



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, May 17, 2016**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, May 17, 2016
5:30 P.M.**

NOTICE

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, May 17, 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—April 19, 2016

V. Commission Comments

VI. Public Comments on Agenda Action Actions

VII. Action Items and Resolutions

1. Resolution 2016-34: Recognition of Service of Mr. William Daryl Dalton

VIII. Special Presentation:

1. Meeting Street Academy
2. FY 2015 Independent Audit Board Presentation

IX. Executive Session to receive legal advice pursuant to Section 30-40-70 (a) (2) of the South Carolina Code and to discuss a personnel matter pursuant to Section 30-4-70(a) (1).

X. Discussion Items:

1. Naming of Page Lake Development
2. Page Lake Ribbon Cutting
3. SHA Board of Commissioners By-Laws

XI. Action Items and Resolutions

2. Resolution 2016-35: Emergency Plumbing Services
3. Resolution 2016-36: Contract for Temporary Services
4. Resolution 2016-37: Contract for Website Services
5. Resolution 2016-38: Contract for Regulatory and Practical Governance Services
6. Resolution 2016-39: Change Order for Public Relations Contract
7. Resolution 2016-40: Change Order for Page Lake Development
8. Resolution 2016-41: Mold Abatement Contract

XII. Monthly Reports

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

XIII. SHA Staff Comments

XIV. Public Comments

XV. Adjournment



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

**Board of Commissioners Meeting
Tuesday, May 17, 2016**

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

MOMENT OF SILENCE—observed

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

ABSENT: Mac Hogan

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

APPROVAL OF THE AGENDA:

A motion to amend the agenda to remove the monthly reports with the exception of the Financial Report agenda was made by Commissioner Poliakoff, seconded by Commissioner White, and unanimously carried.

APPROVAL OF THE MINUTES:

A motion to approve the minutes of the March 17, 2016 Board Meeting was made by Commissioner Thomas, seconded by Commissioner White, and unanimously carried.

SPECIAL PRESENTATION

COMMISSIONER COMMENTS:

- None

PUBLIC COMMENTS ON AGENDA ACTION ACTIONS:

- Mr. John Kinsey, former SHA Director of Planning and Development provided remarks and condolences to the Commissioners and Staff of SHA.

ACTION ITEMS AND RESOLUTIONS:

1. Resolution 2016-30: Recognition of Service of Commissioner J. Stephen Rush

A motion to approve Resolution 2016-30: Recognition of Service of Commissioner J. Stephen Rush was made by Commissioner Thomas and seconded by Vice-Chair Talbot-Metz, and unanimously carried.

2. Resolution 2016-31: Spartanburg County Foundation Account

A motion to approve Resolution 2016-31: Spartanburg County Foundation was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried.

3. Resolution 2016-32: Receive All Assets of Spartanburg Leased Housing Corporation

A motion to approve Resolution 2016-32: Receive All Assets of Spartanburg Leased Housing Corporation was made by Commissioner Vice-Chair Talbot-Metz and seconded by Commissioner White, and unanimously carried.

4. Resolution 2016-33: Second Quarter FY 2016 Bad Debt Write-offs

A motion to approve Resolution 2016-33: Second Quarter FY 2016 Bad Debts Write-offs was made by Commissioner Thomas and seconded by Commissioner Poliakoff, and unanimously carried.

INFORMATION REPORTS:

1. Home Sales Report

a. No oral report provided as approved by the vote on the amended agenda.

2. Country Garden Estates

a. No oral report provided as approved by the vote on the amended agenda.

MONTHLY REPORTS:

1. Community and Supportive Services (Valerie Forsberg):

a. No oral report provided as approved by the vote on the amended agenda.

2. Human Resources (Brooke Coleman):

a. No oral report provided as approved by the vote on the amended agenda.

3. 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.*

4. Asset Management (Crystal Lewis):

a. No oral report provided as approved by the vote on the amended agenda.

5. Housing Choice Voucher (Tiffany Askew):

a. No oral report provided as approved by the vote on the amended agenda.

6. Claims and Settlements (Shamica Tyler)

a. No oral report provided as approved by the vote on the amended agenda.

7. Development (RAD) (Daryl Dalton):

- a. No oral report provided as approved by the vote on the amended agenda.
- 8. Capital Improvements (Daryl Dalton):
 - a. No oral report provided as approved by the vote on the amended agenda.
- 9. Procurement (Ms. Bates)
 - a. No oral report provided as approved by the vote on the amended agenda.
- 10. Executive Director (Ms. Bates):
 - a. No oral report provided as approved by the vote on the amended agenda.

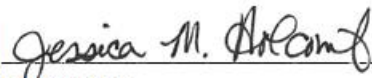
SHA STAFF COMMENTS:

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 Holcomb, Deputy Director
Spartanburg Housing Authority

Housing Authority of the City of Spartanburg

FY 2015 Independent Audit Board Presentation
May 17, 2016

Rubino & Company, Chartered
6903 Rockledge Drive
Suite 1200
Bethesda, MD 20817
301.564.3636
www.Rubino.com

Your Engagement Team

- J. Michael Stephens, Shareholder
- Jenny Herrera, Shareholder
- Matt Murakami, Sr. Associate
- Ben Karlin, Associate
- Nada Osman, Associate

Engagement Scope

- Audit of the Housing Authority of the City of Spartanburg (SHA)
- Single Audit in Accordance with OMB Circular A-133 (to be Replaced by Uniform Guidance)
- Audit of Discretely Presented Component Units (Mary Wright & Wright Center LLC's)
- Additional procedures on closed grants as required by HUD

Audit Status

- Presentation of draft financial statements today which include Authority and component units
- Presentation of management letter
- All test work is completed but need to complete open items, including attorney letter responses, resolution of findings, and management representations
- Submission to HUD through REAC and Federal Audit Clearing House due by June 30, 2016

Review of Financial Statements and Related Reports

- Financial Statements
 - An Unmodified opinion on the financial statements.
 - Net Position decreased \$61.1 Thousand for the year ended September 30, 2015.
 - Assets decreased \$494.2 Thousand primarily due to increases in cash and decrease in capital assets.
 - Liabilities decreased \$433.2 Thousand primarily due to decreases in debt.
 - Net position decrease of \$61.1 Thousand overall with decrease in invested in capital assets of \$2 Million; increase in restricted of \$15.2 Million to \$15.8 Million primarily for change in restricted cash; and increase in unrestricted of \$5.6 Million to \$7 Million.

Review of Financial Statements and Related Reports (continued)

- Total revenues increased \$176.3 Thousand primarily due to sale of Church Street offsetting declines in rent and grants.
- Total expenses decreased \$560.2 Thousand primarily due to decreases in administration, maintenance, and utilities costs.
- Employee Benefit Plan disclosure will change significantly next year.
- Litigation Disclosure.
- Subsequent Events disclosure for RAD activity.

Review of Financial Statements and Related Reports (continued)

Audit Opinion

- Unmodified opinion on financial statements and modified opinion on compliance based on current information

Report On Internal Control

- Two findings reported related to procurement and wage rates

Report on Compliance

- Three findings reported on procurement, wage rates, and Declarations of Trust

Review of Financial Statements and Related Reports (continued)

Single Audit Report

- Programs tested included Housing Choice Voucher and Low Income Public Housing Programs.
- Findings reported on internal controls and compliance as discussed.

Required Communications to The Board

Communication required under Auditing Standards (SAS 114)

- Auditor's responsibilities under generally accepted auditing standards
- Scope and Timing of the Audit
- Significant Findings from the Audit
- Qualitative aspects of significant accounting policies
- No significant difficulties encountered during the audit
- Corrected and uncorrected misstatements
 - Revised trial balances and Financial Data Schedule
 - Passed adjustments related to miscellaneous immaterial variances in reconciliations

Required Communications to the Board (continued)

- There were no disagreements with Management
- There were no management consultations with other accountants
- Significant issues discussed with Management
 - Status of RAD
 - Mary Wright and SHAPCO Foreclosure and Transactions
- Independence
- Management Representation

Open Items and Closing Comments

Open Items

- Open Items including attorney responses, representation letters, final resolution of findings
- Issue financial statements and submit to HUD through REAC
- Submit reports to Federal Audit Clearinghouse

Closing Comments

- Impact of multiple transitions within SHA
- Impact of new pronouncements, Uniform Guidance, and participation in Pension plan

Questions?

Rubino & Company contacts

J. Michael Stephens, CPA

mstephens@Rubino.com



Action Item & Resolution

2016-34

Board of Commissioners Meeting
Tuesday, May 17, 2016



RESOLUTION NO. 2016-34

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

May 17, 2016

WHEREAS, William Daryl Dalton began employment with the Housing Authority of the City of Spartanburg on November 21, 2015;

WHEREAS, William Daryl Dalton served the Authority in various positions including Director of Housing Operations and Director of Planning, Development, and Resident Services; and

WHEREAS, William Daryl Dalton served as the Interim Executive Director from October 2014 until June 2015; and

WHEREAS, William Daryl Dalton faithfully and dutifully served the Housing Authority of the City of Spartanburg providing excellent leadership to provide fiscal responsibility and integrity for eleven years.

WHEREAS, the Board of Commissioners, Executive Director, and staff of the Spartanburg Housing Authority recognizes the significant contributions of William Daryl Dalton over the course of his distinguished career and honors the memory of his legacy.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution re-affirms and declares its recognition and acknowledgment of the service and support provided by William Daryl Dalton, to the Housing Authority of the City of Spartanburg and extends sincerest condolences to his family and friends.

Adopted this 17th day of May 2016.

RECORDING OFFICER'S CERTIFICATION

I, Thomas A. Lounds, Jr., the duly appointed Chairman of The Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on May 17, 2016.

Thomas A. Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____ 2016-34

DATE ADOPTED: _____



Action Item & Resolution

2016-35

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2016 Emergency Plumbing Services Contract
Resolution 2016-35**

RECOMMENDATION:

Authorize the Executive Director to enter into an emergency contract with a qualified vendor 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 twice. Resolution 2016-26 adopted by the Commissioners in March approved a plumbing contract not to exceed \$75,000. Due to the lack of response from requests for proposals, the SHA seeks to enter into an emergency contract with a qualified vendor who will be able to provide the SHA with appropriate documentations of insurance, etc.

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. 2016-35

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

MAY 17, 2016

Staff recommends adoption of Resolution No. 2016-35, authorizing the Executive Director to enter into an emergency contract with a qualified vendor for Plumbing Services at SHA properties.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-35

DATE ADOPTED: _____



Action Item & Resolution

2016-36

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

SUBJECT:

Temporary Services Contract

RECOMMENDATION:

Authorize the Executive Director to enter into multiple contracts, with vendors who provide temporary staffing. SHA will enter into contracts with Staffing Associates Executive Recruiting Network, Inc., Express Employment Professionals and Spartan Staffing to provide temporary services as needed for all departments including property and central office positions. The contracts will be for a term of 3 years, with two possible one-year renewals, for a maximum total of 5 years.

CONTACT PERSON:

Brooke Coleman
HR Manager
864-598-6084

SUMMARY:

Spartanburg Housing Authority advertised through a formal RFP process to solicit potential offerors to provide temporary staffing services. and received four proposals. Three vendors were selected based on standard scoring methods. These vendors will provide a variety of staff on a temporary basis as needed.

BACKGROUND:

Spartanburg Housing Authority relies on temporary staffing services to fill positions such as maintenance mechanics for special projects or during the recruiting process for full time positions or for long-term staff absences. During the past twelve months, SHA has expended \$180,252.45 in the temporary service budget line item for all departments.

FINANCIAL CONSIDERATIONS:

Each contract will be awarded a not to exceed value of \$50,000 per fiscal year. Each Amp and the COCC is responsible for managing the budget line item associated with this expenditure.

Respectfully submitted, Brooke Coleman
Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority



RESOLUTION NO.2016-36

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

MAY 17, 2016

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

Staff recommends adoption of Resolution No. 2016-36 , that the Board of Commissioners authorizes Spartanburg Housing Authority to enter into a contract with Staffing Associates Executive Recruiting Network, Inc., Express Employment Professionals and Spartan Staffing to provide temporary services as needed for all departments including property and central office positions for a term of 3 years, with two possible one-year renewals for a maximum total of 5 years not to exceed \$50,000 per fiscal year, per vendor.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-36

DATE ADOPTED: _____



Action Item & Resolution

2016-37

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

SUBJECT:

**Website Services Contract
Resolution 2016-37**

RECOMMENDATION:

Authorize the Executive Director to enter into a contract with Brooks Jeffrey Marketing Group, the lowest responsive and responsible bidder to RFP #2016-0325 Web Solutions and Hosting Services. The contract will be for three years with two possible one-year extensions and not to exceed \$25,000 per year.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

Spartanburg Housing Authority advertised through a formal RFP process to solicit potential offerors to provide website solutions and hosting services. Two vendors responded and three third party reviewers scored the proposals.

BACKGROUND:

The Spartanburg Housing Authority sought proposals from qualified, professional technology vendors for, Website Solutions, and Hosting Services. The qualified vendor needed to be able to provide necessary technical services, which would enable the SHA to:

- Refresh its existing website to a more modern and feature rich environment
- Provide ease of management of website data by SHA staff

The ideal vendor needed to have a proven track record in the planning, development, implementation, support, and hosting of government websites and intranets. The selected prime vendor had to be capable of providing all services, including ongoing hosting, to implement a state-of-the-art website and intranet.

FINANCIAL CONSIDERATIONS:

The contract will be awarded a not to exceed value of \$25,000 per fiscal year. This is a budgeted line item with funds available to support the costs of the contract.

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. 2016-37

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

MAY 17, 2016

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

Staff recommends adoption of Resolution No. 2016-37, authorizing the Executive Director to enter into a contract with Brooks Jeffrey Marketing Group, the lowest responsive and responsible bidder to RFP #2016-0325 Web Solutions and Hosting Services. The contract will be for three years with two possible one-year extensions and not to exceed \$25,000 per year.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-37

DATE ADOPTED: _____



Action Item & Resolution

2016-38

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of Contract for Regulatory and Practical Governance Services
Resolution 2016-38**

RECOMMENDATION:

Authorize the Executive Director to enter into a contract with Cindi Herrera to provide regulatory and practical governance involving the SHA RAD responsibilities as well as other development issues during a transition period of approximately six months, with a possible 90-day extension at a cost of a fixed flat fee of \$6000 per month.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA is seeking to enter into a sole source contract with Cindi Herrera to assist with the day-to-day management of the RAD processes. This service is critical to the agency due to the unforeseen loss of critical staff.

FINANCIAL CONSIDERATIONS:

SHA will transfer funds from the salary and benefits budget line items to the contract consultants budget line item.

POLICY CONSIDERATIONS:

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. In addition, the SHA received written permission from the HUD Columbia Field Office to enter into a sole source contract.

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



RESOLUTION NO. 2016-38

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

MAY 17, 2016

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

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. _____ 2016-38

DATE ADOPTED: _____

LUCINDA J. HERRERA

2611 High Hammock Road, Johns Island, SC 29455

843-810-5073 / cindiher@aol.com

PROFESSIONAL ATTRIBUTES

Nationally recognized leader in the affordable housing industry

Highly qualified and technically skilled administrator

Innovator of industry "best practices"

Creator of unique business solutions resulting in cost effectiveness and operational efficiency.

CAREER HIGHLIGHTS

Thirty years' experience in the affordable housing industry

Executive for various Public Housing Authorities

President/CEO of large non-profit development corporation

Consultant to HUD, large PHA's and small PHA's around the country.

Technical trainer and author of regulatory training manuals for federal housing programs

Policy advisor for two Governors' and one Senator (IL)

PROFESSIONAL EXPERIENCE

Cindi Herrera & Associates, LLC. Principal – Affordable Housing Management and development consulting firm in Charleston, SC specializing in the implementation of operational improvements through technology solutions and real estate portfolio redesign.

Summary of Consulting Projects:

- Interim Executive Director for the Greenville (SC) Housing Authority. Responsible for day to day operations of over 3,000 affordable housing units in various HUD and State programs; \$20 million dollar annual operating budgets and various redevelopment projects using Low Income Housing Tax Credits, tax exempt bonds and other mixed financing sources.
- Management Agent for the Eloy (AZ) PHA; responsible for all operations and management of public housing, housing choice voucher and capital fund programs; acquiring Low Income Housing Tax Credit property in foreclosure to convert to mixed finance property with public housing replacement units enabling demolition of currently distressed units.
- Mixed Finance development consultant for Greenville (SC); Fulton County (GA); North Charleston (SC); Savannah (GA); Detroit (MI); DeKalb County (GA); Lake County (IL); Tampa (FL); Deland (FL) in the redevelopment of public housing communities through the HOPE VI Program and the Replacement Housing Programs; approximately \$200 million of total development costs and 2,000 new affordable housing units; rental and homeownership.
- Technical consultant to San Antonio Housing Authority to develop and implement an on-line web-based application and applicant portal for Housing Choice Voucher and Public Housing Programs; perform remote annual recertifications for HCV Program.
- Moving to Work and Mixed Finance consultant to Champaign (IL); secured MTW designation as one of only three agencies selected by HUD in 2010; leading agency in implementation of MTW Plan and redevelopment of over 100 acres and multiple PHA sites.
- Multiple Technical Assistance and Operational Projects including completion of backlog of over 8,000 annual HCV recertifications for the County of Los Angeles completed remotely via a sharepoint website; Project Director for HUD contract to provide Section 8 Financial Services to the Miami-Dade Housing Agency; 25 consultants working to correct 5,000 Section 8 tenant based files; identification of duplicate Housing Assistance Payments; reconciliation of funds owed to property owners and/or owed to the Agency.
- Interim Senior Vice-President for Housing Choice and Relocation Programs for the Atlanta Housing Authority. Responsible for the strategic direction of over 16,000 Housing Choice Vouchers and the Relocation of over 7,000 families from distressed public housing communities. Lead organizational improvements utilizing state of the art information technology solutions resulting in an electronic, paperless work environment and improved customer service through implementation of a an agency-wide contact call center.

- Project Director for various HUD technical assistance contracts including Rental Integrity Monitoring (RIM) Reviews for over 50 agencies nationwide; troubled agency corrective action plans including the City of San Juan and the Puerto Rico Housing Finance Agency.
- Project Director for technical assistance contract with the Housing Authority of New Orleans (HANO; August 1997 – June, 2002). Project consisted of development and implementation of Asset Management Department; assessment and analysis of Section 202 Mandatory conversion of public housing to tenant based assistance; implementation of site based management and accounting; administration of all Section 8 Housing Assistance Programs for HANO; provide all supervisory functions for Louisiana Civil Service staff employed by HANO and oversight of all program compliance and operational issues.

1992 – 1996

Not-for-Profit Developer, Franciscan Ministries, Inc.

- President/CEO of multi-state, not for profit, real estate holding company of the Wheaton Franciscan System, Wheaton, Illinois; increased affordable housing portfolio from 900 to 4200 units; securing more than \$96 million in development capital, \$12 million annual operating revenue, and 42 sole purpose corporations. Developed infrastructure to support growth, implementing operating systems for finance, marketing, information management, human resources, asset management and site operations.

1978 – 1992

**Housing Authority Executive, LaSalle County, Illinois
Lake County, Illinois
Aurora, Illinois**

- Executive Director of high performing PHA's; not for profit subsidiaries to complement traditional PHA programs.
- Executive Coordinator for the Illinois Association of Housing Authorities, providing staffing, technical and legislative support to statewide membership organization.
- Founding member of the Assisted Housing Risk Management Association (AHRMA), a self-insurance pool for housing authorities in Illinois and Iowa.

PROFESSIONAL AFFILIATIONS

- National Trainer of Technical, Regulatory Requirements and Affordable Housing Professional Development courses for Nan McKay and Associates, national leader in affordable housing education..
- Chair, Committee on Elderly Housing, National Association of Redevelopment Officials (NAHRO); worked with Illinois Senators in creating and passing legislation for elderly designated public housing.
- Charter Member and Chair of the Illinois Affordable Housing Trust Fund, Illinois Housing Development Authority; appointed by Illinois Governors.
- Member of various State Professional Housing organizations including Illinois Association of Housing Authorities, Illinois Chapter of NAHRO and the Institute of Real Estate Management (IREM).

EDUCATION

- Master of Business Administration, Aurora University, (Illinois)
- B. A. Sociology and Spanish, Aurora College, (Illinois)
- B.A. Studies at National University of Costa Rica, Heredia, Costa Rica.
- Multiple professional certifications including IREM; NAHRO; NMA; NDC, NCHM.



Action Item & Resolution

2016-39

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

CHANGE ORDER FOR PUBLIC RELATIONS CONTRACT

RECOMMENDATION:

Authorize Executive Director to extend the Public Relations Contract for an additional 4 months for website solution and hosting services only at a not to exceed value of \$5,000.

CONTACT PERSON:

Terril Bates
Executive Director
(864) 598-6010

BACKGROUND:

In February 2015, SHA Board of Commissioners issued a contract extension with The Palladian Group for Public Relations, Marketing and Branding Services under SHA's Comprehensive Community Outreach and Marketing Program. The contract expired on April 30, 2016. The SHA issued an RFP for Website Solution and Hosting Services, which received two bids and were scored by third party reviewers. The apparent low bidder was Brooks Jeffrey Marketing Inc. The SHA is requesting to extend The Palladian Group contract for an additional 4 months during the transition period with the new website vendor. This contract extension will allow for the completion of work related to website solution and hosting services only at a not to exceed value of \$5,000.

FINANCIAL CONSIDERATIONS:

Website Solutions and Hosting Services is currently budgeted in the SHA FY16 budget.

POLICY CONSIDERATIONS:

This procurement requires Board approval in accordance with the SHA Procurement Policy which requires all change orders to have board approval.

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



RESOLUTION NO. 2016-39

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

MAY 17, 2016

Staff recommends adoption of Resolution No. 2016-39, authorizing the Executive Director to extend the Public Relations Contract for an additional 4 months for website solution and hosting services only at a not to exceed value of \$5,000.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-39

DATE ADOPTED: _____



Action Item & Resolution

2016-40

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

SUBJECT:

**Approval of Change Order No 3 with Garanco
Resolution 2016-40**

RECOMMENDATION:

Authorize the Executive Director to execute change order number 3 with Garanco, Inc. for the construction of New Senior Living Housing at Page Lake.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

To support The Spartanburg County Building Codes departments, Field Inspectors request for the construction of a closet with a keyed entry door to house the Fire Panel and Fire Riser at the rear of each building. This action will result in a change order for this project.

BACKGROUND:

On September 15, 2015, the Board of Commissioners authorized the Executive Director to execute a contract with Garanco, Inc. for the construction of eight Senior Units at Page Lake. In the addition the Board authorized the acceptance of six proposed value engineering deducts (Change Order Number 1) resulting in a total price for construction of \$1,027,855.00. These deducts lowered the cost of the project but did not lower the quality of work. In an effort to continue to Value Engineer the project, lower costs and increase the quality of work Garanco, Inc. has suggested three additional changes. All three items totaled to a deduct of \$2,990.00 which were approved in February 2016 as Change Order No. 2.

On May 9, 2016, Ms. Linda Parr-County Field Building Inspector and a local Fire Inspector made a field visit to the New Senior Living Housing site. As a result of this field visit, they are requiring that the fire control panel and fire sprinkler controls be relocated to a separate room with exterior access. This is different than what was approved by the County Codes Office and Local Fire Marshall during plans review. This is a field change requested by the on-site County Inspectors, and was unforeseen. Please see the attached plan/drawing, change order (No. 3), and cost proposal for this requirement.

FINANCIAL CONSIDERATIONS:

Approval of this Change Order will require an additional \$4,078.14. SHA will utilize unrestricted funds to support this change in cost.

POLICY CONSIDERATIONS:

The SHA Procurement Policy requires all change orders to receive board approval.

Respectfully Submitted, _____

Terril Bates, Executive Director
Spartanburg Housing Authority



RESOLUTION NO. 2016-40

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

MAY 17, 2016

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

Staff recommends adoption of Resolution No. 2016-40, authorizing the Executive Director to execute change order number 3 with Garanco, Inc. for the construction of New Senior Living Housing at Page Lake.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-40

DATE ADOPTED: _____

May 10, 2016

Mr. Tyrone Meadows
Project Coordinator
Spartanburg Housing Authority
201 Caulder Avenue, Suite A
Spartanburg, South Carolina 29306

**Re: Field Inspector Visit
New Senior Living Housing
Spartanburg Housing Authority
Spartanburg, South Carolina**

Dear Mr. Meadows:

On May 9, 2016, Ms. Linda Parr-County Field Building Inspector and a local Fire Inspector made a field visit to the New Senior Living Housing site. As a result of this field visit, they are requiring that the fire control panel and fire sprinkler controls be relocated to a separate room with exterior access. This is different than what was approved by the County Codes Office and Local Fire Marshall during plans review.

This is a field change requested by the on-site County Inspectors, and was unforeseen. Please see the attached plan/drawing, change order, and cost proposal for this requirement. If you have any questions or concerns, please call me at (865) 693-8091.

Sincerely,



James G. Ray
Project Manager

kle

Enclosures

Cc: Rex Orick, C&A
Adam Stanley, Garanco
File

CHANGE ORDER

HOUSING AUTHORITY:

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

CONTRACTOR:

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

ARCHITECT:

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

CHANGE ORDER NO.:

Three (3)

CIAP/CGP PROJECT NO.:

Home Program & Section 8

DATE:

05/10/16

CONTRACT NO.:

One (1)

CONTRACT NAME:

New Senior Living Housing

CONTRACT DATE:

10/12/15

A/E PROJECT NO.:

2839-02

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

Riser & Panel room Addition

See Attached Proposal for Breakdown.

2 Buildings @ \$2039.07

\$4,078.14

Approved By:

Owner

Date

Contractor

Date

Architect/Engineer Representative

Date

Contract Status:

Original Contract Amount:

\$ 1,057,900.00

Net change by previous Change Orders:

\$ (33,035.00)

Contract Amount prior to this change:

\$ 1,024,865.00

Amount of this Change Order:

\$ 4,078.14

New Contract Amount as of this Change Order:

\$ 1,028,943.14

Previous Contract completion date:

07/22/16

Days added to Contract Time by this Change Order:

0

New Contract completion date:

07/22/16



RISER & PANEL ROOM ADDITION per BUILDING

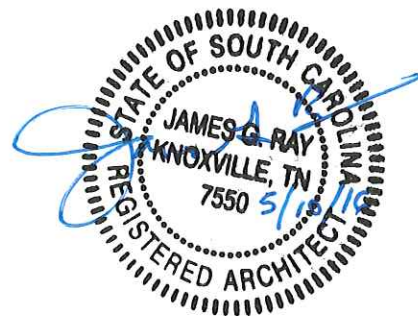
ITEM	COST
Concrete Stoop (Labor & Material)	\$ 75.00
Additional Foam Insulation	\$ 144.00
HM Door & Frame (Labor & Material)	\$ 881.18
Electrical (interior light, exterior light, switch, receptical, and wall heater)	\$ 585.00
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SUBTOTAL	\$ 1,685.18
OVERHEAD (10%)	\$ 168.52
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SUBTOTAL	\$ 1,853.70
PROFIT (10%)	\$ 185.37
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TOTAL	\$ 2,039.07

Two Buildings x \$2,039.07 = \$4,078.14

P. O. Box 100 • 615 West Main Street • Pilot Mountain, North Carolina 27041
Phone (336) 368-2788



Fax (336) 368-1001





Action Item & Resolution

2016-41

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of Emergency Mold Abatement Services
Resolution 2016-41**

RECOMMENDATION:

Authorize the Executive Director to enter into an emergency contract with the lowest competitive bidder for mold abatement at Prince Hall Apartments, not to exceed \$35,500.

CONTACT PERSON:

Terril Bates
Executive Director
864-598-6010

SUMMARY:

The SHA seeks to enter into an emergency contract with the lowest qualified vendor to complete a mold abatement on six units at Prince Hall Apartments. These services are procured through the Emergency Declaration clause of the Procurement Policy as mold presents a serious health and safety issue. The following quotes have been received and reviewed by the SHA:

Mold Abatement Price Comparison			
Unit	Serv-Pro	Service Master	PuroClean
1-19	\$ 7,000.00	\$ 2,250.00	\$ 7,335.03
1-20	\$ 13,400.00	\$ 5,270.00	\$ 9,761.21
1-1	\$ 5,000.00	\$ 2,250.00	\$ 7,335.03
6-10	\$ 5,500.00	\$ 2,250.00	\$ 7,712.12
6-8	\$ 4,000.00	\$ 2,250.00	\$ 7,712.12
6-1	\$ 7,000.00	\$ 3,050.00	\$ 7,335.03
TOTAL	\$ 41,900.00	\$ 17,320.00	\$ 47,190.54

FINANCIAL CONSIDERATIONS:

SHA has budgeted funds for this abatement that 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



RESOLUTION NO. 2016-41

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

MAY 17, 2016

Staff recommends adoption of Resolution No. 2016-41, Authorizing the Executive Director to enter into an emergency contract with the lowest competitive bidder for mold abatement at Prince Hall Apartments, not to exceed \$35,500.

Thomas Lounds, Jr., CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2016-41

DATE ADOPTED: _____



PuroClean

Client: Prince Hall Apt
Property: 100 Prince Hall St
Spartanburg, SC 29306

Home: (864) 606-9992

Operator: MSTANCIL

Estimator: Micah Stancil
Business: 427 Alexander Ave
Spartanburg, SC 29306

Business: (864) 285-3530

Type of Estimate: Other
Date Entered: 4/15/2016
Date Est. Completed: 5/5/2016

Date Assigned: 4/15/2016
Date Job Completed:

Price List: SCGV8X_OCT15
Labor Efficiency: Restoration/Service/Remodel
Estimate: 16-2562-M

CAUSE OF LOSS

Mold from water intrusion, leaks and high humidity.

CATEGORY

3

SUMMARY OF ACTIONS

PuroClean responded to call from Prince Hall. management.

We investigated loss, spoke with Prince Hall management, and set up a plan of action.

Clearance test will be provided by Prince Hall management.

Measurements are estimates only.

This estimate is good for 30 days and does not take into account changing property conditions.

PuroClean has prepared this report with the level and skill exercise by members of this profession.

No other warranty, express or implied is made. PuroClean's interpretations and recommendations are based upon inspection and moisture detection equipment. Other conditions elsewhere in the subject building may differ from those in the suspected locations and such conditions are unknown, may change over time, and have not been considered.

Payment is 50% before job starts, 25% upon PuroClean completion, and remainder 25% upon passing clearance test.

In the event this account is turned over for collection, the client agrees to pay for all costs and expenses, including attorney's fees, associated with the collection. 1.5% interest per month is charged on all past due accounts is due.

Thank you for choosing PuroClean Restoration Rescuers.

We appreciate your business and the opportunity to serve.



PuroClean

Thomas Maguire

Owner

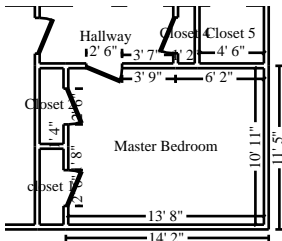
(828) 333-6161

(864) 285-3530

Tax ID number: 26-4193981

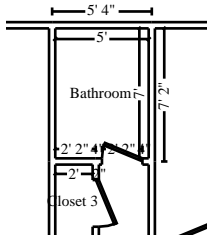
16-2562-M
16-2562-M

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Negative air fan/Air scrubber (24 hr period) - No monit. (6 units for 3 days)	18.00 DA	0.00	75.17	0.00	1,353.06
Add for HEPA filter (for negative air exhaust fan)	6.00 EA	0.00	186.00	63.00	1,179.00
Haul debris - per pickup truck load - including dump fees	5.00 EA	98.82	0.00	0.00	494.10
Add for personal protective equipment (hazardous cleanup) (2 techs x 2 times 18 days)	36.00 EA	0.00	7.53	16.07	287.15
Ducting - lay-flat - Large	240.00 LF	0.00	0.50	7.20	127.20
Air mover (per 24 hour period) - No monitoring (48 units for 3 days)	144.00 EA	0.00	26.98	0.00	3,885.12
Dehumidifier (per 24 hour period) - XLarge - No monitoring (12 units for 3 days)	36.00 EA	0.00	101.25	0.00	3,645.00
Equipment setup, take down, and monitoring (hourly charge)	30.00 HR	0.00	37.90	0.00	1,137.00
Total: 16-2562-M				86.27	12,107.63

Building 6 Apt 10

Master Bedroom
Height: 8'

393.50 SF Walls	149.34 SF Ceiling
542.84 SF Walls & Ceiling	149.34 SF Floor
16.59 SY Flooring	49.19 LF Floor Perimeter
49.19 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,384.35 SF	0.00	0.64	0.00	885.98
Clean the walls and ceiling - Heavy	542.84 SF	0.00	0.26	0.33	141.47
Clean floor - Heavy	149.34 SF	0.00	0.84	0.00	125.45
Apply anti-microbial agent	692.17 SF	0.00	0.16	0.83	111.58
Hot thermal fog - (with an EPA registered antimicrobial)	1,194.69 CF	0.00	0.05	0.00	59.73
Totals: Master Bedroom				1.16	1,324.21

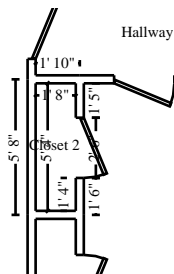


Bathroom

Height: 8'

191.33 SF Walls	34.79 SF Ceiling
226.13 SF Walls & Ceiling	34.79 SF Floor
3.87 SY Flooring	23.92 LF Floor Perimeter
23.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Sink - single bowl - Detach	1.00 EA	0.00	18.54	0.00	18.54
Remove Vanity	3.00 LF	4.80	0.00	0.00	14.40
Toilet - Detach	1.00 EA	0.00	30.72	0.00	30.72
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	60.00 SF	0.91	0.00	0.54	55.14
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	30.00 SF	0.91	0.00	0.27	27.57
Clean stud wall - Heavy	60.00 SF	0.00	0.74	0.07	44.47
Clean bar joist - Heavy	30.00 LF	0.00	0.63	0.02	18.92
HEPA Vacuuming - Detailed - (PER SF)	521.83 SF	0.00	0.64	0.00	333.97
Clean the walls and ceiling	226.13 SF	0.00	0.21	0.14	47.63
Clean floor - Heavy	34.79 SF	0.00	0.84	0.00	29.22
Apply anti-microbial agent	260.92 SF	0.00	0.16	0.31	42.06
Hot thermal fog - (with an EPA registered antimicrobial)	278.33 CF	0.00	0.05	0.00	13.92
Totals: Bathroom				1.35	676.56



Closet 2

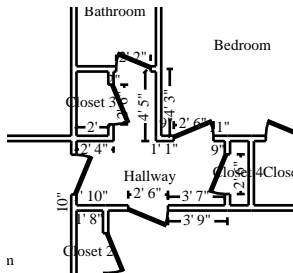
Height: 8'

111.33 SF Walls	8.82 SF Ceiling
120.15 SF Walls & Ceiling	8.82 SF Floor
0.98 SY Flooring	13.92 LF Floor Perimeter
13.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	257.94 SF	0.00	0.64	0.00	165.08
Clean the walls and ceiling	120.15 SF	0.00	0.21	0.07	25.30
Clean floor - Heavy	8.82 SF	0.00	0.84	0.00	7.41
Apply anti-microbial agent	128.97 SF	0.00	0.16	0.15	20.79

CONTINUED - Closet 2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Hot thermal fog - (with an EPA registered antimicrobial)	70.56 CF	0.00	0.05	0.00	3.53
Totals: Closet 2				0.22	222.11

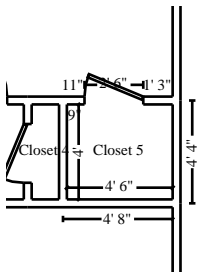


Hallway

Height: 8'

284.00 SF Walls	49.39 SF Ceiling
333.39 SF Walls & Ceiling	49.39 SF Floor
5.49 SY Flooring	35.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	765.56 SF	0.00	0.64	0.00	489.96
Clean the walls and ceiling	333.39 SF	0.00	0.21	0.20	70.21
Clean floor - Heavy	49.39 SF	0.00	0.84	0.00	41.49
Apply anti-microbial agent	382.78 SF	0.00	0.16	0.46	61.70
Hot thermal fog - (with an EPA registered antimicrobial)	395.11 CF	0.00	0.05	0.00	19.76
Totals: Hallway				0.66	683.12

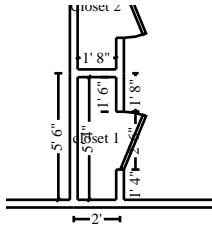


Closet 5

Height: 8'

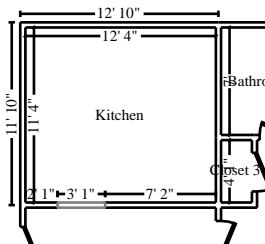
136.67 SF Walls	18.19 SF Ceiling
154.85 SF Walls & Ceiling	18.19 SF Floor
2.02 SY Flooring	17.08 LF Floor Perimeter
17.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	346.08 SF	0.00	0.64	0.00	221.49
Clean the walls and ceiling	154.85 SF	0.00	0.21	0.09	32.61
Clean floor - Heavy	18.19 SF	0.00	0.84	0.00	15.28
Apply anti-microbial agent	173.04 SF	0.00	0.16	0.21	27.90
Hot thermal fog - (with an EPA registered antimicrobial)	145.50 CF	0.00	0.05	0.00	7.28


closet 1
Height: 8'

111.50 SF Walls	8.84 SF Ceiling
120.34 SF Walls & Ceiling	8.84 SF Floor
0.98 SY Flooring	13.94 LF Floor Perimeter
13.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	258.35 SF	0.00	0.64	0.00	165.34
Clean the walls and ceiling	120.34 SF	0.00	0.21	0.07	25.34
Clean floor - Heavy	8.84 SF	0.00	0.84	0.00	7.43
Apply anti-microbial agent	129.17 SF	0.00	0.16	0.15	20.82
Hot thermal fog - (with an EPA registered antimicrobial)	70.69 CF	0.00	0.05	0.00	3.53
Totals: closet 1				0.22	222.46


Kitchen
Height: 8'

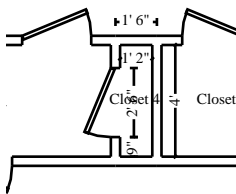
358.11 SF Walls	139.78 SF Ceiling
497.89 SF Walls & Ceiling	139.78 SF Floor
15.53 SY Flooring	44.25 LF Floor Perimeter
47.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor
3' 1" X 6' 8"
Opens into LIVING_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	40.00 SF	0.91	0.00	0.36	36.76
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	80.00 SF	0.91	0.00	0.72	73.52
Clean stud wall - Heavy	40.00 SF	0.00	0.74	0.05	29.65
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	638.67 SF	0.00	0.64	0.00	408.75
Clean floor - Heavy	139.78 SF	0.00	0.84	0.00	117.42
Clean the walls and ceiling	497.89 SF	0.00	0.21	0.30	104.86
Clean cabinetry - upper - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Clean countertop	8.00 SF	0.00	0.44	0.00	3.52
Clean cabinetry - lower - inside and out	8.00 LF	0.00	8.57	0.03	68.59

CONTINUED - Kitchen

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Apply anti-microbial agent	637.67 SF	0.00	0.16	0.77	102.80
Hot thermal fog - (with an EPA registered antimicrobial)	1,118.22 CF	0.00	0.05	0.00	55.91
Totals: Kitchen				2.31	1,120.82



Closet 4

Height: 8'

83.33 SF Walls	4.72 SF Ceiling
88.05 SF Walls & Ceiling	4.72 SF Floor
0.52 SY Flooring	10.42 LF Floor Perimeter
10.42 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	185.53 SF	0.00	0.64	0.00	118.74
Clean the walls and ceiling	88.05 SF	0.00	0.21	0.05	18.54
Clean floor - Heavy	4.72 SF	0.00	0.84	0.00	3.96
Apply anti-microbial agent	92.76 SF	0.00	0.16	0.11	14.95
Hot thermal fog - (with an EPA registered antimicrobial)	37.72 CF	0.00	0.05	0.00	1.89
Totals: Closet 4				0.16	158.08



Living Room

Height: 8'

421.61 SF Walls	188.73 SF Ceiling
610.34 SF Walls & Ceiling	188.73 SF Floor
20.97 SY Flooring	52.19 LF Floor Perimeter
55.27 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' 1" X 6' 8"

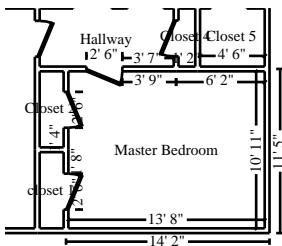
Opens into KITCHEN

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	80.00 SF	0.91	0.00	0.72	73.52
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	60.00 SF	0.91	0.00	0.54	55.14
Clean stud wall - Heavy	80.00 SF	0.00	0.74	0.10	59.30

CONTINUED - Living Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	1,598.13 SF	0.00	0.64	0.00	1,022.80
Clean the walls and ceiling	610.34 SF	0.00	0.21	0.37	128.54
Clean floor - Heavy	188.73 SF	0.00	0.84	0.00	158.53
Apply anti-microbial agent	799.06 SF	0.00	0.16	0.96	128.81
Hot thermal fog - (with an EPA registered antimicrobial)	1,509.81 CF	0.00	0.05	0.00	75.49
Totals: Living Room				2.74	1,752.58
Total: Building 6 Apt 10				10.30	7,739.26

Building 6 Apt 8

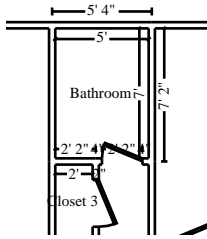


Master Bedroom

Height: 8'

393.50 SF Walls	149.34 SF Ceiling
542.84 SF Walls & Ceiling	149.34 SF Floor
16.59 SY Flooring	49.19 LF Floor Perimeter
49.19 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,384.35 SF	0.00	0.64	0.00	885.98
Clean the walls and ceiling	542.84 SF	0.00	0.21	0.33	114.33
Clean floor - Heavy	149.34 SF	0.00	0.84	0.00	125.45
Apply anti-microbial agent	692.17 SF	0.00	0.16	0.83	111.58
Hot thermal fog - (with an EPA registered antimicrobial)	1,194.69 CF	0.00	0.05	0.00	59.73
Totals: Master Bedroom				1.16	1,297.07

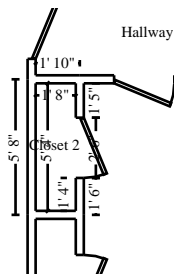


Bathroom

Height: 8'

191.33 SF Walls	34.79 SF Ceiling
226.13 SF Walls & Ceiling	34.79 SF Floor
3.87 SY Flooring	23.92 LF Floor Perimeter
23.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Sink - single bowl - Detach	1.00 EA	0.00	18.54	0.00	18.54
Remove Vanity	3.00 LF	4.80	0.00	0.00	14.40
Toilet - Detach	1.00 EA	0.00	30.72	0.00	30.72
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	60.00 SF	0.91	0.00	0.54	55.14
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	30.00 SF	0.91	0.00	0.27	27.57
Clean stud wall - Heavy	60.00 SF	0.00	0.74	0.07	44.47
Clean bar joist - Heavy	30.00 LF	0.00	0.63	0.02	18.92
HEPA Vacuuming - Detailed - (PER SF)	521.83 SF	0.00	0.64	0.00	333.97
Clean the walls and ceiling	226.13 SF	0.00	0.21	0.14	47.63
Clean floor - Heavy	34.79 SF	0.00	0.84	0.00	29.22
Apply anti-microbial agent	260.92 SF	0.00	0.16	0.31	42.06
Hot thermal fog - (with an EPA registered antimicrobial)	278.33 CF	0.00	0.05	0.00	13.92
Totals: Bathroom				1.35	676.56



Closet 2

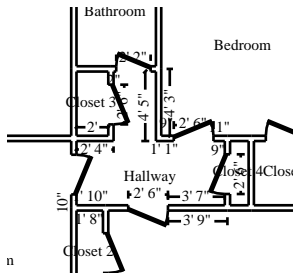
Height: 8'

111.33 SF Walls	8.82 SF Ceiling
120.15 SF Walls & Ceiling	8.82 SF Floor
0.98 SY Flooring	13.92 LF Floor Perimeter
13.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	257.94 SF	0.00	0.64	0.00	165.08
Clean the walls and ceiling	120.15 SF	0.00	0.21	0.07	25.30
Clean floor - Heavy	8.82 SF	0.00	0.84	0.00	7.41
Apply anti-microbial agent	128.97 SF	0.00	0.16	0.15	20.79

CONTINUED - Closet 2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Hot thermal fog - (with an EPA registered antimicrobial)	70.56 CF	0.00	0.05	0.00	3.53
Totals: Closet 2				0.22	222.11

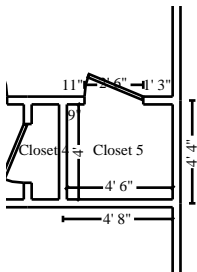


Hallway

Height: 8'

284.00 SF Walls	49.39 SF Ceiling
333.39 SF Walls & Ceiling	49.39 SF Floor
5.49 SY Flooring	35.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	765.56 SF	0.00	0.64	0.00	489.96
Clean the walls and ceiling	333.39 SF	0.00	0.21	0.20	70.21
Clean floor - Heavy	49.39 SF	0.00	0.84	0.00	41.49
Apply anti-microbial agent	382.78 SF	0.00	0.16	0.46	61.70
Hot thermal fog - (with an EPA registered antimicrobial)	395.11 CF	0.00	0.05	0.00	19.76
Totals: Hallway				0.66	683.12



Closet 5

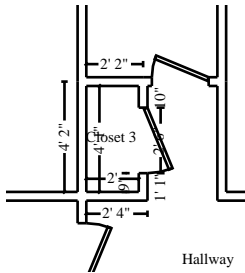
Height: 8'

136.67 SF Walls	18.19 SF Ceiling
154.85 SF Walls & Ceiling	18.19 SF Floor
2.02 SY Flooring	17.08 LF Floor Perimeter
17.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	346.08 SF	0.00	0.64	0.00	221.49
Clean the walls and ceiling	154.85 SF	0.00	0.21	0.09	32.61
Clean floor - Heavy	18.19 SF	0.00	0.84	0.00	15.28
Apply anti-microbial agent	173.04 SF	0.00	0.16	0.21	27.90
Hot thermal fog - (with an EPA registered antimicrobial)	145.50 CF	0.00	0.05	0.00	7.28

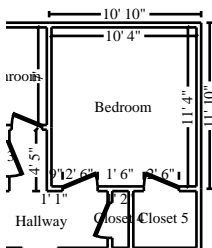
CONTINUED - Closet 5

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Totals: Closet 5				0.30	304.56


Closet 3
Height: 8'

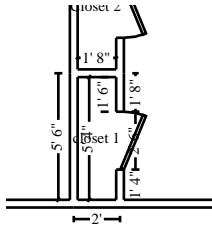
96.67 SF Walls	8.08 SF Ceiling
104.75 SF Walls & Ceiling	8.08 SF Floor
0.90 SY Flooring	12.08 LF Floor Perimeter
12.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	225.67 SF	0.00	0.64	0.00	144.43
Clean the walls and ceiling	104.75 SF	0.00	0.21	0.06	22.06
Clean floor - Heavy	8.08 SF	0.00	0.84	0.00	6.79
Apply anti-microbial agent	112.83 SF	0.00	0.16	0.14	18.19
Hot thermal fog - (with an EPA registered antimicrobial)	64.67 CF	0.00	0.05	0.00	3.23
Totals: Closet 3				0.20	194.70


Bedroom
Height: 8'

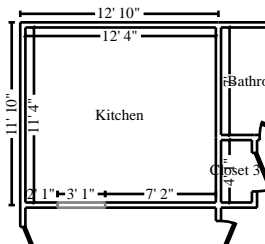
346.67 SF Walls	117.11 SF Ceiling
463.78 SF Walls & Ceiling	117.11 SF Floor
13.01 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,161.78 SF	0.00	0.64	0.00	743.54
Clean the walls and ceiling	463.78 SF	0.00	0.21	0.28	97.67
Clean floor - Heavy	117.11 SF	0.00	0.84	0.00	98.37
Apply anti-microbial agent	580.89 SF	0.00	0.16	0.70	93.64
Hot thermal fog - (with an EPA registered antimicrobial)	936.89 CF	0.00	0.05	0.00	46.84
Totals: Bedroom				0.98	1,080.06


closet 1
Height: 8'

111.50 SF Walls	8.84 SF Ceiling
120.34 SF Walls & Ceiling	8.84 SF Floor
0.98 SY Flooring	13.94 LF Floor Perimeter
13.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	258.35 SF	0.00	0.64	0.00	165.34
Clean the walls and ceiling	120.34 SF	0.00	0.21	0.07	25.34
Clean floor - Heavy	8.84 SF	0.00	0.84	0.00	7.43
Apply anti-microbial agent	129.17 SF	0.00	0.16	0.15	20.82
Hot thermal fog - (with an EPA registered antimicrobial)	70.69 CF	0.00	0.05	0.00	3.53
Totals: closet 1				0.22	222.46


Kitchen
Height: 8'

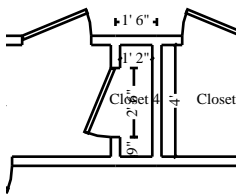
358.11 SF Walls	139.78 SF Ceiling
497.89 SF Walls & Ceiling	139.78 SF Floor
15.53 SY Flooring	44.25 LF Floor Perimeter
47.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor
3' 1" X 6' 8"
Opens into LIVING_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	40.00 SF	0.91	0.00	0.36	36.76
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	80.00 SF	0.91	0.00	0.72	73.52
Clean stud wall - Heavy	40.00 SF	0.00	0.74	0.05	29.65
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	638.67 SF	0.00	0.64	0.00	408.75
Clean floor - Heavy	139.78 SF	0.00	0.84	0.00	117.42
Clean the walls and ceiling	497.89 SF	0.00	0.21	0.30	104.86
Clean cabinetry - upper - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Clean countertop	8.00 SF	0.00	0.44	0.00	3.52
Clean cabinetry - lower - inside and out	8.00 LF	0.00	8.57	0.03	68.59

CONTINUED - Kitchen

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Apply anti-microbial agent	637.67 SF	0.00	0.16	0.77	102.80
Hot thermal fog - (with an EPA registered antimicrobial)	1,118.22 CF	0.00	0.05	0.00	55.91
Totals: Kitchen				2.31	1,120.82



Closet 4

Height: 8'

83.33 SF Walls	4.72 SF Ceiling
88.05 SF Walls & Ceiling	4.72 SF Floor
0.52 SY Flooring	10.42 LF Floor Perimeter
10.42 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	185.53 SF	0.00	0.64	0.00	118.74
Clean the walls and ceiling	88.05 SF	0.00	0.21	0.05	18.54
Clean floor - Heavy	4.72 SF	0.00	0.84	0.00	3.96
Apply anti-microbial agent	92.76 SF	0.00	0.16	0.11	14.95
Hot thermal fog - (with an EPA registered antimicrobial)	37.72 CF	0.00	0.05	0.00	1.89
Totals: Closet 4				0.16	158.08



Living Room

Height: 8'

421.61 SF Walls	188.73 SF Ceiling
610.34 SF Walls & Ceiling	188.73 SF Floor
20.97 SY Flooring	52.19 LF Floor Perimeter
55.27 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' 1" X 6' 8"

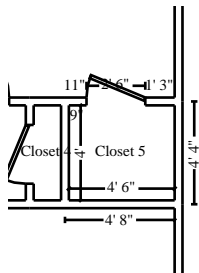
Opens into KITCHEN

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	80.00 SF	0.91	0.00	0.72	73.52
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	60.00 SF	0.91	0.00	0.54	55.14
Clean stud wall - Heavy	80.00 SF	0.00	0.74	0.10	59.30

CONTINUED - Living Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	1,598.13 SF	0.00	0.64	0.00	1,022.80
Clean the walls and ceiling	610.34 SF	0.00	0.21	0.37	128.54
Clean floor - Heavy	188.73 SF	0.00	0.84	0.00	158.53
Apply anti-microbial agent	799.06 SF	0.00	0.16	0.96	128.81
Hot thermal fog - (with an EPA registered antimicrobial)	1,509.81 CF	0.00	0.05	0.00	75.49
Totals: Living Room				2.74	1,752.58
Total: Building 6 Apt 8				10.30	7,712.12

Building 6 Apt 1

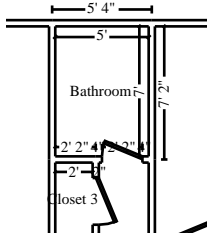


Closet 5

Height: 8'

136.67 SF Walls	18.19 SF Ceiling
154.85 SF Walls & Ceiling	18.19 SF Floor
2.02 SY Flooring	17.08 LF Floor Perimeter
17.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	346.08 SF	0.00	0.64	0.00	221.49
Clean the walls and ceiling	154.85 SF	0.00	0.21	0.09	32.61
Clean floor - Heavy	18.19 SF	0.00	0.84	0.00	15.28
Apply anti-microbial agent	173.04 SF	0.00	0.16	0.21	27.90
Hot thermal fog - (with an EPA registered antimicrobial)	145.50 CF	0.00	0.05	0.00	7.28
Totals: Closet 5				0.30	304.56

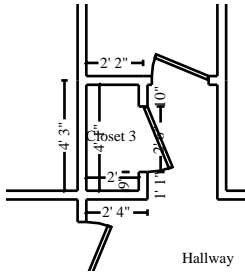


Bathroom

Height: 8'

191.33 SF Walls	34.79 SF Ceiling
226.13 SF Walls & Ceiling	34.79 SF Floor
3.87 SY Flooring	23.92 LF Floor Perimeter
23.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	521.83 SF	0.00	0.64	0.00	333.97
Clean the walls and ceiling	226.13 SF	0.00	0.21	0.14	47.63
Clean floor - Heavy	34.79 SF	0.00	0.84	0.00	29.22
Clean vanity - inside and out	3.00 LF	0.00	7.68	0.01	23.05
Apply anti-microbial agent	260.92 SF	0.00	0.16	0.31	42.06
Hot thermal fog - (with an EPA registered antimicrobial)	278.33 CF	0.00	0.05	0.00	13.92
Totals: Bathroom				0.46	489.85

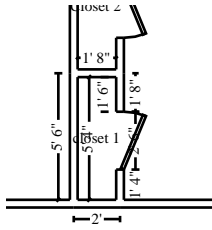


Closet 3

Height: 8'

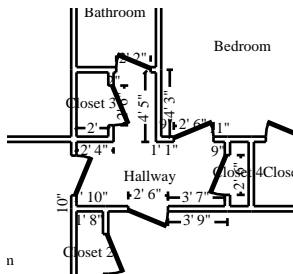
96.67 SF Walls	8.08 SF Ceiling
104.75 SF Walls & Ceiling	8.08 SF Floor
0.90 SY Flooring	12.08 LF Floor Perimeter
12.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	225.67 SF	0.00	0.64	0.00	144.43
Clean the walls and ceiling	104.75 SF	0.00	0.21	0.06	22.06
Clean floor - Heavy	8.08 SF	0.00	0.84	0.00	6.79
Apply anti-microbial agent	112.83 SF	0.00	0.16	0.14	18.19
Hot thermal fog - (with an EPA registered antimicrobial)	64.67 CF	0.00	0.05	0.00	3.23
Totals: Closet 3				0.20	194.70


closet 1
Height: 8'

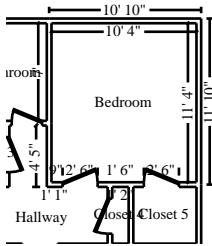
111.50 SF Walls	8.84 SF Ceiling
120.34 SF Walls & Ceiling	8.84 SF Floor
0.98 SY Flooring	13.94 LF Floor Perimeter
13.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	258.35 SF	0.00	0.64	0.00	165.34
Clean the walls and ceiling	120.34 SF	0.00	0.21	0.07	25.34
Clean floor - Heavy	8.84 SF	0.00	0.84	0.00	7.43
Apply anti-microbial agent	129.17 SF	0.00	0.16	0.15	20.82
Hot thermal fog - (with an EPA registered antimicrobial)	70.69 CF	0.00	0.05	0.00	3.53
Totals: closet 1				0.22	222.46


Hallway
Height: 8'

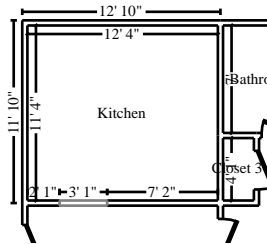
284.00 SF Walls	49.39 SF Ceiling
333.39 SF Walls & Ceiling	49.39 SF Floor
5.49 SY Flooring	35.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	765.56 SF	0.00	0.64	0.00	489.96
Clean the walls and ceiling	333.39 SF	0.00	0.21	0.20	70.21
Clean floor - Heavy	49.39 SF	0.00	0.84	0.00	41.49
Apply anti-microbial agent	382.78 SF	0.00	0.16	0.46	61.70
Hot thermal fog - (with an EPA registered antimicrobial)	395.11 CF	0.00	0.05	0.00	19.76
Totals: Hallway				0.66	683.12


Bedroom
Height: 8'

346.67 SF Walls	117.11 SF Ceiling
463.78 SF Walls & Ceiling	117.11 SF Floor
13.01 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

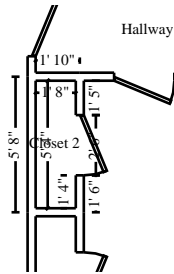
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,161.78 SF	0.00	0.64	0.00	743.54
Clean the walls and ceiling	463.78 SF	0.00	0.21	0.28	97.67
Clean floor - Heavy	117.11 SF	0.00	0.84	0.00	98.37
Apply anti-microbial agent	580.89 SF	0.00	0.16	0.70	93.64
Hot thermal fog - (with an EPA registered antimicrobial)	936.89 CF	0.00	0.05	0.00	46.84
Totals: Bedroom				0.98	1,080.06


Kitchen
Height: 8'

358.11 SF Walls	139.78 SF Ceiling
497.89 SF Walls & Ceiling	139.78 SF Floor
15.53 SY Flooring	44.25 LF Floor Perimeter
47.33 LF Ceil. Perimeter	

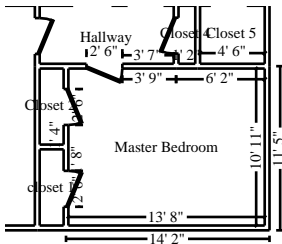
Missing Wall - Goes to Floor
3' 1" X 6' 8"
Opens into LIVING_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	638.67 SF	0.00	0.64	0.00	408.75
Clean floor - Heavy	139.78 SF	0.00	0.84	0.00	117.42
Clean the walls and ceiling	497.89 SF	0.00	0.21	0.30	104.86
Clean cabinetry - upper - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Clean countertop	8.00 SF	0.00	0.44	0.00	3.52
Clean cabinetry - lower - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Apply anti-microbial agent	637.67 SF	0.00	0.16	0.77	102.80
Hot thermal fog - (with an EPA registered antimicrobial)	1,118.22 CF	0.00	0.05	0.00	55.91
Totals: Kitchen				1.13	930.44


Closet 2
Height: 8'

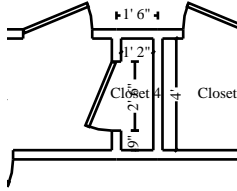
111.33 SF Walls	8.82 SF Ceiling
120.15 SF Walls & Ceiling	8.82 SF Floor
0.98 SY Flooring	13.92 LF Floor Perimeter
13.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	257.94 SF	0.00	0.64	0.00	165.08
Clean the walls and ceiling	120.15 SF	0.00	0.21	0.07	25.30
Clean floor - Heavy	8.82 SF	0.00	0.84	0.00	7.41
Apply anti-microbial agent	128.97 SF	0.00	0.16	0.15	20.79
Hot thermal fog - (with an EPA registered antimicrobial)	70.56 CF	0.00	0.05	0.00	3.53
Totals: Closet 2				0.22	222.11


Master Bedroom
Height: 8'

393.50 SF Walls	149.34 SF Ceiling
542.84 SF Walls & Ceiling	149.34 SF Floor
16.59 SY Flooring	49.19 LF Floor Perimeter
49.19 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,384.35 SF	0.00	0.64	0.00	885.98
Clean the walls and ceiling	542.84 SF	0.00	0.21	0.33	114.33
Clean floor - Heavy	149.34 SF	0.00	0.84	0.00	125.45
Apply anti-microbial agent	692.17 SF	0.00	0.16	0.83	111.58
Hot thermal fog - (with an EPA registered antimicrobial)	1,194.69 CF	0.00	0.05	0.00	59.73
Totals: Master Bedroom				1.16	1,297.07


Closet 4
Height: 8'

83.33 SF Walls	4.72 SF Ceiling
88.05 SF Walls & Ceiling	4.72 SF Floor
0.52 SY Flooring	10.42 LF Floor Perimeter
10.42 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	185.53 SF	0.00	0.64	0.00	118.74
Clean the walls and ceiling	88.05 SF	0.00	0.21	0.05	18.54
Clean floor - Heavy	4.72 SF	0.00	0.84	0.00	3.96
Apply anti-microbial agent	92.76 SF	0.00	0.16	0.11	14.95
Hot thermal fog - (with an EPA registered antimicrobial)	37.72 CF	0.00	0.05	0.00	1.89
Totals: Closet 4				0.16	158.08


Living Room
Height: 8'

421.61 SF Walls	188.73 SF Ceiling
610.34 SF Walls & Ceiling	188.73 SF Floor
20.97 SY Flooring	52.19 LF Floor Perimeter
55.27 LF Ceil. Perimeter	

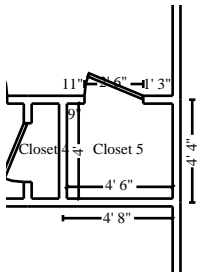
Missing Wall - Goes to Floor
3' 1" X 6' 8"
Opens into KITCHEN

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	80.00 SF	0.91	0.00	0.72	73.52
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	60.00 SF	0.91	0.00	0.54	55.14
Clean stud wall - Heavy	80.00 SF	0.00	0.74	0.10	59.30
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	1,598.13 SF	0.00	0.64	0.00	1,022.80
Clean the walls and ceiling	610.34 SF	0.00	0.21	0.37	128.54
Clean floor - Heavy	188.73 SF	0.00	0.84	0.00	158.53
Apply anti-microbial agent	799.06 SF	0.00	0.16	0.96	128.81
Hot thermal fog - (with an EPA registered antimicrobial)	1,509.81 CF	0.00	0.05	0.00	75.49

CONTINUED - Living Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Totals: Living Room				2.74	1,752.58
Total: Building 6 Apt 1				8.23	7,335.03

Building 1 Apt 20

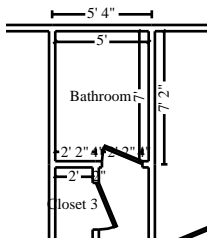


Closet 5

Height: 8'

136.67 SF Walls	18.19 SF Ceiling
154.85 SF Walls & Ceiling	18.19 SF Floor
2.02 SY Flooring	17.08 LF Floor Perimeter
17.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	136.67 SF	0.91	0.00	1.23	125.60
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	18.19 SF	0.91	0.00	0.16	16.71
Clean stud wall - Heavy	136.67 SF	0.00	0.74	0.16	101.30
Clean bar joist - Heavy	18.19 LF	0.00	0.63	0.01	11.47
Clean floor - Heavy	18.19 SF	0.00	0.84	0.00	15.28
Apply anti-microbial agent	173.04 SF	0.00	0.16	0.21	27.90
HEPA Vacuuming - Detailed - (PER SF)	174.04 SF	0.00	0.64	0.00	111.39
Hot thermal fog - (with an EPA registered antimicrobial)	145.50 CF	0.00	0.05	0.00	7.28
Totals: Closet 5				1.77	416.93



Bathroom

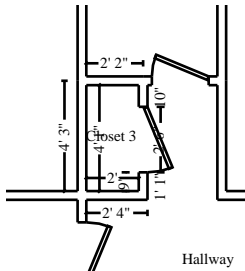
Height: 8'

191.33 SF Walls	34.79 SF Ceiling
226.13 SF Walls & Ceiling	34.79 SF Floor
3.87 SY Flooring	23.92 LF Floor Perimeter
23.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Sink - single bowl - Detach	1.00 EA	0.00	18.54	0.00	18.54
Remove Vanity	3.00 LF	4.80	0.00	0.00	14.40

CONTINUED - Bathroom

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Toilet - Detach	1.00 EA	0.00	30.72	0.00	30.72
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	191.33 SF	0.91	0.00	1.72	175.83
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	34.79 SF	0.91	0.00	0.31	31.97
Clean stud wall - Heavy	191.33 SF	0.00	0.74	0.23	141.81
Clean bar joist - Heavy	34.79 LF	0.00	0.63	0.02	21.94
HEPA Vacuuming - Detailed - (PER SF)	521.83 SF	0.00	0.64	0.00	333.97
Clean floor - Heavy	34.79 SF	0.00	0.84	0.00	29.22
Apply anti-microbial agent	260.92 SF	0.00	0.16	0.31	42.06
Hot thermal fog - (with an EPA registered antimicrobial)	278.33 CF	0.00	0.05	0.00	13.92
Totals: Bathroom				2.59	854.38

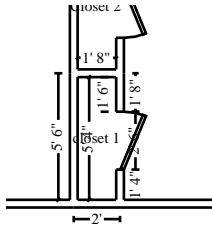


Closet 3

Height: 8'

96.67 SF Walls	8.08 SF Ceiling
104.75 SF Walls & Ceiling	8.08 SF Floor
0.90 SY Flooring	12.08 LF Floor Perimeter
12.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	96.67 SF	0.91	0.00	0.87	88.84
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	8.08 SF	0.91	0.00	0.07	7.42
Clean stud wall - Heavy	96.67 SF	0.00	0.74	0.12	71.66
Clean bar joist - Heavy	8.08 LF	0.00	0.63	0.00	5.09
Clean floor - Heavy	8.08 SF	0.00	0.84	0.00	6.79
Apply anti-microbial agent	112.83 SF	0.00	0.16	0.14	18.19
HEPA Vacuuming - Detailed - (PER SF)	113.83 SF	0.00	0.64	0.00	72.85
Hot thermal fog - (with an EPA registered antimicrobial)	64.67 CF	0.00	0.05	0.00	3.23
Totals: Closet 3				1.20	274.07

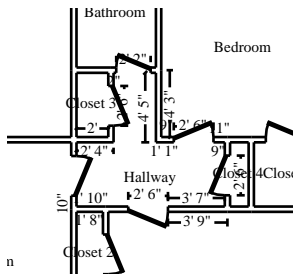


closet 1

Height: 8'

111.50 SF Walls	8.84 SF Ceiling
120.34 SF Walls & Ceiling	8.84 SF Floor
0.98 SY Flooring	13.94 LF Floor Perimeter
13.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	111.50 SF	0.91	0.00	1.00	102.47
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	8.84 SF	0.91	0.00	0.08	8.12
Clean stud wall - Heavy	111.50 SF	0.00	0.74	0.13	82.64
Clean bar joist - Heavy	8.84 LF	0.00	0.63	0.01	5.58
Clean floor - Heavy	8.84 SF	0.00	0.84	0.00	7.43
Apply anti-microbial agent	129.17 SF	0.00	0.16	0.15	20.82
HEPA Vacuuming - Detailed - (PER SF)	130.17 SF	0.00	0.64	0.00	83.31
Hot thermal fog - (with an EPA registered antimicrobial)	70.69 CF	0.00	0.05	0.00	3.53
Totals: closet 1				1.37	313.90



Hallway

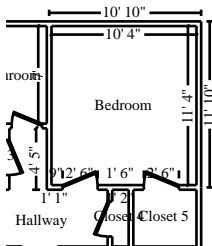
Height: 8'

284.00 SF Walls	49.39 SF Ceiling
333.39 SF Walls & Ceiling	49.39 SF Floor
5.49 SY Flooring	35.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	284.00 SF	0.91	0.00	2.56	261.00
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	49.39 SF	0.91	0.00	0.44	45.38
Clean stud wall - Heavy	284.00 SF	0.00	0.74	0.34	210.50
Clean bar joist - Heavy	49.39 LF	0.00	0.63	0.03	31.15
Clean floor - Heavy	49.39 SF	0.00	0.84	0.00	41.49
Apply anti-microbial agent	382.78 SF	0.00	0.16	0.46	61.70
HEPA Vacuuming - Detailed - (PER SF)	383.78 SF	0.00	0.64	0.00	245.62

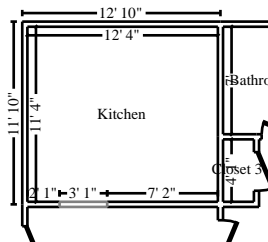
CONTINUED - Hallway

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Hot thermal fog - (with an EPA registered antimicrobial)	395.11 CF	0.00	0.05	0.00	19.76
Totals: Hallway				3.83	916.60


Bedroom
Height: 8'

346.67 SF Walls	117.11 SF Ceiling
463.78 SF Walls & Ceiling	117.11 SF Floor
13.01 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	346.67 SF	0.91	0.00	3.12	318.59
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	117.11 SF	0.91	0.00	1.05	107.62
Clean stud wall - Heavy	346.67 SF	0.00	0.74	0.42	256.96
Clean bar joist - Heavy	117.11 LF	0.00	0.63	0.07	73.85
Clean floor - Heavy	117.11 SF	0.00	0.84	0.00	98.37
Apply anti-microbial agent	580.89 SF	0.00	0.16	0.70	93.64
HEPA Vacuuming - Detailed - (PER SF)	581.89 SF	0.00	0.64	0.00	372.41
Hot thermal fog - (with an EPA registered antimicrobial)	936.89 CF	0.00	0.05	0.00	46.84
Totals: Bedroom				5.36	1,368.28


Kitchen
Height: 8'

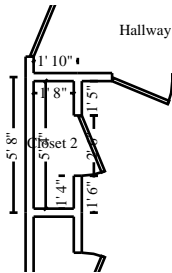
358.11 SF Walls	139.78 SF Ceiling
497.89 SF Walls & Ceiling	139.78 SF Floor
15.53 SY Flooring	44.25 LF Floor Perimeter
47.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor
3' 1" X 6' 8"
Opens into LIVING_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	358.11 SF	0.91	0.00	3.22	329.10

CONTINUED - Kitchen

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	139.78 SF	0.91	0.00	1.26	128.46
Clean stud wall - Heavy	358.11 SF	0.00	0.74	0.43	265.43
Clean bar joist - Heavy	139.78 LF	0.00	0.63	0.08	88.14
HEPA Vacuuming - Detailed - (PER SF)	638.67 SF	0.00	0.64	0.00	408.75
Remove Sink - single	1.00 EA	12.00	0.00	0.00	12.00
Remove Custom cabinets - base units	16.00 LF	4.80	0.00	0.00	76.80
Clean floor - Heavy	139.78 SF	0.00	0.84	0.00	117.42
Apply anti-microbial agent	637.67 SF	0.00	0.16	0.77	102.80
Hot thermal fog - (with an EPA registered antimicrobial)	1,118.22 CF	0.00	0.05	0.00	55.91
Totals: Kitchen				5.76	1,584.81

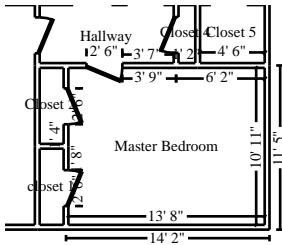


Closet 2

Height: 8'

111.33 SF Walls	8.82 SF Ceiling
120.15 SF Walls & Ceiling	8.82 SF Floor
0.98 SY Flooring	13.92 LF Floor Perimeter
13.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	111.33 SF	0.91	0.00	1.00	102.31
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	8.82 SF	0.91	0.00	0.08	8.11
Clean stud wall - Heavy	111.33 SF	0.00	0.74	0.13	82.51
Clean bar joist - Heavy	8.82 LF	0.00	0.63	0.01	5.57
Clean floor - Heavy	8.82 SF	0.00	0.84	0.00	7.41
Apply anti-microbial agent	128.97 SF	0.00	0.16	0.15	20.79
HEPA Vacuuming - Detailed - (PER SF)	129.97 SF	0.00	0.64	0.00	83.18
Hot thermal fog - (with an EPA registered antimicrobial)	70.56 CF	0.00	0.05	0.00	3.53
Totals: Closet 2				1.37	313.41

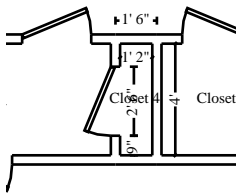


Master Bedroom

Height: 8'

393.50 SF Walls	149.34 SF Ceiling
542.84 SF Walls & Ceiling	149.34 SF Floor
16.59 SY Flooring	49.19 LF Floor Perimeter
49.19 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	393.50 SF	0.91	0.00	3.54	361.63
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	149.34 SF	0.91	0.00	1.34	137.24
Clean stud wall - Heavy	393.50 SF	0.00	0.74	0.47	291.66
Clean bar joist - Heavy	149.34 LF	0.00	0.63	0.09	94.17
Clean floor - Heavy	149.34 SF	0.00	0.84	0.00	125.45
Apply anti-microbial agent	692.17 SF	0.00	0.16	0.83	111.58
HEPA Vacuuming - Detailed - (PER SF)	693.17 SF	0.00	0.64	0.00	443.63
Hot thermal fog - (with an EPA registered antimicrobial)	1,194.69 CF	0.00	0.05	0.00	59.73
Totals: Master Bedroom				6.27	1,625.09



Closet 4

Height: 8'

83.33 SF Walls	4.72 SF Ceiling
88.05 SF Walls & Ceiling	4.72 SF Floor
0.52 SY Flooring	10.42 LF Floor Perimeter
10.42 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	83.33 SF	0.91	0.00	0.75	76.58
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	4.72 SF	0.91	0.00	0.04	4.34
Clean stud wall - Heavy	83.33 SF	0.00	0.74	0.10	61.76
Clean bar joist - Heavy	4.72 LF	0.00	0.63	0.00	2.97
Clean floor - Heavy	4.72 SF	0.00	0.84	0.00	3.96
Apply anti-microbial agent	92.76 SF	0.00	0.16	0.11	14.95
HEPA Vacuuming - Detailed - (PER SF)	93.76 SF	0.00	0.64	0.00	60.01

CONTINUED - Closet 4

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Hot thermal fog - (with an EPA registered antimicrobial)	37.72 CF	0.00	0.05	0.00	1.89
Totals: Closet 4				1.00	226.46



Living Room

Height: 8'

421.61 SF Walls	188.73 SF Ceiling
610.34 SF Walls & Ceiling	188.73 SF Floor
20.97 SY Flooring	52.19 LF Floor Perimeter
55.27 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' 1" X 6' 8"

Opens into KITCHEN

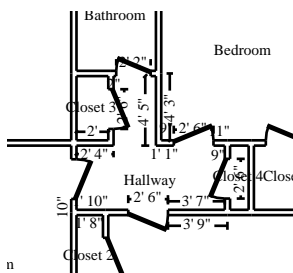
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	421.61 SF	0.91	0.00	3.79	387.46
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	188.73 SF	0.91	0.00	1.70	173.44
Clean stud wall - Heavy	421.61 SF	0.00	0.74	0.51	312.50
Clean bar joist - Heavy	188.73 LF	0.00	0.63	0.11	119.01
Clean floor - Heavy	188.73 SF	0.00	0.84	0.00	158.53
Apply anti-microbial agent	799.06 SF	0.00	0.16	0.96	128.81
HEPA Vacuuming - Detailed - (PER SF)	800.06 SF	0.00	0.64	0.00	512.04
Hot thermal fog - (with an EPA registered antimicrobial)	1,509.81 CF	0.00	0.05	0.00	75.49
Totals: Living Room				7.07	1,867.28

Total: Building 1 Apt 20

37.59

9,761.21

Building 1 Apt 9



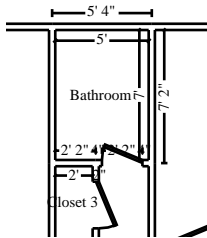
Hallway

Height: 8'

284.00 SF Walls	49.39 SF Ceiling
333.39 SF Walls & Ceiling	49.39 SF Floor
5.49 SY Flooring	35.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

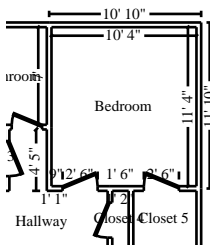
CONTINUED - Hallway

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	765.56 SF	0.00	0.64	0.00	489.96
Clean the walls and ceiling	333.39 SF	0.00	0.21	0.20	70.21
Clean floor - Heavy	49.39 SF	0.00	0.84	0.00	41.49
Apply anti-microbial agent	382.78 SF	0.00	0.16	0.46	61.70
Hot thermal fog - (with an EPA registered antimicrobial)	395.11 CF	0.00	0.05	0.00	19.76
Totals: Hallway				0.66	683.12


Bathroom
Height: 8'

191.33 SF Walls	34.79 SF Ceiling
226.13 SF Walls & Ceiling	34.79 SF Floor
3.87 SY Flooring	23.92 LF Floor Perimeter
23.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	521.83 SF	0.00	0.64	0.00	333.97
Clean the walls and ceiling	226.13 SF	0.00	0.21	0.14	47.63
Clean floor - Heavy	34.79 SF	0.00	0.84	0.00	29.22
Clean vanity - inside and out	3.00 LF	0.00	7.68	0.01	23.05
Apply anti-microbial agent	260.92 SF	0.00	0.16	0.31	42.06
Hot thermal fog - (with an EPA registered antimicrobial)	278.33 CF	0.00	0.05	0.00	13.92
Totals: Bathroom				0.46	489.85

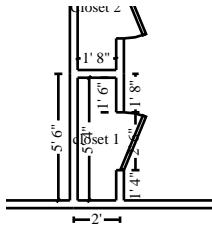

Bedroom
Height: 8'

346.67 SF Walls	117.11 SF Ceiling
463.78 SF Walls & Ceiling	117.11 SF Floor
13.01 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
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CONTINUED - Bedroom

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,161.78 SF	0.00	0.64	0.00	743.54
Clean the walls and ceiling	463.78 SF	0.00	0.21	0.28	97.67
Clean floor - Heavy	117.11 SF	0.00	0.84	0.00	98.37
Apply anti-microbial agent	580.89 SF	0.00	0.16	0.70	93.64
Hot thermal fog - (with an EPA registered antimicrobial)	936.89 CF	0.00	0.05	0.00	46.84
Totals: Bedroom				0.98	1,080.06

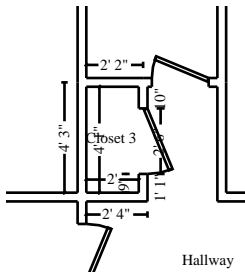


closet 1

Height: 8'

111.50 SF Walls	8.84 SF Ceiling
120.34 SF Walls & Ceiling	8.84 SF Floor
0.98 SY Flooring	13.94 LF Floor Perimeter
13.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	258.35 SF	0.00	0.64	0.00	165.34
Clean the walls and ceiling	120.34 SF	0.00	0.21	0.07	25.34
Clean floor - Heavy	8.84 SF	0.00	0.84	0.00	7.43
Apply anti-microbial agent	129.17 SF	0.00	0.16	0.15	20.82
Hot thermal fog - (with an EPA registered antimicrobial)	70.69 CF	0.00	0.05	0.00	3.53
Totals: closet 1				0.22	222.46



Closet 3

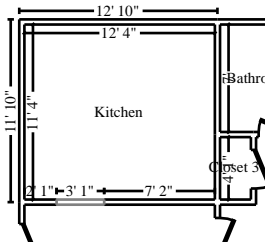
Height: 8'

96.67 SF Walls	8.08 SF Ceiling
104.75 SF Walls & Ceiling	8.08 SF Floor
0.90 SY Flooring	12.08 LF Floor Perimeter
12.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	225.67 SF	0.00	0.64	0.00	144.43

CONTINUED - Closet 3

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Clean the walls and ceiling	104.75 SF	0.00	0.21	0.06	22.06
Clean floor - Heavy	8.08 SF	0.00	0.84	0.00	6.79
Apply anti-microbial agent	112.83 SF	0.00	0.16	0.14	18.19
Hot thermal fog - (with an EPA registered antimicrobial)	64.67 CF	0.00	0.05	0.00	3.23
Totals: Closet 3				0.20	194.70



Kitchen

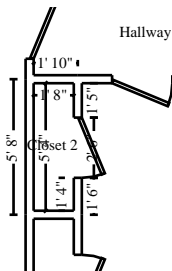
Height: 8'

358.11 SF Walls	139.78 SF Ceiling
497.89 SF Walls & Ceiling	139.78 SF Floor
15.53 SY Flooring	44.25 LF Floor Perimeter
47.33 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' 1" X 6' 8"
Opens into LIVING_ROOM

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	638.67 SF	0.00	0.64	0.00	408.75
Clean floor - Heavy	139.78 SF	0.00	0.84	0.00	117.42
Clean the walls and ceiling	497.89 SF	0.00	0.21	0.30	104.86
Clean cabinetry - upper - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Clean countertop	8.00 SF	0.00	0.44	0.00	3.52
Clean cabinetry - lower - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Apply anti-microbial agent	637.67 SF	0.00	0.16	0.77	102.80
Hot thermal fog - (with an EPA registered antimicrobial)	1,118.22 CF	0.00	0.05	0.00	55.91
Totals: Kitchen				1.13	930.44



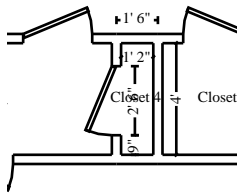
Closet 2

Height: 8'

111.33 SF Walls	8.82 SF Ceiling
120.15 SF Walls & Ceiling	8.82 SF Floor
0.98 SY Flooring	13.92 LF Floor Perimeter
13.92 LF Ceil. Perimeter	

CONTINUED - Closet 2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	257.94 SF	0.00	0.64	0.00	165.08
Clean the walls and ceiling	120.15 SF	0.00	0.21	0.07	25.30
Clean floor - Heavy	8.82 SF	0.00	0.84	0.00	7.41
Apply anti-microbial agent	128.97 SF	0.00	0.16	0.15	20.79
Hot thermal fog - (with an EPA registered antimicrobial)	70.56 CF	0.00	0.05	0.00	3.53
Totals: Closet 2				0.22	222.11

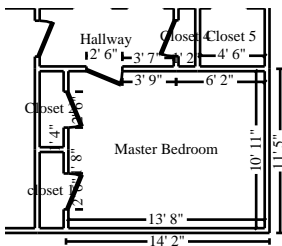


Closet 4

Height: 8'

83.33 SF Walls	4.72 SF Ceiling
88.05 SF Walls & Ceiling	4.72 SF Floor
0.52 SY Flooring	10.42 LF Floor Perimeter
10.42 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	185.53 SF	0.00	0.64	0.00	118.74
Clean the walls and ceiling	88.05 SF	0.00	0.21	0.05	18.54
Clean floor - Heavy	4.72 SF	0.00	0.84	0.00	3.96
Apply anti-microbial agent	92.76 SF	0.00	0.16	0.11	14.95
Hot thermal fog - (with an EPA registered antimicrobial)	37.72 CF	0.00	0.05	0.00	1.89
Totals: Closet 4				0.16	158.08



Master Bedroom

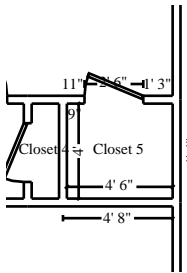
Height: 8'

393.50 SF Walls	149.34 SF Ceiling
542.84 SF Walls & Ceiling	149.34 SF Floor
16.59 SY Flooring	49.19 LF Floor Perimeter
49.19 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,384.35 SF	0.00	0.64	0.00	885.98

CONTINUED - Master Bedroom

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Clean the walls and ceiling	542.84 SF	0.00	0.21	0.33	114.33
Clean floor - Heavy	149.34 SF	0.00	0.84	0.00	125.45
Apply anti-microbial agent	692.17 SF	0.00	0.16	0.83	111.58
Hot thermal fog - (with an EPA registered antimicrobial)	1,194.69 CF	0.00	0.05	0.00	59.73
Totals: Master Bedroom				1.16	1,297.07

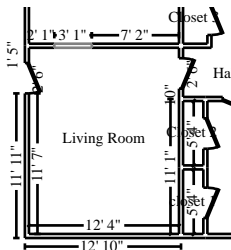


Closet 5

Height: 8'

136.67 SF Walls	18.19 SF Ceiling
154.85 SF Walls & Ceiling	18.19 SF Floor
2.02 SY Flooring	17.08 LF Floor Perimeter
17.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	346.08 SF	0.00	0.64	0.00	221.49
Clean the walls and ceiling	154.85 SF	0.00	0.21	0.09	32.61
Clean floor - Heavy	18.19 SF	0.00	0.84	0.00	15.28
Apply anti-microbial agent	173.04 SF	0.00	0.16	0.21	27.90
Hot thermal fog - (with an EPA registered antimicrobial)	145.50 CF	0.00	0.05	0.00	7.28
Totals: Closet 5				0.30	304.56



Living Room

Height: 8'

421.61 SF Walls	188.73 SF Ceiling
610.34 SF Walls & Ceiling	188.73 SF Floor
20.97 SY Flooring	52.19 LF Floor Perimeter
55.27 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

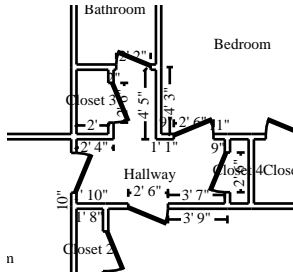
3' 1" X 6' 8"
Opens into KITCHEN

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	80.00 SF	0.91	0.00	0.72	73.52

CONTINUED - Living Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	60.00 SF	0.91	0.00	0.54	55.14
Clean stud wall - Heavy	80.00 SF	0.00	0.74	0.10	59.30
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	1,598.13 SF	0.00	0.64	0.00	1,022.80
Clean the walls and ceiling	610.34 SF	0.00	0.21	0.37	128.54
Clean floor - Heavy	188.73 SF	0.00	0.84	0.00	158.53
Apply anti-microbial agent	799.06 SF	0.00	0.16	0.96	128.81
Hot thermal fog - (with an EPA registered antimicrobial)	1,509.81 CF	0.00	0.05	0.00	75.49
Totals: Living Room				2.74	1,752.58
Total: Building 1 Apt 9				8.23	7,335.03

Building 1 Apt 19

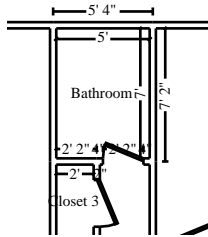


Hallway

Height: 8'

284.00 SF Walls	49.39 SF Ceiling
333.39 SF Walls & Ceiling	49.39 SF Floor
5.49 SY Flooring	35.50 LF Floor Perimeter
35.50 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	765.56 SF	0.00	0.64	0.00	489.96
Clean the walls and ceiling	333.39 SF	0.00	0.21	0.20	70.21
Clean floor - Heavy	49.39 SF	0.00	0.84	0.00	41.49
Apply anti-microbial agent	382.78 SF	0.00	0.16	0.46	61.70
Hot thermal fog - (with an EPA registered antimicrobial)	395.11 CF	0.00	0.05	0.00	19.76
Totals: Hallway				0.66	683.12

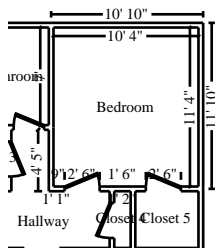


Bathroom

Height: 8'

191.33 SF Walls	34.79 SF Ceiling
226.13 SF Walls & Ceiling	34.79 SF Floor
3.87 SY Flooring	23.92 LF Floor Perimeter
23.92 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	521.83 SF	0.00	0.64	0.00	333.97
Clean the walls and ceiling	226.13 SF	0.00	0.21	0.14	47.63
Clean floor - Heavy	34.79 SF	0.00	0.84	0.00	29.22
Clean vanity - inside and out	3.00 LF	0.00	7.68	0.01	23.05
Apply anti-microbial agent	260.92 SF	0.00	0.16	0.31	42.06
Hot thermal fog - (with an EPA registered antimicrobial)	278.33 CF	0.00	0.05	0.00	13.92
Totals: Bathroom				0.46	489.85

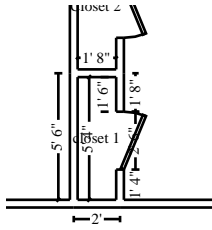


Bedroom

Height: 8'

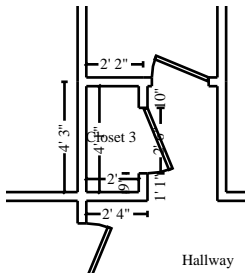
346.67 SF Walls	117.11 SF Ceiling
463.78 SF Walls & Ceiling	117.11 SF Floor
13.01 SY Flooring	43.33 LF Floor Perimeter
43.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,161.78 SF	0.00	0.64	0.00	743.54
Clean the walls and ceiling	463.78 SF	0.00	0.21	0.28	97.67
Clean floor - Heavy	117.11 SF	0.00	0.84	0.00	98.37
Apply anti-microbial agent	580.89 SF	0.00	0.16	0.70	93.64
Hot thermal fog - (with an EPA registered antimicrobial)	936.89 CF	0.00	0.05	0.00	46.84
Totals: Bedroom				0.98	1,080.06


closet 1
Height: 8'

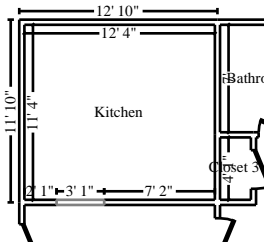
111.50 SF Walls	8.84 SF Ceiling
120.34 SF Walls & Ceiling	8.84 SF Floor
0.98 SY Flooring	13.94 LF Floor Perimeter
13.94 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	258.35 SF	0.00	0.64	0.00	165.34
Clean the walls and ceiling	120.34 SF	0.00	0.21	0.07	25.34
Clean floor - Heavy	8.84 SF	0.00	0.84	0.00	7.43
Apply anti-microbial agent	129.17 SF	0.00	0.16	0.15	20.82
Hot thermal fog - (with an EPA registered antimicrobial)	70.69 CF	0.00	0.05	0.00	3.53
Totals: closet 1				0.22	222.46


Closet 3
Height: 8'

96.67 SF Walls	8.08 SF Ceiling
104.75 SF Walls & Ceiling	8.08 SF Floor
0.90 SY Flooring	12.08 LF Floor Perimeter
12.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	225.67 SF	0.00	0.64	0.00	144.43
Clean the walls and ceiling	104.75 SF	0.00	0.21	0.06	22.06
Clean floor - Heavy	8.08 SF	0.00	0.84	0.00	6.79
Apply anti-microbial agent	112.83 SF	0.00	0.16	0.14	18.19
Hot thermal fog - (with an EPA registered antimicrobial)	64.67 CF	0.00	0.05	0.00	3.23
Totals: Closet 3				0.20	194.70

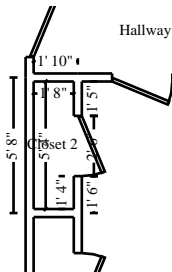

Kitchen
Height: 8'

358.11 SF Walls
 497.89 SF Walls & Ceiling
 15.53 SY Flooring
 47.33 LF Ceil. Perimeter

139.78 SF Ceiling
 139.78 SF Floor
 44.25 LF Floor Perimeter

Missing Wall - Goes to Floor
3' 1" X 6' 8"
Opens into LIVING_ROOM

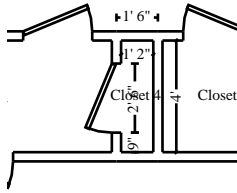
DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	638.67 SF	0.00	0.64	0.00	408.75
Clean floor - Heavy	139.78 SF	0.00	0.84	0.00	117.42
Clean the walls and ceiling	497.89 SF	0.00	0.21	0.30	104.86
Clean cabinetry - upper - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Clean countertop	8.00 SF	0.00	0.44	0.00	3.52
Clean cabinetry - lower - inside and out	8.00 LF	0.00	8.57	0.03	68.59
Apply anti-microbial agent	637.67 SF	0.00	0.16	0.77	102.80
Hot thermal fog - (with an EPA registered antimicrobial)	1,118.22 CF	0.00	0.05	0.00	55.91
Totals: Kitchen				1.13	930.44


Closet 2
Height: 8'

111.33 SF Walls
 120.15 SF Walls & Ceiling
 0.98 SY Flooring
 13.92 LF Ceil. Perimeter

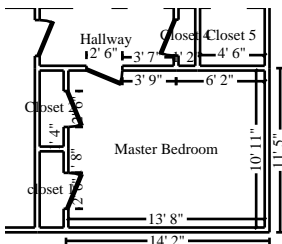
8.82 SF Ceiling
 8.82 SF Floor
 13.92 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	257.94 SF	0.00	0.64	0.00	165.08
Clean the walls and ceiling	120.15 SF	0.00	0.21	0.07	25.30
Clean floor - Heavy	8.82 SF	0.00	0.84	0.00	7.41
Apply anti-microbial agent	128.97 SF	0.00	0.16	0.15	20.79
Hot thermal fog - (with an EPA registered antimicrobial)	70.56 CF	0.00	0.05	0.00	3.53
Totals: Closet 2				0.22	222.11


Closet 4
Height: 8'

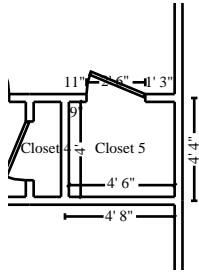
83.33 SF Walls	4.72 SF Ceiling
88.05 SF Walls & Ceiling	4.72 SF Floor
0.52 SY Flooring	10.42 LF Floor Perimeter
10.42 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	185.53 SF	0.00	0.64	0.00	118.74
Clean the walls and ceiling	88.05 SF	0.00	0.21	0.05	18.54
Clean floor - Heavy	4.72 SF	0.00	0.84	0.00	3.96
Apply anti-microbial agent	92.76 SF	0.00	0.16	0.11	14.95
Hot thermal fog - (with an EPA registered antimicrobial)	37.72 CF	0.00	0.05	0.00	1.89
Totals: Closet 4				0.16	158.08


Master Bedroom
Height: 8'

393.50 SF Walls	149.34 SF Ceiling
542.84 SF Walls & Ceiling	149.34 SF Floor
16.59 SY Flooring	49.19 LF Floor Perimeter
49.19 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	1,384.35 SF	0.00	0.64	0.00	885.98
Clean the walls and ceiling	542.84 SF	0.00	0.21	0.33	114.33
Clean floor - Heavy	149.34 SF	0.00	0.84	0.00	125.45
Apply anti-microbial agent	692.17 SF	0.00	0.16	0.83	111.58
Hot thermal fog - (with an EPA registered antimicrobial)	1,194.69 CF	0.00	0.05	0.00	59.73
Totals: Master Bedroom				1.16	1,297.07

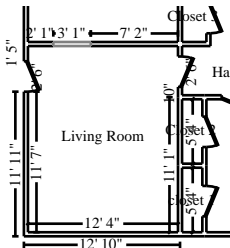


Closet 5

Height: 8'

136.67 SF Walls	18.19 SF Ceiling
154.85 SF Walls & Ceiling	18.19 SF Floor
2.02 SY Flooring	17.08 LF Floor Perimeter
17.08 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
HEPA Vacuuming - Detailed - (PER SF)	346.08 SF	0.00	0.64	0.00	221.49
Clean the walls and ceiling	154.85 SF	0.00	0.21	0.09	32.61
Clean floor - Heavy	18.19 SF	0.00	0.84	0.00	15.28
Apply anti-microbial agent	173.04 SF	0.00	0.16	0.21	27.90
Hot thermal fog - (with an EPA registered antimicrobial)	145.50 CF	0.00	0.05	0.00	7.28
Totals: Closet 5				0.30	304.56



Living Room

Height: 8'

421.61 SF Walls	188.73 SF Ceiling
610.34 SF Walls & Ceiling	188.73 SF Floor
20.97 SY Flooring	52.19 LF Floor Perimeter
55.27 LF Ceil. Perimeter	

Missing Wall - Goes to Floor

3' 1" X 6' 8"

Opens into KITCHEN

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Tear out wet drywall, cleanup, bag - Cat 3 (walls)	80.00 SF	0.91	0.00	0.72	73.52
Tear out wet drywall, cleanup, bag - Cat 3 (ceiling)	60.00 SF	0.91	0.00	0.54	55.14
Clean stud wall - Heavy	80.00 SF	0.00	0.74	0.10	59.30
Clean bar joist - Heavy	80.00 LF	0.00	0.63	0.05	50.45
HEPA Vacuuming - Detailed - (PER SF)	1,598.13 SF	0.00	0.64	0.00	1,022.80
Clean the walls and ceiling	610.34 SF	0.00	0.21	0.37	128.54
Clean floor - Heavy	188.73 SF	0.00	0.84	0.00	158.53
Apply anti-microbial agent	799.06 SF	0.00	0.16	0.96	128.81
Hot thermal fog - (with an EPA registered antimicrobial)	1,509.81 CF	0.00	0.05	0.00	75.49

CONTINUED - Living Room

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Totals: Living Room				2.74	1,752.58

Total: Building 1 Apt 19				8.23	7,335.03
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Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
Cabinetry labor minimum	1.00 EA	0.00	22.81	0.00	22.81
Plumbing labor minimum	1.00 EA	0.00	200.51	0.00	200.51
Totals: Labor Minimums Applied				0.00	223.32

Line Item Totals: 16-2562-M				169.15	59,548.63
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Grand Total Areas:

15,208.33 SF Walls	4,366.65 SF Ceiling	19,574.98 SF Walls and Ceiling
4,366.65 SF Floor	485.18 SY Flooring	1,894.88 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	1,931.88 LF Ceil. Perimeter
4,366.65 Floor Area	4,808.56 Total Area	15,208.33 Interior Wall Area
6,116.63 Exterior Wall Area	679.63 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

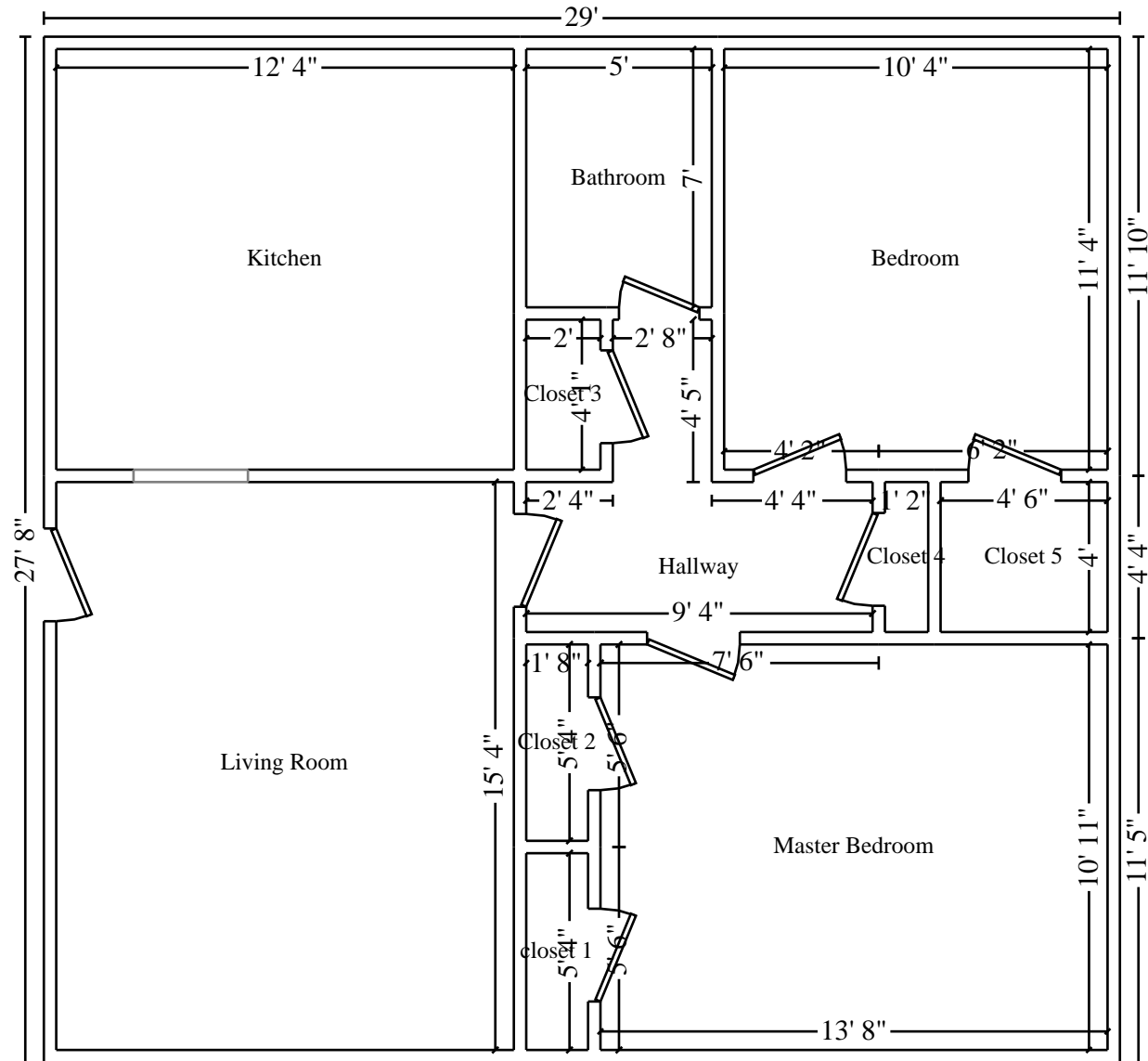
Summary for Dwelling

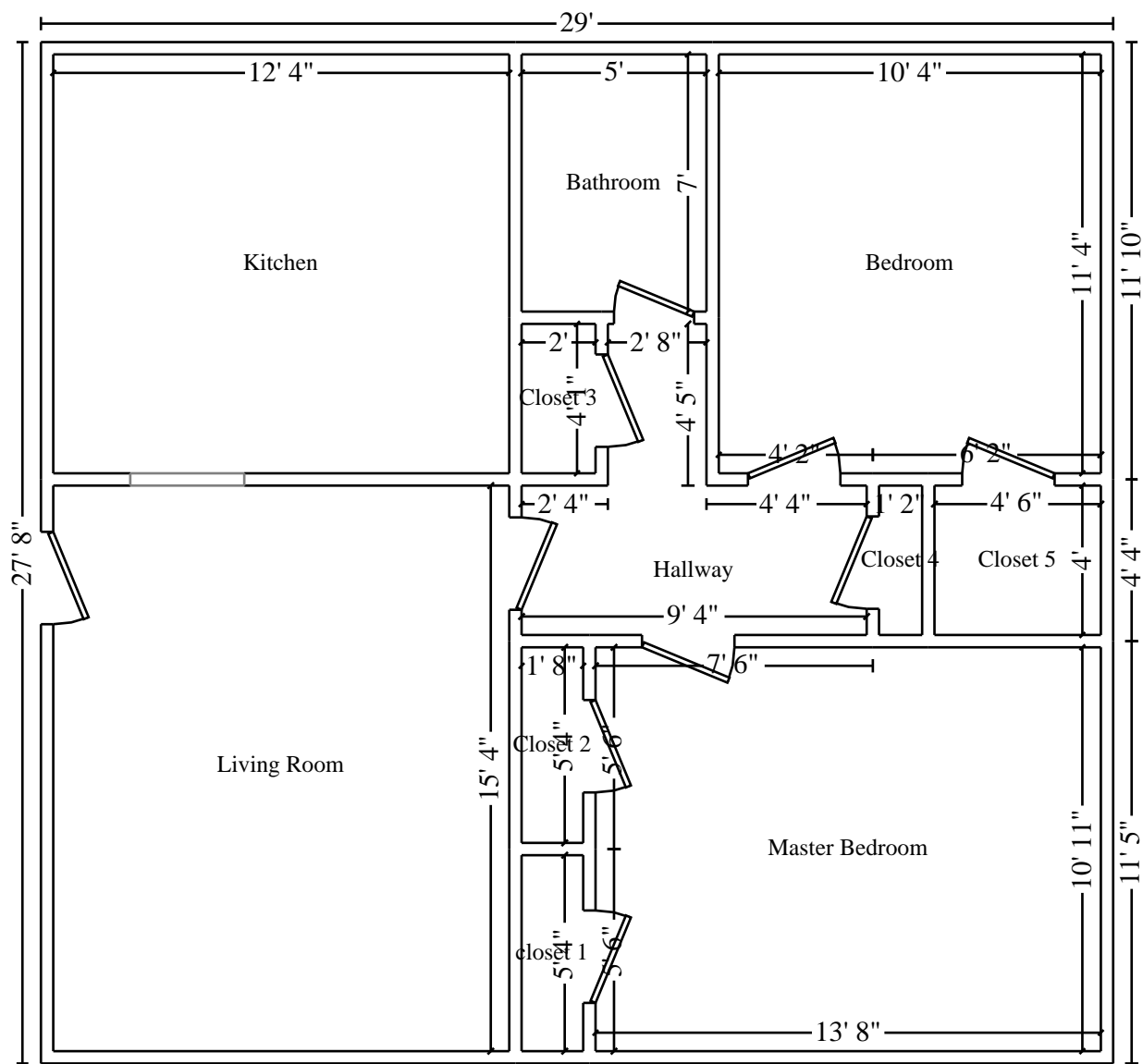
Line Item Total	59,379.48
Material Sales Tax	169.15
	<hr/>
Replacement Cost Value	\$59,548.63
Net Claim	\$59,548.63
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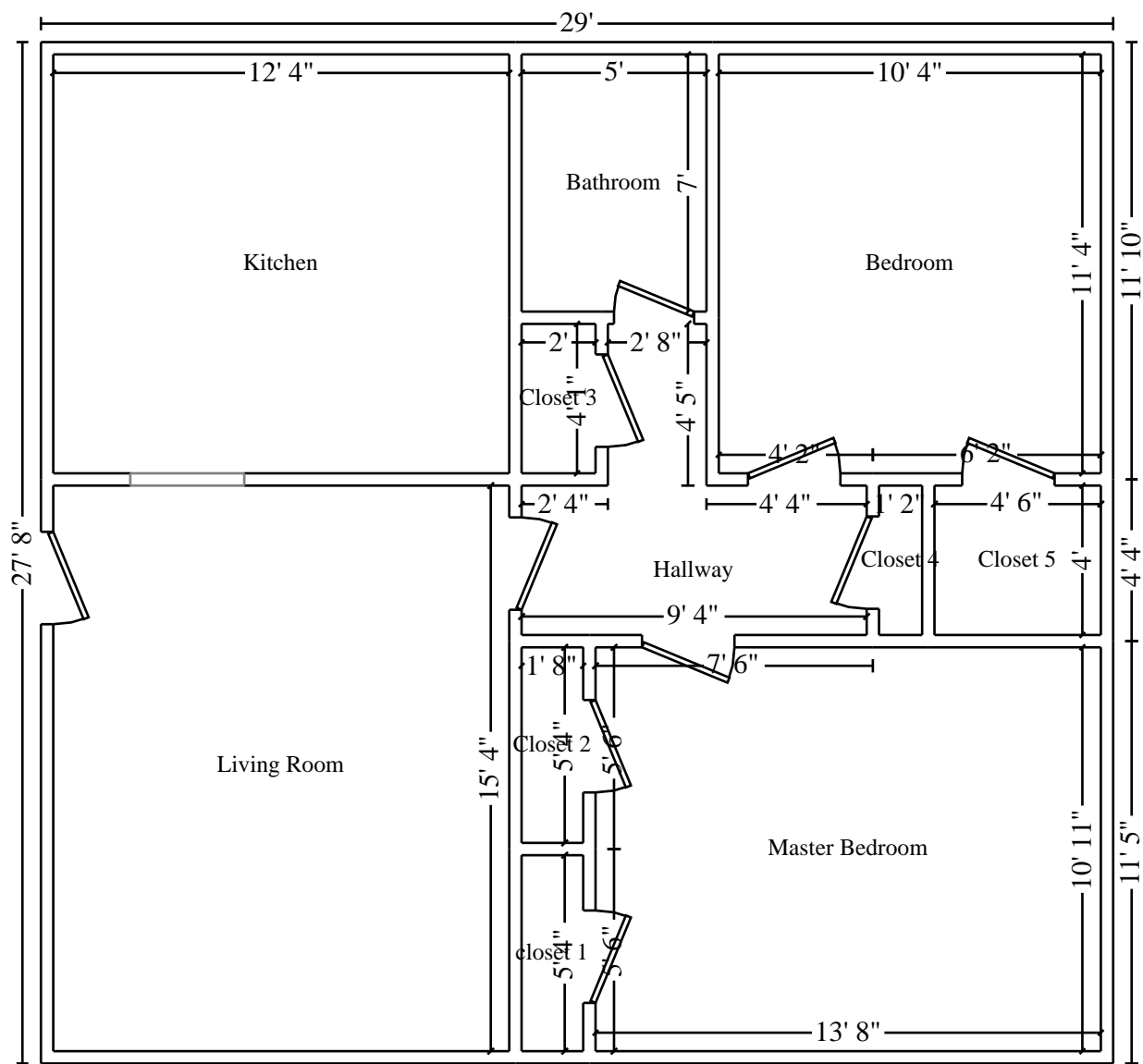
Micah Stancil

Recap of Taxes

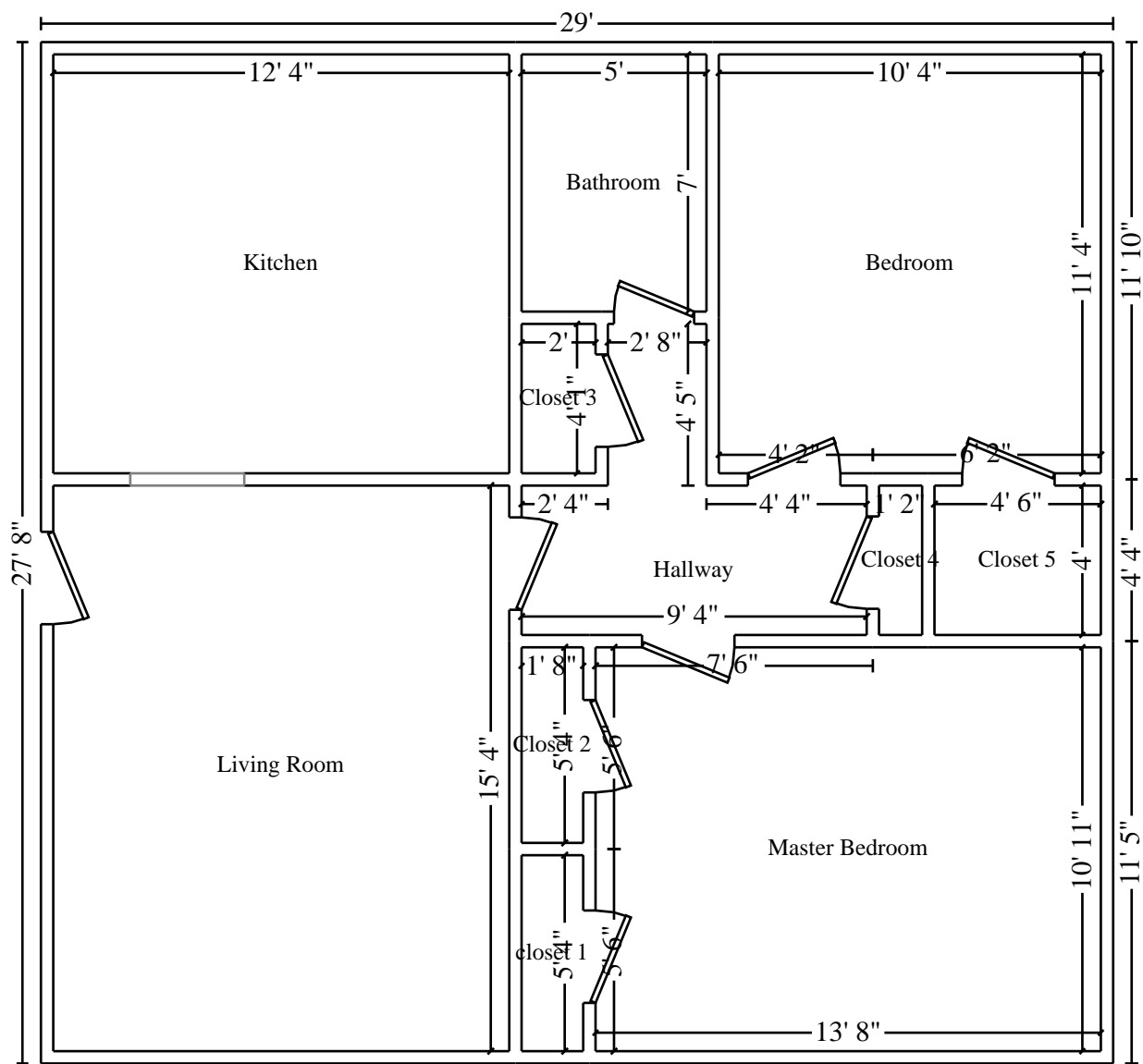
	Material Sales Tax (6%)	Laundry & D/C Tax (6%)	Manuf. Home Tax (2%)	Storage Rental Tax (6%)
Line Items	169.15	0.00	0.00	0.00
Total	169.15	0.00	0.00	0.00

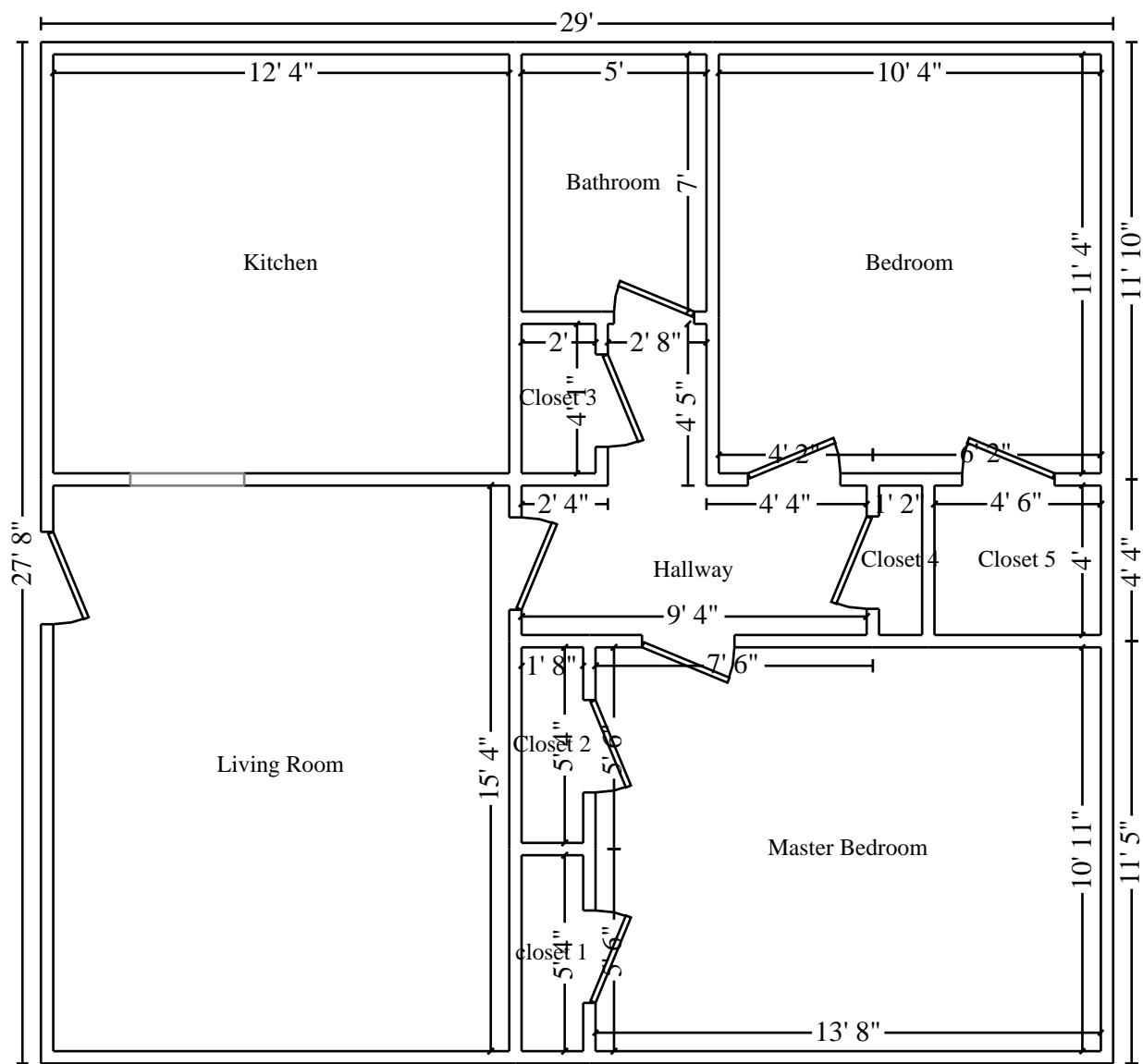




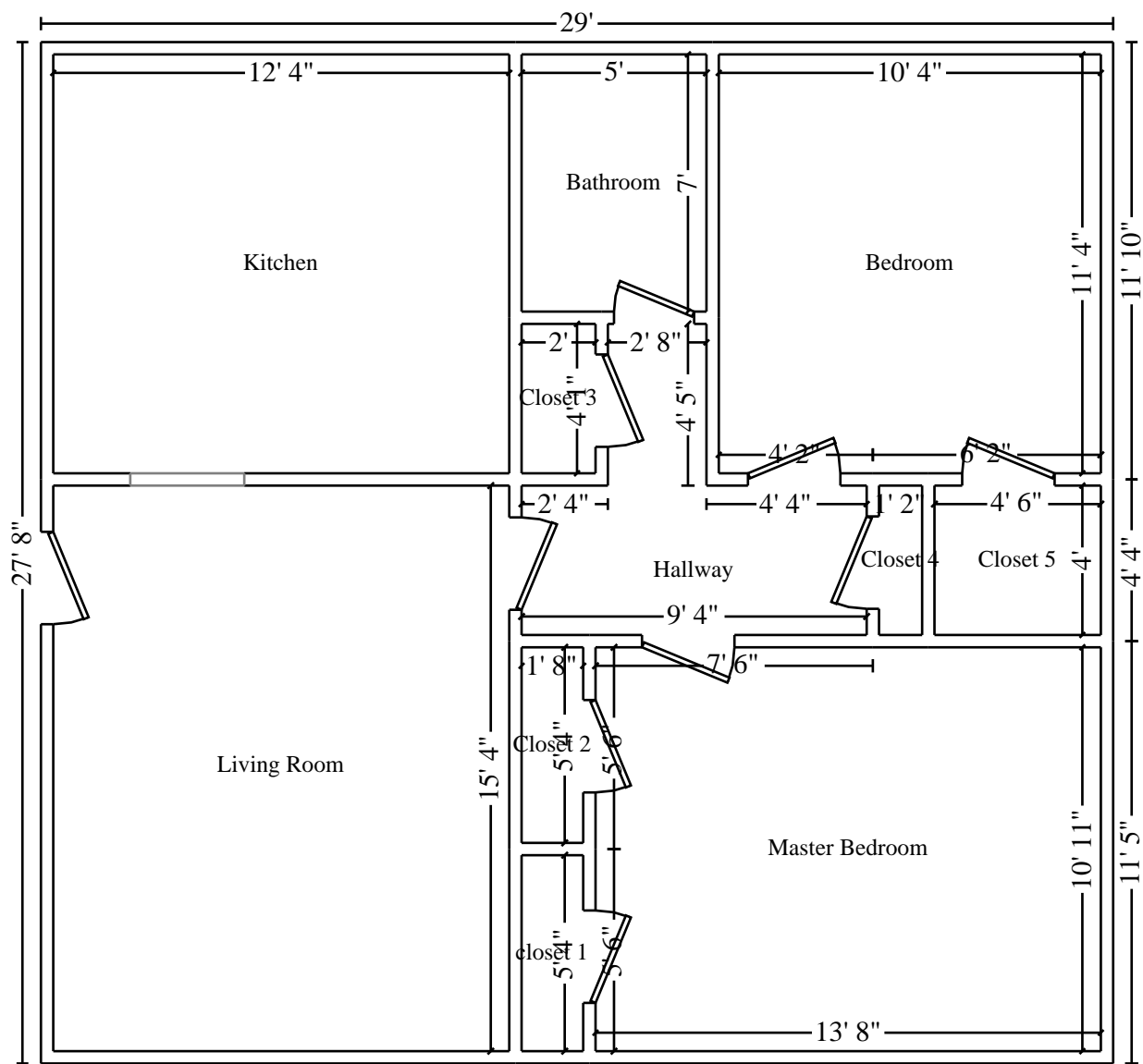


Building 6 Apt 1





Building 1 Apt 19



Building 1 Apt 20



ServiceMaster of Greenville/Spartanburg
123 Interstate Park
Spartanburg, SC 29303
864-297-1183
864-574-3133

April 21, 2016

TO: Spartanburg Housing Authority
FROM: Jay Tuten at ServiceMaster of Spartanburg
RE: Mold Remediation

Job Site Address: 100 Prince Hall Lane Spartanburg, SC
Phone: 864-606-9992
Email: cdendy@shasc.org

Scope of Work:

Unit 6-1

HEPA air scrubber for 2 days

Kitchen

Detach countertops and base cabinets

Remove drywall

HEPA vacuum all surfaces and clean and treat with Sporicidin Enzyme

Bathroom

Detach shower surround

Remove drywall

HEPA vacuum all surfaces and clean and treat with Sporicidin Enzyme

Clean remaining rooms all ceilings, walls, trim, floors with Sporicidin Enzyme.

Total Labor \$2400.00

Equipment and supplies \$200.00

HVAC Cleaning \$450.00

Unit 6-1 \$3050.00

Unit 6-8

HEPA air scrubber for 2 days

Kitchen

Detach countertops and base cabinets

Remove drywall and vct tile

HEPA vacuum all surfaces and clean and treat with Sporicidin Enzyme

Bathroom

Remove ceiling drywall

HEPA vacuum all surfaces and clean and treat with Sporicidin Enzyme

Clean remaining rooms all ceilings, walls, trim, floors with Sporicidin Enzyme.

Total Labor \$1600.00

Equipment and supplies \$200.00

HVAC Cleaning \$450.00

Unit 6-8 \$2250.00

Unit6-10

HEPA air scrubber for 2 days

Kitchen

Detach countertops and base cabinets

Remove drywall

HEPA vacuum all surfaces and clean and treat with Sporidicin Enzyme

Clean remaining rooms all ceilings, walls, trim, floors with Sporidicin Enzyme.

Total labor \$1600.00

Equipment and supplies \$200.00

HVAC Cleaning \$450.00

Unit 6-10 \$2250.00

Unit 1-1

HEPA air scrubber for 2 days

Living room

Remove drywall on 2 walls 4 ft from the floor

Bedroom 1

Remove drywall on 2 walls 4 ft from the floor

Bedroom 2

Remove drywall on 2 walls 8 ft from floor

HEPA vacuum all surfaces and clean and treat with Sporidicin Enzyme

Clean remaining rooms all ceilings, walls, trim, floors with Sporidicin Enzyme.

Total labor \$1600.00

Equipment and supplies \$200.00

HVAC Cleaning \$450.00

Unit 1-1 \$2250.00

Unit ~~6-18~~ 1-19

HEPA air scrubber for 2 days

Kitchen

Remove drywall

Bathroom

Remove drywall on ceiling

Bedroom

Remove drywall on 1 wall

HEPA vacuum all surfaces and clean and treat with Sporidicin Enzyme

Clean remaining rooms all ceilings, walls, trim, floors with Sporidicin Enzyme.

Total labor \$1600.00

Equipment and supplies \$200.00

HVAC Cleaning \$450.00

Unit 6-19 \$2250.00

Unit 1-20

HEPA air scrubber for 4 days

30 yard dumpster

Total demolition; remove all drywall ceiling and walls, remove all trim, remove cabinets

HEPA vacuum all surfaces and clean and treat with Sporidicin Enzyme

Total labor \$4000.00

Equipment and supplies \$400.00

Dumpster \$420.00

HVAC Cleaning \$450.00

Unit 1-20 \$5270.00

Post remediation testing

Industrial Hygienist test and clearance \$2000.00

Thank you for using ServiceMaster of Spartanburg for your remediation and cleaning needs.

Jay Tuten

ServiceMaster of Spartanburg

LIM, LLC
DBA SERVPRO of North Spartanburg County
4425 North Blackstock Road
Spartanburg, SC 29303
(864) 576-2430
Les Wolfe
Email: L.Wolfe@servpro-spartanburg.com

PROPOSAL

DATE: 4/21/16

FOR: Prince Hall Apartments

ATTN: Calandra

SCOPE OF PROPOSAL:

Building 1 Unit 19-Gut bathroom, industrial clean of HVAC duct system, remove portion of drywall, hand clean brick area of wall, seal whole apartment; \$7,000

Building 1 Unit 20-Unit must be gutted and will be treated for both mold and bio-hazard materials; extract sewage before work begins \$13,400 (leak must be fixed before extraction begins)

Building 1 Unit 1-Unit will be treated for all mold. \$5,000

Building 6 Unit 10-Partial demo of unit to rid of mold ridden areas, treated, and cleaned. \$5,500

Building 6 Unit 8-Virtually identical to 6-10, 6-8, has less surface area to be effected. \$4,000

Building 6 Unit 1-Gut bathroom, industrial clean of HVAC duct system, remove portion of drywall, hand clean brick area of wall, seal whole apartment; \$7,000

****All cleaning will require Hepa-vacuum for collection of all mold spores, hand clean in detail all mold to kill all on surface and spores within material using anti-microbial to inhibit future growth, air scrubbers and use proper protective equipment with containment to prevent any mold spore spreading throughout. A lead paint and asbestos test will be required before work begins. Repairs are not included yet at the moment as additional damage may be found once work is in progress.**

Sincerely,

Les Wolfe
SERVPRO of North & South Spartanburg County
Accepted By _____



Monthly Reports:
Executive Director
Ms. Bates

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF APRIL 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 April. This month continues a series of staff training designed to support the Community Management staff in administering both HUD and SHA policies and procedures. Lunch and learn sessions for the Board of Commissioners are continuing. Executive Director continues to attend various community meetings.

SHA hosted a number of meetings associated with the Fatherhood Initiative. Several thousand dollars have been committed. Staff is engaging with community to complete registration.

HUD issued a CHAP (Commitment to Enter into a Housing Assistance Payments), for the remaining 78 units at Cammie Clagett on April 12, 2016. An additional application for the remaining 32 units is pending. HUD issued approval for sole source award of a consultant to assist SHA in managing its RAD obligations due to an unforeseen staffing issue. HUD approved SHA's Capital Fund Budget submission an additional OIG finding was resolved, leaving only one of the initial twenty-two requiring dispositions.

Development activities continue as scheduled. Executive Director has been directly in contact with principals in the Pages Lake and Highland Projects. The Architect and Engineering Firm review pay applications prior to my approval. SHA has been involved with selection of bricks, siding, paint colors, shingles and other aesthetics associated with the Page Lakes properties.

SUMMARY OF GARANCO CONSTRUCTION COST						
		3/24/16	4/21/16			(1-7)
	Amount	1st Billing	2nd Billing	Grand		Balance
TOTAL TDC	\$ 1,024,865	Payment	Payment	total		Unbilled
Progress billings:						
Per contract work invoice		\$ 119,450.00	\$ 203,867.00	\$ 323,317.00		701,548.00
Per contract materials stored		11,160.53	(1,918.60)			
Less 10% retention		(13,061.05)	(20,194.84)	(33,255.89)		
Net pay		117,549.48	181,753.56	290,061.11		

A site visit and meeting with Todd Collins was conducted on the Highland project. Staff assisted with the selection of shingles, siding, brick and other aesthetics associated with the Highland construction project. The project continues to be on schedule. Mr. Collins was provided contact information for Macedonia Missionary Baptist church, which is the immediate neighbor to the property.

Department of Labor conducted a review of the Face Forward program on April 29, 2016. The reviewer's comments were favorable. SHA expects to receive a written report. Interviews are in progress for staffing of the YouthBuild project.

The SHA will participate in a Federal Summer Feed Program. Hot meals will be available at Camp Croft Courts, Prince Hall Apartments and Victoria Gardens Apartments daily from June 01, 2016 until August 12, 2016 for youth 18 years and younger.

Respectfully Submitted,



Terril Bates, Executive Director
Spartanburg Housing Authority



Monthly Reports:

Finance

Philippe Lindsay

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—APRIL, 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 April, the total Inflows amounted to \$1,956,974 and the total Outflow was \$2,314,317 resulting in a net outflow of \$357,343 and offset by reserve.

III: Restricted Cash Position

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

Reserve Cash in Bank

HCVP (Sec8) HAP Savings + Checking	\$686,047
Sec 8 - HAP -NRP	74,975
MOD. Rehab HAP	6,343
Sec 8 Adm. Fees	225,716
MOD Rehab Adm. Fees	90,058
Total	\$1,083,140

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	(\$0.2)	(\$16.3)	0	(\$16.3)
2	Archibald Hi-Rise	(11.8)	(6.1)	35.9	(42.0)
3	Archibald Village	(0.3)	16.9	(2.6)	19.5
4	Cammie Clagett	30.2	195.0	130.9	64.1
5	Camp Croft	10.6	(5.6)	55.8	(61.4)
6	Prince Hall	1.6	(17.2)	(6.9)	(10.3)
7	Scattered Sites	2.2	55.2	(18.8)	74.0
8	Victoria Gardens	(24.9)	(11.0)	28.3	(39.3)
9	JC Bull (100 units)	36.6	249.0	152.8	96.2
10	SLHC (32 units)	6.4	42.9	46.4	(3.5)
11	Cambridge Place	3.0	16.8	12.6	4.2
12	Liberty	1.1	6.9	0	6.9

V: Status of Grants Programs – April, 2016

SHA's open/unspent *capital fund grant awards* total \$2,294,755 dollars of which \$585,087 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,709,668 or 75.0 % 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 \$312,817.
- 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 \$547,364.

VI: Status of Banking Transition

- SHA is projecting the last check run with First Citizens bank account to be on May 27, 2016.
- BB&T staff will assist SHA staff on June 1, 2016 for the live implementation of the new bank accounts.

Respectfully Submitted,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a solid horizontal line.

Joe Calicdan, Accounting Manager
Spartanburg Housing Authority

SHA - Summary of Financial Results - April, 2016								
						7 months	7 months	7 months
						PTD	PTD	PTD
						Actual	Budget	Variance
1	Public Housing							
	Total Revenue	\$ 383,300	\$ 415,700	\$ (32,400)		\$ 2,888,000	\$ 2,924,000	\$ (36,000)
	Total Expenses	\$ 374,700	\$ 420,800	\$ (46,100)		\$ 2,596,100	\$ 2,597,900	\$ (1,800)
	Net Operating Income	\$ 8,600	\$ (5,100)	\$ 13,700	(1)	\$ 291,900	\$ 326,100	\$ (34,200)
Note (1) - Revenue for April is lower than budget due to lesser HUD subsidy received and the timing of HUD funding of subsidy for the fiscal year.								
2	HCV Program - HAP Only							
	Total Revenue	\$ 786,800	\$ 747,800	\$ 39,000		\$ 5,422,900	\$ 5,319,500	\$ 103,400
	Total Expenses	\$ 741,700	\$ 764,300	\$ (22,600)		\$ 5,153,100	\$ 5,205,400	\$ (52,300)
	Net Operating Income (Excess Cash)	\$ 45,100	\$ (16,500)	\$ 61,600		\$ 269,800	\$ 114,100	\$ 155,700
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	\$ 84,200	\$ 83,600	\$ 600		\$ 642,100	\$ 605,100	\$ 37,000
	Total Expenses	\$ 102,900	\$ 84,400	\$ 18,500		\$ 617,400	\$ 581,600	\$ 35,800
	Net Operating Income	\$ (18,700)	\$ (800)	\$ (17,900)		\$ 24,700	\$ 23,500	\$ 1,200
For the month of April , admin revenue shows a loss of \$18K due to higher expenses. The YTD revenue shows a positive result of \$25K.								
4	COCC Program Only							
	Total Revenue	\$ 107,500	\$ 109,000	\$ (1,500)		\$ 2,634,400	\$ 2,572,800	\$ 61,600
	Total Expenses	\$ 218,900	\$ 168,900	\$ 50,000		\$ 1,362,600	\$ 1,269,100	\$ 93,500
	Net Operating Income	\$ (111,400)	\$ (59,900)	\$ (51,500)	(2)	\$ 1,271,800	\$ 1,303,700	\$ (31,900)
Note (2) - COCC shows a loss of \$111K due to timing difference for non-receipt of developer's fee at the final closing of Cammie Claggett.								
5	JC BULLS (100 & 32 units)							
	Total Revenue	\$ 88,300	\$ 93,700	\$ (5,400)		\$ 613,900	\$ 595,900	\$ 18,000
	Total Expenses	\$ 45,200	\$ 75,300	\$ (30,100)		\$ 322,200	\$ 396,900	\$ (74,700)
	Net Operating Income	\$ 43,100	\$ 18,400	\$ 24,700	(3)	\$ 291,700	\$ 199,000	\$ 92,700
Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016 budget. However budgeted repair and maintenance expenses did not materialize yet, thus showing higher income.								

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
April 30, 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	135,435.62	133,279.00	2,156.62	1.62	1,105,868.28	1,088,196.00	17,672.28	1.62
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000	Total Rental Income	135,435.62	133,279.00	2,156.62	1.62	1,098,505.28	1,080,833.00	17,672.28	1.64
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	1,171.18	996.00	175.18	17.59	13,739.04	13,183.00	556.04	4.22
312004-000	Late Charges	1,505.00	906.00	599.00	66.11	12,960.00	11,274.00	1,686.00	14.95
312005-000	Legal Fees - Tenant	705.00	481.00	224.00	46.57	8,620.00	8,311.00	309.00	3.72
312006-000	NSF Charges	165.00	-	165.00	N/A	350.00	100.00	250.00	250.00
312007-000	Tenant Owed Utilities - Excess	6,856.29	6,990.00	(133.71)	-1.91	43,451.97	44,639.00	(1,187.03)	-2.66
312009-000	Misc. Tenant Income	1,174.81	-	1,174.81	N/A	3,689.33	2,140.00	1,549.33	72.40
312010-000	Maintenance Charges	30.00	14.00	16.00	114.29	80.00	78.00	2.00	2.56
312900-000	Total Other Tenant Income	11,607.28	9,387.00	2,220.28	23.65	83,090.34	79,925.00	3,165.34	3.96
319900-000	NET TENANT INCOME	147,042.90	142,666.00	4,376.90	3.07	1,181,595.62	1,160,758.00	20,837.62	1.80
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	271,369.00	307,187.52	(35,818.52)	-11.66	1,918,459.01	1,981,633.16	(63,174.15)	-3.19
340111-000	Pet Fee Income	130.00	-	130.00	N/A	981.00	755.00	226.00	29.93
341001-000	Section 8 HAP Earned	780,827.00	745,992.00	34,835.00	4.67	5,384,956.00	5,297,458.00	87,498.00	1.65
341002-000	Sec 8 Admin. Fee Inc-HCV	82,282.00	82,831.00	(549.00)	-0.66	630,339.66	596,684.00	33,655.66	5.64
341004-000	Section 8 Port-In Admin Fees	418.25	-	418.25	N/A	2,133.28	-	2,133.28	N/A
341006-000	Port In HAP Earned	4,490.00	1,032.00	3,458.00	335.08	30,315.47	15,710.00	14,605.47	92.97
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	21,877.00	-	0.00	153,139.00	153,139.00	-	0.00
341011-000	Mod Rehab- HAP EARNED	177,249.00	159,400.00	17,849.00	11.20	1,240,756.00	1,205,058.00	35,698.00	2.96
341500-000	Other Govt and Private Grants	51,547.00	46,808.00	4,739.00	10.12	355,993.00	331,446.00	24,547.00	7.41
349900-000	TOTAL GRANT INCOME	1,390,189.25	1,365,127.52	25,061.73	1.84	9,717,072.42	9,581,883.16	135,189.26	1.41
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.70	-	0.70	N/A	4.87	5.00	(0.13)	-2.60
362000-000	Management Fee Income	68,229.04	61,315.00	6,914.04	11.28	534,437.86	491,846.00	42,591.86	8.66
362001-000	Bookkeeping fee income	21,600.00	19,565.00	2,035.00	10.40	152,377.50	143,661.00	8,716.50	6.07
364000-000	Fraud Recovery Income-Admin	1,616.55	748.00	868.55	116.12	8,846.79	7,141.00	1,705.79	23.89
364001-000	Fraud Recovery - HAP	1,616.56	778.00	838.56	107.78	8,707.84	7,260.00	1,447.84	19.94
365000-000	Miscellaneous Other Income	17,931.36	41,090.00	(23,158.64)	-56.36	1,972,578.53	1,974,822.00	(2,243.47)	-0.11
365002-000	Bad Debt Recovery	4,171.88	-	4,171.88	N/A	40,516.44	10,065.00	30,451.44	302.55
369900-000	TOTAL OTHER INCOME	115,166.09	123,496.00	(8,329.91)	-6.75	2,717,469.83	2,634,800.00	82,669.83	3.14
399900-000	TOTAL INCOME	1,652,398.24	1,631,289.52	21,108.72	1.29	13,616,137.87	13,377,441.16	238,696.71	1.78

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	197,676.05	131,040.00	(66,636.05)	-50.85	1,018,344.52	939,939.00	(78,405.52)	-8.34
411002-000	Administrative Overtime	2,081.37	354.00	(1,727.37)	-487.96	9,173.72	5,043.00	(4,130.72)	-81.91
411003-000	Administrative: Employer FICA/SUI	21,555.03	13,577.00	(7,978.03)	-58.76	97,698.49	85,412.00	(12,286.49)	-14.38
411004-000	Administrative: Employee Benefits	34,184.59	29,371.00	(4,813.59)	-16.39	192,102.82	186,225.00	(5,877.82)	-3.16
411005-000	Administrative: Retirees Medical ER share	-	1,903.00	1,903.00	100.00	19,579.01	14,993.00	(4,586.01)	-30.59
411006-000	Administrative: Emp Incentive	800.00	2,111.00	1,311.00	62.10	7,160.21	8,944.00	1,783.79	19.94
411007-000	Administrative Assistant -Part time	-	1,583.00	1,583.00	100.00	-	1,583.00	1,583.00	100.00
411099-000	Total Administrative Salaries	256,297.04	179,939.00	(76,358.04)	-42.44	1,344,058.77	1,242,139.00	(101,919.77)	-8.21
413000-000	Legal Expense								
413001-000	Legal Expense	-	288.00	288.00	100.00	15,730.75	15,711.00	(19.75)	-0.13
413003-000	Credit Reports	600.13	336.00	(264.13)	-78.61	2,094.63	2,043.00	(51.63)	-2.53
413100-000	Total Legal Expense	600.13	624.00	23.87	3.83	17,825.38	17,754.00	(71.38)	-0.40
413900-000	Other Admin Expenses								
414000-000	Staff Training	3,381.47	2,560.00	(821.47)	-32.09	12,839.17	13,369.00	529.83	3.96
415000-000	Travel	1,322.58	2,202.00	879.42	39.94	5,765.00	8,355.00	2,590.00	31.00
417000-000	Bookkeeping Fees	19,672.50	17,794.00	(1,878.50)	-10.56	137,932.50	132,046.00	(5,886.50)	-4.46
417001-000	Bookkeeping Fees-MOD Rehab	1,927.50	1,824.00	(103.50)	-5.67	14,445.00	14,142.00	(303.00)	-2.14
417100-000	Auditing Fees	6,016.00	4,623.00	(1,393.00)	-30.13	23,501.00	14,023.00	(9,478.00)	-67.59
417200-000	Port Out Admin Fee	534.35	848.00	313.65	36.99	4,454.70	5,764.00	1,309.30	22.72
417300-000	Management Fee	57,465.04	53,836.00	(3,629.04)	-6.74	444,045.86	432,790.00	(11,255.86)	-2.60
417302-000	Asset Management Fee	6,480.00	6,390.00	(90.00)	-1.41	58,880.00	58,250.00	(630.00)	-1.08
417303-000	Management Fee- MOD Rehab	3,084.00	2,919.00	(165.00)	-5.65	23,112.00	22,626.00	(486.00)	-2.15
418000-000	Office Rent	11,656.25	12,031.00	374.75	3.11	88,671.65	89,421.00	749.35	0.84
418900-000	Total Other Admin Expenses	111,539.69	105,027.00	(6,512.69)	-6.20	813,646.88	790,786.00	(22,860.88)	-2.89
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,749.20	2,090.00	340.80	16.31	18,621.71	13,359.00	(5,262.71)	-39.39
419004-000	Telephone	11,628.60	5,963.00	(5,665.60)	-95.01	58,229.73	45,438.00	(12,791.73)	-28.15
419005-000	Postage	(215.38)	2,178.00	2,393.38	109.89	16,550.36	18,731.00	2,180.64	11.64
419006-000	Forms and Computer Supplies	206.58	176.00	(30.58)	-17.38	1,321.80	1,698.00	376.20	22.16
419007-000	Court Costs	885.00	1,286.00	401.00	31.18	9,540.00	9,322.00	(218.00)	-2.34
419008-000	Membership and Fees	120.00	10,053.00	9,933.00	98.81	12,043.73	13,794.00	1,750.27	12.69
419009-000	Sundry Miscellaneous	1,267.23	3,412.00	2,144.77	62.86	18,096.90	17,242.00	(854.90)	-4.96
419010-000	Newspaper ADS (Advertising)	329.61	688.00	358.39	52.09	2,544.20	4,463.00	1,918.80	42.99
419011-000	Sundry Service Contracts	17,637.55	16,966.00	(671.55)	-3.96	178,371.58	176,874.00	(1,497.58)	-0.85
419012-000	Software	-	450.00	450.00	100.00	-	1,800.00	1,800.00	100.00
419017-000	Temporary Administrative Labor	590.10	3,262.00	2,671.90	81.91	50,186.15	41,293.00	(8,893.15)	-21.54
419018-000	False Alarms	-	14.00	14.00	100.00	190.00	218.00	28.00	12.84
419020-000	Bank Fees	65.30	386.00	320.70	83.08	1,963.21	2,825.00	861.79	30.51
419021-000	Discretionary	150.00	950.42	800.42	84.22	197.04	2,937.84	2,740.80	93.29

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419022-000	Other Misc Admin Expenses	4,576.68	2,287.00	(2,289.68)	-100.12	4,788.81	3,500.00	(1,288.81)	-36.82
419100-000	Total Miscellaneous Admin Expenses	38,990.47	50,161.42	11,170.95	22.27	372,645.22	353,494.84	(19,150.38)	-5.42
419900-000	TOTAL ADMINISTRATIVE EXPENSES	407,427.33	335,751.42	(71,675.91)	-21.35	2,548,176.25	2,404,173.84	(144,002.41)	-5.99
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	105.98	-	(105.98)	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	1,215.27	1,901.00	685.73	36.07	10,847.15	11,673.00	825.85	7.07
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	133.00	0.19	0.14
423000-000	Tenant Services -PH ADD ON	143.38	4,917.00	4,773.62	97.08	2,200.53	12,139.00	9,938.47	81.87
423001-000	Tenant Relocation	-	108.00	108.00	100.00	7,707.65	8,051.00	343.35	4.26
429900-000	TOTAL TENANT SERVICES EXPENSES	1,464.63	6,926.00	5,461.37	78.85	20,994.12	31,996.00	11,001.88	34.39
430000-000	UTILITIES								
431000-000	Water	9,477.68	13,809.00	4,331.32	31.37	119,868.44	109,256.00	(10,612.44)	-9.71
432000-000	Electricity	29,352.02	32,822.00	3,469.98	10.57	228,373.34	219,817.00	(8,556.34)	-3.89
433000-000	Gas	20,063.16	19,567.00	(496.16)	-2.54	136,777.48	133,230.00	(3,547.48)	-2.66
439000-000	Sewer	16,234.40	16,853.00	618.60	3.67	173,290.26	146,151.00	(27,139.26)	-18.57
439900-000	TOTAL UTILITY EXPENSES	75,127.26	83,051.00	7,923.74	9.54	658,309.52	608,454.00	(49,855.52)	-8.19
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	35,614.18	25,962.00	(9,652.18)	-37.18	183,885.46	177,972.71	(5,912.75)	-3.32
441002-000	Maintenance: Overtime	1,981.40	286.00	(1,695.40)	-592.80	12,107.61	10,534.00	(1,573.61)	-14.94
441003-000	Maintenance: Employer FICA/SUI	3,969.48	2,680.00	(1,289.48)	-48.11	17,583.58	16,967.00	(616.58)	-3.63
441004-000	Temp Maintenance Labor	1,178.51	448.00	(730.51)	-163.06	38,883.96	35,118.00	(3,765.96)	-10.72
441005-000	Maintenance: Employee Benefits	7,841.67	7,856.00	14.33	0.18	45,817.46	48,085.00	2,267.54	4.72
441100-000	Maintenance Uniforms	-	-	-	N/A	35.13	36.00	0.87	2.42
441200-000	Vehicle Repair	6,748.84	3,423.00	(3,325.84)	-97.16	16,709.21	17,392.00	682.79	3.93
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	4,444.00	4,444.00	100.00
441300-000	Gasoline Purchases	1,419.16	3,805.00	2,385.84	62.70	11,727.62	14,361.00	2,633.38	18.34
441900-000	Total General Maint Expense	58,753.24	45,571.00	(13,182.24)	-28.93	326,750.03	324,909.71	(1,840.32)	-0.57
442000-000	Materials								
442002-000	Appliance-Maint Materials	626.34	2,778.00	2,151.66	77.45	3,439.54	8,011.00	4,571.46	57.06
442003-000	Painting-Maint Materials	3,065.00	3,699.00	634.00	17.14	7,086.99	9,106.00	2,019.01	22.17
442004-000	Electrical-Maint Materials	134.52	860.00	725.48	84.36	11,499.10	12,636.00	1,136.90	9.00
442005-000	Heating/AC-Maint Materials	104.45	2,335.00	2,230.55	95.53	13,271.91	13,238.00	(33.91)	-0.26
442006-000	Janitorial Supplies	623.39	711.00	87.61	12.32	2,848.30	4,085.00	1,236.70	30.27
442007-000	After Hours Work	-	1,161.00	1,161.00	100.00	-	2,656.00	2,656.00	100.00
442008-000	Plumbing-Maint Materials	1,558.78	2,444.00	885.22	36.22	14,792.90	17,872.00	3,079.10	17.23
442009-000	Hand Tools-Maint Materials	810.91	186.00	(624.91)	-335.97	1,761.64	978.00	(783.64)	-80.13
442010-000	Maintenance Materials	5,982.04	7,103.00	1,120.96	15.78	70,218.64	66,066.00	(4,152.64)	-6.29

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442011-000	Safety equipment/shoes	1,922.96	361.00	(1,561.96)	-432.68	2,380.08	1,503.00	(877.08)	-58.36
442900-000	Total Materials	14,828.39	21,638.00	6,809.61	31.47	127,299.10	136,151.00	8,851.90	6.50
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	20,570.34	12,595.00	(7,975.34)	-63.32	32,245.24	24,502.00	(7,743.24)	-31.60
443002-000	Extermination Contract	415.00	4,825.00	4,410.00	91.40	29,164.50	37,570.00	8,405.50	22.37
443003-000	Tenant Repairs-Contract	-	100.00	100.00	100.00	494.66	595.00	100.34	16.86
443005-000	Unit Turnaround-Contract	2,870.00	9,456.00	6,586.00	69.65	179,847.61	173,342.00	(6,505.61)	-3.75
443006-000	Electrical-Contract	1,269.57	6,038.00	4,768.43	78.97	1,590.46	12,978.00	11,387.54	87.74
443007-000	Disposal Contract	128.11	6,584.00	6,455.89	98.05	36,887.89	45,474.00	8,586.11	18.88
443009-000	Landscaping-Contract	19,281.02	15,175.00	(4,106.02)	-27.06	158,665.15	143,555.00	(15,110.15)	-10.53
443011-000	Heating/AC-Contract	-	8,963.00	8,963.00	100.00	11,853.18	26,017.00	14,163.82	54.44
443013-000	Contract: Uniform Rental	368.59	282.00	(86.59)	-30.71	6,503.30	5,918.19	(585.11)	-9.89
443015-000	Janitorial-Contract	1,149.24	1,199.00	49.76	4.15	7,030.02	9,248.00	2,217.98	23.98
443017-000	Elevator-Contract	3,685.17	3,045.00	(640.17)	-21.02	14,052.05	16,456.00	2,403.95	14.61
443018-000	Plumbing-Contract	5,041.00	2,801.00	(2,240.00)	-79.97	33,300.24	28,914.00	(4,386.24)	-15.17
443019-000	Miscellaneous Contracts	8,663.21	6,148.00	(2,515.21)	-40.91	113,049.81	32,784.00	(80,265.81)	-244.83
443023-000	Contract: Consultants	30,811.12	20,664.00	(10,147.12)	-49.11	191,789.24	186,551.00	(5,238.24)	-2.81
443099-000	Maintenance Misc-Contracts	2,708.09	16,060.00	13,351.91	83.14	45,181.50	78,570.00	33,388.50	42.50
443900-000	Total Contract Costs	96,960.46	113,935.00	16,974.54	14.90	861,654.85	822,474.19	(39,180.66)	-4.76
449900-000	TOTAL MAINTENACE EXPENSES	170,542.09	181,144.00	10,601.91	5.85	1,315,703.98	1,283,534.90	(32,169.08)	-2.51
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	15,307.58	15,756.00	448.42	2.85	119,901.81	114,351.00	(5,550.81)	-4.85
451100-000	Property Tax	-	-	-	N/A	46,444.04	36,698.00	(9,746.04)	-26.56
452100-000	Workers Comp Insurance	6,136.16	6,267.00	130.84	2.09	43,097.36	43,570.00	472.64	1.08
452500-000	Relocation exp-	-	-	-	N/A	92,872.05	80,805.00	(12,067.05)	-14.93
453010-000	SHA-Board/Commissioner exp	283.57	1,399.00	1,115.43	79.73	6,707.22	8,007.00	1,299.78	16.23
457000-000	Bad Debt-Tenant Rents	-	714.00	714.00	100.00	24,086.96	20,542.00	(3,544.96)	-17.26
458000-000	All Protective Services	2,066.30	2,950.00	883.70	29.96	15,541.74	17,184.90	1,643.16	9.56
459900-000	TOTAL GENERAL EXPENSES	23,793.61	27,086.00	3,292.39	12.16	348,651.18	321,157.90	(27,493.28)	-8.56
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,236,487.00	862,811.00	(373,676.00)	-43.31	6,112,473.00	5,896,291.00	(216,182.00)	-3.67
471501-000	Tenant Utility Payments	37,668.00	33,210.00	(4,458.00)	-13.42	233,294.00	235,301.00	2,007.00	0.85
471502-000	Portable Out HAP Payments	12,097.00	29,433.00	17,336.00	58.90	126,101.00	157,989.00	31,888.00	20.18
471503-000	FSS Escrow Payments	1,462.00	4,217.00	2,755.00	65.33	19,522.00	26,553.00	7,031.00	26.48
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(324,959.00)	-	324,959.00	N/A	(324,959.00)	-	324,959.00	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	962,755.00	929,671.00	(33,084.00)	-3.56	6,166,431.00	6,316,134.00	149,703.00	2.37
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	228.05	-	(228.05)	N/A	1,525.28	-	(1,525.28)	N/A

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	2,513.07	-	(2,513.07)	N/A
489900-000	TOTAL FINANCING EXPENSES	228.05	-	(228.05)	N/A	4,038.35	-	(4,038.35)	N/A
	TOTAL OPERATING EXPENSES	1,641,337.97	1,563,629.42	(77,708.55)	-4.97%	11,062,304.40	#####	(96,853.76)	-0.88%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	(194,044.92)	-	194,044.92	N/A	(344,002.32)	(50,243.00)	293,759.32	584.68
523401-000	Bedbug expense	-	4,865.00	4,865.00	100.00	4,780.00	11,360.00	6,580.00	57.92
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	85,714.00	85,714.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	89,061.86	89,062.52	0.66	0.00	269,066.06	269,067.16	1.10	0.00
599900-000	TOTAL NON-OPERATING ITEMS	(104,983.06)	136,784.52	241,767.58	176.75	(70,148.79)	315,905.16	386,053.95	122.21
900000-000	NET INCOME	116,043.33	(69,124.42)	185,167.75	-267.88%	2,623,982.26	2,096,085.36	527,896.90	25.18%

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
April 30, 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	96,381.62	99,197.00	(2,815.38)	-2.84	833,172.28	839,355.00	(6,182.72)	-0.74
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000	Total Rental Income	96,381.62	99,197.00	(2,815.38)	-2.84	825,809.28	831,992.00	(6,182.72)	-0.74
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	940.71	942.00	(1.29)	-0.14	13,198.57	12,826.00	372.57	2.90
312004-000	Late Charges	1,455.00	877.00	578.00	65.91	12,570.00	10,956.00	1,614.00	14.73
312005-000	Legal Fees - Tenant	660.00	454.00	206.00	45.37	8,375.00	8,057.00	318.00	3.95
312006-000	NSF Charges	75.00	-	75.00	N/A	200.00	100.00	100.00	100.00
312007-000	Tenant Owed Utilities - Excess	6,856.29	6,734.00	122.29	1.82	42,202.18	42,878.00	(675.82)	-1.58
312009-000	Misc. Tenant Income	1,174.81	-	1,174.81	N/A	3,371.12	1,822.00	1,549.12	85.02
312010-000	Maintenance Charges	30.00	-	30.00	N/A	30.00	-	30.00	N/A
312900-000	Total Other Tenant Income	11,191.81	9,007.00	2,184.81	24.26	80,146.87	76,839.00	3,307.87	4.30
319900-000	NET TENANT INCOME	107,573.43	108,204.00	(630.57)	-0.58	905,956.15	908,831.00	(2,874.85)	-0.32
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	271,369.00	307,187.52	(35,818.52)	-11.66	1,918,459.01	1,981,633.16	(63,174.15)	-3.19
340111-000	Pet Fee Income	130.00	-	130.00	N/A	981.00	755.00	226.00	29.93
349900-000	TOTAL GRANT INCOME	271,499.00	307,187.52	(35,688.52)	-11.62	1,919,440.01	1,982,388.16	(62,948.15)	-3.18
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	128.64	358.00	(229.36)	-64.07	22,189.62	22,777.00	(587.38)	-2.58
365002-000	Bad Debt Recovery	4,171.88	-	4,171.88	N/A	40,489.44	10,065.00	30,424.44	302.28
369900-000	TOTAL OTHER INCOME	4,300.52	358.00	3,942.52	1,101.26	62,679.06	32,842.00	29,837.06	90.85
399900-000	TOTAL INCOME	383,372.95	415,749.52	(32,376.57)	-7.79	2,888,075.22	2,924,061.16	(35,985.94)	-1.23
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	51,604.24	31,656.00	(19,948.24)	-63.02	248,434.10	225,352.00	(23,082.10)	-10.24
411002-000	Administrative Overtime	733.84	-	(733.84)	N/A	3,730.04	2,941.00	(789.04)	-26.83
411003-000	Administrative: Employer FICA/SUI	5,654.44	3,844.00	(1,810.44)	-47.10	22,974.82	21,309.00	(1,665.82)	-7.82
411004-000	Administrative: Employee Benefits	10,954.53	8,058.00	(2,896.53)	-35.95	52,223.64	49,132.00	(3,091.64)	-6.29
411006-000	Administrative: Emp Incentive	353.50	-	(353.50)	N/A	403.50	-	(403.50)	N/A
411099-000	Total Administrative Salaries	69,300.55	43,558.00	(25,742.55)	-59.10	327,766.10	298,734.00	(29,032.10)	-9.72
413000-000	Legal Expense								
413001-000	Legal Expense	-	71.00	71.00	100.00	-	562.00	562.00	100.00
413003-000	Credit Reports	145.13	239.00	93.87	39.28	1,138.07	1,626.00	487.93	30.01

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413100-000	Total Legal Expense	145.13	310.00	164.87	53.18	1,138.07	2,188.00	1,049.93	47.99
413900-000	Other Admin Expenses								
414000-000	Staff Training	699.00	1,529.00	830.00	54.28	4,297.50	5,907.00	1,609.50	27.25
415000-000	Travel	108.62	856.00	747.38	87.31	477.07	1,880.00	1,402.93	74.62
417000-000	Bookkeeping Fees	3,585.00	3,569.00	(16.00)	-0.45	32,460.00	32,466.00	6.00	0.02
417100-000	Auditing Fees	1,334.00	2,925.00	1,591.00	54.39	4,015.00	2,925.00	(1,090.00)	-37.26
417300-000	Management Fee	25,902.82	25,787.00	(115.82)	-0.45	234,534.32	233,572.00	(962.32)	-0.41
417302-000	Asset Management Fee	5,070.00	5,070.00	-	0.00	49,010.00	49,010.00	-	0.00
418900-000	Total Other Admin Expenses	36,699.44	39,736.00	3,036.56	7.64	324,793.89	325,760.00	966.11	0.30
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	355.53	471.00	115.47	24.52	4,382.89	4,010.00	(372.89)	-9.30
419004-000	Telephone	5,675.98	1,762.00	(3,913.98)	-222.13	23,013.59	19,446.00	(3,567.59)	-18.35
419005-000	Postage	(270.30)	407.00	677.30	166.41	18.09	827.00	808.91	97.81
419006-000	Forms and Computer Supplies	142.02	120.00	(22.02)	-18.35	142.02	359.00	216.98	60.44
419007-000	Court Costs	885.00	1,016.00	131.00	12.89	9,250.00	8,537.00	(713.00)	-8.35
419008-000	Membership and Fees	-	244.00	244.00	100.00	75.00	600.00	525.00	87.50
419009-000	Sundry Miscellaneous	644.20	2,031.00	1,386.80	68.28	4,420.76	7,803.00	3,382.24	43.35
419010-000	Newspaper ADS (Advertising)	-	163.00	163.00	100.00	1,167.99	1,696.00	528.01	31.13
419011-000	Sundry Service Contracts	8,178.31	5,667.00	(2,511.31)	-44.31	57,184.20	53,670.00	(3,514.20)	-6.55
419017-000	Temporary Administrative Labor	-	522.00	522.00	100.00	15,042.96	15,136.00	93.04	0.61
419018-000	False Alarms	-	14.00	14.00	100.00	180.00	208.00	28.00	13.46
419021-000	Discretionary	-	426.42	426.42	100.00	-	852.84	852.84	100.00
419100-000	Total Miscellaneous Admin Expenses	15,610.74	12,843.42	(2,767.32)	-21.55	114,877.50	113,144.84	(1,732.66)	-1.53
419900-000	TOTAL ADMINISTRATIVE EXPENSES	121,755.86	96,447.42	(25,308.44)	-26.24	768,575.56	739,826.84	(28,748.72)	-3.89
420000-000	TENANT SERVICES								
422000-000	Tenant Services	851.26	1,626.00	774.74	47.65	7,248.63	7,949.00	700.37	8.81
422001-000	Other Tenant Svcs.	-	-	-	N/A	132.81	133.00	0.19	0.14
423000-000	Tenant Services -PH ADD ON	143.38	4,717.00	4,573.62	96.96	600.53	10,464.00	9,863.47	94.26
423001-000	Tenant Relocation	-	-	-	N/A	7,395.65	7,415.00	19.35	0.26
429900-000	TOTAL TENANT SERVICES EXPENSES	994.64	6,343.00	5,348.36	84.32	15,377.62	25,961.00	10,583.38	40.77
430000-000	UTILITIES								
431000-000	Water	9,445.13	10,850.00	1,404.87	12.95	106,902.07	95,054.00	(11,848.07)	-12.46
432000-000	Electricity	22,311.33	26,931.00	4,619.67	17.15	189,911.25	186,269.00	(3,642.25)	-1.96
433000-000	Gas	15,889.42	14,623.00	(1,266.42)	-8.66	109,055.07	105,243.00	(3,812.07)	-3.62
439000-000	Sewer	16,220.15	13,597.00	(2,623.15)	-19.29	156,872.55	129,435.00	(27,437.55)	-21.20
439900-000	TOTAL UTILITY EXPENSES	63,866.03	66,001.00	2,134.97	3.23	562,740.94	516,001.00	(46,739.94)	-9.06
440000-000	MAINTENANCE AND OPERATIONS								

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440099-000	General Maint Expense								
441000-000	Labor Maintenance	30,063.10	21,792.00	(8,271.10)	-37.95	157,482.95	152,296.71	(5,186.24)	-3.41
441002-000	Maintenance: Overtime	1,890.85	213.00	(1,677.85)	-787.72	11,946.37	10,354.00	(1,592.37)	-15.38
441003-000	Maintenance: Employer FICA/SUI	3,403.00	2,371.00	(1,032.00)	-43.53	15,097.29	14,871.00	(226.29)	-1.52
441004-000	Temp Maintenance Labor	1,178.51	448.00	(730.51)	-163.06	38,883.96	35,118.00	(3,765.96)	-10.72
441005-000	Maintenance: Employee Benefits	7,324.02	7,043.00	(281.02)	-3.99	42,233.93	44,025.00	1,791.07	4.07
441100-000	Maintenace Uniforms	-	-	-	N/A	34.77	36.00	1.23	3.42
441200-000	Vehicle Repair	3,433.80	399.00	(3,034.80)	-760.60	6,560.53	4,000.00	(2,560.53)	-64.01
441300-000	Gasoline Purchases	562.88	849.00	286.12	33.70	5,702.84	5,030.00	(672.84)	-13.38
441900-000	Total General Maint Expense	47,856.16	33,115.00	(14,741.16)	-44.52	277,942.64	265,730.71	(12,211.93)	-4.60
442000-000	Materials								
442002-000	Appliance-Maint Materials	626.34	2,640.00	2,013.66	76.28	3,402.74	7,698.00	4,295.26	55.80
442003-000	Painting-Maint Materials	2,247.44	3,628.00	1,380.56	38.05	6,269.43	8,964.00	2,694.57	30.06
442004-000	Electrical-Maint Materials	34.52	678.00	643.48	94.91	11,391.70	12,050.00	658.30	5.46
442005-000	Heating/AC-Maint Materials	-	1,621.00	1,621.00	100.00	13,167.46	10,626.00	(2,541.46)	-23.92
442006-000	Janitorial Supplies	623.39	390.00	(233.39)	-59.84	2,568.44	2,703.00	134.56	4.98
442007-000	After Hours Work	-	951.00	951.00	100.00	-	1,902.00	1,902.00	100.00
442008-000	Plumbing-Maint Materials	1,488.59	1,679.00	190.41	11.34	11,119.13	12,278.00	1,158.87	9.44
442009-000	Hand Tools-Maint Materials	794.15	186.00	(608.15)	-326.96	1,459.88	978.00	(481.88)	-49.27
442010-000	Maintenance Materials	5,240.51	5,120.00	(120.51)	-2.35	63,086.25	57,906.00	(5,180.25)	-8.95
442011-000	Safety equipment/shoes	1,772.96	86.00	(1,686.96)	-1,961.58	2,230.08	628.00	(1,602.08)	-255.11
442900-000	Total Materials	12,827.90	16,979.00	4,151.10	24.45	114,695.11	115,733.00	1,037.89	0.90
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	645.41	71.00	(574.41)	-809.03	1,141.77	543.00	(598.77)	-110.27
443002-000	Extermination Contract	30.00	4,306.00	4,276.00	99.30	27,029.50	35,257.00	8,227.50	23.34
443003-000	Tenant Repairs-Contract	-	100.00	100.00	100.00	494.66	595.00	100.34	16.86
443005-000	Unit Turnaround-Contract	2,470.00	8,353.00	5,883.00	70.43	165,652.05	169,237.00	3,584.95	2.12
443006-000	Electrical-Contract	1,269.57	5,824.00	4,554.43	78.20	1,590.46	12,550.00	10,959.54	87.33
443007-000	Disposal Contract	100.19	5,050.00	4,949.81	98.02	31,840.13	39,412.00	7,571.87	19.21
443009-000	Landscaping-Contract	12,823.25	11,183.00	(1,640.25)	-14.67	125,571.13	116,683.00	(8,888.13)	-7.62
443011-000	Heating/AC-Contract	-	4,867.00	4,867.00	100.00	10,028.18	16,000.00	5,971.82	37.32
443013-000	Contract: Uniform Rental	296.47	81.00	(215.47)	-266.01	4,848.07	4,323.19	(524.88)	-12.14
443015-000	Janitorial-Contract	105.78	-	(105.78)	N/A	211.56	-	(211.56)	N/A
443017-000	Elevator-Contract	3,685.17	3,045.00	(640.17)	-21.02	14,052.05	16,456.00	2,403.95	14.61
443018-000	Plumbing-Contract	5,041.00	2,159.00	(2,882.00)	-133.49	27,203.24	21,988.00	(5,215.24)	-23.72
443019-000	Miscellaneous Contracts	363.21	224.00	(139.21)	-62.15	103,053.78	8,274.00	(94,779.78)	-1,145.51
443023-000	Contract: Consultants	1,284.88	272.00	(1,012.88)	-372.38	4,144.33	2,802.00	(1,342.33)	-47.91
443099-000	Maintenance Misc-Contracts	1,733.09	9,449.00	7,715.91	81.66	42,381.89	52,089.00	9,707.11	18.64
443900-000	Total Contract Costs	29,848.02	54,984.00	25,135.98	45.72	559,242.80	496,209.19	(63,033.61)	-12.70
449900-000	TOTAL MAINTENACE EXPENSES	90,532.08	105,078.00	14,545.92	13.84	951,880.55	877,672.90	(74,207.65)	-8.46

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
April 30, 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	4,521.00	202.00	4.47	31,985.00	32,772.00	787.00	2.40
451100-000	Property Tax	-	-	-	N/A	27,688.00	27,688.00	-	0.00
452100-000	Workers Comp Insurance	1,957.79	2,054.00	96.21	4.68	14,329.29	14,523.00	193.71	1.33
457000-000	Bad Debt-Tenant Rents	-	714.00	714.00	100.00	24,086.96	20,542.00	(3,544.96)	-17.26
471503-000	FSS Escrow Payments	229.00	106.00	(123.00)	-116.04	8,320.00	9,833.00	1,513.00	15.39
458000-000	All Protective Services	2,066.30	2,885.00	818.70	28.38	15,435.74	16,948.90	1,513.16	8.93
459900-000	TOTAL GENERAL EXPENSES	8,572.09	10,280.00	1,707.91	16.61%	121,844.99	122,306.90	461.91	0.38%
	TOTAL OPERATING EXPENSES	285,720.70	284,149.42	(1,571.28)	-0.55%	2,420,419.66	2,281,768.64	(138,651.02)	-6.08%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(94,163.49)	(45,947.00)	48,216.49	104.94
523401-000	Bedbug expense	-	4,865.00	4,865.00	100.00	850.00	7,430.00	6,580.00	88.56
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	85,714.00	85,714.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	89,061.86	89,062.52	0.66	0.00	269,066.06	269,067.16	1.10	0.00
599900-000	TOTAL NON-OPERATING ITEMS	89,061.86	136,784.52	47,722.66	34.89	175,752.57	316,264.16	140,511.59	44.43
900000-000	NET INCOME	8,590.39	(5,184.42)	13,774.81	-265.70%	291,902.99	326,028.36	(34,125.37)	-10.47%

**SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

April 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	68,229.04	61,315.00	6,914.04	11.28	534,437.86	491,846.00	42,591.86	8.66
362001-000	Bookkeeping fee income	21,600.00	19,565.00	2,035.00	10.40	152,377.50	143,661.00	8,716.50	6.07
365000-000	Miscellaneous Other Income	17,740.12	28,121.00	(10,380.88)	-36.92	1,947,597.54	1,937,332.00	10,265.54	0.53
369900-000	TOTAL OTHER INCOME	107,569.16	109,001.00	(1,431.84)	-1.31	2,634,412.90	2,572,839.00	61,573.90	2.39
399900-000	TOTAL INCOME	107,569.16	109,001.00	(1,431.84)	-1.31	2,634,412.90	2,572,839.00	61,573.90	2.39
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	92,355.00	60,381.00	(31,974.00)	-52.95	499,241.67	459,619.00	-39,622.67	-8.62
411002-000	Administrative Overtime	1,167.92	56.00	(1,111.92)	-1,985.57	4,480.57	947.00	-3,533.57	-373.13
411003-000	Administrative: Employer FICA/SUI	10,282.23	5,398.00	(4,884.23)	-90.48	49,378.63	40,005.00	-9,373.63	-23.43
411004-000	Administrative: Employee Benefits	13,814.32	9,664.00	(4,150.32)	-42.95	88,222.19	80,216.00	-8,006.19	-9.98
411005-000	Administrative: Retirees Medical ER share	-	1,903.00	1,903.00	100.00	19,579.01	14,993.00	-4,586.01	-30.59
411006-000	Administrative: Emp Incentive	400.00	2,111.00	1,711.00	81.05	6,435.21	8,944.00	2,508.79	28.05
411099-000	Total Administrative Salaries	118,019.47	79,513.00	(38,506.47)	-48.43	667,337.28	604,724.00	-62,613.28	-10.35
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	9,022.00	9,376.00	354.00	3.78
413003-000	Credit Reports	-	16.00	16.00	100.00	449.30	116.00	-333.30	-287.33
413100-000	Total Legal Expense	-	16.00	16.00	100.00	9,471.30	9,492.00	20.70	0.22
413900-000	Other Admin Expenses								
414000-000	Staff Training	102.47	361.00	258.53	71.61	4,896.35	5,694.00	797.65	14.01
415000-000	Travel	902.60	893.00	(9.60)	-1.08	4,225.01	5,235.00	1,009.99	19.29
417100-000	Auditing Fees	1,112.00	-	(1,112.00)	N/A	8,746.00	5,400.00	-3,346.00	-61.96
418000-000	Office Rent	8,156.25	8,157.00	0.75	0.01	66,262.30	66,263.00	0.70	0.00
418900-000	Total Other Admin Expenses	10,273.32	9,411.00	(862.32)	-9.16	84,129.66	82,592.00	-1,537.66	-1.86
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	627.02	1,056.00	428.98	40.62	3,345.39	5,223.00	1,877.61	35.95
419004-000	Telephone	2,196.43	1,760.00	(436.43)	-24.80	24,410.97	15,198.00	-9,212.97	-60.62
419005-000	Postage	54.92	729.00	674.08	92.47	5,499.24	6,355.00	855.76	13.47
419006-000	Forms and Computer Supplies	-	56.00	56.00	100.00	0.00	224.00	224.00	100.00
419008-000	Membership and Fees	120.00	9,627.00	9,507.00	98.75	11,448.73	12,004.00	555.27	4.63
419009-000	Sundry Miscellaneous	386.23	518.00	131.77	25.44	7,841.59	4,409.00	-3,432.59	-77.85
419010-000	Newspaper ADS (Advertising)	329.61	497.00	167.39	33.68	1,063.32	2,515.00	1,451.68	57.72
419011-000	Sundry Service Contracts	5,271.99	5,112.00	(159.99)	-3.13	87,511.84	86,635.00	-876.84	-1.01
419012-000	Software	-	111.00	111.00	100.00	0.00	444.00	444.00	100.00
419017-000	Temporary Administrative Labor	590.10	1,556.00	965.90	62.08	25,859.70	13,872.00	-11,987.70	-86.42
419020-000	Bank Fees	-	329.00	329.00	100.00	933.76	1,863.00	929.24	49.88
419021-000	Discretionary	150.00	495.00	345.00	69.70	197.04	2,027.00	1,829.96	90.28
419022-000	Other Misc Admin Expenses	4,576.68	2,287.00	(2,289.68)	-100.12	4,788.81	3,500.00	-1,288.81	-36.82
419100-000	Total Miscellaneous Admin Expenses	14,302.98	24,133.00	9,830.02	40.73	172,900.39	154,269.00	-18,631.39	-12.08
419900-000	TOTAL ADMINISTRATIVE EXPENSES	142,595.77	113,073.00	(29,522.77)	-26.11	933,838.63	851,077.00	-82,761.63	-9.72

**SPARTANBURG HOUSING AUTHORITY
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

April 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	-	500.00	500.00	100.00	156.11	2,000.00	1,843.89	92.19
432000-000	Electricity	903.90	1,000.00	96.10	9.61	4,700.69	4,000.00	-700.69	-17.52
433000-000	Gas	57.79	300.00	242.21	80.74	490.31	1,200.00	709.69	59.14
439000-000	Sewer	-	500.00	500.00	100.00	0.00	2,000.00	2,000.00	100.00
439900-000	TOTAL UTILITY EXPENSES	961.69	2,300.00	1,338.31	58.19	5,347.11	9,200.00	3,852.89	41.88
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	2,534.33	2,396.00	(138.33)	-5.77	7,316.76	10,027.00	2,710.24	27.03
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	0.00	4,444.00	4,444.00	100.00
441300-000	Gasoline Purchases	518.43	2,315.00	1,796.57	77.61	4,406.14	7,258.00	2,851.86	39.29
441900-000	Total General Maint Expense	3,052.76	5,822.00	2,769.24	47.57	11,722.90	21,729.00	10,006.10	46.05
442000-000	Materials								
442004-000	Electrical-Maint Materials	100.00	-	(100.00)	N/A	107.40	0.00	-107.40	N/A
442006-000	Janitorial Supplies	-	167.00	167.00	100.00	95.73	668.00	572.27	85.67
442009-000	Hand Tools-Maint Materials	16.76	-	(16.76)	N/A	301.76	0.00	-301.76	N/A
442010-000	Maintenance Materials	525.00	945.00	420.00	44.44	1,369.26	3,846.00	2,476.74	64.40
442011-000	Safety equipment/shoes	-	200.00	200.00	100.00	0.00	800.00	800.00	100.00
442900-000	Total Materials	641.76	1,312.00	670.24	51.09	1,874.15	5,314.00	3,439.85	64.73
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	19,876.93	12,468.00	(7,408.93)	-59.42	26,182.03	18,742.00	-7,440.03	-39.70
443007-000	Disposal Contract	-	389.00	389.00	100.00	3,018.57	1,786.00	-1,232.57	-69.01
443009-000	Landscaping-Contract	3,511.00	2,492.00	(1,019.00)	-40.89	18,297.25	16,343.00	-1,954.25	-11.96
443013-000	Contract: Uniform Rental	29.78	140.00	110.22	78.73	1,012.58	970.00	-42.58	-4.39
443015-000	Janitorial-Contract	1,043.46	1,100.00	56.54	5.14	3,930.96	6,050.00	2,119.04	35.03
443019-000	Miscellaneous Contracts	8,300.00	225.00	(8,075.00)	-3,588.89	9,996.03	2,000.00	-7,996.03	-399.80
443023-000	Contract: Consultants	28,481.74	20,011.00	(8,470.74)	-42.33	184,899.86	180,999.00	-3,900.86	-2.16
443099-000	Maintenance Misc-Contracts	975.00	213.00	(762.00)	-357.75	1,528.12	3,382.00	1,853.88	54.82
443900-000	Total Contract Costs	62,217.91	37,038.00	(25,179.91)	-67.98	248,865.40	230,272.00	-18,593.40	-8.07
449900-000	TOTAL MAINTENANCE EXPENSES	65,912.43	44,172.00	(21,740.43)	-49.22	262,462.45	257,315.00	-5,147.45	-2.00
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	6,731.17	5,502.00	(1,229.17)	-22.34	48,630.19	44,294.00	-4,336.19	-9.79
452100-000	Workers Comp Insurance	2,493.86	2,494.00	0.14	0.01	18,186.90	18,494.00	307.10	1.66
452500-000	Relocation exp-	-	-	-	N/A	87,441.14	80,805.00	-6,636.14	-8.21
453010-000	SHA-Board/Commissioner exp	283.57	1,399.00	1,115.43	79.73	6,707.22	8,007.00	1,299.78	16.23
459900-000	TOTAL GENERAL EXPENSES	9,508.60	9,395.00	(113.60)	-1.21	160,965.45	151,600.00	-9,365.45	-6.18
	TOTAL OPERATING EXPENSES	218,978.49	168,940.00	(50,038.49)	-29.62%	1,362,613.64	1,269,192.00	-93,421.64	-7.36%
900000-000	NET INCOME	(111,409.33)	(59,939.00)	(51,470.33)	85.87%	1,271,799.26	1,303,647.00	-31,847.74	-2.44%

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

April 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	780,827.00	745,992.00	34,835.00	4.67	5,384,956.00	5,297,458.00	87,498.00	1.65
341002-000	Sec 8 Admin. Fee Inc-HCV	82,282.00	82,831.00	(549.00)	-0.66	630,339.66	596,684.00	33,655.66	5.64
341004-000	Section 8 Port-In Admin Fees	418.25	-	418.25	N/A	2,133.28	-	2,133.28	N/A
341006-000	Port In HAP Earned	4,490.00	1,032.00	3,458.00	335.08	30,315.47	15,710.00	14,605.47	92.97
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	21,877.00	-	0.00	153,139.00	153,139.00	-	0.00
341011-000	Mod Rehab- HAP EARNED	177,249.00	159,400.00	17,849.00	11.20	1,240,756.00	1,205,058.00	35,698.00	2.96
349900-000	TOTAL GRANT INCOME	1,067,143.25	1,011,132.00	56,011.25	5.54	7,441,639.41	7,268,049.00	173,590.41	2.39
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	0.70	-	0.70	N/A	4.87	5.00	(0.13)	-2.60
364000-000	Fraud Recovery Income-Admin	1,616.55	748.00	868.55	116.12	8,846.79	7,141.00	1,705.79	23.89
364001-000	Fraud Recovery - HAP	1,616.56	778.00	838.56	107.78	8,707.84	7,260.00	1,447.84	19.94
365000-000	Miscellaneous Other Income	1.00	111.00	(110.00)	-99.10	1,864.00	2,168.00	(304.00)	-14.02
369900-000	TOTAL OTHER INCOME	3,234.81	1,637.00	1,597.81	97.61	19,423.50	16,574.00	2,849.50	17.19
399900-000	TOTAL INCOME	1,070,378.06	1,012,769.00	57,609.06	5.69	7,461,062.91	7,284,623.00	176,439.91	2.42
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	46,380.68	33,271.00	(13,109.68)	-39.40	233,609.85	223,000.00	(10,609.85)	-4.76
411002-000	Administrative Overtime	78.48	278.00	199.52	71.77	610.37	1,000.00	389.63	38.96
411003-000	Administrative: Employer FICA/SUI	4,841.80	3,671.00	(1,170.80)	-31.89	21,755.69	20,959.00	(796.69)	-3.80
411004-000	Administrative: Employee Benefits	8,171.15	9,765.00	1,593.85	16.32	45,337.70	49,897.00	4,559.30	9.14
411006-000	Administrative: Emp Incentive	-	-	-	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	59,472.11	46,985.00	(12,487.11)	-26.58	301,588.61	294,856.00	(6,732.61)	-2.28
413000-000	Legal Expense								
413001-000	Legal Expense	-	111.00	111.00	100.00	6,708.75	5,499.00	(1,209.75)	-22.00
413003-000	Credit Reports	455.00	-	(455.00)	N/A	507.26	52.00	(455.26)	-875.50
413100-000	Total Legal Expense	455.00	111.00	(344.00)	-309.91	7,216.01	5,551.00	(1,665.01)	-29.99
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,240.00	429.00	(1,811.00)	-422.14	3,065.44	901.00	(2,164.44)	-240.23
415000-000	Travel	311.36	286.00	(25.36)	-8.87	1,062.92	572.00	(490.92)	-85.83
417000-000	Bookkeeping Fees	15,052.50	13,244.00	(1,808.50)	-13.66	98,227.50	92,713.00	(5,514.50)	-5.95
417001-000	Bookkeeping Fees-MOD Rehab	1,927.50	1,824.00	(103.50)	-5.67	14,445.00	14,142.00	(303.00)	-2.14
417100-000	Auditing Fees	2,002.00	-	(2,002.00)	N/A	6,022.00	4,000.00	(2,022.00)	-50.55
417200-000	Port Out Admin Fee	534.35	848.00	313.65	36.99	4,454.70	5,764.00	1,309.30	22.72
417300-000	Management Fee	24,084.00	20,958.00	(3,126.00)	-14.92	157,164.00	149,596.00	(7,568.00)	-5.06
417303-000	Management Fee- MOD Rehab	3,084.00	2,919.00	(165.00)	-5.65	23,112.00	22,626.00	(486.00)	-2.15
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	22,409.35	23,158.00	748.65	3.23

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM INCLUDING MOD REHAB

Actual to Budget Variance Comparison

April 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
418900-000	Total Other Admin Expenses	52,735.71	44,382.00	(8,353.71)	-18.82	329,962.91	313,472.00	(16,490.91)	-5.26
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	496.35	333.00	(163.35)	-49.05	9,962.19	3,135.00	(6,827.19)	-217.77
419004-000	Telephone	2,726.35	1,785.00	(941.35)	-52.74	6,842.49	7,072.00	229.51	3.25
419005-000	Postage	-	945.00	945.00	100.00	10,943.12	11,275.00	331.88	2.94
419006-000	Forms and Computer Supplies	64.56	-	(64.56)	N/A	1,179.78	1,115.00	(64.78)	-5.81
419008-000	Membership and Fees	-	153.00	153.00	100.00	-	612.00	612.00	100.00
419009-000	Sundry Miscellaneous	139.11	468.00	328.89	70.28	1,921.88	2,656.00	734.12	27.64
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	105.16	100.00	(5.16)	-5.16
419011-000	Sundry Service Contracts	3,672.65	5,496.00	1,823.35	33.18	29,597.62	32,519.00	2,921.38	8.98
419017-000	Temporary Administrative Labor	-	93.00	93.00	100.00	3,321.52	3,507.00	185.48	5.29
419020-000	Bank Fees	65.30	57.00	(8.30)	-14.56	991.50	947.00	(44.50)	-4.70
419100-000	Total Miscellaneous Admin Expenses	7,164.32	9,330.00	2,165.68	23.21	64,865.26	62,938.00	(1,927.26)	-3.06
419900-000	TOTAL ADMINISTRATIVE EXPENSES	119,827.14	100,808.00	(19,019.14)	-18.87	703,632.79	676,817.00	(26,815.79)	-3.96
430000-000	UTILITIES								
431000-000	Water	-	-	-	N/A	156.11	-	(156.11)	N/A
432000-000	Electricity	903.90	-	(903.90)	N/A	2,605.27	-	(2,605.27)	N/A
433000-000	Gas	57.79	-	(57.79)	N/A	490.31	-	(490.31)	N/A
439900-000	TOTAL UTILITY EXPENSES	961.69	-	(961.69)	N/A	3,251.69	-	(3,251.69)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	67.00	67.00	100.00	1,439.54	1,671.00	231.46	13.85
441300-000	Gasoline Purchases	232.16	339.00	106.84	31.52	1,003.97	1,196.00	192.03	16.06
441900-000	Total General Maint Expense	232.16	406.00	173.84	42.82	2,443.51	2,867.00	423.49	14.77
442000-000	Materials								
442006-000	Janitorial Supplies	-	111.00	111.00	100.00	-	444.00	444.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	111.00	111.00	100.00	3,288.09	444.00	(2,844.09)	-640.56
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	-	-	-	N/A	2,887.50	2,888.00	0.50	0.02
443023-000	Contract: Consultants	995.00	-	(995.00)	N/A	2,695.55	1,654.00	(1,041.55)	-62.97
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	40.04	-	(40.04)	N/A
443900-000	Total Contract Costs	995.00	-	(995.00)	N/A	6,004.01	4,542.00	(1,462.01)	-32.19
449900-000	TOTAL MAINTENANCE EXPENSES	1,227.16	517.00	(710.16)	-137.36	11,735.61	7,853.00	(3,882.61)	-49.44
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,873.00	2,941.00	68.00	2.31	18,183.00	18,319.00	136.00	0.74

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
452100-000	Workers Comp Insurance	1,302.41	1,337.00	34.59	2.59	8,156.43	8,225.00	68.57	0.83
452500-000	Relocation exp-	-	-	-	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	4,175.41	4,278.00	102.59	2.40	31,770.34	26,544.00	(5,226.34)	-19.69
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,236,487.00	862,811.00	(373,676.00)	-43.31	6,112,473.00	5,896,291.00	(216,182.00)	-3.67
471501-000	Tenant Utility Payments	37,668.00	33,210.00	(4,458.00)	-13.42	233,294.00	235,301.00	2,007.00	0.85
471502-000	Portable Out HAP Payments	12,097.00	29,433.00	17,336.00	58.90	126,101.00	157,989.00	31,888.00	20.18
471503-000	FSS Escrow Payments	1,233.00	4,111.00	2,878.00	70.01	11,202.00	16,720.00	5,518.00	33.00
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(324,959.00)	-	324,959.00	N/A	(324,959.00)	-	324,959.00	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	962,526.00	929,565.00	(32,961.00)	-3.55	6,158,111.00	6,306,301.00	148,190.00	2.35
	TOTAL OPERATING EXPENSES	1,088,717.40	1,035,168.00	(53,549.40)	-5.17%	6,908,501.43	7,017,515.00	109,013.57	1.55%
900000-000	NET INCOME	(18,339.34)	(22,399.00)	4,059.66	-18.12%	552,561.48	267,108.00	285,453.48	106.87%

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM - HAP									
Actual to Budget Variance Comparison									
4/30/2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	780,827.00	745,992.00	34,835.00	4.67	5,384,956.00	5,297,458.00	87,498.00	1.65
341006-000	Port In HAP Earned	4,490.00	1,032.00	3,458.00	335.08	30,315.47	15,710.00	14,605.47	92.97
364001-000	Fraud Recovery - HAP	1,547.11	778.00	769.11	98.86	7,690.74	6,383.00	1,307.74	20.49
399900-000	TOTAL INCOME	786,864.11	747,802.00	39,062.11	5.22%	5,422,962.21	5,319,551.00	103,411.21	1.94%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,022,557.00	699,853.00	(322,704.00)	-46.11	5,124,247.00	4,812,732.00	(311,515.00)	-6.47
471501-000	Tenant Utility Payments	30,840.00	30,991.00	151.00	0.49	216,526.00	218,038.00	1,512.00	0.69
471502-000	Portable Out HAP Payments	12,097.00	29,433.00	17,336.00	58.90	126,101.00	157,989.00	31,888.00	20.18
471503-000	FSS Escrow Payments	1,233.00	4,111.00	2,878.00	70.01	11,202.00	16,720.00	5,518.00	33.00
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	(324,959.00)	-	324,959.00	N/A	(324,959.00)	-	324,959.00	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	741,768.00	764,388.00	22,620.00	2.96	5,153,117.00	5,205,479.00	52,362.00	1.01
900000-000	NET INCOME	45,096.11	(16,586.00)	61,682.11	-371.89%	269,845.21	114,072.00	155,773.21	136.56%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

4/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	82,282.00	82,831.00	(549.00)	-0.66	630,339.66	596,684.00	33,655.66	5.64
341004-000	Section 8 Port-In Admin Fees	418.25	-	418.25	N/A	2,133.28	-	2,133.28	N/A
364000-000	Fraud Recovery Income-Admin	1,547.11	748.00	799.11	106.83	7,829.66	6,264.00	1,565.66	24.99
365000-000	Miscellaneous Other Income	1.00	111.00	(110.00)	-99.10	1,864.00	2,168.00	(304.00)	-14.02
399900-000	TOTAL INCOME	84,248.36	83,690.00	558.36	0.67%	642,166.60	605,116.00	37,050.60	6.12%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	34,413.04	23,703.00	(10,710.04)	-45.18	180,387.00	170,370.00	(10,017.00)	-5.88
411002-000	Administrative Overtime	67.22	278.00	210.78	75.82	466.46	889.00	422.54	47.53
411003-000	Administrative: Employer FICA/SUI	3,601.18	2,738.00	(863.18)	-31.53	16,292.04	15,701.00	(591.04)	-3.76
411004-000	Administrative: Employee Benefits	6,284.20	7,188.00	903.80	12.57	35,041.58	37,878.00	2,836.42	7.49
411006-000	Administrative: Emp Incentive	-	-	-	N/A	275.00	-	(275.00)	N/A
411099-000	Total Administrative Salaries	44,365.64	33,907.00	(10,458.64)	-30.85	232,462.08	224,838.00	(7,624.08)	-3.39
413000-000	Legal Expense								
413001-000	Legal Expense	-	111.00	111.00	100.00	1,653.75	3,294.00	1,640.25	49.80
413003-000	Credit Reports	455.00	-	(455.00)	N/A	507.26	52.00	(455.26)	-875.50
413100-000	Total Legal Expense	455.00	111.00	(344.00)	-309.91	2,161.01	3,346.00	1,184.99	35.42
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,240.00	429.00	(1,811.00)	-422.14	3,065.44	901.00	(2,164.44)	-240.23
415000-000	Travel	311.36	286.00	(25.36)	-8.87	1,062.92	572.00	(490.92)	-85.83
417000-000	Bookkeeping Fees	15,052.50	13,244.00	(1,808.50)	-13.66	98,227.50	92,713.00	(5,514.50)	-5.95
417100-000	Auditing Fees	1,669.00	-	(1,669.00)	N/A	5,020.00	3,000.00	(2,020.00)	-67.33
417200-000	Port Out Admin Fee	534.35	848.00	313.65	36.99	4,454.70	5,764.00	1,309.30	22.72
417300-000	Management Fee	24,084.00	20,958.00	(3,126.00)	-14.92	157,164.00	149,596.00	(7,568.00)	-5.06
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	22,409.35	23,158.00	748.65	3.23
418900-000	Total Other Admin Expenses	47,391.21	39,639.00	(7,752.21)	-19.56	291,403.91	275,704.00	(15,699.91)	-5.69
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	372.26	250.00	(122.26)	-48.90	7,568.01	2,448.00	(5,120.01)	-209.15
419004-000	Telephone	2,044.76	1,339.00	(705.76)	-52.71	5,243.73	5,416.00	172.27	3.18
419005-000	Postage	-	709.00	709.00	100.00	8,207.34	8,457.00	249.66	2.95
419006-000	Forms and Computer Supplies	48.42	-	(48.42)	N/A	884.83	836.00	(48.83)	-5.84
419008-000	Membership and Fees	-	153.00	153.00	100.00	-	612.00	612.00	100.00
419009-000	Sundry Miscellaneous	104.33	351.00	246.67	70.28	1,638.13	2,189.00	550.87	25.17
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	105.16	100.00	(5.16)	-5.16
419011-000	Sundry Service Contracts	2,754.49	4,122.00	1,367.51	33.18	23,816.81	26,007.00	2,190.19	8.42
419017-000	Temporary Administrative Labor	-	70.00	70.00	100.00	2,613.35	2,753.00	139.65	5.07
419020-000	Bank Fees	65.30	57.00	(8.30)	-14.56	991.50	947.00	(44.50)	-4.70
419100-000	Total Miscellaneous Admin Expenses	5,389.56	7,051.00	1,661.44	23.56	51,068.86	49,765.00	(1,303.86)	-2.62

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

4/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419900-000	TOTAL ADMINISTRATIVE EXPENSES	97,601.41	80,708.00	(16,893.41)	-20.93	577,095.86	553,653.00	(23,442.86)	-4.23
430000-000	UTILITIES								
431000-000	Water	-	-	-	N/A	156.11	-	(156.11)	N/A
432000-000	Electricity	903.90	-	(903.90)	N/A	2,605.27	-	(2,605.27)	N/A
433000-000	Gas	57.79	-	(57.79)	N/A	490.31	-	(490.31)	N/A
439900-000	TOTAL UTILITY EXPENSES	961.69	-	(961.69)	N/A	3,251.69	-	(3,251.69)	N/A
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	-	67.00	67.00	100.00	1,439.54	1,671.00	231.46	13.85
441300-000	Gasoline Purchases	232.16	339.00	106.84	31.52	1,003.97	1,196.00	192.03	16.06
441900-000	Total General Maint Expense	232.16	406.00	173.84	42.82	2,443.51	2,867.00	423.49	14.77
442000-000	Materials								
442006-000	Janitorial Supplies	-	111.00	111.00	100.00	-	444.00	444.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	111.00	111.00	100.00	3,288.09	444.00	(2,844.09)	-640.56
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	-	-	-	N/A	2,887.50	2,888.00	0.50	0.02
443023-000	Contract: Consultants	995.00	-	(995.00)	N/A	2,695.55	1,654.00	(1,041.55)	-62.97
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	40.04	-	(40.04)	N/A
443900-000	Total Contract Costs	995.00	-	(995.00)	N/A	6,004.01	4,542.00	(1,462.01)	-32.19
449900-000	TOTAL MAINTENANCE EXPENSES	1,227.16	517.00	(710.16)	-137.36	11,735.61	7,853.00	(3,882.61)	-49.44
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,148.00	2,206.00	58.00	2.63	13,748.00	13,864.00	116.00	0.84
452100-000	Workers Comp Insurance	973.81	1,003.00	29.19	2.91	6,167.03	6,224.00	56.97	0.92
452500-000	Relocation exp-	-	-	-	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	3,121.81	3,209.00	87.19	2.72	25,345.94	20,088.00	(5,257.94)	-26.17
	TOTAL OPERATING EXPENSES	102,912.07	84,434.00	(18,478.07)	-21.88%	617,429.10	581,594.00	(35,835.10)	-6.16%
900000-000	NET INCOME	(18,663.71)	(744.00)	(17,919.71)	2408.56%	24,737.50	23,522.00	1,215.50	5.17%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB HAP

Actual to Budget Variance Comparison

4/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	177,249.00	159,400.00	17,849.00	11.20	1,240,756.00	1,205,058.00	35,698.00	2.96
364001-000	Fraud Recovery - HAP	69.45	-	69.45	N/A	1,017.10	877.00	140.10	15.97
399900-000	TOTAL INCOME	177,318.45	159,400.00	17,918.45	11.24%	1,241,773.10	1,205,935.00	35,838.10	2.97%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	213,930.00	162,958.00	(50,972.00)	-31.28	988,226.00	1,083,559.00	95,333.00	8.80
471501-000	Tenant Utility Payments	6,828.00	2,219.00	(4,609.00)	-207.71	16,768.00	17,263.00	495.00	2.87
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	220,758.00	165,177.00	(55,581.00)	-33.65	1,004,994.00	1,100,822.00	95,828.00	8.71
900000-000	NET INCOME	(43,439.55)	(5,777.00)	(37,662.55)	651.94%	236,779.10	105,113.00	131,666.10	125.26%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

4/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	21,877.00	21,877.00	-	0.00	153,139.00	153,139.00	-	0.00
361000-000	Investment Income - Unrestricted	0.70	-	0.70	N/A	4.87	5.00	(0.13)	-2.60
364000-000	Fraud Recovery Income-Admin	69.44	-	69.44	N/A	1,017.13	877.00	140.13	15.98
399900-000	TOTAL INCOME	21,947.14	21,877.00	70.14	0.00	154,161.00	154,021.00	140.00	0.00
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	11,967.64	9,568.00	(2,399.64)	-25.08	53,222.85	52,630.00	(592.85)	-1.13
411002-000	Administrative Overtime	11.26	-	(11.26)	N/A	143.91	111.00	(32.91)	-29.65
411003-000	Administrative: Employer FICA/SUI	1,240.62	933.00	(307.62)	-32.97	5,463.65	5,258.00	(205.65)	-3.91
411004-000	Administrative: Employee Benefits	1,886.95	2,577.00	690.05	26.78	10,296.12	12,019.00	1,722.88	14.33
411099-000	Total Administrative Salaries	15,106.47	13,078.00	(2,028.47)	-15.51	69,126.53	70,018.00	891.47	1.27
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	5,055.00	2,205.00	(2,850.00)	-129.25
413100-000	Total Legal Expense	-	-	-	N/A	5,055.00	2,205.00	(2,850.00)	-129.25
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,927.50	1,824.00	(103.50)	-5.67	14,445.00	14,142.00	(303.00)	-2.14
417100-000	Auditing Fees	333.00	-	(333.00)	N/A	1,002.00	1,000.00	(2.00)	-0.20
417303-000	Management Fee- MOD Rehab	3,084.00	2,919.00	(165.00)	-5.65	23,112.00	22,626.00	(486.00)	-2.15
418900-000	Total Other Admin Expenses	5,344.50	4,743.00	(601.50)	-12.68	38,559.00	37,768.00	(791.00)	-2.09
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	124.09	83.00	(41.09)	-49.51	2,394.18	687.00	(1,707.18)	-248.50
419004-000	Telephone	681.59	446.00	(235.59)	-52.82	1,598.76	1,656.00	57.24	3.46
419005-000	Postage	-	236.00	236.00	100.00	2,735.78	2,818.00	82.22	2.92
419006-000	Forms and Computer Supplies	16.14	-	(16.14)	N/A	294.95	279.00	(15.95)	-5.72
419009-000	Sundry Miscellaneous	34.78	117.00	82.22	70.27	283.75	467.00	183.25	39.24
419011-000	Sundry Service Contracts	918.16	1,374.00	455.84	33.18	5,780.81	6,512.00	731.19	11.23
419017-000	Temporary Administrative Labor	-	23.00	23.00	100.00	708.17	754.00	45.83	6.08
419100-000	Total Miscellaneous Admin Expenses	1,774.76	2,279.00	504.24	22.13	13,796.40	13,173.00	(623.40)	-4.73
419900-000	TOTAL ADMINISTRATIVE EXPENSES	22,225.73	20,100.00	(2,125.73)	-10.58	126,536.93	123,164.00	(3,372.93)	-2.74

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

4/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	725.00	735.00	10.00	1.36	4,435.00	4,455.00	20.00	0.45
452100-000	Workers Comp Insurance	328.60	334.00	5.40	1.62	1,989.40	2,001.00	11.60	0.58
459900-000	TOTAL GENERAL EXPENSES	1,053.60	1,069.00	15.40	1.44	6,424.40	6,456.00	31.60	0.49
	TOTAL OPERATING EXPENSES	23,279.33	21,169.00	(2,110.33)	-9.97%	132,961.33	129,620.00	(3,341.33)	-2.58%
900000-000	NET INCOME	(1,332.19)	708.00	(2,040.19)	-288.16%	21,199.67	24,401.00	(3,201.33)	-13.12%

All voucher properties (.hcv_all)						
Trial Balance Cr, Dr Details						
Period = Apr 2016						
Book = Accrual ; Tree = ysl_tb						
		Forward Balance	Debit	Credit	April transactions	Ending Balance
111102-000	Cash - Restricted	75,443.27	2,123.58	365.50		77,201.35
111111-000	Cash -Unrestricted	225,716.00	-	-		225,716.00
111117-000	HAP Disbursement Fund	62,959.36	1,490,010.13	1,527,557.69		25,411.80
111120-000	General Fund Operating	(26,029.14)	-	-		(26,029.14)
111124-000	Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000	A/R-Tenants	23,880.34	7,808.44	8,957.61		22,731.17
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-		(16,058.13)
112914-000	Miscellaneous Accounts Receivable	-	55,892.94	-		55,892.94
113503-000	A/R-Other Government	1,506.72	418.25	673.88		1,251.09
129500-000	Interprogram-Due From	288,966.94	207,249.49	373,282.83		122,933.60
145001-000	Accum Depreciation-Site Improvement	(117,028.43)	-	-		(117,028.43)
147501-000	Non Dwelling Equip	133,977.43	-	-		133,977.43
211100-000	A/P Vendors and Contractors	(75,748.69)	1,772,580.00	1,773,009.32		(76,178.01)
211502-000	Rad Subsidy payable to Section 8	(180,004.20)	269,066.06	89,061.86		-
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211991-000	Accrued Payable	(298.14)	298.14	3,945.58		(3,945.58)
213400-000	Accrued Utilities	(1,046.94)	1,046.94	903.90		(903.90)
213500-000	Accrued Payroll & Payroll Taxes	(2,838.24)	-	-		(2,838.24)
224000-000	Tenant Prepaid Rents	(261.05)	365.50	1,435.90		(1,331.45)
226000-000	Accrued Paid Leave-Current	(5,523.45)	-	-		(5,523.45)
230500-000	Accrued Paid Leave-LT	(31,299.56)	-	-		(31,299.56)
230700-000	A/P FSS Escrow	(34,974.69)	-	1,233.00		(36,207.69)
280902-000	Unrestricted Net Assets (UNA)	(75,742.06)	-	-		(75,742.06)
311400-000	Less: Non Move Out Refunds	-	224.22	224.22		-
341001-000	Section 8 HAP Earned	(4,604,129.00)	-	780,827.00	(780,827.00)	(5,384,956.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(548,057.66)	-	82,282.00	(82,282.00)	(630,339.66)
341004-000	Section 8 Port-In Admin Fees	(1,715.03)	-	418.25	(418.25)	(2,133.28)
341006-000	Port In HAP Earned	(25,825.47)	-	4,490.00	(4,490.00)	(30,315.47)
364000-000	Fraud Recovery Income-Admin	(6,282.55)	-	1,547.11	(1,547.11)	(7,829.66)
364001-000	Fraud Recovery - HAP	(6,143.63)	1,547.11	3,094.22	(1,547.11)	(7,690.74)
365000-000	Miscellaneous Other Income	(1,863.00)	-	1.00	(1.00)	(1,864.00)
411000-000	Administrative Salaries and Wages	145,973.96	37,971.15	3,558.11	34,413.04	180,387.00
411002-000	Administrative Overtime	399.24	67.22	-	67.22	466.46
411003-000	Administrative: Employer FICA/SUI	12,690.86	3,999.52	398.34	3,601.18	16,292.04
411004-000	Administrative: Employee Benefits	28,757.38	6,284.20	-	6,284.20	35,041.58
411006-000	Administrative: Emp Incentive	275.00	-	-	-	275.00
413001-000	Legal Expense	1,653.75	-	-	-	1,653.75
413003-000	Credit Reports	52.26	455.00	-	455.00	507.26
414000-000	Staff Training	825.44	2,240.00	-	2,240.00	3,065.44
415000-000	Travel	751.56	311.36	-	311.36	1,062.92
417000-000	Bookkeeping Fees	83,175.00	15,052.50	-	15,052.50	98,227.50
417100-000	Auditing Fees	3,351.00	1,669.00	-	1,669.00	5,020.00
417200-000	Port Out Admin Fee	3,920.35	567.50	33.15	534.35	4,454.70
417300-000	Management Fee	133,080.00	24,084.00	-	24,084.00	157,164.00
418000-000	Office Rent	18,909.35	3,500.00	-	3,500.00	22,409.35
419001-000	Office Expense	7,195.75	794.49	422.23	372.26	7,568.01
419004-000	Telephone	3,198.97	2,726.35	681.59	2,044.76	5,243.73
419005-000	Postage	8,207.34	-	-	-	8,207.34
419006-000	Forms and Computer Supplies	836.41	64.56	16.14	48.42	884.83
419009-000	Sundry Miscellaneous	1,533.80	476.88	372.55	104.33	1,638.13
419010-000	Newspaper ADS (Advertising)	105.16	-	-	-	105.16
419011-000	Sundry Service Contracts	21,062.32	3,672.65	918.16	2,754.49	23,816.81
419017-000	Temporary Administrative Labor	2,613.35	-	-	-	2,613.35
419020-000	Bank Fees	926.20	65.30	-	65.30	991.50

All voucher properties (.hcv_all)

Trial Balance Cr, Dr Details

Period = Apr 2016

Book = Accrual ; Tree = ysl_tb

		Forward Balance	Debit	Credit	April transactions	Ending Balance
431000-000	Water	156.11	-	-	-	156.11
432000-000	Electricity	1,701.37	1,950.84	1,046.94	903.90	2,605.27
433000-000	Gas	432.52	57.79	-	57.79	490.31
441200-000	Vehicle Repair	1,439.54	-	-	-	1,439.54
441300-000	Gasoline Purchases	771.81	232.16	-	232.16	1,003.97
442010-000	Maintenance Materials	3,288.09	-	-	-	3,288.09
443001-000	Alarm/Extinguisher Contract	380.92	-	-	-	380.92
443015-000	Janitorial-Contract	2,887.50	-	-	-	2,887.50
443023-000	Contract: Consultants	1,700.55	995.00	-	995.00	2,695.55
443099-000	Maintenance Misc-Contracts	40.04	-	-	-	40.04
451000-000	General Liability Insurance	11,600.00	2,148.00	-	2,148.00	13,748.00
452100-000	Workers Comp Insurance	5,193.22	973.81	-	973.81	6,167.03
452500-000	Relocation exp-	5,430.91	-	-	-	5,430.91
					102,912.07	
				Less: Audit fee	(1,669.00)	
					101,243.07	
471500-000	Housing Ass/stance Payments	4,101,690.00	1,366,758.00	344,201.00	1,022,557.00	5,124,247.00
471501-000	Tenant Utility Payments	185,686.00	32,322.00	1,482.00	30,840.00	216,526.00
471502-000	Portable Out HAP Payments	114,004.00	12,097.00	-	12,097.00	126,101.00
471503-000	FSS Escrow Payments	9,969.00	1,233.00	-	1,233.00	11,202.00
471508-000	LIHTC-RAD SUBSIDY-PBV-HAP	-	-	324,959.00	(324,959.00)	(324,959.00)
	Total	-	5,331,400.08	5,331,400.08	741,768.00	-

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
April 30, 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	36,327.00	34,082.00	2,245.00	6.59	254,132.00	248,841.00	5,291.00	2.13
311900-000	Total Rental Income	36,327.00	34,082.00	2,245.00	6.59	254,132.00	248,841.00	5,291.00	2.13
312000-000	Other Tenant Income								
312003-000	Damages	230.47	54.00	176.47	326.80	540.47	357.00	183.47	51.39
312004-000	Late Charges	40.00	29.00	11.00	37.93	340.00	318.00	22.00	6.92
312005-000	Legal Fees - Tenant	45.00	27.00	18.00	66.67	245.00	254.00	(9.00)	-3.54
312006-000	NSF Charges	90.00	-	90.00	N/A	120.00	-	120.00	N/A
312007-000	Tenant Owed Utilities - Excess	-	256.00	(256.00)	-100.00	1,249.79	1,761.00	(511.21)	-29.03
312009-000	Misc. Tenant Income	-	-	-	N/A	318.21	318.00	0.21	0.07
312010-000	Maintenance Charges	-	14.00	(14.00)	-100.00	50.00	78.00	(28.00)	-35.90
312900-000	Total Other Tenant Income	405.47	380.00	25.47	6.70	2,863.47	3,086.00	(222.53)	-7.21
319900-000	NET TENANT INCOME	36,732.47	34,462.00	2,270.47	6.59	256,995.47	251,927.00	5,068.47	2.01
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	51,547.00	46,808.00	4,739.00	10.12	355,993.00	331,446.00	24,547.00	7.41
349900-000	TOTAL GRANT INCOME	51,547.00	46,808.00	4,739.00	10.12	355,993.00	331,446.00	24,547.00	7.41
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	61.60	12,500.00	(12,438.40)	-99.51	923.33	12,545.00	(11,621.67)	-92.64
369900-000	TOTAL OTHER INCOME	61.60	12,500.00	(12,438.40)	-99.51	923.33	12,545.00	(11,621.67)	-92.64
399900-000	TOTAL INCOME	88,341.07	93,770.00	(5,428.93)	-5.79	613,911.80	595,918.00	17,993.80	3.02
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	6,992.14	5,732.00	(1,260.14)	-21.98	35,081.58	31,968.00	(3,113.58)	-9.74
411002-000	Administrative Overtime	101.00	20.00	(81.00)	-405.00	348.53	155.00	(193.53)	-124.86
411003-000	Administrative: Employer FICA/SUI	740.95	664.00	(76.95)	-11.59	3,403.20	3,139.00	(264.20)	-8.42
411004-000	Administrative: Employee Benefits	1,198.05	1,884.00	685.95	36.41	5,996.94	6,980.00	983.06	14.08
411006-000	Administrative: Emp Incentive	46.50	-	(46.50)	N/A	46.50	-	(46.50)	N/A
411007-000	Administrative Assistant -Part time	-	1,583.00	1,583.00	100.00	-	1,583.00	1,583.00	100.00
411099-000	Total Administrative Salaries	9,078.64	9,883.00	804.36	8.14	44,876.75	43,825.00	(1,051.75)	-2.40
413000-000	Legal Expense								
413001-000	Legal Expense	-	106.00	106.00	100.00	-	274.00	274.00	100.00
413003-000	Credit Reports	-	81.00	81.00	100.00	-	249.00	249.00	100.00
413100-000	Total Legal Expense	-	187.00	187.00	100.00	-	523.00	523.00	100.00
413900-000	Other Admin Expenses								

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
414000-000	Staff Training	340.00	241.00	(99.00)	-41.08	579.88	867.00	287.12	33.12
415000-000	Travel	-	167.00	167.00	100.00	-	668.00	668.00	100.00
417000-000	Bookkeeping Fees	982.50	981.00	(1.50)	-0.15	6,877.50	6,867.00	(10.50)	-0.15
417100-000	Auditing Fees	1,568.00	1,698.00	130.00	7.66	4,718.00	1,698.00	(3,020.00)	-177.86
417300-000	Management Fee	7,098.89	7,091.00	(7.89)	-0.11	49,692.23	49,622.00	(70.23)	-0.14
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	9,240.00	9,240.00	-	0.00
418900-000	Total Other Admin Expenses	11,309.39	11,498.00	188.61	1.64	71,107.61	68,962.00	(2,145.61)	-3.11
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	270.30	230.00	(40.30)	-17.52	838.50	991.00	152.50	15.39
419004-000	Telephone	1,029.84	656.00	(373.84)	-56.99	3,962.68	3,722.00	(240.68)	-6.47
419005-000	Postage	-	97.00	97.00	100.00	89.91	274.00	184.09	67.19
419007-000	Court Costs	-	270.00	270.00	100.00	245.00	785.00	540.00	68.79
419008-000	Membership and Fees	-	29.00	29.00	100.00	520.00	578.00	58.00	10.03
419009-000	Sundry Miscellaneous	74.70	395.00	320.30	81.09	1,658.68	2,374.00	715.32	30.13
419010-000	Newspaper ADS (Advertising)	-	28.00	28.00	100.00	205.18	152.00	(53.18)	-34.99
419011-000	Sundry Service Contracts	503.08	691.00	187.92	27.20	3,847.28	4,050.00	202.72	5.01
419012-000	Software	-	339.00	339.00	100.00	-	1,356.00	1,356.00	100.00
419017-000	Temporary Administrative Labor	-	1,091.00	1,091.00	100.00	5,644.31	8,778.00	3,133.69	35.70
419018-000	False Alarms	-	-	-	N/A	10.00	10.00	-	0.00
419020-000	Bank Fees	-	-	-	N/A	17.95	15.00	(2.95)	-19.67
419021-000	Discretionary	-	29.00	29.00	100.00	-	58.00	58.00	100.00
419100-000	Total Miscellaneous Admin Expenses	1,877.92	3,855.00	1,977.08	51.29	17,039.49	23,143.00	6,103.51	26.37
419900-000	TOTAL ADMINISTRATIVE EXPENSES	22,265.95	25,423.00	3,157.05	12.42	133,023.85	136,453.00	3,429.15	2.51
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	105.98	-	(105.98)	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	364.01	275.00	(89.01)	-32.37	3,598.52	3,724.00	125.48	3.37
423000-000	Tenant Services -PH ADD ON	-	200.00	200.00	100.00	1,600.00	1,675.00	75.00	4.48
423001-000	Tenant Relocation	-	108.00	108.00	100.00	312.00	636.00	324.00	50.94
429900-000	TOTAL TENANT SERVICES EXPENSES	469.99	583.00	113.01	19.38	5,616.50	6,035.00	418.50	6.93
430000-000	UTILITIES								
431000-000	Water	-	2,459.00	2,459.00	100.00	11,273.27	12,202.00	928.73	7.61
432000-000	Electricity	5,168.44	4,891.00	(277.44)	-5.67	29,726.20	29,548.00	(178.20)	-0.60
433000-000	Gas	4,058.16	4,644.00	585.84	12.62	26,741.79	26,787.00	45.21	0.17
439000-000	Sewer	-	2,756.00	2,756.00	100.00	14,552.05	14,716.00	163.95	1.11
439900-000	TOTAL UTILITY EXPENSES	9,226.60	14,750.00	5,523.40	37.45	82,293.31	83,253.00	959.69	1.15
440000-000	MAINTENANCE AND OPERATIONS								

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440099-000	General Maint Expense								
441000-000	Labor Maintenance	5,551.08	4,170.00	(1,381.08)	-33.12	25,766.95	25,676.00	(90.95)	-0.35
441002-000	Maintenance: Overtime	90.55	73.00	(17.55)	-24.04	161.24	180.00	18.76	10.42
441003-000	Maintenance: Employer FICA/SUI	566.48	309.00	(257.48)	-83.33	2,431.33	2,096.00	(335.33)	-16.00
441005-000	Maintenance: Employee Benefits	493.57	813.00	319.43	39.29	3,416.83	4,060.00	643.17	15.84
441200-000	Vehicle Repair	750.45	561.00	(189.45)	-33.77	1,322.88	1,694.00	371.12	21.91
441300-000	Gasoline Purchases	101.14	302.00	200.86	66.51	577.55	877.00	299.45	34.14
441900-000	Total General Maint Expense	7,553.27	6,228.00	(1,325.27)	-21.28	33,676.78	34,583.00	906.22	2.62
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	138.00	138.00	100.00	36.80	313.00	276.20	88.24
442003-000	Painting-Maint Materials	-	71.00	71.00	100.00	-	142.00	142.00	100.00
442004-000	Electrical-Maint Materials	-	182.00	182.00	100.00	-	586.00	586.00	100.00
442005-000	Heating/AC-Maint Materials	104.45	714.00	609.55	85.37	104.45	2,612.00	2,507.55	96.00
442006-000	Janitorial Supplies	-	43.00	43.00	100.00	184.13	270.00	85.87	31.80
442007-000	After Hours Work	-	210.00	210.00	100.00	-	754.00	754.00	100.00
442008-000	Plumbing-Maint Materials	70.19	765.00	694.81	90.82	3,673.77	5,594.00	1,920.23	34.33
442010-000	Maintenance Materials	216.53	1,038.00	821.47	79.14	2,454.79	4,314.00	1,859.21	43.10
442011-000	Safety equipment/shoes	150.00	75.00	(75.00)	-100.00	150.00	75.00	(75.00)	-100.00
442900-000	Total Materials	541.17	3,236.00	2,694.83	83.28	6,603.94	14,660.00	8,056.06	54.95
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	48.00	56.00	8.00	14.29	4,540.52	5,217.00	676.48	12.97
443002-000	Extermination Contract	385.00	519.00	134.00	25.82	1,865.00	2,313.00	448.00	19.37
443005-000	Unit Turnaround-Contract	400.00	1,103.00	703.00	63.74	3,060.56	4,105.00	1,044.44	25.44
443006-000	Electrical-Contract	-	214.00	214.00	100.00	-	428.00	428.00	100.00
443007-000	Disposal Contract	26.14	1,145.00	1,118.86	97.72	2,027.41	4,276.00	2,248.59	52.59
443009-000	Landscaping-Contract	1,561.52	1,500.00	(61.52)	-4.10	10,585.52	10,529.00	(56.52)	-0.54
443011-000	Heating/AC-Contract	-	4,096.00	4,096.00	100.00	1,825.00	10,017.00	8,192.00	81.78
443013-000	Contract: Uniform Rental	32.11	61.00	28.89	47.36	619.48	625.00	5.52	0.88
443015-000	Janitorial-Contract	-	99.00	99.00	100.00	-	310.00	310.00	100.00
443018-000	Plumbing-Contract	-	642.00	642.00	100.00	6,097.00	6,926.00	829.00	11.97
443019-000	Miscellaneous Contracts	-	5,699.00	5,699.00	100.00	-	22,510.00	22,510.00	100.00
443023-000	Contract: Consultants	49.50	381.00	331.50	87.01	49.50	1,096.00	1,046.50	95.48
443099-000	Maintenance Misc-Contracts	-	6,398.00	6,398.00	100.00	1,051.45	23,099.00	22,047.55	95.45
443900-000	Total Contract Costs	2,502.27	21,913.00	19,410.73	88.58	31,721.44	91,451.00	59,729.56	65.31
449900-000	TOTAL MAINTENANCE EXPENSES	10,596.71	31,377.00	20,780.29	66.23	72,002.16	140,694.00	68,691.84	48.82

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
April 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,310.01	2,792.00	481.99	17.26	17,991.02	18,966.00	974.98	5.14
451100-000	Property Tax	-	-	-	N/A	8,894.85	9,010.00	115.15	1.28
452100-000	Workers Comp Insurance	371.65	382.00	10.35	2.71	2,308.71	2,328.00	19.29	0.83
458000-000	All Protective Services	-	65.00	65.00	100.00	106.00	236.00	130.00	55.08
459900-000	TOTAL GENERAL EXPENSES	2,681.66	3,239.00	557.34	17.21	29,300.58	30,540.00	1,239.42	4.06
	TOTAL OPERATING EXPENSES	45,240.91	75,372.00	30,131.09	39.98%	322,236.40	396,975.00	74,738.60	18.83%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(4,296.12)	(4,296.00)	0.12	0.00
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	3,930.00	-	0.00
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(358.65)	(359.00)	(0.35)	-0.10
900000-000	NET INCOME	43,100.16	18,398.00	24,702.16	134.27%	292,034.05	199,302.00	92,732.05	46.53%

SPARTANBURG HOUSING AUTHORITY

Cash Flow

April 30, 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	756,375	780,827						5,384,029
Section 8 Admin Subsidy	78,392	105,052	819,216	118,596	81,992	81,992	82,282						1,367,522
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249						1,240,756
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877						153,139
Public Housing Subsidy	309,570	309,570	309,516	267,218	263,209	283,032	271,369						2,013,484
Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512	35,701	36,948	35,945						247,690
SLHC PBV Subsidy	9,162	9,146	9,142	8,967	8,967	8,967	8,967						63,318
SC State Grant for JCB	37,923	38,576	38,542	38,455	38,950	57,649	42,580						292,675
1) HUD & State Subsidy	1,433,745	1,470,328	2,184,400	1,444,836	1,384,320	1,424,089	1,421,096	-	-	-	-	-	10,762,813
ROSS	26,048	20,727	14,061	32,320	22,748	18,276	30,813						164,992
Youthbuild	14,915	951	29,572	-	-	-	-						45,438
YB -Face Forward	39,598	43,144	50,566	58,633	42,291	49,704	34,425						318,363
CNI	-	-	-	-	-	-	-						0
CFP and RHF	-	-	-	-	-	-	-						0
2) Other Grant Revenue	80,561	64,823	94,200	90,953	65,039	67,980	65,238	-	-	-	-	-	528,794
Public Housing Rents	124,658	134,995	143,621	143,986	93,701	95,832	96,382						833,172
JC Bull Rents	26,291	27,315	27,081	27,264	27,063	27,937	27,402						190,353
SLHC Rents	9,102	9,142	9,146	9,146	9,127	9,191	8,925						63,779
3) Rent Revenue	160,051	171,452	179,848	180,396	129,891	132,960	132,709	-	-	-	-	-	1,087,304
4) Misc Receipts	31,081	12,454	45,231	1,428,178	171,920	263,564	337,931						2,290,359
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-	-	-				-	-	-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,705,437	1,719,056	2,503,678	3,144,363	1,751,170	1,888,593	1,956,974	-	-	-	-	-	14,669,271
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.													
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes and any other miscellaneous income. Also, included the W/C refund of \$291,460.00													
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													

SPARTANBURG HOUSING AUTHORITY

Cash Flow

April 30, 2016

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	734,646	741,768						5,153,117
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758						1,004,994
HAP Payments	899,838	898,728	914,694	774,474	862,229	845,622	962,526	-	-	-	-	-	6,158,111
Payroll	287,709	168,515	201,637	182,067	170,612	291,436	215,739						1,517,715
Benefits/Deductions	1,289	4,711	7,807	1,205	5,002	763	8,069						28,847
Payroll & Benefits	288,999	173,226	209,443	183,272	175,614	292,199	223,808	-	-	-	-	-	1,546,562
State Insurance	37,241	37,241	43,543	44,166	29,961	39,149	48,896						280,196
Rent	8,409	8,409	8,409	20,065	20,065	11,656	11,656						88,670
Wright Center Payables (301-wc & 300-mrc)	5,182	6,739	4,566	4,538	4,828	9,435	6,718						42,006
Debt/Insurance/Rent	50,832	52,388	56,518	68,768	54,854	60,240	67,270	-	-	-	-	-	410,872
Operating	233,966	288,752	728,566	481,200	513,599	915,396	685,487	0	0	0	0	0	3,846,965
Capital Fund and RHF	0	0	0	0	0	0	0						0
Ross	448	92	589	1,095	457	331	0						3,013
Youth Build and Face Forward	26,252	27,769	35,890	43,399	26,451	33,111	10,496						203,368
Homeownership	698	43	1,465	477	440	1,406	197						4,725
SHA Property (089-shap)	66	737	389	0	-	0	0						1,192
CS1, LLC/CGE 1 PH Subsidy	31,035	31,035	31,035	32,011	32,187	33,354	32,416						223,072
Other Transfers	0	0	-	0	-	-	-		0	0	0		0
HAP/ Admin Transfer	-	-	-	-	-	-	-						0
1 Payables/Check Adjustment	242,592	31,560	305,345	1,222,426	(51,160)	(519,696)	332,117						1,563,184
Capital & Program Expenses	301,091	91,235	374,713	1,299,408	8,375	(451,493)	375,226	-	-	-	-	-	1,998,554
TOTAL CASH OUTFLOW	1,774,725	1,504,330	2,283,935	2,807,122	1,614,671	1,661,964	2,314,317	-	-	-	-	-	13,961,063
Net Inflow(Outflow)	(69,288)	214,727	219,743	337,241	136,499	226,630	(357,343)	-	-	-	-	-	708,207
Net outflow offset by reserve	69,288				0	-	357,343		-	-	-	-	426,631
Total	(0)	214,727	219,743	337,241	136,499	226,630	(0)	-	-	-	-	-	1,134,838
Beginning Cash : (Unrestricted)	4,211,769	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	4,919,976	4,919,976	4,919,976	4,919,976	0
Ending Cash	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	4,919,976	4,919,976	4,919,976	4,919,976	4,919,976	708,207
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,933,941	3,006,795	3,109,132	3,234,396	3,237,685	3,347,597	3,009,531						
Section 8 HAP Disbursements	237,763	344,549	378,215	575,570	685,603	759,294	686,047						-332117
J C Bull Operating	770,711	791,554	836,955	866,878	886,765	927,167	974,324						
SLHC Operating	200,065	214,309	252,648	237,348	240,638	243,262	250,074						
Sub Total	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	0	0	0	0	0	
Coventional Housing Surplus	4,057,168	4,159,168	4,175,040	4,094,165	4,147,477	4,226,114	4,234,704						
Average No. Of Months Cash Reserves	11.77	9.21	9.25	9.07	9.19	9.36	9.38	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

SPARTANBURG HOUSING AUTHORITY
Section 8 Reserved & Restricted Cash Flow
April 30, 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	756,645	756,375	780,827						5,384,956
Inter fund settlement //HAP acct	-	-	-	-	-	-	-						-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,674	82,031	81,992	82,282						630,340
Section 8 Port-In Admin Fees	135	176	239	331	417	417	418						2,133.28
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249						1,240,756
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877						153,139
Port in	1,392	6,558	3,632	4,346	5,407	4,490	4,490						30,315
HCV Refunds/Recovery/Interest	4,144	3,634	1,969	1,945	2,095	2,402	3,235						19,424
HUD Subsidy	1,048,166	1,088,808	1,061,145	1,102,042	1,045,721	1,044,802	1,070,378	0	0	0	0	0	7,461,063
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	734,646	741,768						5,153,117
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758						1,004,994
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941	89,023	98,669	102,912						617,429
Mod Rehab Admin	18,480	15,092	18,613	17,368	19,575	20,554	23,279						132,961
Total Payments	991,631	984,690	1,019,007	888,783	970,828	964,844	1,088,717	0	0	0	0	0	6,908,501
Net Inflow (Outflow)	56,535	104,118	42,138	213,258	74,894	79,958	(18,339)	0	0	0	0	0	552,562
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	16,337	36,353	13,693	113,117	5,338	24,131	42,294	-	-	-	-	-	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	68,422	66,273	(43,509)	-	-	-	-	-	
Section 8 Admin	5,078	34,182	(3,784)	21,733	(6,992)	(16,677)	(20,630)	-	-	-	-	-	
Mod Rehab Admin	3,397	6,785	3,264	4,509	2,302	1,323	(1,402)	-	-	-	-	-	
	55,008	97,385	38,267	208,581	69,070	75,051	(23,248)	-	-	-	-	-	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	237,763	344,549	378,215	575,570	685,603	759,294	686,047						
Sec 8 HAP -NRA	67,052	68,757	69,433	71,433	73,538	77,444	74,975						
Mod Rehab HAP	2,290	2,340	2,340	2,340	4,341	2,340	6,343						
Sec 8 Admin	225,716	225,716	225,716	225,716	225,716	225,716	225,716						
Mod Rehab Admin	90,055	90,056	90,056	90,057	90,058	90,058	90,059						
	622,876	731,418	765,761	965,115	1,079,256	1,154,852	1,083,140	0	0	0	0	0	

Spartanburg Housing Authority							
Capital Grant Programs							
April 30, 2016							
CAPITAL FUND 2016					%		
Obligation Date: 4/13/2016		Budget	Drawn	Balance	Completion		
End date : 12/2018							
	0100 Reserved Budget	980,128.00	-	980,128.00			
	1408 Management Improvement	180,550.00	-	180,550.00			
	1410 Administration	128,964.00	-	128,964.00			
		1,289,642.00	-	1,289,642.00			
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	ELOCCS	
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							
		2,294,755	585,087	1,709,668	25%		

Spartanburg Housing Authority					
Grant Programs					
Period Ending April 30, 2016					
ROSS - Resident Self Sufficiency (\$480,000)		SC003RPS030A012			
FUND 579-cnho		Term Date: 9/28/2016			
Funds Expended			254,473		
Funds Received			254,473		
	Drawn Funds		16,573		
	Remaining Funds			225,527	
ROSS - Resident Self Sufficiency (\$109,364)		SC003FSH293A015			
FUND 581		Term Date: 12-20-2018			
Funds Expended			54,875		
Funds Received			54,875		
	Drawn Funds		14,240		
	Remaining Funds			54,489	
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		312,817	
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 April 30, 2016				
FACE FORWARD (\$999,923)		Obligation Date: 7/1/2013		
FUND 22		Term Date: 9/30/2016		
Funds Expended			547,364	
Funds Received			547,364	
	Drawn Funds		34,425	
	Remaining Funds			452,559
	Total Money Remaining for all Grants			1,759,850
Note:				
Grant Funds requested one month in arrears.				



Monthly Reports:
Asset Management
Jessica Holcomb

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

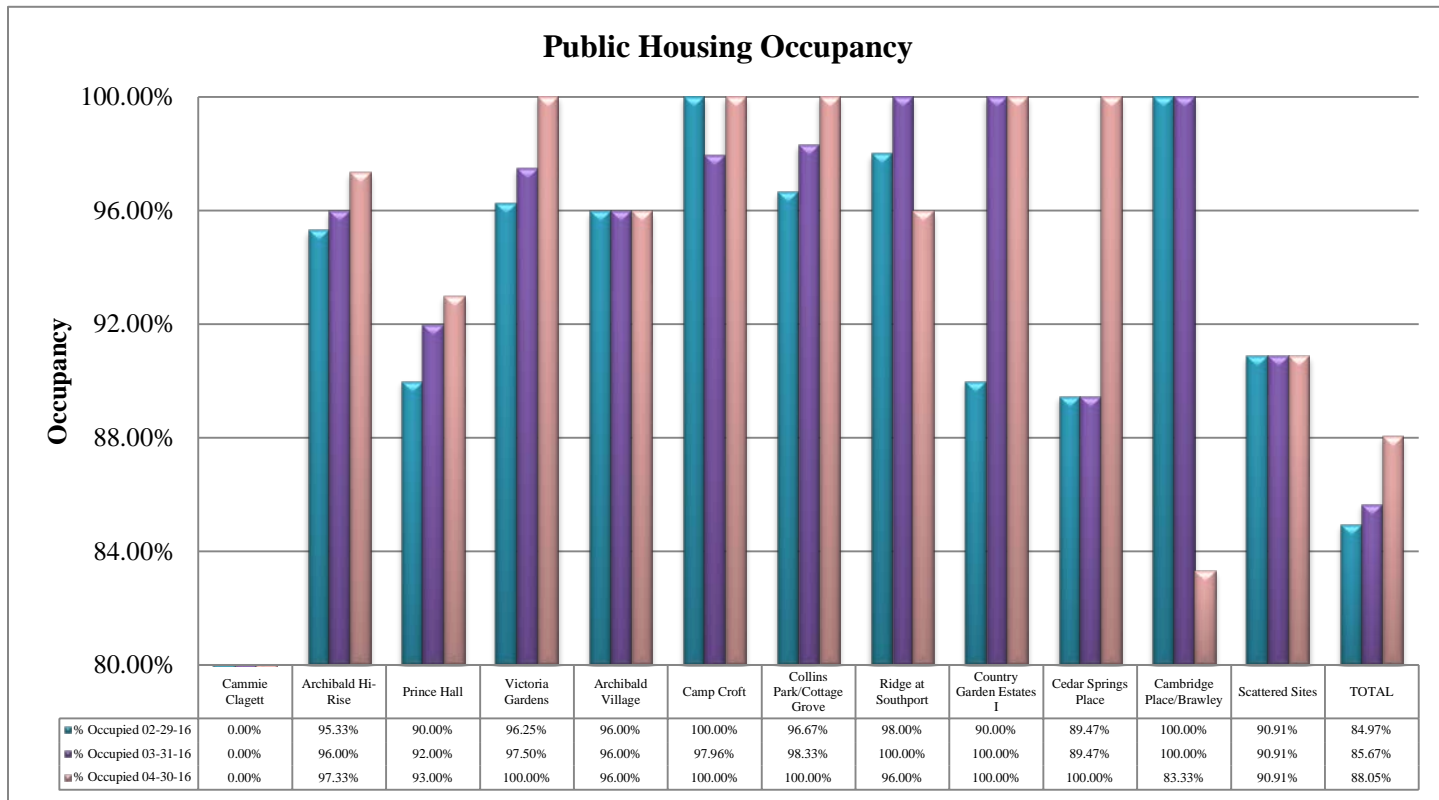
CONTACT PERSON:

Jessica Holcomb
Deputy Director
864-598-6023

OVERVIEW:

1. Occupancy Issues

The occupancy rate at the end of April 2016 for all of our Public Housing is 88%. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 96.57%. The HUD required minimum occupancy rate is 98%.

Public Housing Utilization:

Only those units that are measured by HUD in our **Public Housing Assessment System (PHAS) Score**, which were occupied as of the end of April 2016. This chart includes all Public Housing, other SHA Managed properties and also units (such as Low Income Housing Tax Credit Units – LIHTC) in which SHA does not own or manage but provides assistance through its Public Housing program. Again, the HUD required minimum occupancy rate is 98%.

Asset Management Monthly Report

May 17, 2016

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Tenant Accounts Receivable Report:

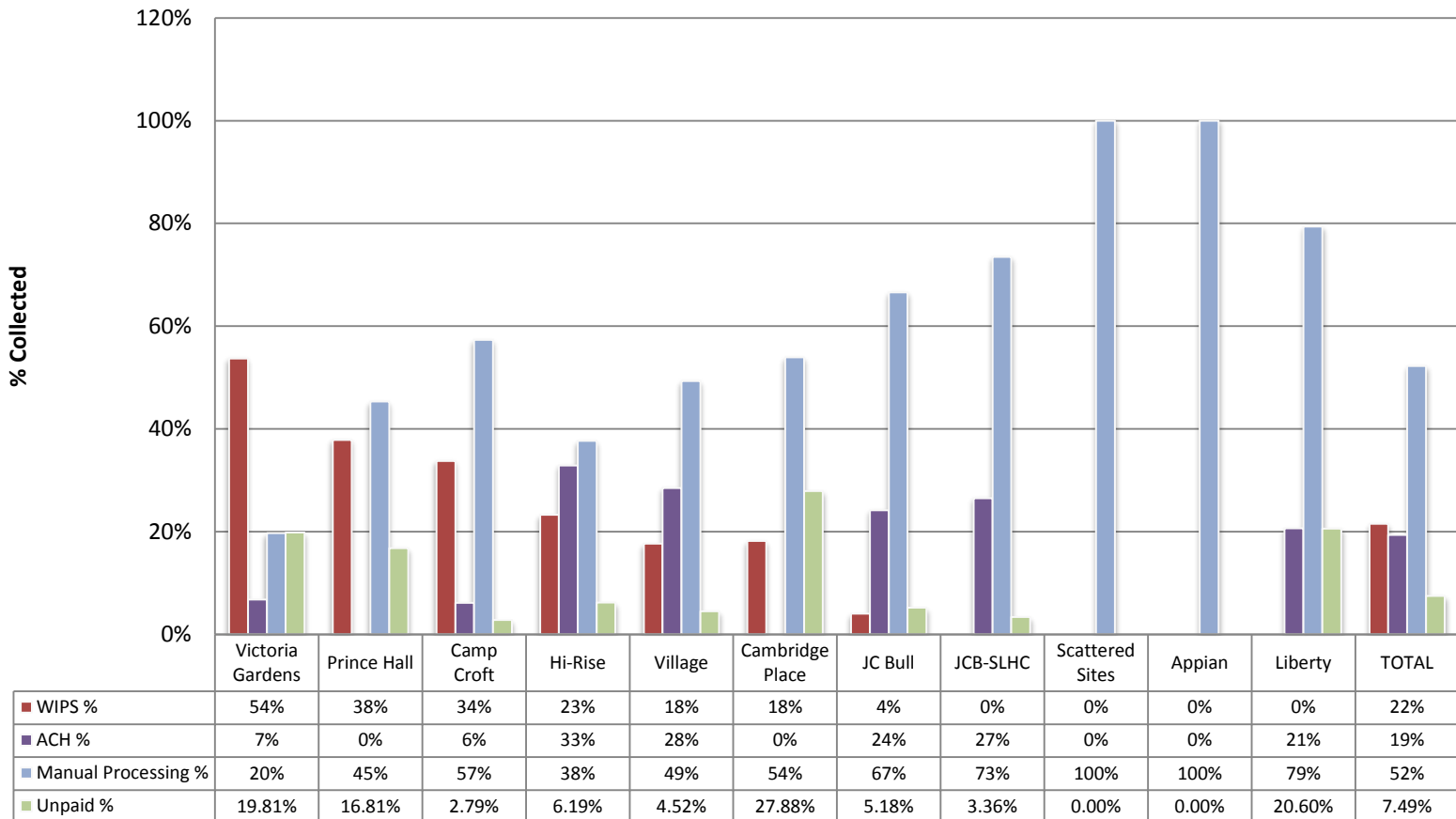
RENT ANALYSIS REPORT FOR APRIL 2016									
Property	CHARGED	COLLECTED	APRIL 2016 % COLLECTED	MARCH 2016 % COLLECTED	FEBRUARY 2016 % COLLECTED	VARIANCE	AGED TENANT ACCOUNTS RECEIVABLES		
							ACTIVE	INACTIVE	TOTAL
Camp Croft	\$ 21,117.00	20,528.76	97.21%	95%	94%	2%	838.94	(23.33)	\$815.61
Archibald Village	11,616.00	11,091.00	95.48%	95%	99%	0%	467.43	(65.00)	\$402.43
Archibald Rutledge	33,753.00	31,665.32	93.81%	97%	90%	-3%	(7.19)	1,805.67	\$1,798.48
Scattered Sites	5,321.00	5,321.00	100.00%	100%	100%	0%	(9.20)	-	\$(9.20)
Prince Hall	8,617.00	7,168.86	83.19%	120%	73%	-36%	3,660.66	1,362.63	\$5,023.29
Victoria Gardens	13,617.00	10,918.95	80.19%	86%	75%	-5%	13,027.06	403.54	\$13,430.60
Cambridge Place/Brawley	1,960.00	1,413.57	72.12%	66%	87%	6%	236.61	345.71	\$582.32
JC Bull	27,402.00	25,982.00	94.82%	92%	96%	2%	3,442.47	3,703.00	\$7,145.47
Spartanburg Leased Housing	8,925.00	8,625.26	96.64%	94%	98%	2%	(6.11)	299.74	\$293.63
Liberty	2,466.00	1,958.00	79.40%	80%	100%	0%	417.00	-	\$417.00
Applan	261.00	261.00	100.00%	100%	100%	0%	(150.00)	-	\$(150.00)
Total	\$ 135,055.00	124,933.72	92.51%	95%	91%	-3%	21,917.67	7,831.96	29,749.63

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

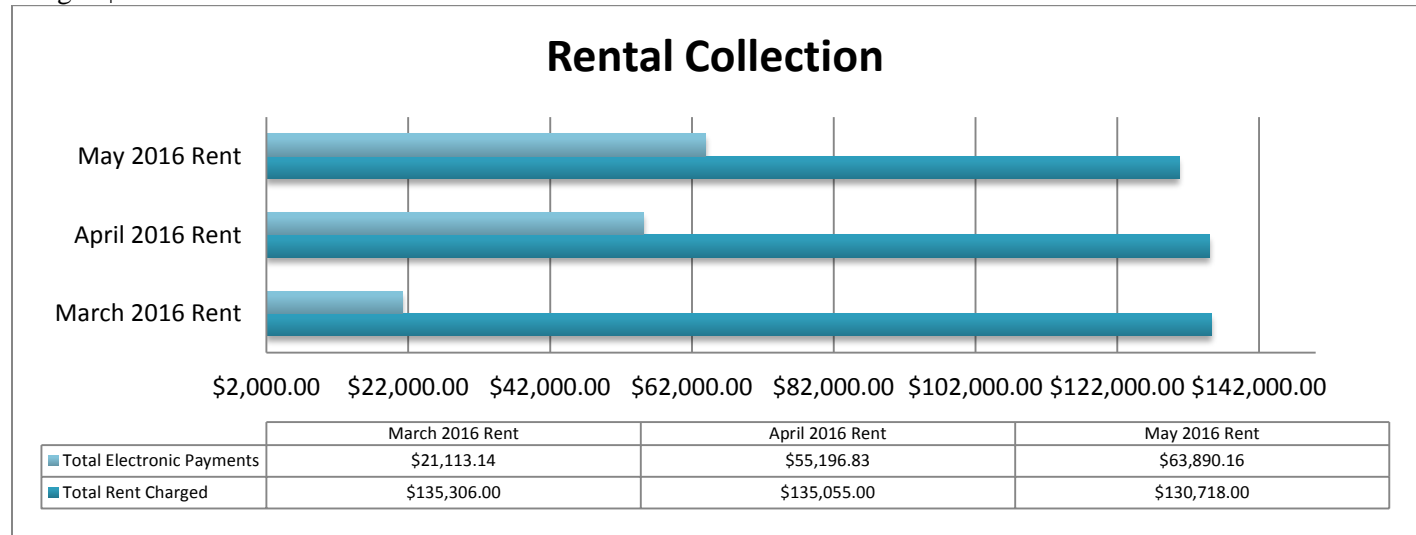
The HUD required rent collection rate is 98.5%. The fields highlighted in yellow are the properties that are currently performing below the PHAS level. Management continues to work with residents on the on-time payment of their rent.

Yardi Resident Walk in Payment System (WIPS):

April 2016 Rent Collection *as of 5/01/16



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



*The May 2016 totals above are a reflection of rent collected as of May 05, 2016.

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



Monthly Reports:
Housing Choice Voucher
Tiffany Askew

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29304**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF MARCH 2016

CONTACT PERSON:

Tiffany Askew
HCV Manager
864-598-6053

OVERVIEW:

The Spartanburg Housing Authority's Section 8 Housing Choice Voucher (HCV) Program provides rental assistance through a variety of voucher-based programs. The HCV Program is approved to administer 1,847 Housing Choice/Project-based Vouchers, and 333 Moderate Rehabilitation units at Morningside, Oakview and Norris Ridge Apartments. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

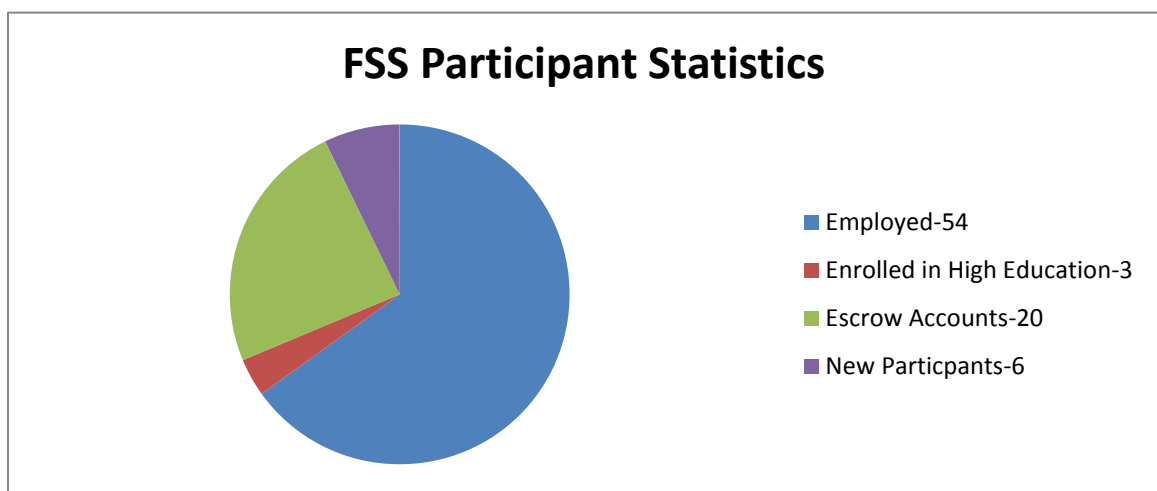
Section 8 Programs

1. **SEMAP- HCV PIC Report**

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

HOUSING CHOICE VOUCHER PROGRAM STATUS REPORT April 2016		
SEMAP Indicators	Current	HUD FYE Requirement
MTCS Reporting Rate	100%	95% or more
Indicator 9 Timely Reexaminations	100%	96% or more
Indicator 10 Correct Rent Calculations	100%	98% or more
Indicator 11 Pre-Contract HQS Inspections	100%	98% or more
Indicator 12 Annual HQS Inspections	100%	96% or more
Indicator 13 Lease Up (Calendar Year 2015): The higher of Budget Utilization or Units Leased.	101%	95% - 100%
	95%	
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots	59	80% or more
	20	
FSS Escrow Accounts	44%	30% or more

2. HCV Family Self-Sufficiency Program



3. Voucher/ Mod Rehab Utilization Report

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

Program	Units Allocated	Units Leased	Utilization Rate
Housing Choice Vouchers	1595	1540	96.55%
Project Based Vouchers	232	229	99.13%
Voucher Total	1847	1769	95%
Mod Rehab	333	273	81.98%
RAD	338	284	84.02%

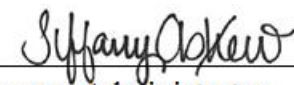
4. Budget Utilization- Actual / Forecast

Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

Month	Monthly Budget	HAP Actual	HAP Forecast	Variance (Budget/ Forecast)	Variance (Budget/ Actual)
Jan	\$737,673	\$708,047	\$764,085		
Feb	\$737,673	\$766,050	\$763,571	(\$25,898)	(\$28,377)
Mar	\$737,673	\$741,758	\$757,304	(\$19,631)	(\$4,085)
Apr	\$737,673	\$745,868	\$738,903	(\$1,230)	(\$8,195)
May					
Jun					
Jul					
Aug					
Sept					
Oct					
Nov					
Dec					
Total					

4. Summary for April 2016

The Housing Choice Voucher Program lease up rate remains the same. The current monthly lease up rate is 95%. There were five (5) move outs this month. Thirty-nine (39) families are currently searching for housing and ten (10) vouchers were issued. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 97%.

Respectfully Submitted, 

Tiffany Askew, HCV Program Administrator
Spartanburg Housing Authority



Monthly Reports:

Community and Supportive Services

Valerie Forsberg

Board of Commissioners Meeting

Tuesday, May 17, 2016



May 17, 2016

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

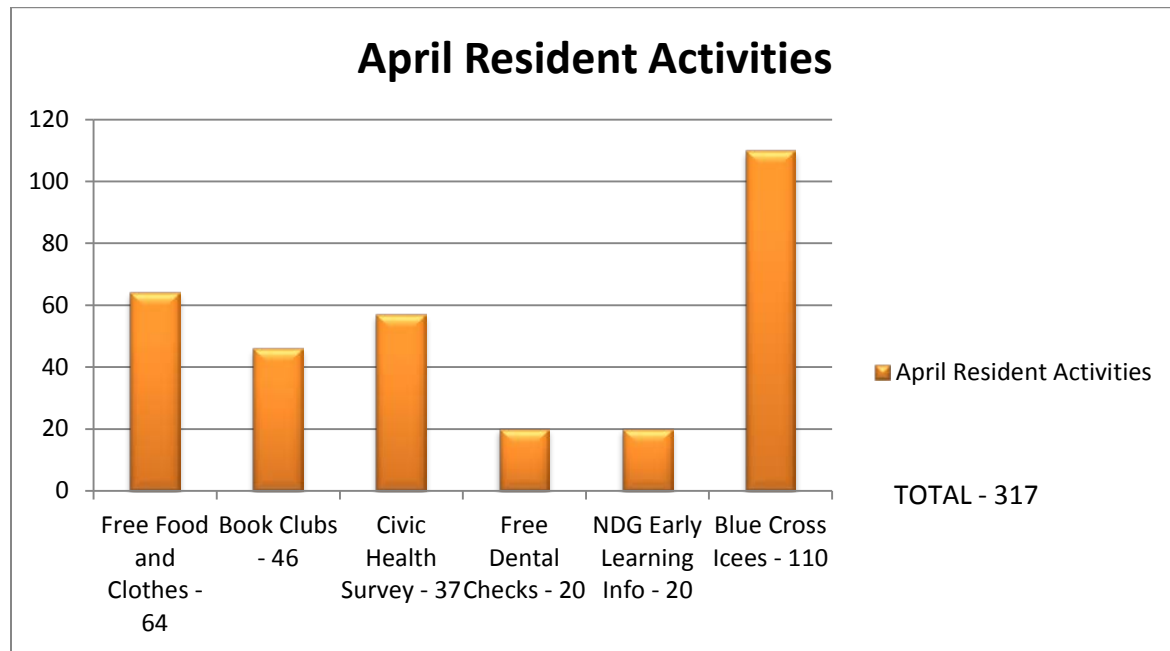
Valerie Forsberg
Community and Supportive Services Manager
864-598-6138

SUMMARY:

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

BACKGROUND:

The Community and Supportive Services Program at the Spartanburg Housing Authority strives to assist residents in becoming self-sufficient. We also provide resources for children to help them remain in school, and in addition, we concentrate on pregnancy prevention in teens.

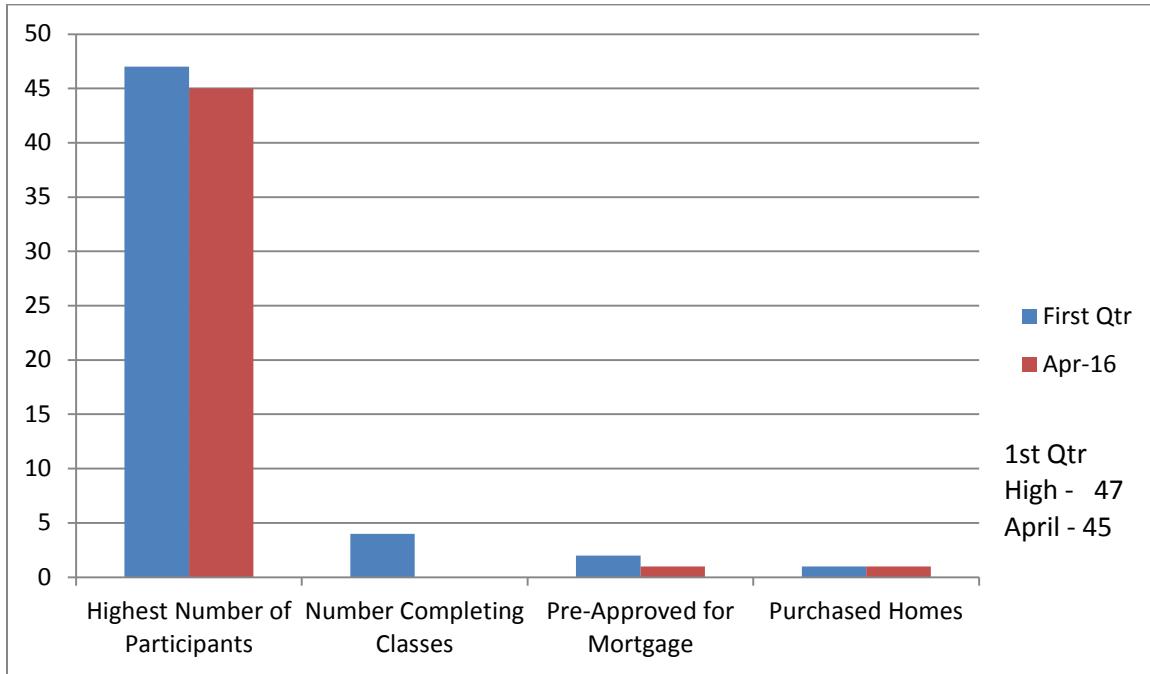


711 Heads of Households live in Public Housing and in the Multi-Family Grant Neighborhoods

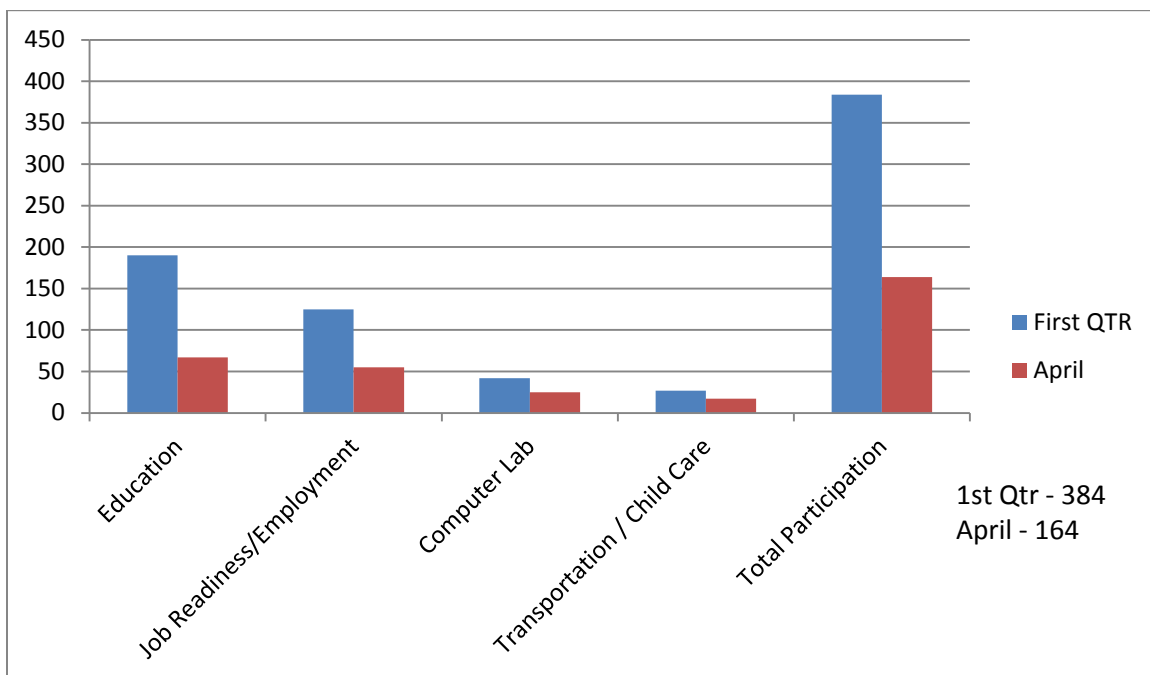
PUBLIC HOUSING FSS PROGRAM – Year to Date Compared to April 2016 - # of Participants



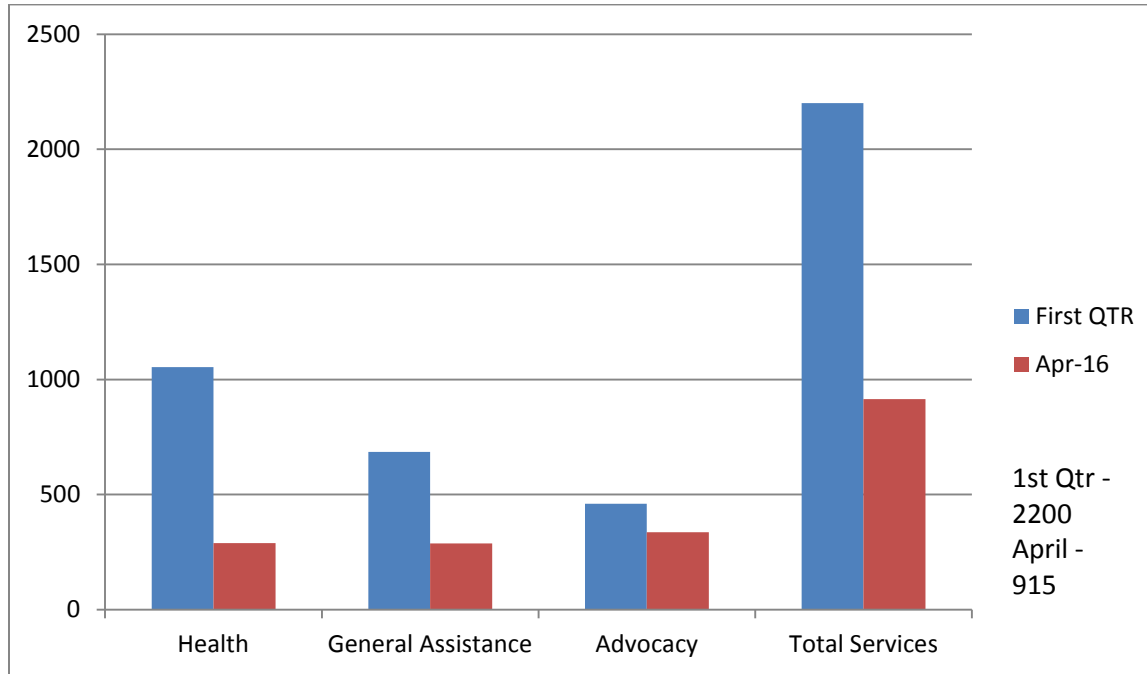
HOMEOWNERSHIP PROGRAM – Year to Date Compared to April 2016 - # of Participants



CONNECTIONS PROGRAM – Year to Date Compared to April 2016 - # of Services



**ELDERLY AND DISABLED PROGRAM – Year to Date
Compared to April 2016 - # of Services**



Valerie Forsberg

Respectfully Submitted, _____

Valerie Forsberg, Community and Supportive Services Manager
Spartanburg Housing Authority



Monthly Reports:
Human Resources
Brooke Coleman

Board of Commissioners Meeting
Tuesday, May 17, 2016



May 17, 2016

Spartanburg Housing Authority
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

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

CONTACT PERSON:

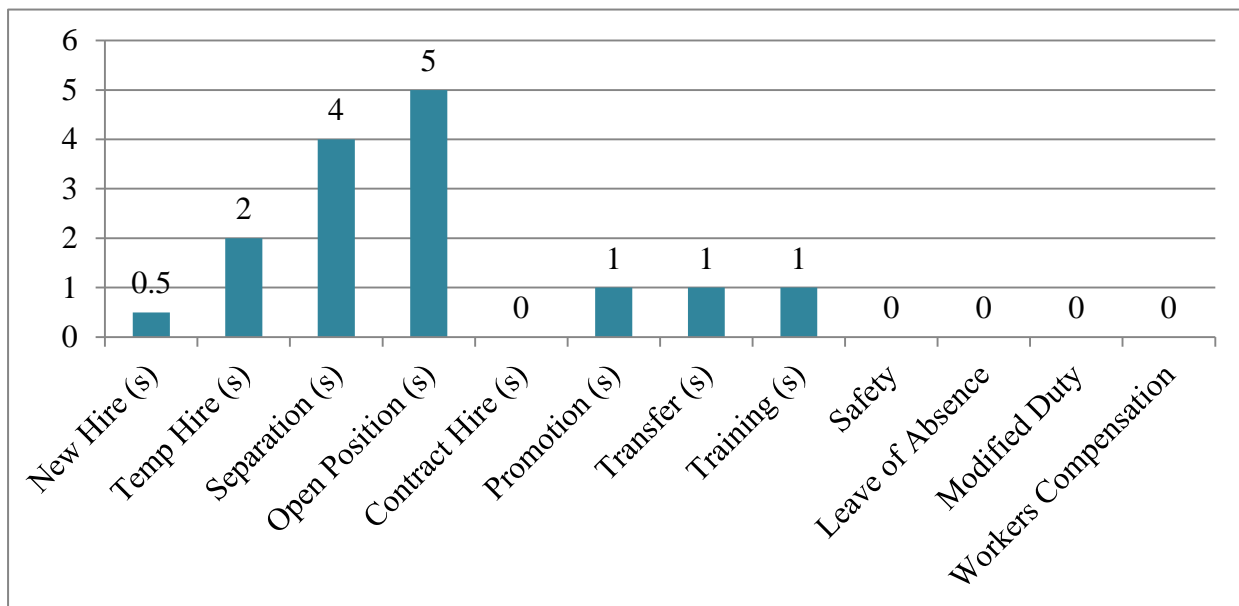
Brooke Coleman
Human Resource Manager
864-598-6084

OVERVIEW:

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

Labor and Employment Relations:

In addition to providing consultation and advice to managers and employees regarding leave, performance, discipline, federal and state regulations, employment relation information is listed below.



Respectfully Submitted,

Brooke Coleman, Human Resource Manager
Spartanburg Housing Authority