00	(22,034.66)	-81.40	163,282.21	130,355.00	(32,927.21)	-25.26
449900-000	TOTAL MAINTENANCE EXPENSES	51,698.09	32,290.00	(19,408.09)	-60.11	172,437.44	156,450.00	(15,987.44)	-10.22
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	6,731.17	5,891.00	(840.17)	-14.26	35,167.85	29,455.00	(5,712.85)	-19.40
452100-000	Workers Comp Insurance	2,493.86	2,669.00	175.14	6.56	13,199.18	13,345.00	145.82	1.09
452500-000	Relocation exp-	34,358.14	6,667.00	(27,691.14)	-415.35	79,683.99	33,335.00	(46,348.99)	-139.04
453010-000	SHA-Board/Commissioner exp	107.90	1,250.00	1,142.10	91.37	5,810.10	6,250.00	439.90	7.04
459900-000	TOTAL GENERAL EXPENSES	43,691.07	16,477.00	(27,214.07)	-165.16	133,861.12	82,385.00	(51,476.12)	-62.48
	TOTAL OPERATING EXPENSES	237,756.88	165,757.00	(71,999.88)	-43.44%	942,770.32	838,785.00	(103,985.32)	-12.40%
900000-000	NET INCOME	(125,120.38)	10,735.00	(135,855.38)	-1265.54%	1,259,509.28	43,675.00	1,215,834.28	2783.82%

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	933,894.00	931,050.00	2,844.00	0.31	4,734,012.00	4,659,621.00	74,391.00	1.60
341002-000	Sec 8 Admin. Fee Inc-HCV	82,031.22	85,341.00	(3,309.78)	-3.88	466,065.66	426,705.00	39,360.66	9.22
341004-000	Section 8 Port-In Admin Fees	416.83	-	416.83	N/A	1,298.20	-	1,298.20	N/A
341006-000	Port In HAP Earned	5,407.00	-	5,407.00	N/A	21,335.47	-	21,335.47	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	13,377.00	8,500.00	63.54	109,385.00	66,885.00	42,500.00	63.54
349900-000	TOTAL GRANT INCOME	1,043,626.05	1,029,768.00	13,858.05	1.35	5,332,096.33	5,153,211.00	178,885.33	3.47
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.66	-	0.66	N/A	3.46	-	3.46	N/A
364000-000	Fraud Recovery Income-Admin	977.79	1,000.00	(22.21)	-2.22	5,960.00	5,000.00	960.00	19.20
364001-000	Fraud Recovery - HAP	977.77	-	977.77	N/A	5,959.93	-	5,959.93	N/A
365000-000	Miscellaneous Other Income	139.00	125.00	14.00	11.20	1,863.00	625.00	1,238.00	198.08
369900-000	TOTAL OTHER INCOME	2,095.22	1,125.00	970.22	86.24	13,786.39	5,625.00	8,161.39	145.09
399900-000	TOTAL INCOME	1,045,721.27	1,030,893.00	14,828.27	1.44	5,345,882.72	5,158,836.00	187,046.72	3.63
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	27,976.90	30,955.00	2,978.10	9.62	156,458.95	154,775.00	(1,683.95)	-1.09
411002-000	Administrative Overtime	399.20	-	(399.20)	N/A	444.20	-	(444.20)	N/A
411003-000	Administrative: Employer FICA/SUI	4,451.53	3,171.00	(1,280.53)	-40.38	13,617.20	15,855.00	2,237.80	14.11
411004-000	Administrative: Employee Benefits	6,690.77	7,689.00	998.23	12.98	30,367.06	38,445.00	8,077.94	21.01
411006-000	Administrative: Emp Incentive	-	-	-	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	39,518.40	41,815.00	2,296.60	5.49	201,162.41	209,075.00	7,912.59	3.78
413000-000	Legal Expense								
413001-000	Legal Expense	2,205.00	-	(2,205.00)	N/A	5,055.00	-	(5,055.00)	N/A
413003-000	Credit Reports	-	-	-	N/A	52.26	-	(52.26)	N/A
413100-000	Total Legal Expense	2,205.00	-	(2,205.00)	N/A	5,107.26	-	(5,107.26)	N/A
413900-000	Other Admin Expenses								
414000-000	Staff Training	400.00	167.00	(233.00)	-139.52	472.44	835.00	362.56	43.42
415000-000	Travel	-	83.00	83.00	100.00	-	415.00	415.00	100.00
417000-000	Bookkeeping Fees	15,000.00	14,754.00	(246.00)	-1.67	68,002.50	73,770.00	5,767.50	7.82
417001-000	Bookkeeping Fees-MOD Rehab	2,092.50	1,695.00	(397.50)	-23.45	8,400.00	8,475.00	75.00	0.88
417200-000	Port Out Admin Fee	497.25	833.00	335.75	40.31	3,289.20	4,165.00	875.80	21.03
417300-000	Management Fee	24,000.00	23,606.00	(394.00)	-1.67	110,896.50	118,030.00	7,133.50	6.04
417303-000	Management Fee- MOD Rehab	3,348.00	2,712.00	(636.00)	-23.45	16,788.00	13,560.00	(3,228.00)	-23.81
418000-000	Office Rent	5,181.87	2,500.00	(2,681.87)	-107.27	15,409.35	12,500.00	(2,909.35)	-23.27
418900-000	Total Other Admin Expenses	50,519.62	46,350.00	(4,169.62)	-9.00	223,257.99	231,750.00	8,492.01	3.66
419000-000	Miscellaneous Admin Expenses								

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419001-000	Office Expense	717.92	400.00	(317.92)	-79.48	2,470.21	2,000.00	(470.21)	-23.51
419004-000	Telephone	427.62	1,333.00	905.38	67.92	3,502.04	6,665.00	3,162.96	47.46
419005-000	Postage	1,301.16	1,333.00	31.84	2.39	9,384.54	6,665.00	(2,719.54)	-40.80
419006-000	Forms and Computer Supplies	1,115.22	-	(1,115.22)	N/A	1,115.22	-	(1,115.22)	N/A
419008-000	Membership and Fees	-	115.00	115.00	100.00	-	575.00	575.00	100.00
419009-000	Sundry Miscellaneous	261.32	417.00	155.68	37.33	1,720.76	2,085.00	364.24	17.47
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	64.51	100.00	35.49	35.49
419011-000	Sundry Service Contracts	3,366.34	5,000.00	1,633.66	32.67	21,525.33	25,000.00	3,474.67	13.90
419017-000	Temporary Administrative Labor	11.89	-	(11.89)	N/A	3,321.52	-	(3,321.52)	N/A
419020-000	Bank Fees	93.95	83.00	(10.95)	-13.19	833.15	415.00	(418.15)	-100.76
419100-000	Total Miscellaneous Admin Expenses	7,295.42	8,681.00	1,385.58	15.96	43,937.28	43,505.00	(432.28)	-0.99
419900-000	TOTAL ADMINISTRATIVE EXPENSES	99,538.44	96,846.00	(2,692.44)	-2.78	473,464.94	484,330.00	10,865.06	2.24
430000-000	UTILITIES								
432000-000	Electricity	654.43	-	(654.43)	N/A	654.43	-	(654.43)	N/A
433000-000	Gas	238.49	-	(238.49)	N/A	238.49	-	(238.49)	N/A
439900-000	TOTAL UTILITY EXPENSES	892.92	-	(892.92)	N/A	892.92	-	(892.92)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	375.71	142.00	(233.71)	-164.58	1,537.02	710.00	(827.02)	-116.48
441300-000	Gasoline Purchases	412.36	271.00	(141.36)	-52.16	745.49	1,355.00	609.51	44.98
441900-000	Total General Maint Expense	788.07	413.00	(375.07)	-90.82	2,282.51	2,065.00	(217.51)	-10.53
442000-000	Materials								
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	687.50	-	(687.50)	N/A	2,887.50	-	(2,887.50)	N/A
443023-000	Contract: Consultants	1,371.85	-	(1,371.85)	N/A	1,653.95	-	(1,653.95)	N/A
443099-000	Maintenance Misc-Contracts	40.04	-	(40.04)	N/A	40.04	-	(40.04)	N/A
443900-000	Total Contract Costs	2,099.39	-	(2,099.39)	N/A	4,962.41	-	(4,962.41)	N/A
449900-000	TOTAL MAINTENACE EXPENSES	2,887.46	413.00	(2,474.46)	-599.14	10,533.01	2,065.00	(8,468.01)	-410.07
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,873.00	2,335.00	(538.00)	-23.04	12,437.00	11,675.00	(762.00)	-6.53
452100-000	Workers Comp Insurance	1,302.41	1,038.00	(264.41)	-25.47	5,551.61	5,190.00	(361.61)	-6.97
452500-000	Relocation exp-	1,104.50	-	(1,104.50)	N/A	1,104.50	-	(1,104.50)	N/A
459900-000	TOTAL GENERAL EXPENSES	5,279.91	3,373.00	(1,906.91)	-56.53	19,093.11	16,865.00	(2,228.11)	-13.21

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	815,837.00	874,327.00	58,490.00	6.69	4,077,035.00	4,375,698.00	298,663.00	6.83
471501-000	Tenant Utility Payments	34,753.00	39,899.00	5,146.00	12.90	165,307.00	199,713.00	34,406.00	17.23
471502-000	Portable Out HAP Payments	11,479.00	15,024.00	3,545.00	23.60	99,123.00	75,210.00	(23,913.00)	-31.80
471503-000	FSS Escrow Payments	160.00	1,800.00	1,640.00	91.11	8,498.00	9,000.00	502.00	5.58
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	862,229.00	931,050.00	68,821.00	7.39	4,349,963.00	4,659,621.00	309,658.00	6.65
	TOTAL OPERATING EXPENSES	970,827.73	1,031,682.00	60,854.27	5.90%	4,853,946.98	5,162,881.00	308,934.02	5.98%
900000-000	NET INCOME	74,893.54	(789.00)	75,682.54	-9592.21%	491,935.74	(4,045.00)	495,980.74	-12261.58%

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	36,190.00	34,076.00	2,114.00	6.20	180,677.00	170,380.00	10,297.00	6.04
311900-000	Total Rental Income	36,190.00	34,076.00	2,114.00	6.20	180,677.00	170,380.00	10,297.00	6.04
312000-000	Other Tenant Income								
312003-000	Damages	80.00	33.00	47.00	142.42	250.00	165.00	85.00	51.52
312004-000	Late Charges	70.00	-	70.00	N/A	260.00	-	260.00	N/A
312005-000	Legal Fees - Tenant	90.00	-	90.00	N/A	200.00	-	200.00	N/A
312007-000	Tenant Owed Utilities - Excess	11.37	133.00	(121.63)	-91.45	1,249.79	665.00	584.79	87.94
312009-000	Misc.Tenant Income	36.28	-	36.28	N/A	318.21	-	318.21	N/A
312010-000	Maintenance Charges	-	-	-	N/A	50.00	-	50.00	N/A
312900-000	Total Other Tenant Income	287.65	166.00	121.65	73.28	2,328.00	830.00	1,498.00	180.48
319900-000	NET TENANT INCOME	36,477.65	34,242.00	2,235.65	6.53	183,005.00	171,210.00	11,795.00	6.89
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	47,917.00	48,083.00	(166.00)	-0.35	237,830.00	240,415.00	(2,585.00)	-1.08
349900-000	TOTAL GRANT INCOME	47,917.00	48,083.00	(166.00)	-0.35	237,830.00	240,415.00	(2,585.00)	-1.08
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	830.74	-	830.74	N/A	31,457.85	-	31,457.85	N/A
369900-000	TOTAL OTHER INCOME	830.74	-	830.74	N/A	31,457.85	-	31,457.85	N/A
399900-000	TOTAL INCOME	85,225.39	82,325.00	2,900.39	3.52	452,292.85	411,625.00	40,667.85	9.88
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	4,169.03	3,659.00	(510.03)	-13.94	20,503.71	18,295.00	(2,208.71)	-12.07
411002-000	Administrative Overtime	38.52	-	(38.52)	N/A	114.71	-	(114.71)	N/A
411003-000	Administrative: Employer FICA/SUI	465.99	354.00	(111.99)	-31.64	1,809.73	1,770.00	(39.73)	-2.24
411004-000	Administrative: Employee Benefits	655.63	799.00	143.37	17.94	3,212.84	3,995.00	782.16	19.58
411099-000	Total Administrative Salaries	5,329.17	4,812.00	(517.17)	-10.75	25,640.99	24,060.00	(1,580.99)	-6.57
413000-000	Legal Expense								
413001-000	Legal Expense	-	110.00	110.00	100.00	-	550.00	550.00	100.00
413003-000	Credit Reports	-	80.00	80.00	100.00	-	400.00	400.00	100.00
413100-000	Total Legal Expense	-	190.00	190.00	100.00	-	950.00	950.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	416.00	416.00	100.00	144.88	2,080.00	1,935.12	93.03
415000-000	Travel	-	292.00	292.00	100.00	-	1,460.00	1,460.00	100.00

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417000-000	Bookkeeping Fees	990.00	968.00	(22.00)	-2.27	4,905.00	4,840.00	(65.00)	-1.34
417100-000	Auditing Fees	-	1,175.00	1,175.00	100.00	-	5,875.00	5,875.00	100.00
417300-000	Management Fee	7,153.08	6,991.00	(162.08)	-2.32	35,440.26	34,955.00	(485.26)	-1.39
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	6,600.00	6,600.00	-	0.00
418900-000	Total Other Admin Expenses	9,463.08	11,162.00	1,698.92	15.22	47,090.14	55,810.00	8,719.86	15.62
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	292.00	292.00	100.00	372.52	1,460.00	1,087.48	74.48
419004-000	Telephone	514.87	584.00	69.13	11.84	2,410.48	2,920.00	509.52	17.45
419005-000	Postage	49.95	96.00	46.05	47.97	89.91	480.00	390.09	81.27
419006-000	Forms and Computer Supplies	-	100.00	100.00	100.00	-	500.00	500.00	100.00
419007-000	Court Costs	90.00	270.00	180.00	66.67	245.00	1,350.00	1,105.00	81.85
419008-000	Membership and Fees	-	67.00	67.00	100.00	520.00	335.00	(185.00)	-55.22
419009-000	Sundry Miscellaneous	-	219.00	219.00	100.00	1,583.98	1,095.00	(488.98)	-44.66
419010-000	Newspaper ADS (Advertising)	152.41	25.00	(127.41)	-509.64	152.41	125.00	(27.41)	-21.93
419011-000	Sundry Service Contracts	481.68	625.00	143.32	22.93	2,667.24	3,125.00	457.76	14.65
419017-000	Temporary Administrative Labor	-	1,800.00	1,800.00	100.00	5,644.31	9,200.00	3,555.69	38.65
419018-000	False Alarms	-	-	-	N/A	10.00	-	(10.00)	N/A
419020-000	Bank Fees	-	-	-	N/A	12.00	-	(12.00)	N/A
419021-000	Discretionary	-	32.00	32.00	100.00	-	160.00	160.00	100.00
419100-000	Total Miscellaneous Admin Expenses	1,288.91	4,110.00	2,821.09	68.64	13,707.85	20,750.00	7,042.15	33.94
419900-000	TOTAL ADMINISTRATIVE EXPENSES	16,081.16	20,274.00	4,192.84	20.68	86,438.98	101,570.00	15,131.02	14.90
420000-000	TENANT SERVICES								
422000-000	Tenant Services	108.22	425.00	316.78	74.54	3,174.51	2,125.00	(1,049.51)	-49.39
423000-000	Tenant Services -PH ADD ON	850.00	-	(850.00)	N/A	1,275.00	-	(1,275.00)	N/A
423001-000	Tenant Relocation	-	333.00	333.00	100.00	312.00	1,665.00	1,353.00	81.26
429900-000	TOTAL TENANT SERVICES EXPENSES	958.22	758.00	(200.22)	-26.41	4,761.51	3,790.00	(971.51)	-25.63
430000-000	UTILITIES								
431000-000	Water	-	2,333.00	2,333.00	100.00	7,283.49	11,665.00	4,381.51	37.56
432000-000	Electricity	4,871.23	4,500.00	(371.23)	-8.25	19,764.47	22,500.00	2,735.53	12.16
433000-000	Gas	5,539.12	4,167.00	(1,372.12)	-32.93	17,498.78	20,835.00	3,336.22	16.01
439000-000	Sewer	-	2,666.00	2,666.00	100.00	9,202.55	13,330.00	4,127.45	30.96
439900-000	TOTAL UTILITY EXPENSES	10,410.35	13,666.00	3,255.65	23.82	53,749.29	68,330.00	14,580.71	21.34
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	3,590.40	3,190.00	(400.40)	-12.55	16,619.19	15,950.00	(669.19)	-4.20

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441002-000	Maintenance: Overtime	33.66	-	(33.66)	N/A	33.66	-	(33.66)	N/A
441003-000	Maintenance: Employer FICA/SUI	397.60	306.00	(91.60)	-29.93	1,465.85	1,530.00	64.15	4.19
441004-000	Temp Maintenance Labor	-	2,329.00	2,329.00	100.00	-	11,645.00	11,645.00	100.00
441005-000	Maintenance: Employee Benefits	493.57	647.00	153.43	23.71	2,429.69	3,235.00	805.31	24.89
441100-000	Maintenace Uniforms	-	-	-	N/A	5.12	-	(5.12)	N/A
441200-000	Vehicle Repair	354.09	459.00	104.91	22.86	572.43	2,295.00	1,722.57	75.06
441300-000	Gasoline Purchases	224.91	196.00	(28.91)	-14.75	353.97	980.00	626.03	63.88
441900-000	Total General Maint Expense	5,094.23	7,127.00	2,032.77	28.52	21,479.91	35,635.00	14,155.09	39.72
442000-000	Materials								
442002-000	Appliance-Maint Materials	36.80	167.00	130.20	77.96	36.80	835.00	798.20	95.59
442003-000	Painting-Maint Materials	-	83.00	83.00	100.00	-	415.00	415.00	100.00
442004-000	Electrical-Maint Materials	-	166.00	166.00	100.00	-	830.00	830.00	100.00
442005-000	Heating/AC-Maint Materials	-	663.00	663.00	100.00	-	3,315.00	3,315.00	100.00
442006-000	Janitorial Supplies	-	77.00	77.00	100.00	184.13	385.00	200.87	52.17
442007-000	After Hours Work	-	300.00	300.00	100.00	-	1,500.00	1,500.00	100.00
442008-000	Plumbing-Maint Materials	-	785.00	785.00	100.00	3,498.40	3,925.00	426.60	10.87
442009-000	Hand Tools-Maint Materials	-	24.00	24.00	100.00	-	120.00	120.00	100.00
442010-000	Maintenance Materials	1,094.22	917.00	(177.22)	-19.33	2,238.26	4,585.00	2,346.74	51.18
442011-000	Safety equipment/shoes	-	67.00	67.00	100.00	-	335.00	335.00	100.00
442900-000	Total Materials	1,131.02	3,249.00	2,117.98	65.19	5,957.59	16,245.00	10,287.41	63.33
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	4,492.52	-	(4,492.52)	N/A
443002-000	Extermination Contract	865.00	591.00	(274.00)	-46.36	1,275.00	2,955.00	1,680.00	56.85
443005-000	Unit Turnaround-Contract	1,274.00	963.00	(311.00)	-32.29	1,899.00	4,815.00	2,916.00	60.56
443006-000	Electrical-Contract	-	284.00	284.00	100.00	-	1,420.00	1,420.00	100.00
443007-000	Disposal Contract	1,048.12	1,250.00	201.88	16.15	1,985.65	4,750.00	2,764.35	58.20
443009-000	Landscaping-Contract	1,527.00	1,500.00	(27.00)	-1.80	7,531.50	7,500.00	(31.50)	-0.42
443011-000	Heating/AC-Contract	-	2,666.00	2,666.00	100.00	1,825.00	13,330.00	11,505.00	86.31
443013-000	Contract: Uniform Rental	327.25	97.00	(230.25)	-237.37	503.17	485.00	(18.17)	-3.75
443015-000	Janitorial-Contract	-	66.00	66.00	100.00	-	330.00	330.00	100.00
443018-000	Plumbing-Contract	1,700.00	845.00	(855.00)	-101.18	5,642.00	4,225.00	(1,417.00)	-33.54
443019-000	Miscellaneous Contracts	-	6,159.00	6,159.00	100.00	-	30,795.00	30,795.00	100.00
443023-000	Contract: Consultants	-	406.00	406.00	100.00	-	2,030.00	2,030.00	100.00
443099-000	Maintenance Misc-Contracts	-	7,059.00	7,059.00	100.00	4,334.11	35,295.00	30,960.89	87.72
443900-000	Total Contract Costs	6,741.37	21,886.00	15,144.63	69.20	29,487.95	107,930.00	78,442.05	72.68
449900-000	TOTAL MAINTENACE EXPENSES	12,966.62	32,262.00	19,295.38	59.81	56,925.45	159,810.00	102,884.55	64.38

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
February 29, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	729.01	2,394.00	1,664.99	69.55	13,381.00	11,970.00	(1,411.00)	-11.79
451100-000	Property Tax	-	725.00	725.00	100.00	8,894.85	3,625.00	(5,269.85)	-145.38
452100-000	Workers Comp Insurance	371.65	229.00	(142.65)	-62.29	1,565.41	1,145.00	(420.41)	-36.72
458000-000	All Protective Services	-	-	-	N/A	106.00	-	(106.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	1,100.66	3,348.00	2,247.34	67.12	23,947.26	16,740.00	(7,207.26)	-43.05
	TOTAL OPERATING EXPENSES	41,517.01	70,308.00	28,790.99	40.95%	225,822.49	350,240.00	124,417.51	35.52%
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	-	(3,930.00)	N/A
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	-	(7.47)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	3,937.47	-	(3,937.47)	N/A
900000-000	NET INCOME	43,708.38	12,017.00	31,691.38	263.72%	222,532.89	61,385.00	161,147.89	262.52%

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
February 29, 2016													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	764,964	774,263	774,263	776,962	756,375								3,846,827
Section 8 Admin Subsidy	78,392	105,052	819,216	118,596	81,992								1,203,248
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249								886,258
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877								109,385
Public Housing Subsidy	309,570	309,570	309,516	267,218	263,209								1,459,083
Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512	35,701								174,997
SLHC PBV Subsidy	9,162	9,146	9,142	8,967	8,967								45,384
SC State Grant for JCB	37,923	38,576	38,542	38,455	38,950								192,446
1) HUD & State Subsidy	1,433,745	1,470,328	2,184,400	1,444,836	1,384,320	-	-	-	-	-	-	-	7,917,628
ROSS	26,048	25,482	18,957	34,687	22,748								127,921
Youthbuild	14,915	951	29,572	-	-								45,438
YB -Face Forward	39,598	43,144	50,566	58,633	42,291								234,234
CNI	-	-	-	-	-								0
CFP and RHF	-	-	-	-	-								0
2) Other Grant Revenue	80,561	69,577	99,096	93,320	65,039	-	-	-	-	-	-	-	407,593
Public Housing Rents	124,658	134,995	143,621	143,986	93,701								640,959
JC Bull Rents	26,291	27,315	27,081	27,264	27,063								135,014
SLHC Rents	9,102	9,142	9,146	9,146	9,127								45,663
3) Rent Revenue	160,051	171,452	179,848	180,396	129,891	-	-	-	-	-	-	-	821,636
4) Misc Receipts	31,081	12,454	45,231	1,428,178	171,920								1,688,864
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-						-	-	-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,705,437	1,723,811	2,508,574	3,146,730	1,751,170	-	-	-	-	-	-	-	10,835,721
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													
Section 8 Reserved & Restricted Cash Flow													
February 29, 2016													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	764,964	774,263	774,263	777,619	756,375								3,847,484
Inter fund settlement //HAP acct	-	-	-	-									-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,674	82,031								466,066
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249								886,258
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877								109,385
Port in	1,392	6,558	3,632	4,346	5,407								21,335
HCV Refunds/Recovery/Interest	4,144	3,634	1,969	1,945	2,095								13,786
HUD Subsidy	1,048,031	1,088,632	1,060,906	1,101,711	1,045,034	0	0	0	0	0	0	0	5,344,315
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447	753,402								3,676,703
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827								673,260
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941	89,023								415,848
Mod Rehab Admin	18,480	15,092	18,613	17,368	19,575								89,128
Total Payments	991,631	984,690	1,019,007	888,783	970,828	0	0	0	0	0	0	0	4,854,939
Net Inflow (Outflow)	56,400	103,943	41,899	212,927	74,207	0	0	0	0	0	0	0	489,375
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	16,337	36,353	13,693	113,117	5,068	-	-	-	-	-	-	-	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	68,422	-	-	-	-	-	-	-	
Section 8 Admin	5,078	34,182	(3,784)	21,733	(6,992)	-	-	-	-	-	-	-	
Mod Rehab Admin	3,397	6,785	3,264	4,509	2,302	-	-	-	-	-	-	-	
	55,008	97,385	38,267	208,581	68,800	-	-	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	237,763	344,549	378,215	575,570	685,603								
Sec 8 HAP -NRA	67,052	68,757	69,433	71,433	73,538								
Mod Rehab HAP	2,290	2,340	2,340	2,340	4,341								
Sec 8 Admin	225,716	225,716	225,716	225,716	225,716								
Mod Rehab Admin	90,055	90,056	90,056	90,057	90,058								
	622,876	731,418	765,761	965,115	1,079,256	0	0	0	0	0	0	0	

Spartanburg Housing Authority							
Capital Grant Programs							
February 29, 2016							
CAPITAL FUND 2016					%		
Obligation Date:		Budget	Drawn	Balance	Completion		
All capital funds were used for payment of CFFP loan							
*Total Authorized budget to spend is net of the \$440,936 CFFP Loan for JC Anderson							
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	ELOCCS	
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2008							
Obligation Date:	6/12/2010						
Term Date:	10/29/2016						
	1499 Development Activity	244,916	197,770	47,146	81%	47,146	With various line items
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2013							
Obligation Date:							
Term Date:							
	1499 Development Activity	257,258	211,213	46,045	82%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014							
Obligation Date:							
Term Date:							
	1499 Development Activity	284,182	176,103	108,079	62%		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015							
Obligation Date:							
Term Date:							
	1499 Development Activity	218,757	0	218,757	0%		
TOTAL RHF FUNDS		1,005,113	585,087	420,026	58%		
TOTAL CAPITAL GRANTS		1,005,113	585,087	420,026	58%		

Spartanburg Housing Authority					
Grant Programs					
Period Ending February 29, 2016					
ROSS - Resident Self Sufficiency (\$480,000)		SC003RPS030A012			
FUND 579-cnho		Term Date: 9/28/2016			
Funds Expended			229,484		
Funds Received			229,484		
	Drawn Funds		11,965		
	Remaining Funds			250,516	
ROSS - Resident Self Sufficiency (\$109,364)		SC003FSH293A015			
FUND 581		Term Date: 12-20-2018			
Funds Expended			30,775		
Funds Received			30,775		
	Drawn Funds		10,783		
	Remaining Funds			78,589	
Service Coordinator Multifamily (\$453,455)		SC16HS04003			
FUND 582		Term Date: Extended			
Funds Expended			420,654		
Funds Received			420,654		
	Drawn Funds		0		
	Remaining Funds			32,801	
		Total ROSS Grant Money Remaining		361,906	
YOUTH BUILD (\$994,474)		Obligation Date: 1/1/2016			
FUND 22		Term Date: 4/30/2019			
Funds Expended			0		
Funds Received			0		
	Drawn Funds/Adjustments		-		
	Remaining Funds			994,474	

Spartanburg Housing Authority					
Grant Programs					
Period Ending February 29, 2016					
FACE FORWARD (\$999,923)		Obligation Date: 7/1/2013			
FUND 22		Term Date: 9/30/2016			
Funds Expended			463,235		
Funds Received			463,235		
	Drawn Funds		42,291		
	Remaining Funds			536,688	
	Total Money Remaining for all Grants			1,893,068	
Note:					
Grant Funds requested one month in arrears.					



Monthly Reports:
Asset Management
Crystal Lewis

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

Crystal Lewis
Senior Community Manager
864-598-6022

OVERVIEW:

1. Occupancy Issues

The Occupancy rate at the end of February 2016 for all of our Public Housing is 85%. The HUD required minimum occupancy rate is 98%

Public Housing Utilization:

Property	# of Units	# Vacant	# Occupied	% Vacant	% Occupied
Cammie Clagett	78	78	0	100.00%	0.00%
Archibald Hi-Rise	150	7	143	4.67%	95.33%
Prince Hall	100	10	90	10.00%	90.00%
Victoria Gardens	80	3	77	3.75%	96.25%
Archibald Village	50	2	48	4.00%	96.00%
Camp Croft	96	0	96	0.00%	100.00%
Collins Park/Cottage Grove	60	2	58	3.33%	96.67%
Ridge at Southport	50	1	49	2.00%	98.00%
Country Garden Estates I	10	1	9	10.00%	90.00%
Cedar Springs Place	19	2	17	10.53%	89.47%
Cambridge Place/Brawley	6	0	6	0.00%	100.00%
Scattered Sites	11	1	10	9.09%	90.91%
TOTAL	710	107	603	15.07%	84.93%

Only those units that are measured by HUD in our Public Housing Assessment System (PHAS) Score, which were occupied as of the end of February 2016. This chart includes all Public Housing, other SHA Managed properties and also units (such as Low Income Housing Tax Credit Units – LIHTC) in which SHA does not own or manager but provides assistance through its Public Housing program

Again, the HUD required minimum occupancy rate is 98%. The properties highlighted in yellow are the properties that are currently performing below the PHAS level.

Staff continues to work toward leasing all available units.

Tenant Accounts Receivable Report:

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

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

The HUD required rent collection rate is 98.5%. The properties 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.

Respectfully Submitted, _____
 Crystal B. Lewis,
 Senior Community Manager



Monthly Reports:
Human Resources
Brooke Coleman

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

Brooke Coleman
Human Resource Manager
864-598-6084

OVERVIEW:

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

1. HR Operations:

a. Benefits

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

- i. Continues to administer COBRA and Survivor coverage for eligible individuals.
- ii. Continues to work on documentation regarding 1095c filings
- iii. We are in the initial planning period for optional after hour's functions to foster employee relationships.
- iv. We are also in the initial stages of developing a wellness program.

b. System Support

In addition to providing HR and Benefits functional system support:

- i. SHA ended the relationship with ADP (SHA's current HRIS/Payroll system). The first payroll ran on March 2nd for the March 4th pay period. The implementation gave us opportunities to streamline our deductions. This made the pay statements easier to read and understand. All services provided by Performance Payroll have been exceptional thus far. Employees have received instructions on how to use all systems available (I.e.; web based time keeping and TimeWorks App) and are actively utilizing both. SHA looks forward to implementing more of the services to improve compliance, record maintenance, payroll processing, recruitment and retention.
- ii. HR continues to assess current policies and procedures to make recommendations for changes and updates. We are currently discussing the possibility of a compressed work week for departments meeting or exceeding HUD and SHA benchmarks.

2. Labor and Employment Relations:

SHA has been awarded the YouthBuild grant once again. Filling those positions will be a primary focus of the HR department. In addition to providing consultation and advice to managers and employees regarding leave, performance, discipline, federal and state regulations.

a. Employment Relations:

Full-Time Hires (4):

- Financial Analyst (1)
- Manager of Administration (1)
- Assistant Community Manager (2)

Contract Hires (0):

Temporary Hires: (0):

Promotions/Transfers (0):

Resignations/Terminations: (0)

Open Positions (7.5):

- Evening Community Manager (1)
- Human Resource Assistant (1)
- Janitor (1)
- YouthBuild Program Coordinator (1)
- Onsite Construction Manager (2)
- Employment Specialist/Case Manager (1)
- Case Manager (Part Time) (.5)

Recruiting Detail for three (7.5) open positions:

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

HOUSING OPERATIONS (2 open)

Evening Community Manager

- Final stages of selection. An offer will be extended in early March.

Janitor

- Employment offer extended and accepted

HUMAN RESOURCES (1 open)

HR Assistant

- Final stages of selection. An offer will be extended in early March.

YOUTHBUILD (4.5 open)

YouthBuild Program Coordinator (1)

- Screening and interviewing candidates

Construction Manager (2)

- Screening and interviewing candidates

Case Manager/Employment Specialist (1)

- Screening and interviewing candidates

PT Case Manager/Employment Specialist (.5)

- Screening and interviewing candidates

3. Training and Professional Development

a. HR continues to promote HTVN online training services as well as explore training options.

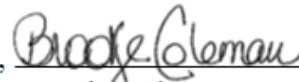
b. HR continues to promote Employee Assistance Program (EAP) to promote health and well-being.

4. Safety: Nothing new to report.

5. Leaves of Absence: Nothing new to report.

6. Workers' Compensation: Nothing new to report.

Respectfully Submitted,



Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority



Monthly Reports:
Housing Choice Voucher
Tiffany Askew

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

Spartanburg Housing Authority
Spartanburg, SC 29304

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF FEBRUARY 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 February 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 participants and percentage of HUD minimum enrollment requirement		80% or more
FSS Escrow Accounts		30% or more

2. Voucher/ Mod Rehab Utilization Report

This report shows the actual lease up rates in comparison to the total allocation.

Program	Units Allocated	Units Leased	Utilization Rate
Housing Choice Vouchers	1595	1546	96.92%
Project Based Vouchers	232	226	97.41%
Voucher Total	1847	1772	96%
Mod Rehab	333	277	83.18%*

*The Mod Rehab utilization rate is 83.18% as a result of those properties being hard to lease-up as a result of crime, location, and poor upkeep of these properties. The rate will continue to reduce as the Oakview participants transition out.

3. Budget Utilization- Actual / Forecast

HUD recently changed its ratings period for PHAs to a Calendar Year rather than a Fiscal Year Basis. The chart below reflects that change.

Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

Month	Monthly Budget	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$737,673	\$694,577*	\$764,085		
Feb	\$737,673	\$766,050	\$766,553		
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

*71,474 increase from Jan to Feb due to payments on hold for tax information.

4. HCV Department

Action	Total
Annuals Re-exams Completed	105
Interims Re-exams Completed	42
Inspections Completed	168
Terminations/Withdrawals	13
Vouchers Issued (Transfers/New)	11/1
Initial Leases	9
Transfers	4

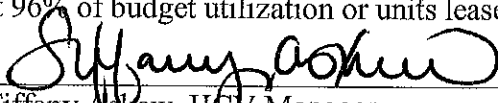
Mod-Rehab

Action	Total
Annuals Re-exams Completed	23
Interims Re-exams Completed	7
New Leases	5
Inspections Completed	103
Terminations/Withdrawals	10

5. Summary for February 2016

The Housing Choice Voucher Program lease up rate remains the same. The current lease up rate is 96%. There were thirteen move outs this month. Twenty-nine (29) families are currently searching for housing, eight (8) vouchers expired and eleven (11) vouchers were issued. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA is currently at 96% of budget utilization or units leased.

Respectfully Submitted,


Tiffany Askew, HCV Manager
Spartanburg Housing Authority



Monthly Reports:

Development

Daryl Dalton

Board of Commissioners Meeting
Tuesday, March 15, 2016

Spartanburg Housing Authority
Spartanburg, SC 29306

March 15, 2016

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

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

OVERVIEW:

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

Project Development Activity:

New Senior Living Housing at Page Lake

Concrete footings were poured for the first quadraplex on Thursday, March 3, 2016. Garanco does plan to pour the footing for the other quadraplex the week of March 7, 2016.





Highland Crossing

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



SHA7

Empire Construction Company has begun roofing replacement at Tobias. At Tobias, the roofing replacement is now more than 50% complete.

Development Monthly Report

March 15, 2016

Page 4

Respectfully Submitted,



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



Monthly Reports:
Capital Improvements
Daryl Dalton

Board of Commissioners Meeting
Tuesday, March 15, 2016



March 15, 2016

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

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

OVERVIEW:

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

The Spartanburg Housing Authority (SHA) still has only four open Capital Fund Grants. Of the four remaining Capital Fund Grants, all are Replacement Housing Factor Funds, which are utilized to construct new Public Housing Units such as the units that we constructed on Brawley Street. Details are as follows:

- 1) Replacement Housing Factor Grant No.: SC16R003501-08
Original Award Amount: \$244,916.00
Amount Currently Obligated: \$214,916.00
Amount Expended: \$197,770.06
Amount Available: \$47,145.94
Obligation deadline: 10/29/2014
Expenditure deadline: 10/29/2016
These remaining funds will be utilized to build additional Public Housing units in the future.
- 2) Replacement Housing Factor Grant No.: SC16R003502-13
Original Award Amount: \$257,258.00
Amount Currently Obligated: \$211,213.23
Amount Expended: \$211,213.23
Amount Available: \$12,205.22
Obligation deadline: 09/08/2015

Expenditure deadline: 09/08/2017

I final payment was made in February to the contractor for the units on Brawley Street partially from this grant. These remaining funds will be utilized to build additional Public Housing units in the future.

3) Replacement Housing Factor Grant No.: SC16R003502-14

Original Award Amount: \$284,182.00

Amount Currently Obligated: \$176,103.22

Amount Expended: \$176,103.22

Amount Available: \$97,214.70

Obligation deadline: 10/29/2016

Expenditure deadline: 10/29/2018

I final payment was made in February to the contractor for the units on Brawley Street partially from this grant. These remaining funds will be utilized to build additional Public Housing units in the future.

4) Replacement Housing Factor Grant No.: SC16R003502-15

Original Award Amount: \$218,757.00

Amount Currently Obligated: \$0

Amount Expended: \$0

Amount Available: \$218,757.00

Obligation deadline: 10/29/2017

Expenditure deadline: 10/29/2019

These funds will be utilized to build additional Public Housing units in the future.

Please note that in regards to Replacement Housing Factor Funds HUD allows PHAs to accumulate these funds beyond their deadlines to build sufficient funds for project.

Capital Fund Activities:

There are no Capital Fund Activities scheduled at this time. We are currently working with the Northside Development Group and the City of Spartanburg to develop some additional Public Housing units in the Northside.

We were recently notified that for 2016 we would be receiving \$1,289,642.00 in Capital Fund Program Funds and \$225,533.00 in Replacement Housing Factor Funds. We are now in the process of submitting the necessary additional documents for these funds. HUD's timeline for these funds indicate that they should be available for draw in late April early May.

Respectfully Submitted,



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



Monthly Reports:

Community and Supportive Services

Valerie Forsberg

Board of Commissioners Meeting

Tuesday, March 15, 2016



March 15, 2016

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON COMMUNITY & SUPPORTIVE SERVICES DEPARTMENT
ACTIVITIES FOR THE MONTH OF FEBRUARY 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 February 2016.

BACKGROUND:

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

A. COMMUNITY AND SUPPORTIVE SERVICES:

Highlights: SHA offered Supportive Services to 100% of residents in the SHA 7 Properties. RAD requirement is that we offer services to 50% of the residents at time of RAD conversion.

-Multi-Family EDS Grant was renewed for another year

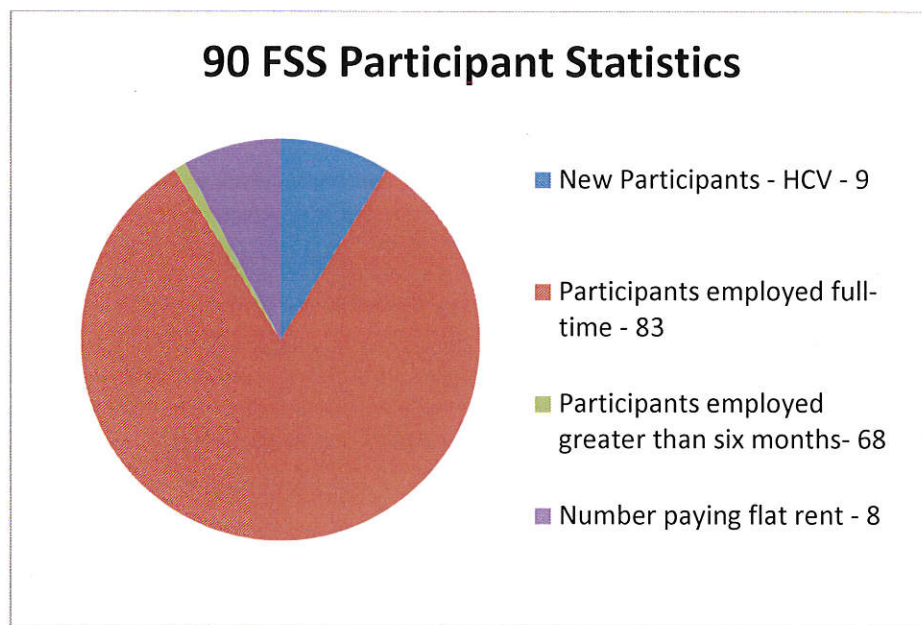
-Black History Month Event – 42 people participated

-Social Work Intern at Archibald – Colleen Green. Colleen is in the Masters of Social Work Program at Walden University. She wants to work with seniors and ultimately in a Hospice setting. She will be doing Case Management with this population. We will be able to offer more case management services and she will gain valuable experience three days per week.

B. FAMILY SELF-SUFFICIENCY / HOMEOWNERSHIP PROGRAM

FSS Program – 90 (24 PH, 16 RAD & 50 HCV)

Participant Statistics



FSS Program size increased by NINE in the past month. FSS staff attended a very informative training sponsored by the Mary Black Foundation entitled “Positive Youth Development”. Please note that the total number of FSS participants will not equal the number in each category. These are just highlights for the month.

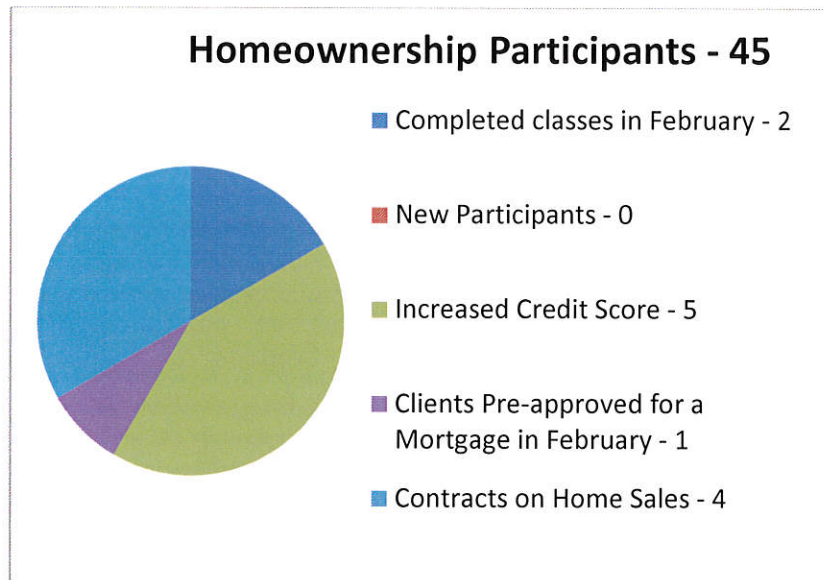
HCV Escrow Balance

\$36,933.69

PH Escrow Balance

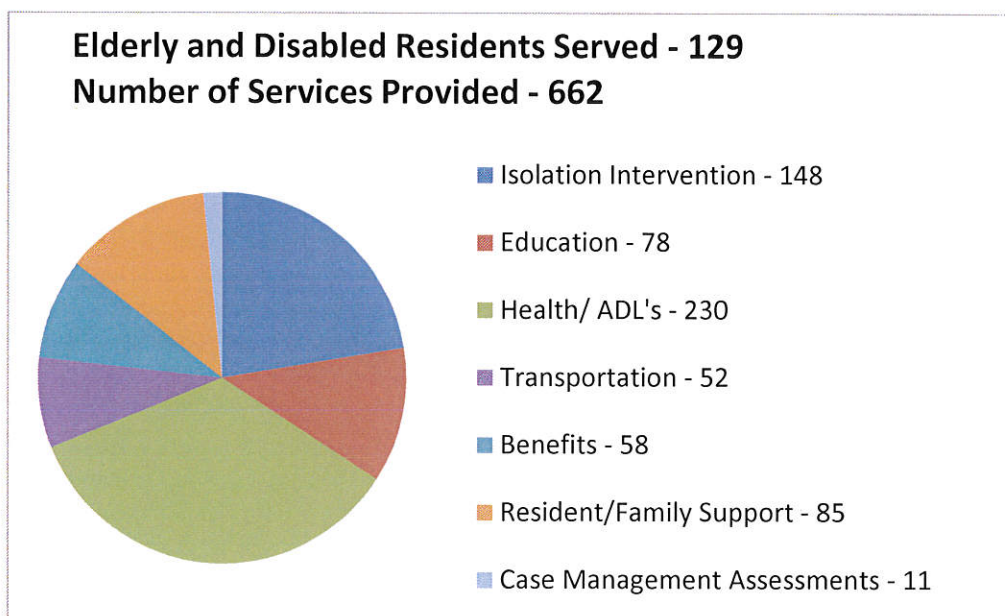
\$36,135.75

Homeownership



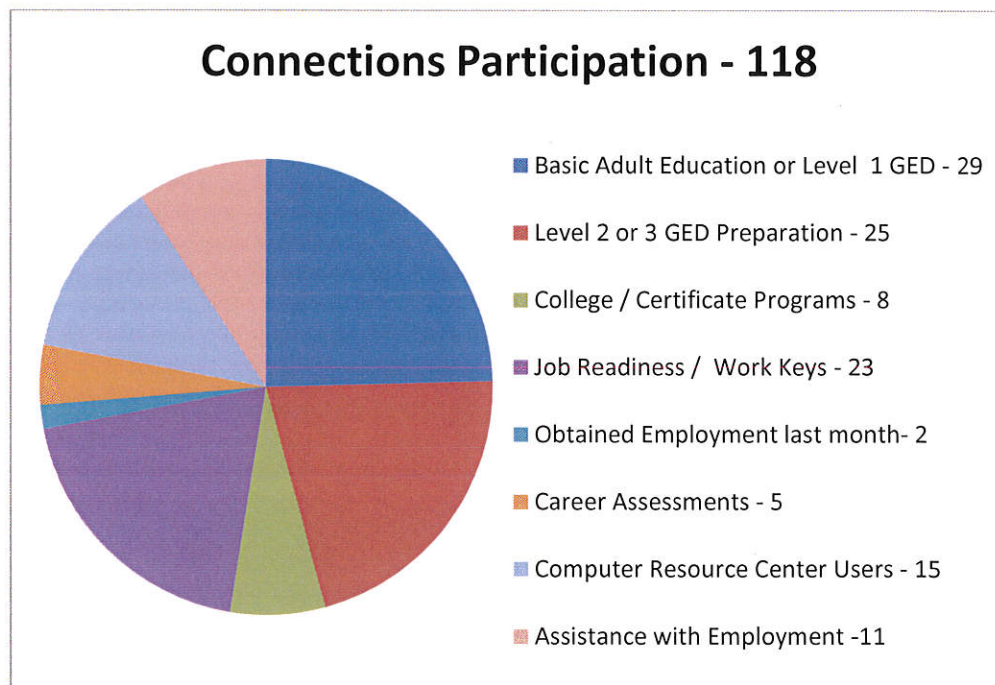
Homes Closed: 327 Wilmont and 200 W. Pearl St. Homes Under Contract: Three homes on Aden St. and 812 Primrose Lane. Please note that the total number of participants will not equal the number in each category. These are just highlights for the month.

C. ELDERLY AND DISABLED SERVICES:



Elderly and Disabled, in February - 129 residents received 662 services. The categories in the graph on the previous page are for the services provided which total 662. Highlights – Valentine's Parties by Medi Home Care, Black History Month Event, Budgeting Class by Urban League and Diabetes Education Program for Medicare recipients.

D. CONNECTIONS PROGRAM:



Two residents who completed Certificate Programs in February funded by the CDBG Grant obtained full-time employment. Please note that a resident may be participating in more than one area at a time.

Respectfully Submitted, Valerie Forsberg
Valerie Forsberg, Community and Supportive Services Manager
Spartanburg Housing Authority