



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, October 25, 2016**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, October 25, 2016  
04:00 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **04:00 P.M. Tuesday, October 25, 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. Special Presentation**
- V. Introduction of Staff**
- VI. Approval of Minutes—Annual Board Meeting September 20, 2016**
- VII. Approval of Minutes—Regular Board Meeting September 20, 2016**
- VIII. Commission Comments**
- IX. Public Comments on Agenda Action Actions**
- X. Action Items and Resolutions**
  - 1. Resolution 2016-73: 4<sup>th</sup> Quarter Write-Offs
  - 2. Resolution 2016-74: Procurement Policy Revision
  - 3. Resolution 2016-75: Contract for Brawley Street Parking Pads
  - 4. Resolution 2016-76: HCV Payment Standards
  - 5. Resolution 2016-77: Cooperative Partner Agreement with City of Spartanburg and NDG
  - 6. Resolution 2016-78: Contract for Cammie Clagett Development Partner
  - 7. Resolution 2016-79: Change Order #1 for Water Heater Installation
  - 8. Resolution 2016-80: Change Order #2 EMG Energy Contract
  - 9. Resolution 2016-81: Extension of Cindi Herrera Contract
  - 10. Resolution 2016-82: Extension of Interim CFO Contract
  - 11. Resolution 2016-83: Contract for HCV Consultant
- XI. Information Items**
- XII. Monthly Reports**
  - 1. Executive Director (Ms. Bates)
  - 2. Finance (Joe Calicdan)
  - 3. Housing Choice Voucher (Tiffany Askew)
  - 6. Asset Management (Jessica M. Holcomb)
  - 7. Development (Joseph Jackson)
  - 8. RAD (Cindi Herrera)
  - 9. Community and Supportive Services (Shannell Hardwick)
- XIII. SHA Staff Comments**
- XIV. Public Comments**
- XV. Adjournment**



**Approval of Minutes—  
Annual & Regular Board  
Meeting September 20, 2016**

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**Board of Commissioners Meeting  
Tuesday, October 25, 2016**

**MINUTES OF THE ANNUAL MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
September 20, 2016**

**MOMENT OF SILENCE - *observed***

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

**ABSENT:** Mac Hogan, Chuck White

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

Chair Thomas Lounds, Jr. called the meeting to order at 5:38 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:** Brenda Thomas, Thomas Lounds, Jr., Kittie Collins-Tullis, Andrew Poliakoff, and Molly Talbot- Metz

**APPROVAL OF THE AGENDA:**

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

**COMMISSION COMMENTS:**

- None

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

**ACTION ITEMS AND RESOLUTIONS:**

**1. Resolution 2016-67 : Amendment to SHA By-Laws**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-67: Amendment to SHA By-Laws was made by Commissioner Poliakoff, and seconded by Commissioner Talbot-Metz, and unanimously carried.

**2. Resolution 2016-68: Amendment of Board of Commissioner Term Limits**

- a. Terril Bates gave a brief overview of the written report.



A motion to approve Resolution 2016-68: Amendment of Board of Commissioner Term Limits was made by Commissioner Thomas, and seconded by Commissioner Tullis, and unanimously carried.

**3. Resolution 2016-69: Amendment to SHA Board of Commissioners Meeting Dates/Time for FY17**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-69: Amendment to SHA Board of Commissioners Meeting Dates/Time for FY17 was made by Commissioner Poliakoff, and seconded by Commissioner Talbot-Metz, and unanimously carried.

**4. Resolution 2016-70: Election of Officers**

- a. Commissioner Thomas nominated Commissioner Talbot-Metz for Chairman.  
b. Commissioner Talbot-Metz nominated Commissioner Lounds for Vice Chairman.

A motion to approve Resolution 2016-70 Election of Officers whereas Commissioner Talbot-Metz was nominated for Chairman and Commissioner Lounds was nominated for Vice-Chairman was made by Commissioner Tullis, and seconded by Commissioner Thomas, and unanimously carried.

**SHA STAFF COMMENTS:**

- Ms. Bates introduced Kelly Hilliard

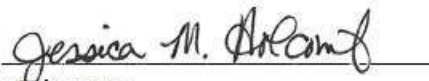
**PUBLIC COMMENTS:**

- None

**ADJOURN:**

A motion to adjourn was made by Commissioner Thomas, seconded by Commissioner Poliakoff, and unanimously carried.

Meeting Adjourned.

Respectfully Submitted,   
Jessica Holcomb, Deputy Director  
Spartanburg Housing Authority

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
September 20, 2016**

**MOMENT OF SILENCE - *observed***

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

**ABSENT:** Mac Hogan, Chuck White

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 5:51 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:** Brenda Thomas, Thomas Lounds, Jr., Kittie Collins-Tullis, Andrew Poliakoff, and Molly Talbot- Metz

**APPROVAL OF THE AGENDA:**

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

**COMMISSION COMMENTS:**

- A special presentation was made to Chairman Lounds for his dedication and service as Chairman.

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

**EXECUTIVE SESSION**

A motion to move into Executive Session pursuant to section 30-4-70 (2) to discuss negotiations incident to proposed contractual arrangements was made by Commissioner Talbot-Metz, seconded by Commissioner Thomas and unanimously carried.

A Motion to come out of Executive Session was made by Commissioner Poliakoff, seconded by Commissioner Tullis, and unanimously carried.

## **ACTION ITEMS AND RESOLUTIONS**

### **1. Resolution 2016-55: Purchase of Appliances for Public Housing Units**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-55: Purchase of Appliances for Public Housing Units was made by Commissioner Talbot-Metz, and seconded by Commissioner Poliakoff .

### **2. Resolution 2016-71 : Approval of FY17 Budget**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-71: Approval of FY17 Budget was made by Commissioner Thomas, and seconded by Commissioner Talbot-Metz, and unanimously carried.

### **3. Resolution 2016-72: YouthBuild Mentoring Services**

- a. Terril Bates gave a brief overview of the written report.

A motion to approve Resolution 2016-72: YouthBuild Mentoring Services was made by Commissioner Talbot-Metz, and seconded by Commissioner Thomas, and unanimously carried.

## **INFORMATION ITEMS**

1. The following Information Items were presented by Ms. Bates:
  - a. Correction to Resolution 2016-60: Specialized Council
  - b. Master Development Agreement for Cammie Clagett
  - c. Commercial Real Estate Mortgage with TD Bank

## **MONTHLY REPORTS**

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

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

### **2. Finance (Phillippe Lindsay):**

- a. CFO Phillippe Lindsay provided a brief overview to the written report.
- b. *Please refer to written report for more detailed figures.*

### **3. Human Resources (Brooke Coleman)**

- a. Brooke Coleman provided a brief overview of her written report.

### **4. Asset Management (Jessica M. Holcomb)**

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

### **5. Development (Cindi Herrera)**

- a. Ms. Bates provided a brief overview of her written report in Ms. Herrera's

absence.

**6. Community and Supportive Services (Terril Bates)**

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

**SHA STAFF COMMENTS:**

- None

**PUBLIC COMMENTS:**

- None

**ADJOURN:**

A motion to adjourn was made by Commissioner Talbot-Metz, seconded by Commissioner Thomas, and unanimously carried.

Meeting Adjourned.

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



# **Action Item & Resolution**

## **2016-73**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Fourth Quarter FY 2016 Bad Debt Write-offs  
Resolution #2016-073**

**RECOMMENDATION:**

Approve write-off of uncollected accounts receivables from July 1, 2016 – September 30, 2016 in the amount of \$17,169.21.

**CONTACT PERSON:**

Philippe Lindsay  
Interim Chief Financial Officer  
864-598-6029

**SUMMARY:**

The amount presented for board approval for write-off for all properties for the period of July 1, 2016 – September 30, 2016 (fourth quarter FY 2016) is \$17,169.21 (please refer to the attached summary) compared to the same period in FY 2015 write offs were \$7,428.24 or \$9,740.97 less than in the fourth quarter this fiscal year.

**BACKGROUND:**

**(Past due Rent Collection Process)**

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



**FINANCIAL CONSIDERATIONS:**

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

**POLICY CONSIDERATIONS:**

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

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

Philippe Lindsay, Interim Chief Financial Officer  
Spartanburg Housing Authority

**Spartanburg Housing Authority**  
**Bad Debt Write Off**  
**July 1, 2016 - September 30, 2016**

<u>Properties (AMP's)</u>		<u>FY 2016</u> <u>4th QTR</u> <u>Amount</u>	<u>FY 2015</u> <u>4th QTR</u> <u>Amount</u>	<u>Dollars</u> <u>Inc./ (Dec.)</u>
<b>1</b>	Camp Croft	\$ 3,793.03	\$ 2,532.83	\$ 1,260.20
<b>2</b>	Archibald Village Archibald	\$ -	\$ -	\$ -
<b>3</b>	Rutledge	\$ -	\$ 1,489.00	\$ (1,489.00)
<b>4</b>	Scattered Sites	\$ -	\$ -	\$ -
<b>5</b>	Prince Hall	\$ 4,733.10	\$ 3,406.41	\$ 1,326.69
<b>6</b>	Victoria Garden	\$ 8,386.94	\$ -	\$ 8,386.94
<b>7</b>	Cambridge Place	\$ -	\$ -	\$ -
<b>8</b>	JC Bull	\$ 53.00	\$ -	\$ 53.00
<b>9</b>	SLHC	\$ 203.14	\$ -	\$ 203.14
<b>10</b>	Liberty	\$ -	\$ -	\$ -
<b>11</b>	Appian	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$17,169.21</b>	<b>\$7,428.24</b>	<b>\$9,740.97</b>



**RESOLUTION NO. 2016-073**

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

**October 25, 2016**

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

Staff recommends adoption of Resolution No. 2016-073, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the fourth quarter of Fiscal Year 2016 (July 1, 2016 – September 30, 2016) in the amount of \$17,169.21. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

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MOLLY TALBOT-METZ., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_

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



# **Action Item & Resolution**

## **2016-74**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Amendment to the Spartanburg Housing Authority (SHA) Procurement Policy**

**RECOMMENDATION:**

Approve revisions to SHA Procurement Policy to increase the micro purchase threshold in accordance with 2 CFR 200.317-200.326

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority (SHA) proposes to update its Procurement Policy to reflect changes in HUD policy as well as to improve the delivery of service. The currently policy is very restrictive, requiring a full RFP or RFQ process for what is considered by HUD small purchases. This is costly to the SHA in terms of advertising, publishing, monitoring and staffing. Responses have been very poor, largely because vendors do not wish to make the investment of their time and resources to complete for small contracts. An increase in the Micro Purchase Threshold to \$3000 and a Small Purchase threshold of \$35,000 will permit SHA to manage its business in a more efficient manner. We are currently reliant on HUD approval to sole source contacts. This approval is not available without evidence of continuous effort in meeting the procurement requirements. Months may elapse before SHA has met the preferred advertising and outreach expectations, after which we must submit a request to HUD. Additional weeks may elapse before an approval is provided. The Columbia Field Office agrees that this adjustment would facilitate better business outcomes for SHA.

**BACKGROUND:**

The U.S. Department of Housing and Urban Development (HUD) has amended 24 CFR 85.36 to 2 CFR 200.317-200.326. This impacted 7460.8 REV 2. One of the changes is the increase in the Micro Purchase Threshold from \$2,000 to \$3,000 and the Small Purchase Threshold from \$100,000 to \$150,000.

**FINANCIAL CONSIDERATIONS:**

All approved procurements require budget approval from the Cost Center associated with the purchase. This change does not impact budget management.

**POLICY CONSIDERATIONS:**

The Procurement Policy will be amended to reflect changes approved by the Board of Commissioner. Other elements of the policy will remain in effect.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director





**RESOLUTION NO. 2016-74**

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

**OCTOBER 26, 2016**

Staff recommends adoption of Resolution No. 2016-74, approving revisions to SHA Procurement Policy to increase the micro purchase threshold in accordance with 2 CFR 200.317-200.326.

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MOLLY TALBOT-METZ, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-74

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

## **I. PROCUREMENT AUTHORITY AND ADMINISTRATION**

Except as provided below, other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement action, as permitted under State and local law. Rather, it is the responsibility of the Executive Director to ensure that all procurement actions are conducted in accordance with the policies contained in this Procurement Policy.

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$10,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$10,000, or will exceed \$10,000 if such change order is approved.



Jim Haining &lt;jhaining@gmail.com&gt;

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**Current utilization of HUD Procurement Handbook 7460.8 REV-2**

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HAPA <mgifford@procurementassistance.org>  
Reply-To: HAPA <mgifford@procurementassistance.org>  
To: jhaining@gmail.com

Wed, Jan 13, 2016 at 9:36 AM

**Housing Agency Procurement Assistance**

Housing Agency Procurement Assistance

Dear Procurement Professionals,

I am receiving a lot of inquiries as to what affect the HUD-mandated transition\* from **24 CFR §85.36 to 2 CFR §200.317 – §200.326** has on the current version of HUD Procurement Handbook 7460.8 REV 2.

Most folks ask if I am aware if HUD is going to soon issue a new version of the Handbook. Some folks have even shared with me that, due to the transition, they feel that the Handbook is no longer is valid.

First, I have heard that a revision or update of the Handbook is "in the works," though I have seen no notice from HUD stating that such may/will occur. Accordingly, I would not consider that issuance of a revised Handbook is imminent (though it would be great if would happen soon!).

Second, the thought that the Handbook is "no longer valid" because one or two things therein have to be updated is not a reasonable deduction! There are not very many requirements that change as the result of the aforementioned transition; to wit: the Micro Purchase Threshold increases from \$2,000 to \$3,000; and the Small Purchase Threshold increases from \$100,000 to \$150,000 (though State regulations or local laws/codes may set a lower limit to each). I recommend that housing agency staff again review the "Side-by-Side" comparison document posted within the following noted June 17, 2015 Notice on my website.

Also, please remember that it is not reasonable to expect that HUD will quickly revise Handbooks to keep up with regulation changes. Accordingly, in the interim we are expected to ensure that when we conduct our procurement and contracting activities in compliance with the requirements of the Handbook, we also integrate therein any changed conditions necessitated by the transition to the new CFR (NOTE: This only applies if the housing agency has revised their Procurement Policy to implement the requirements of the new CFR--again, please see the following identified Notices on my website!).

I hope that this information is of a help. Please do not hesitate to contact me by return email if you have any further questions or concerns pertaining to this matter.

Regards,  
**Michael S. Gifford, C.P.M., CPSD**  
*Housing Agency Procurement Assistance*

[\*You can access my previous outreach notices as to this "HUD-mandated transition" as follows:

(1) Go to my mentoring website, [procurementassistance.org](http://procurementassistance.org);

(2) Within the menu at the top of the home page, click on the "Notices Issued" link--this area is not password-protected, so there there is "open access" to the Notices;

(3) You may review the Notices issued on the following dates (the Notices are listed in chronological order, the most recent listed first--I recommend that you review these Notices in inverse order, the oldest first):

November 16, 2015; November 10, 2015; and June 17, 2015.]

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I have a consulting practice providing procurement- and contracts-related mentoring, training, and technical assistance to housing agencies. I help housing agencies conduct procurement and contracts in a HUD-compliant and "best practice" manner. [Click here](#) to see my full resume. Please do not hesitate to contact me if you have any questions or concerns pertaining to procurement and contracts (initial answering of questions is "no charge"). As I am either on-the-road or on the phone a lot, an initial contact by e-mail is best; please be sure to include your return telephone number (office/cellular) so that I can call you back.

This email was sent to [jhaining@gmail.com](mailto:jhaining@gmail.com) by HAPA  
of Housing Agency Procurement Assistance  
2308 Flower Spring St  
Las Vegas, NV 89134

[procurementassistance.org](http://procurementassistance.org) | [Unsubscribe from Email Notifications](#) | [Privacy Policy](#)



September 30, 2016

Randy Dyal, Public Housing Revitalization Specialist  
U.S. Department of Housing and Urban Development  
South Carolina Office  
Strom Thurmond Federal Building  
1835 Assembly Street  
Columbia, South Carolina 29201-2480

Dear Randy:

The Spartanburg Housing Authority's previous Administration signed a ten year term contractual agreement with Schindler Elevator Corporation to handle Elevator Maintenance and repair needs. There are no back up documents to justify proper procurement of this service beside the signed contractual agreement.

SHA has been utilizing an emergency declaration for elevator maintenance and repair services, using Kone Inc. as the service provider.

SHA made an effort to enter into a contractual agreement with Kone Inc. using a cooperative agreement as procurement method. The Kone Inc. legal team advised them against signing a contract with SHA.

We are unable to provide the level of customer service and safety to our residents that they deserve without a dedicated provider. SHA is requesting permission to sole source with Schindler Elevator Services for a 5 year term contract. Schindler Elevator Corporation can be relied on to provide required maintenance and repairs to our Elevator system due to its close proximity to our facility, historical activities, and ability to provide scarce parts. Our elevator System was revamp by Schindler Elevator Corporation. It is our understanding that regardless of who the service provider is, Schindler parts must be used.

Per 24 CFR §85.36, Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

**A. The item is available only from a single source;**

B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;



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2271 S. PINE ST, SPARTANBURG, SC 29302  
PHONE: 864.598.6000 FAX: 864-598-6155  
INFO@SHASC.ORG



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





- C. The awarding agency authorizes noncompetitive proposals; or
- D. After solicitation of a number of sources, competition is determined inadequate.

SHA would appreciate your consideration in approving the award of a sole source contract to address our immediate needs with regard to elevator maintenance and repair service. Attached are a number of documents related to this request.

Sincerely,  
*Terril Bates*  
Terril Bates  
Executive Director



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2271 S. PINE ST, SPARTANBURG, SC 29302  
PHONE: 864.598.6000 FAX: 864-598-6155  
INFO@SHASC.ORG



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







WWW.SHASC.ORG

September 29, 2016

Randy Dyal, Public Housing Revitalization Specialist  
U.S. Department of Housing and Urban Development  
South Carolina Office  
Strom Thurmond Federal Building  
1835 Assembly Street  
Columbia, South Carolina 29201-2480

Dear Randy:

Spartanburg Housing Authority has been advertising since beginning May 22, 2016 for a Real Estate Appraiser. Staff has also made numerous calls as well as sent email communication to local businesses regarding this opportunity. The following sources have been used:

Herald (Spartanburg). May 22, 2016

In addition the RFP has been posted on the SHA website continually. SHA also posted a billboard advertisement in order attract potential vendors. SHA has needs related to portfolio management that call for the services of a Real Estate Appraiser

Although we continued to make this procurement available through the month of September, SHA only received one bid, on June 16, 2016.

SHA is requesting permission to sole source with Moon & Associate, Inc. The fee structure is as follows:

\$325 per property  
\$400 (2-4) Multi Family  
\$2,000 Commercial Narrative  
\$1,250 Restricted Report Narrative  
\$400 per property Vacant Land  
\$850 per property Commercial/Industrial Vacant Land  
\$1,250 Mixed Use Vacant Land  
15% discount for multiple assignments



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



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





WWW.SHASC.ORG

Per 24 CFR §85.36, Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

- A. The item is available only from a single source;
- B. The public exigency or emergency for the requirement will not permit a delay resulting in a competitive solicitation .
- C. The awarding agency authorizes noncompetitive proposals; or
- D. After solicitation of a number of sources, competition is determined inadequate.

SHA would appreciate your consideration in approving the award of a sole source contract to address our immediate needs with regard to Real Estate Appraisal Service. Attached are a number of documents related to advertising.

Sincerely,  
*Terril Bates*  
Terril Bates  
Executive Director



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



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





U. S. Department of Housing and Urban Development

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

October 13, 2016

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

Dear Ms. Bates:


Subject: Noncompetitive Procurement, Real Estate Appraisal Services

This letter serves as our approval of Spartanburg Housing Authority's (SHA) request to complete a noncompetitive procurement. Per SHA's letter dated September 29, 2016, the need to procure noncompetitively is required due to a lack of competition as allowed by 2 CFR Part 200.

We are specifically approving SHA's request to procure with Moon & Associates, Incorporated for the provision of real estate appraisal services.

Should you have further questions, please contact Randy Dyal at (803) 765-5312.

Sincerely,



Eric A. Bickley  
Director  
Public Housing Program Center



# **Action Item & Resolution**

## **2016-75**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Contract for Brawley Street Parking Pads  
Resolution #2016-75**

**RECOMMENDATION:**

Authorize the Executive Director, Terril Bates, to enter into a contract with a qualified, licensed, and insured Construction firm, Brad Pace Construction, to remove parking strips and install new concrete driveway slabs at a not to exceed amount of \$13,960 at Cambridge Place Townhomes.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority requires the expertise of a construction firm, familiar with removal of parking strips and installation of concrete driveway slabs. The construction work as described will take place at unit #538,502 and 510 of SHA Brawley street property.

**BACKGROUND:**

SHA has been advertising since February 2016, for a licensed construction firm. There were two respondents to the issued Construction RFP 2016-02-18. Respondents are:

- Brad Pace Construction, LLC.
- Custom Concrete Construction

Brad Pace Construction was the most responsive and responsible firm whose approach to the proposal, qualifications, price and /or any other factors considered, are most advantageous to SHA.

HUD issued permission for a Sole Source award on September 29, 2016. Please the see attached correspondence from HUD approving the Sole Source.

**FINANCIAL CONSIDERATIONS:**

All costs associated with this contract will be paid from the Cambridge Place property budget.

**POLICY CONSIDERATIONS:**

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

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





**RESOLUTION NO.2016-75**

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

**October 25, 2016**

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

Staff recommends adoption of Resolution No.2016-75, authorizing the Executive Director, Terril Bates, to enter into a contract with a qualified, licensed, and insured Construction firm, Brad Pace Construction, to remove parking strips and install new concrete driveway slabs at a not to exceed amount of \$13,960 at Cambridge Place Townhomes.

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Molly Talbot- Metz, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2017-75

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



# **Action Item & Resolution**

## **2016-76**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**2017 Housing Choice Voucher Payment Standards**

**RECOMMENDATION:**

To review and approve the proposed 2017 Housing Choice Voucher Payment Standards.

**CONTACT PERSON:**

Tiffany Askew  
Housing Choice Voucher Administrator  
864-598-6053

**SUMMARY:**

Housing Urban Development (HUD) requires that the Housing Choice Voucher Program review Payment Standards annually when HUD updates its Fair Market Rents (FMRs). The payment standard sets the maximum subsidy payment a family can receive each month. FMRs are set at a percentile within the rent distribution of standard quality rental housing units in each FMR area. For most jurisdictions, FMRs are set at the 40th percentile of rents in the market area. The SHA must establish a payment standard schedule that establishes payment standard amounts for each FMR area within the SHA's jurisdiction, and for each unit size within each of the FMR areas. For each unit size, the SHA may establish a single payment standard amount for the whole FMR area, or may set different payment standards for different parts of the FMR area. Unless HUD grants an exception, the SHA is required to establish a payment standard within a "basic range" established by HUD – between 90 and 110 percent of the published FMR for each unit size.

The 2017 HUD proposed published FMRs have increased from the approved amounts in 2016. The rental market in Spartanburg County has not shown a decline. Owners are continuing to request rental increase, which are reasonable rental amounts.

The change in the FMR and current Payment Standards are as follows:

#### **Current 2016 Payment Standards**

<b>Description</b>	<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
<b>2016 Fair Market Rent</b>	<b>\$426</b>	<b>\$568</b>	<b>\$674</b>	<b>\$900</b>	<b>\$1012</b>
<b>PMS</b>	<b>\$447 at 105%</b>	<b>\$596 at 105%</b>	<b>\$687 at 102%</b>	<b>\$864 at 96%</b>	<b>\$972 at 96%</b>

#### **Proposed 2017 Payment Standards**

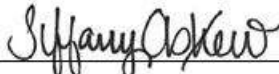
<b>Description</b>	<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
<b>Current 2017 FMR</b>	<b>\$449</b>	<b>\$575</b>	<b>\$697</b>	<b>\$937</b>	<b>\$1065</b>
<b>Current 2017 PMS</b>	<b>\$494 at 110%</b>	<b>\$633 at 110%</b>	<b>\$697 at 100%</b>	<b>\$937 at 100%</b>	<b>\$1065 at 100%</b>

#### **FINANCIAL CONSIDERATIONS:**

The HCV budget will be monitored to ensure that program funds are fully utilized to assistance as many families as possible. An analysis is attached.

#### **POLICY CONSIDERATIONS:**

The change in the payment standard will be effective January 1, 2017 and will be applied according to HUD guidelines.

Respectfully Submitted,   
 Tiffany Askew, HCV Program Administrator  
 Spartanburg Housing Authority

## 2016-2017 Payment Standards Analysis

					2016 Average HAP	Proposed 2017 Average HAP
	2016 PMS	2017 PMS	\$ Amount Increase	%		
1 Bedroom	\$447	\$494	\$47	11%	\$392	\$435
2 Bedroom	\$596	\$633	\$37	6%	\$326	\$345
3 Bedroom	\$687	\$697	\$10	1%	\$374	\$377
4 Bedroom	\$864	\$937	\$43	4%	\$477	\$496
5 Bedroom	\$972	\$1,065	\$93	9%	\$545	\$594



**RESOLUTION NO. 2016-76**

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

**OCTOBER 26, 2016**

Staff recommends adoption of Resolution No. 2016-76, to review and approve the proposed 2017 Housing Choice Voucher Payment Standards.

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MOLLY TALBOT-METZ, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-76

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



# **Action Item & Resolution**

## **2016-77**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**

**RESOLUTION NO. 2016-77**  
**ADOPTED BY THE BOARD OF COMMISSIONERS OF**  
**THE SPARTANBURG HOUSING AUTHORITY**  
**October 25, 2016**

**WHEREAS**, the Spartanburg Housing Authority received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration program to reposition all Public Housing communities; and

**WHEREAS**, it was determined that the Cammie Clagett Public Housing community was obsolete and no longer viable as decent, safe and sanitary housing and was subsequently approved for demolition under the RAD program and will be replaced through two new construction projects; and

**WHEREAS**, to facilitate a Phase II redevelopment project for the Cammie Clagett site, SHA has partnered with Northside Development Group (NDG) and the City of Spartanburg to combine Cammie Clagett Phase II with the Northside's redevelopment project to create a more viable financing plan for redevelopment;

**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 hereby approves the attached Collaborative Partnership Agreement with Northside Development Group, and the City of Spartanburg; and, authorizes the Executive Director to execute said agreement upon final review by Legal Counsel.

**RECORDING OFFICER'S CERTIFICATION**

I, Molly Talbot-Metz, the duly appointed Chair 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 October 25, 2016.

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Molly Talbot-Metz., CHAIR

ATTEST:

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SECRETARY  
FOR CLERK USE ONLY  
RESOLUTION NO. 2016-77  
DATE ADOPTED: October 25, 2016



**COLLABORATIVE PARTNERSHIP AGREEMENT  
AMONG THE  
CITY OF SPARTANBURG,  
THE HOUSING AUTHORITY OF SPARTANBURG,  
AND  
NORTHSIDE DEVELOPMENT CORPORATION**

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This Collaborative Partnership Agreement (this "Agreement") is entered into as of the \_\_\_\_ day of October, 2016, among the **HOUSING AUTHORITY OF THE CITY OF SPARTANBURG** referred to as the **SPARTANBURG HOUSING AUTHORITY ("SHA")**, the **CITY OF SPARTANBURG (the "City")** and the **NORTHSIDE DEVELOPMENT CORPORATION (the "NDC")** (collectively "Collaborative Partners").

**RECITALS**

**WHEREAS**, the SHA is a political subdivision of the State of South Carolina, organized as a public housing agency; and

**WHEREAS**, the City is a political subdivision of the State of South Carolina and organized as a municipal corporation; and

**WHEREAS**, the NDC is a 501(c)(3) nonprofit organization and organized to facilitate the comprehensive Northside redevelopment; and

**WHEREAS**, the Northside and Highland Communities are located in the City of Spartanburg and has suffered from economic and physical decline for several decades; and

**WHEREAS**, the Collaborative Partners seeks to work collaboratively with Northside and Highland residents, and other local, state, and national organizations to achieve comprehensive and sustainable revitalization; and

**WHEREAS**, Exhibit A and B provides a narrative statement describing the relationship between the Collaborative Partners, involvement of various partners, and outlines mutual understandings with respect to the Northside and Highland neighborhoods ; and

**WHEREAS**, the SHA as the owner of Cammie Clagett Public Housing Apartments which are located in the Highland Community; and

**WHEREAS**, the Collaborative Partners are engaged in the process of developing the proposed areas in both communities to meet economy of scales for financing housing and commercial developments in the City of Spartanburg; and

**WHEREAS**, the Collaborative Partners issued a joint request for qualifications seeking a development partner to implement a comprehensive mixed use, mixed income development in the Northside and Highland neighborhoods; and

**NOW, THEREFORE,** in consideration of the foregoing recitals and underlying promises, which the parties agree to be good and valuable consideration, the parties agree as follows:

### **I. Basic Commitments of the Collaborative Partners.**

- A. Commitment to Work Collaboratively. The parties commit to work collaboratively throughout the entirety of the development process. This Agreement herein provides greater detail on the process for implementing decision-making and for settling disputes that may arise in the preparation and implementation of the Northside and Highland development.
- B. Subsequent Agreements. This Agreement is intended to provide an overall framework for a cooperative, public-private, highly coordinated approach to preparing the Northside and Highland development. The Collaborative Partners acknowledges that the completion of the Northside and Highland development may require additional agreements between separate parties to this Agreement and third parties (the “Subsequent Agreements”). The Collaborative Partners agrees to work with each other in good faith to execute the Subsequent Agreements in accordance with the agreed upon schedule set forth at Exhibit C (“Preliminary Development Plan Schedule”) and further agree that all Subsequent Agreements shall require compliance with this Agreement and any amendments hereto. The Collaborative Partners each agree that Subsequent Agreements to which they are parties must include their standard contractual provisions, policies and procedures.

### **II. Funding of the Predevelopment Plan.**

This Agreement provides for specific funding commitments by the Collaborative Partners Members with respect to preparation of the Development Plan. It is contemplated that the Pre-Development Plan will identify other sources of funding necessary for implementation of the Northside and Highland development. The respective members of the Collaborative Partners retain their autonomous decision making authority with respect to all future funding commitments for the Northside and Highland development.

The Collaborative Partners agree to comply with all applicable requirements for any federal, state or local funding source. Notwithstanding the foregoing, any private funds raised by the Collaborative Partners that are used in furtherance of this development shall not be subject to compliance with rules or regulations applicable to any federal or state regulations.

### **III. Responsibilities of the Development Partner.**

The parties acknowledge and agree that the Development Partner shall be responsible for proposing pre-development plan options to the Collaborative Partners and the Northside and Highland neighborhood associations for their review and approval. The Development Partner shall revise and prepare a final Development Plan for the Collaborative Partners.

#### **IV. Responsibilities of Spartanburg Housing Authority.**

The Spartanburg Housing Authority will carry out the following responsibilities including, but not limited to:

- A.** Communicating and reporting with HUD, and insuring that all information is shared in a timely manner with partners;
- B.** Working with the City, Other Partners, Developer, and NDC to create and submit the final Development Plan based on the agreed schedule;
- C.** Assisting in facilitating the involvement of the public housing and Section 8 residents in the predevelopment planning effort;
- D.** Coordinating efforts with the Development Partner on RAD and Section 8 Voucher use in the final development plan;
- E.** Provide property in the Highland Community for the final development;
- F.** Provide funding for the predevelopment plan and the final development in the Northside and Highland community where available and appropriate to facilitate the construction of designated Section 8 and RAD funded units;
- G.** Making available any property in the Highland community for the development;
- H.** Providing staff support, oversight, and technical assistance during the creation of the Development Plan and implementation of the final development; and
- I.** Working with the City, NDC, Highland Neighborhood Association and Other Partners to increase the involvement of the surrounding neighborhood in the predevelopment planning effort.

#### **V. Responsibilities of the City of Spartanburg.**

The City will carry out the following responsibilities including, but not limited to:

- A.** Working with the SHA, NDC, Other Partners and Developer to create the Development Plan;
- B.** Providing appropriate staff at the City's discretion to support the planning and development effort;
- C.** Provide technical assistance where necessary regarding city owned property transfers and infrastructure improvements;

- D.** Will facilitate with the Developer Partner the completion of a New Market Tax Credit application necessary for the implementation of the commercial development in the Northside community;
- E.** Provide any vacant and available lots for the implementation of the development in the Northside and Highland communities;
- F.** Provide funding where available and appropriate for the development and infrastructure improvements;
- G.** Promoting a holistic and coordinated planning and development process in the Highland community and in collaboration with the NDC and SHA on the Cammie Clagett development sites. Ensure all partners including but not limited to the Highland Neighborhood Association is involved in the planning and development process.
- H.** Working with SHA, NDC and Other Partners to increase the involvement of the surrounding neighborhood in any predevelopment planning effort; and
- I.** Coordinating timelines and the goals outlined in the application including review of objectives and current progress to support this Agreement.

## **VI. Responsibilities of Northside Development Corporation.**

The NDC will carry out the following responsibilities including, but not limited to:

- A.** Working with the SHA, the City, Other Partners and Developer who create the final development plan;
- B.** Ensuring all timelines and schedules are in a central location and the planning process is coordinated;
- C.** Promoting a holistic and coordinated planning and development process in the Northside community and in collaboration with the City and SHA on the Cammie Clagett development sites. Ensure all partners including but not limited to Northside Neighborhood Association, Edward Via College of Osteopathic Medicine, Wofford College, Spartanburg Regional Healthcare System is involved in the planning and development process.
- D.** Working closely with Purpose Built Communities to coordinate Purpose Built Communities' assistance with advice, strategic guidance and additional staffing support throughout the Planning Process and beyond;
- E.** Coordinating planning efforts and resources for strategic redevelopment within and surrounding the target neighborhood;
- F.** Providing appropriate staff support;

- G.** Working with SHA, the City and Other Partners to enhance the involvement of the surrounding neighborhood in the predevelopment planning effort;
- H.** Participate in the ownership of any residential property in the Northside community as a General Partner with the selected developer at the completion of the development, depending on the final ownership structure;
- I.** Coordinating timelines and the goals outlined in the predevelopment plan including review of objectives and current progress to support this Agreement; and
- J.** Leading public communication strategy with input from all partners.

## **VII. Shared Responsibilities of the Collaborative Partners.**

- A. Development Plan.** The Development Partner, with assistance from the Collaborative Partners, shall be responsible for preparing the predevelopment plan, development financing plan, and implementing the final development in the Northside and Highland neighborhoods. The Collaborative Partners and the Developer shall be responsible for ensuring the final development is in compliance with all local, state, and federal regulations.
- B. Planning Expenses.** The Collaborative Partners agreed to the preliminary development and planning budget and source specific budgets attached as Exhibit D and agree as follows on budgetary and financial management responsibilities:
  - i) SHA will provide to the NDC funding for the predevelopment plan as described in sources in Exhibit D.
  - ii) The NDC will be responsible for the disbursement of funds according to the predevelopment budget and planning schedule.
  - iii) Each agrees to collectively work together to reach consensus for any changes to the budgetary items.
- C. Data and Information Sharing.** The Collaborative Partners recognize that data and information sharing is critical to informing the final development plan. The Collaborative Partners agrees to use its best reasonable efforts to share data quickly with the Other Partners while being mindful of legitimate privacy concerns and applicable law. Subject to all applicable local, state and federal laws, regulations, and guidance regarding privacy and information security, the Collaborative Partners Members (each a “Disclosing Party”) agree to share statistical data, reports and other proprietary information (as further defined below, “Confidential Information”) with each other upon request (the “Requesting Party”), which request shall be made only to enable the Requesting Party to discharge its duties under the terms of this Agreement. The Other Partners and the Development Partner shall be required to share similar data with the Collaborative Partners upon request. The Collaborative Partners will also be responsible for sharing data with the Development Partner to assist it with the preparation of the predevelopment and final plan.

- D. Treatment of Confidential Information. For the purposes of this Agreement, Confidential Information includes all legally obtained information disclosed by the Disclosing Party to the Requesting Party, whether in writing, on computer disks or other media, orally, visually, or otherwise, relating to (i) all information and data in whatever form pertaining to the project developed, produced, or created by any agent for or on behalf of the Disclosing Party, including but not limited to all statistical data, reports, business plans, budgets, development plans, financial projections and assumptions, cost information, marketing plans, arrangements, and methodologies designed or intended to implement or carry out the revitalization project contemplated in this Agreement and (ii) any other information that the Requesting Party knows or has reason to know is proprietary and confidential and that has been provided to the Requesting Party by the Disclosing Party, or any third party under the direction of the Disclosing Party, as confidential information for the Requesting Party's use. Confidential Information does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.
- E. Media Communications. The Northside Development Corporation or its designee shall be responsible for managing and coordinating press coverage pursuant to its Communication Policy, including communications with any media outlet, and public announcements involving this Agreement, the Transformation Plan, or any other matter related to this Agreement. NDC shall be the first point of contact for media regarding the Northside Community Redevelopment and will be responsible for distributing media request to the appropriate partner. Each party shall inform the other parties if contacted by any individual affiliated with a media outlet or a member of the public seeking information regarding the this Agreement, the Transformation Plan, and the Northside and Highland development.
- F. Gap Funding. The Collaborative Partners and the selected developer will jointly seek to proactively identify, apply for funds, and reduce funding gaps for the implementation of the final development plan which are deemed to be consistent with the Northside redevelopment objectives and the Highland community.
- G. HUD Reporting, HUD Monitoring, and Tracking of Resources. The Collaborative Partners acknowledges the importance of proper and timely reporting to HUD and will cooperate in the preparation of required reports and data required by HUD; provided, however, that SHA shall be the only entity that submits documentation or reports to HUD after receipt of approval of such documents by the City and NDC. The Collaborative Partners additionally acknowledges the importance of cooperation and information sharing with regards to any HUD monitoring of federal funds and commits to cooperate in all monitoring/reviews by HUD. The Collaborative Partners will track resources committed and expended for the Northside redevelopment effort and in the Highland community related to the development of the specific sites. NDC will have lead responsibility of collecting and maintaining resource and leverage commitments and will share with City and SHA in timely fashion as needed to leverage other resources for Northside redevelopment or for HUD reporting.

### **VIII. General Provisions.**

- A. Term. This Agreement shall commence on the Effective Date and shall continue until an operating agreement is executed between the Collaborative Partners, in accordance with the final development plan.
- B. Termination For Cause. The parties shall each have the right to terminate this Agreement for cause, effective within thirty (30) days after the receipt of written notice by the other parties of its intent to terminate and the reasons therefor. A party shall have the opportunity to respond to the written notice within five (5) business days after the receipt of said notice. A party shall have the opportunity to cure any breach of this Agreement or other cause forming the basis of the termination, as provided in the written notice, within fifteen (15) business days after receipt of the written notice, or as otherwise agreed to by the parties.
- C. Survival of Certain Provisions. All representations and warranties and all responsibilities regarding record retention, access and ownership, cooperation with OIG investigations, indemnification and payment for services rendered shall survive the termination of this Agreement and continue in full force and effect.
- D. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of South Carolina.
- E. Indemnification. None of the parties to this Agreement shall be required to indemnify any other party to this Agreement for any claim, action, liability, or loss that results from or arises out of any actual or alleged act or omission in performance of the services by any party or any party's subcontractor.
- F. No Assignment Without Consent. This Agreement is personal to each of the parties hereto, and neither party may assign or delegate any rights or obligations hereunder without first obtaining the written consent of the other party, except that the rights or obligations of Developer may be further assigned or delegated in accordance with the terms of the Master Development Agreement.
- G. Non-waiver. The failure of any party to insist upon strict compliance with any provision of this Agreement, to enforce any right or to seek any remedy upon discovery of any default or breach of the other party at such time as the initial discovery of the existence of such noncompliance, right, default or breach shall not affect, nor constitute a waiver of, any party's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior, contemporaneous, or subsequent default or breach.
- H. Notice. Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or by certified mail, return receipt requested, as follows:

- i) If to the City: Ed Memmott, City of Spartanburg
  - ii) If to SHA: Terril Bates, Executive Director
  - iii) If to NDC: William Barnet, Chairman, Board of Directors
- I. Notices shall be effective when received by each of the above-referenced individuals at the addresses specified above. Each party shall be responsible for notifying the other in writing that references this Agreement of any changes in the respective addresses set forth above. Nothing contained in this Article shall be construed to restrict the transmission of routine communications between and among representatives of the parties.
- J. Rules of Construction. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. Whenever herein the singular number is used, the same shall include the plural, where appropriate and neutral words and words of any gender shall include the neutral and other gender, where appropriate. Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved in favor of or against the parties on the basis of which party drafted the uncertain or ambiguous language. On the contrary, this Agreement has been reviewed by all parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties hereto.
- K. Amendment. No amendment of or modification to this Agreement shall be valid unless and until executed in writing by the duly authorized representatives of both parties to this Agreement.
- L. No Third-Party Beneficiaries. This Agreement is entered into for the exclusive benefit of the parties, and the parties expressly disclaim any intent to benefit anyone not a party hereto.
- M. Time is of the Essence. The parties each acknowledges and agrees that time is of the essence in the performance of this Agreement.
- N. Non-Exclusive. This Agreement shall be non-exclusive. Accordingly, the Collaborative Partners shall be free to engage in development elsewhere, and the City, SHA and NDC shall be free to engage the services of other contractors for the provision of some or all of the services set forth in this Agreement.
- O. Complete Agreement. The parties specifically acknowledge that in entering into and accepting this Agreement, the parties rely solely upon the representations and agreements contained in this Agreement and no others. This Agreement supersedes



and replaces any and all prior agreements, negotiations, and discussions between the parties hereto with regard to the terms, obligations, and conditions herein.

SIGNATURE PAGE FOLLOWS

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties have duly executed this Choice Neighborhoods Implementation Agreement, on or as of the date first written above.

SHA: HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

By: \_\_\_\_\_  
Name: Terril Bates  
Title: Executive Director

CITY: CITY OF SPARTANBURG

By: \_\_\_\_\_  
Name: Ed Memmott  
Title: City Manager

NDC: NORTHSIDE DEVELOPMENT CORPORATION

By: \_\_\_\_\_  
Name: William Barnet, III  
Title: Chairman, Board of Directors

## **Exhibit A**

### **Narrative Statement of the Northside Community**

A movement on the Northside of Spartanburg is underway to revitalize the neighborhood. Committed individuals, families, residents, and institutions have joined together with the Northside Development Corporation (NDC) to plan and implement a place-based, people centered effort designed to make the Northside a neighborhood where everyone can thrive. The Spartanburg Housing Authority (SHA) and the City of Spartanburg (City) are critical to the success of this effort. This document is intended to memorialize the commitment shared by NDC, SHA and City (collectively Collaborative Partners) and more specifically describe how they will work together to achieve their goals in the Northside throughout the Choice Neighborhood planning process outlined below.

The mission of NDC is to “encourage and manage the redevelopment of the City’s Northside community, honoring its past and expanding the economic, educational, recreational, health, and social opportunities for its residents.”

The Collaborative Partners approach is inspired by other holistic revitalization efforts across the country that is part of the Purpose Built Communities Network (Network). All communities in this Network are using a similar model based on the successful holistic revitalization of Atlanta’s East Lake neighborhood. The Purpose Built model requires the simultaneous implementation of three strategies: high-quality mixed-income housing, a cradle-through-college education pipeline, and community health and wellness programs to break the cycle of poverty while creating a healthy and sustainable neighborhood where everyone has the opportunity to thrive. This model is implemented by many partners working together under the direction of a new non-profit created solely to drive the successful implementation and ongoing sustainability of the neighborhood revitalization initiative. The establishment of the non-profit organization is the most important factor in a successful community revitalization initiative using the Purpose Built model. This holistic, community-driven process requires strong, effective leadership working in collaboration and cooperation with diverse interests, and a visionary leadership team capable of bringing these interests together to work towards a common goal. NDC is serving as that organization and formally became part of the Purpose Built Communities Network in March 2012.

Given that NDC, SHA, and the City are using East Lake as a model for the revitalization of the Northside, there is commonality and synergy in layering the Choice Neighborhood funding opportunity on to the model adopted by NDC and its partners. NDC, SHA and the City leveraged over \$750,000 in commitments (cash and in-kind services) to help secure the 2011 \$300,000 Choice Neighborhood planning grant. The Partners will work with neighborhood residents, institutional stake holders and others to create a comprehensive neighborhood revitalization strategy or “Transformation Plan” which is intended to “become the guiding document for the revitalization of the public and/or assisted housing units, while simultaneously directing the transformation of the surrounding neighborhood and positive outcomes for families.” A strong “Transformation Plan” will serve as the roadmap for the Northside’s revitalization.

NDC is working closely with SHA, the City, residents, institutions, and organizations including, but not limited to, Spartanburg District 7, Cleveland Academy of Leadership, The Mary Black Foundation, The Spartanburg County Foundation, Wofford College, Spartanburg Regional Healthcare System, The Edward Via College of Osteopathic Medicine or VCOM, and many others to build a common vision for the Northside.

The parties recognize that the Northside revitalization initiative can only be successful if they work together in a coordinated and seamless manner. Further, the partners acknowledge that the desired change in the Northside is dependent upon the successful inclusion in the planning and implementation process of residents who live in, and businesses and other institutions located in, the Northside. Furthermore, the parties acknowledge that the revitalization work in the Northside will be complex, have multiple phases and layers of opportunity, and is likely to take many years to reach its full potential. Through open and honest communication, transparency, compromise and cooperation, continued good faith and good humor, and respect, the collective goal will be achieved.

## **Exhibit B**

### **Narrative Statement of Highland Community**

#### **Introduction**

The Highland Community is generally bounded by Stewart Park to the south, John B. White Boulevard to the west, West Main Street to the north and Forest Street to the east. Community meetings to discuss residents needs indicate that this boundary is potentially in question. The composition of the community includes institutional facilities such as The Journey, a non denominational church, Macedonia Missionary Baptist Church, Bethlehem Community Center, Spartanburg Soup Kitchen, and Stewart Park. The community also includes commercial buildings some that are substandard and are the main entry into Spartanburg's central business district from the south and west. Housing in the community is composed of large multifamily developments that include the recently vacated and demolished Cammie Clagett Public Housing, Prince Hall Public Housing, and Norris Ridge – privately owned Mod-Rehabilitation units. Housing also includes smaller single family and multi-family developments clustered in an area surrounded by the multi-family developments. Most housing appears to be built in the 60's and 70's based on census data. The neighborhood is proud of its history and supports the City and its partners in its efforts to improve the community.

#### **Discussions and Observations**

Discussions with the City and residents indicate a potential to create an improvement effort similar to the Northside community north of the city's central business district. In the Northside community the city is working in corporation with the neighborhood leaders and public and private partners to implement extensive neighborhood change. Unlike the Northside community, the Highland community does not have extensive deterioration of infrastructure and housing conditions that may warrant a large scale redevelopment of the neighborhood. That may be the only difference as the Highland neighborhood has similar concerns for crime, housing conditions, poverty, and unemployment that hinder a stable functioning neighborhood. Similar to the Northside, the Highland community has a large 21 acre park that could become a regional asset similar to Cleveland Park. The recently improved Stewart Park facility and potential connections to other neighborhoods and walking trails was mentioned several times in community meetings and discussions. Also mentioned by residents in community meetings were smaller parks and facilities in the community that are an asset.

The community has expressed interest in developing and improving the major corridors on Daniel Morgan Avenue, John B. White Boulevard, West Main Street, and South Forest Street where existing commercial and new commercial development could be created. The challenge is land assembly and former uses of the site may not be attractive to potential commercial developers without some type of public private partnership or incentive. The City has an interest in improving these corridors because they are major entryways into the City's central business district. The downtown master plan prepared several years ago addresses somewhat the West Main Street corridor development, but does not address Daniel Morgan and John B. White Boulevard as potential corridors that could be improved in this area of the community.

Housing opportunities exist with the potential demolition of the Cammie Clagett Public Housing Apartments in the neighborhood. The two larger sites on Daniel Morgan Avenue could be

developed for mixed income multi-family. A more detailed planning study or market analysis would be necessary to determine the highest and best uses of these two large parcels. The Cammie Clagett development includes 32 scattered site units in the community. These sites could be repurposed for both multi-family and single-family uses where appropriate in support of neighborhood goals. The community has expressed an interest in single-family housing attractive for older more mature families and empty-nest couples and singles. The neighborhood looks forward to the development of a Master Plan process in 2017.

**Exhibit C**  
**Preliminary Development Plan Schedule**

**TO BE INSERTED UPON RECEIPT FROM DEVELOPMENT TEAM**



# **Action Item & Resolution**

## **2016-78**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**RESOLUTION NO. 2016-78**  
**ADOPTED BY THE BOARD OF COMMISSIONERS OF**  
**THE SPARTANBURG HOUSING AUTHORITY**  
**October 25, 2016**

**WHEREAS**, the Spartanburg Housing Authority received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration program to reposition all Public Housing communities; and

**WHEREAS**, it was determined that the Cammie Clagett Public Housing community was obsolete and no longer viable as decent, safe and sanitary housing and was subsequently approved for demolition under the RAD program to be replaced with two new construction projects; and

**WHEREAS**, to facilitate the redevelopment of Phase II of the Cammie Clagett site, SHA partnered with Northside Development Group and the City of Spartanburg to select a private development partner to lead the redevelopment efforts for Phase II and provide the necessary guarantees to finance the project; and

**WHEREAS**, a joint Request for Qualifications was publicly advertised and an evaluation committee consisting of representative from the Northside and Highland communities; Northside Development Group; SHA; and the City of Spartanburg reviewed and scored proposals received in accordance with the criteria set forth in the RFQ resulting in the rankings below; and

<b>Development Team</b>	<b>Evaluation Score</b>
Reaventures Group, LLC	336
Tapestry Development Group, LLC	481
Spartanburg Housing Partners, LLC	493

**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 hereby approves the following:

1. Selection of Spartanburg Housing Partners, LLC as the development partner for Phase II for the Cammie Clagett site.
2. Authorization for the Executive Director to enter into an “Early Start” Agreement and a Predevelopment Loan Agreement upon review by Legal Counsel that will enable the Developer to commence predevelopment tasks for the project including preparation and submission of financing applications.
3. Commitment of predevelopment loan proceeds not to exceed \$250,000 to be funded from Replacement Housing Factor (RHF) funds.
4. Creation of a related affiliate to serve in a joint venture with Northside Development Group as a sole asset entity for the ownership of the Phase II property.

## **RECORDING OFFICER'S CERTIFICATION**

I, Molly Talbot-Metz., 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 October 25, 2016.

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY  
FOR CLERK USE ONLY  
RESOLUTION NO. 2016-78  
DATE ADOPTED: October 25, 2016



# **Action Item & Resolution**

## **2016-79**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Resolution 2016-79**

**Change Order #1 Installation of Hot Water Heaters at Camp Croft Courts and Prince Hall Apartments**

**RECOMMENDATION:**

Authorize the Executive Director to issue a Change Order to Maincini Plumbing in an amount NTE \$8,000 to install recently purchased hot water heaters at Camp Croft Courts and Prince Hall Apartments.

**CONTACT PERSON:**

Jessica M. Holcomb  
Deputy Director  
864-598-6023

**SUMMARY:**

On September 20, 2016, the SHA Board of Commissioners approved resolution 2016-55, allowing the purchase of 10 hot water heaters for Camp Croft Courts and 10 at Prince Hall Apartments. These units were purchased and delivered and are awaiting installation. Due to city codes, a licensed plumber is required to install hot water heaters. In January 2016, the SHA Board of Commissioners approved Resolution 2016-10 allowing the SHA to issue a contract to Maincini plumbing to install hot water heaters at JC Bull Apartments. Resolution 2016-79 is requesting to issue a change order to Maincini Plumbing to complete the installation of 25 hot water heaters at Prince Hall Apartments and Camp Croft Courts. There are continuous failures, which significantly affect the residents. When these units fail, they often flood the resident apartments and create a situation where they have no heat or hot water.

**FINANCIAL CONSIDERATIONS:**

These costs were budgeted in the 2017 board approved budget in the Plumbing Contracts BLI.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. The Board of Commissioners shall approve the award of all contracts in the amount

greater than \$10,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur: a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$10,000, or will exceed \$10,000 if such change order is approved. b. Any change order that would increase the contract to an amount that exceeds \$10,000.

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



**RESOLUTION NO. 2016-79**

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

**OCTOBER 26, 2016**

Staff recommends adoption of Resolution No. 2016-79, authorizing the Executive Director to issue a Change Order to Maincini Plumbing in an amount NTE \$8.000 to install recently purchased hot water heaters at Camp Croft Courts and Prince Hall Apartments.

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MOLLY TALBOT-METZ, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-79

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



# **Action Item & Resolution**

## **2016-80**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Change Order #2 to EMG Inc. contract  
Resolution #2016-80**

**RECOMMENDATION:**

Authorize the Executive Director, to execute a change order to the EMG Inc. contract for an amount not to exceed \$20,000 for the provision of Energy Audit for Archibald Rutledge, Prince Hall, Camp Croft, Victoria Gardens and Country Garden Estate.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

Objectives of the audits are to identify energy conservation measures (ECM); determine costs to implement each ECM and the cost savings that result from implementing the measures. Additionally, the audit shall identify any compliance, health, or safety issues related to energy improvements. Energy Audit will be in accordance with 24 CFR Part 905 and energy codes

EMG has provided a complete RAD Physical Condition Assessment (RPCA) of several SHA Public housing sites that meets or exceeds the U.S. Department of Housing and Urban Development (HUD) RAD program requirements for such assessment under an existing contract, which expires on September 27, 2017

**FINANCIAL CONSIDERATIONS:**

Costs associated with this change order will be charged on a prorated basis to the sites to be studied.



**POLICY CONSIDERATIONS:**

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$10,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a) Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$10,000, or will exceed \$10,000 if such change order is approved.
- b) Any change order that would increase the contract to an amount that exceeds \$10,000.

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

Terril Bates, Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-80**

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

**OCTOBER 26, 2016**

Staff recommends adoption of Resolution No. 2016-80, authorizing the Executive Director, to execute a change order to the EMG Inc. contract for an amount not to exceed \$20,000 for the provision of Energy Audit for Archibald Rutledge, Prince Hall, Camp Croft, Victoria Gardens and Country Garden Estate.

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MOLLY TALBOT-METZ, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-80

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



**Action Item &  
Resolutions**

**Resolution 2016-81**

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**Board of Commissioners Meeting  
Tuesday, October 25, 2016**



October 25, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Amendment to Cindi Herrera contract for RAD services.

**Resolution: 2016-81**

**RECOMMENDATION:**

Authorize the Executive Director, Terril Bates, to approve a change order to the existing contract with Cindi Herrera for the provision of consulting services associated with various RAD and other development projects.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA wishes to enter into an extended agreement with Cindi Herrera for RAD and development services for a period of up to thirty-six months, at a monthly average cost not to exceed \$7,000. SHA has received approval from HUD to extend the Sole Source agreement provided by HUD on April 27, 2016.

**BACKGROUND:**

The Board of Commissioners approved resolution 2016-38 on May 17, 2016, authorizing SHA to enter into a contract with Cindi Herrera. This permitted SHA to remain on track with outstanding RAD obligations, as well as to continue efforts to reposition its public housing portfolio. Attached is a synopsis of the activity that Cindi Herrera has engaged in on behalf of SHA.

**FINANCIAL CONSIDERATIONS:**

These costs have been budgeted in the 2017 approved operating budget.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it regards a change order to an existing contract. This requirement is reflected in the Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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



**RESOLUTION NO. 2016-81**

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

**OCTOBER 26, 2016**

Staff recommends adoption of Resolution No. 2016-81, authorizing the Executive Director, Terril Bates, to approve a change order to the existing contract with Cindi Herrera for the provision of consulting services associated with various RAD and other development projects.

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MOLLY TALBOT-METZ, CHAIR

ATTEST:

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SECRETARY

---

FOR CLERK USE ONLY

RESOLUTION NO. 2016-81

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



U. S. Department of Housing and Urban Development

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

October 13, 2016

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

Dear Ms. Bates:

Subject: Continuation of Noncompetitive Procurement, Rental Assistance  
Demonstration (RAD) Program Consultant

This letter serves as our approval of Spartanburg Housing Authority's request to continue its noncompetitively procured RAD consulting contract. Per SHA's letter dated September 22, 2016, there continues to be a public exigency to keep the RAD program conversion process on track.

We are specifically approving SHA's request to continue in its contract with Cindi Herrera for her consulting services related to SHA's RAD program conversion. The term of the proposed contract extension is limited to 36 months.

Should you have further questions, please contact Randy Dyal at (803) 765-5312.

Sincerely,

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

Eric A. Bickley  
Director  
Public Housing Program Center

**SPARTANBURG HOUSING AUTHORITY  
RAD CONSULTING WORK IN PROGRESS**

**RAD PHASE I – SHA7/CAMMIE CLAGETT PHASE I**

- Training of private property management staff and SHA HCV staff on RAD transition requirements and tasks; particularly resident rights under RAD;
- Preparation of RAD lease package for property management company including RAD rider and other applicable lease addenda;
- Analysis of tax credit “over-income” residents and education of developer/investor on RAD requirements for over-income residents;
- Work with Property management company to identify options for over-income households;
- Review year 1 funding tools; reconcile RAD HAP paid to date with funding tools; prepare Capital Fund budget revision for 1503 line item for funding; work with finance to process correct payments to property;
- Prepare RAP invoices for property to submit for retroactive payments since closing
- Weekly calls and/or meetings with developer/property management company to monitor progress of temporary relocation; rehabilitation; and overall management concerns.
- Ongoing support of HCV staff in all matters related to RAD
- Review Cammie Clagett Phase I closing transaction and work with developer to clarify funding; waiting list requirements; etc.
- Reconcile RAP payments for Cammie Clagett; work on agreement to recoup over payments
- Amend Control Agreement for Cammie Clagett to remove SHA responsibility for management of wait list.

**RAD PHASE II – MIXED FINANCE PROPERTIES**

- Prepare early disposition approval application for Phase II Cammie Clagett per new HUD procedures
- Work with City to utilize NIP funds from state for demolition of remaining units at CC
- Create redevelopment plan for Cammie Clagett Phase II
- Cooperative agreement with City of Spartanburg; Northside development to jointly finance CC with Northside project for financial feasibility of 4% deal;
- Coordinate solicitation process including issuance of RFQ; coordination with evaluation committee; developer interviews and final selection.
- Preparation of business terms and Master Development Agreement
- Negotiations and final agreement on MDA
- Planning of redevelopment including financial pro-formas; site plan; project design and implementation timelines
- Preparation of RAD financing plan for CC
- Secure RCC for CC and reach RAD closing
- Monitor ongoing development of CC Phase II
- Analysis of current income and expenses for the other 5 mixed finance properties in Phase II RAD
- Work with investor to secure approval of RAD conversion
- Separate CHAP and secure individual CHAP for each property in combined AMP
- Prepare financing plans for 5 properties
- Work with Transaction Manager to secure approval of financing plans and RCC’s
- Work with legal; investors and lenders to reach RAD closing
- Work with Vista Property Management and SHA to complete RAD transition tasks post closing



September 22, 2016

Randy Dyal, Public Housing Revitalization Specialist  
U.S. Department of Housing and Urban Development  
South Carolina Office  
Strom Thurmond Federal Building  
1835 Assembly Street  
Columbia, South Carolina 29201-2480

Dear Randy:

In May of 2016, the Spartanburg Housing Authority received permission from your office to sole source a contract with regard to the RAD development projects. This request was a result of the sudden and unexpected death of the lead SHA staff person assigned to RAD. In August 2016, SHA hired a Deputy Director of Development and Capital. He is well experienced in the area of development and recently attended a Capital Fund Training. Although well qualified, the staff person does not have experience with RAD.

SHA is currently working with the HUD Transaction Manager to meet HUD timelines and other requirements for the completion of a portfolio conversion. In September 2016, we scored applications for Development and Financial services to move forward with the demolition and replacement of 78 units at Cammie Clagett. A similar plan is in process for Camp Croft, Prince Hall and Archibald. We have relied upon the expertise of the current contractor to advance these projects, with excellent outcomes. I have attached an outline of the consultant's services for your review. We intend to begin a six-month communication campaign regarding the upcoming changes. The consultant has experience in the Spartanburg area and has established integrity and trust with our community partners and residents alike. There exists a public exigency to keep the RAD conversion process on track.

Per 24 CFR §85.36, Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

A. The item is available only from a single source;

B. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;



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



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







WWW.SHASC.ORG

- C. The awarding agency authorizes noncompetitive proposals; or
- D. After solicitation of a number of sources, competition is determined inadequate.

SHA would appreciate your consideration in approving the extension of the existing sole source approval for a period of up to 36 months. This will permit SHA to maintain its course regarding the RAD development projects.

Sincerely,

*Terril Bates*

Terril Bates

Executive Director



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



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### **RAD PHASE III – REMAINING SHA PORTFOLIO (5 PROPERTIES/476 UNITS)**

- Secure extension for submission of RAD applications for remaining portfolio
- Undertake strategic planning with board, staff, residents and community stakeholders on RAD conversion for remaining properties
- Complete RPCA's to determine costs and viability of properties
- Develop a repositioning strategy for each property
- Prepare and submit RAD applications
- Solicit development partner(s) to assist with implementation of repositioning strategies
- Secure RAD CHAPs
- Develop detailed redevelopment plan for each property
- Secure financial commitments as needed for each property
- Prepare RAD financing plans including transfer of assistance plans as applicable
- Secure RCC's for each property
- Reach a RAD closing
- Implement RAD conversions for each property
- Coordination of relocation and all RAD transitional activities



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.

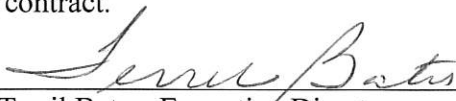
**FINANCIAL CONSIDERATIONS:**

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

## LUCINDA J. HERRERA

2611 High Hammock Road, Johns Island, SC 29455  
843-810-5073 / cindihier@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**

## **2016-82**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



October 25, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of Change Order #1 to a Rector and Reeder for CFO Services  
Resolution 2016-82**

**RECOMMENDATION:**

Authorize the Executive Director to amend the original audit contract (2015-26) with Rector and Reeder for Interim CFO Services in an amount not to exceed \$60,000.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

On July 30, 2015, the SHA Board of Commissioners approved Resolution 2015-26, Financial Services Contract: Interim CFO Services in an amount not to exceed \$120,000. SHA ultimately entered into a contract with Rector and Reeder. Philippe Lindsay was assigned as CFO with a budget of \$90,000. SHA has paid a total of \$89,744.49 from November 2015 through September 2016. The variance results from special projects not anticipated in the original scope of work. Mr. Lindsay will continue monthly on site services through January 2017 in order to manage year-end close out activities and the 2016 audit. There after her will plan to be onsite in April, July and September of 2017. Many services provided will continue to be provided remotely. Mr. Lindsay will provide high-level guidance, services and recommendations to assist the finance department in continuing to improve operations.

**FINANCIAL CONSIDERATIONS:**

The cost of the contract is budgeted in the 2017 approved budget.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it regards a change order to an existing contract. This requirement is reflected in the Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director



**RESOLUTION NO. 2016-82**

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

**OCTOBER 26, 2016**

Staff recommends adoption of Resolution No. 2016-82, authorizing the Executive Director to amend the original audit contract (2015-26) with Rector and Reeder for Interim CFO Services in an amount not to exceed \$60,000.

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MOLLY TALBOT-METZ, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-82

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





# **Action Item & Resolution**

## **2016-83**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



October 25, 2016

**SUBJECT:**

Contract for HCV Consultant

**RECOMMENDATION:**

Authorize the Executive Director to enter into an Agreement with a qualified vendor to provide a temporary staff person for Management of the HCV program for a period to begin December 1, 2016 through March 30 2016, as needed.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The HCV program is managed by an Administrator. The staff person has an approved leave-beginning mid-December. There is not staff capacity to manage the program for this period of time. The request is based on a need to avert risk and to insure regulatory requirements are met. SHA received a quote from Gans, Gans and Associates, which reflects a flat fee of \$28,500 plus travel and lodging. CVR provided a quote of \$60,000 as a flat fee.

**BACKGROUND:**

The department has a staff of eleven currently administering 1922 vouchers. There is significant RAD activity, leasing activity and landlord interaction anticipated during the period of time that the Administrator would be out of the office. The program is currently not meeting all SEMAP requirements. This action is intended to mitigate program, staff and customer service issues.

**FINANCIAL CONSIDERATIONS:**

The cost of the contract will be funded in the HCV reserves; it is not budgeted in the approved 2017 budget. The amount being requested is not to exceed \$40,000 (based on responses to an RFQ).

Respectfully submitted,

Terril Bates, Executive Director



**RESOLUTION NO.2016-83**

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

**October 25, 2016**

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

Staff recommends adoption of Resolution No. 2016-83, that the Board of Commissioners authorizes Spartanburg Housing Authority to enter into a contract with a qualified vendor to provide a temporary staff person for Management of the HCV program for a period to begin December 1, 2016 through March 30 2016, as needed, in an amount not to exceed \$40,000.

\_\_\_\_\_  
Molly Talbot-Metz, CHAIR

ATTEST:

\_\_\_\_\_  
SECRETARY

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

RESOLUTION NO. 2016-83

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

October 19, 2016

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



Dear Terrill:

Very nice to hear from you. We would be delighted to place a contract HCV Administrator with the Spartanburg Housing Authority (SHA) for a ninety-day assignment for a flat fee of \$28,500. This fee is inclusive of the contractor's salary and gga's fee. Expenses (travel and lodging) will be paid by Spartanburg Housing Authority.



Following is some background and information about our firm.

We have done a great deal of recruiting for the public sector in general and for public housing authorities in particular. Among our placements for housing authorities are the following positions: executive director, chief financial officer, chief human resources officer/director of human resources, chief operating officer, vice president of real-estate development, chief of staff, general manager of finance and information systems, general counsel, deputy executive director, director of housing operations, chief information officer, budget chief, director of development, director of asset management, coordinator of pre-school programs, director of communications, director of Section 8/HCV, director of modernization, director of maintenance, director of contracts and procurement, inspector general, and director of resident services.

For almost thirty years we have worked with, and provided executive recruitment and contract staffing services to, public housing authorities and HUD.

We appreciate the opportunity to submit this information and invite any questions you may have about our qualifications or our proposed approach to serving you. We look forward to working again with you and your colleagues at the Spartanburg Housing Authority.

Sincerely,

*Simone Gans Barefield*  
Simone Gans Barefield  
President & CEO

Gans, Gans & Associates (gga) is a human resources consulting and executive search firm founded in Chicago in 1986. Today, our headquarters is in Plant City, Florida. For thirty years, gga's multi-cultural consulting team has addressed a broad spectrum of our clients' human resources, and management needs.

At the heart of every successful organization are talented, hard-working, resourceful individuals who know how to solve problems, create opportunities, lead others, and work effectively. Throughout our twenty years providing executive recruiting services for public housing authorities, we have developed a clear understanding of the challenges facing the industry. At gga, we have distinguished ourselves through our ability to help housing authorities identify, recruit, and retain the outstanding executive, management, professional, and technical staff they need to stay on the leading edge

We have a clear understanding of the challenges facing the industry, as well as an extensive database of housing professionals and resources. We have worked with housing authorities that have Memorandum of Agreements (MOA), Memorandum of Understanding (MOU), and Corrective Action Plans (CAP). gga has also worked successfully with MTW Agencies.

gga will recruit, interview and assign a HCV Administrator that is mutually agreed upon by SHA and gga. We will provide an Administrator that has the background, experience and skills to ensure your satisfaction with the continued operation of the HCV department while making a meaningful contribution to SHA. The Administrator will be responsible for the administration and operation of the SHA Housing Choice Voucher Program.

gga will maintain all necessary personnel and payroll records, calculate their wages and manage mandated government charges if any. An initial retainer of \$2500 and subsequent bi-weekly invoices will be due upon receipt.



**From:** Michele Neely <[mneely@cvrassociates.com](mailto:mneely@cvrassociates.com)>

**Date:** October 17, 2016 at 11:46:33 AM EDT

**To:** Terril Bates <[tbates@shasc.org](mailto:tbates@shasc.org)>

**Subject:** Quote for Interim HCV Manager

Good morning, Terril,

Thank you for your call last week and for thinking of CVR. We have come up with a solution for you to provide management oversight for the HCV program while your HCV manager is on medical leave. Per your request, this is an initial estimate of fees for this service.

CVR is proposing providing SHA with two experienced HCV professionals to provide management and support for the HCV program. The manager we have identified has extensive experience in the management of high-performing HCV programs, including the use of Yardi. The second professional would be Danarda Anderson, who led the QC file review project for SHA. Danarda has significant HCV experience, including using Yardi, and she already has a familiarity with SHA and SHA staff. I would be providing contract oversight and support throughout the engagement. In order to provide consistency, CVR proposes the following schedule:

- Onsite one week in December – Michele Neely (3 days), Project Manager, and Danarda Anderson
- Experienced HCV Manager onsite every other week in January and February, a minimum of 4 days a week
- Danarda onsite 3 weeks a month in January and February, a minimum of 4 days a week

CVR estimates that the total flat fee for this engagement would be \$60,000.

Please let me know what other information you would like from us. In order to secure these resources for Spartanburg, we would need to know as soon as possible.

Thanks,  
Michele

**Michele Neely | Vice President**

Phone [678.341.6950](tel:678.341.6950) ext. 103 | Fax [678.341.6951](tel:678.341.6951)

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

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



WWW.SHASC.ORG

**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF SEPTEMBER 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 September. This month's activities included extensive review of operations associated with the approved 2017 budgets. Review of the portfolio positioning continued including discussions with the RAD Consultant, participation in matters involving SHA7, Highland and tasks connected to the most recent RAD application.

An offer was made for a Director of Administration position. The candidate is position will be responsible for Human Resources, Resident Services and Procurement. Transitional meetings occurred with the outgoing Resident Services Manager. I accompanied recently on boarded staff to HUD's Capital Fund Training in Columbia.

The YouthBuild program continues its recruiting efforts. Approximately 20 of the 28 available slots are filled. Students are working with the Chapman Cultural Center on the Artlet projects. Construction of a Habitat home is expected to begin during the month of October.

The Board of Commissioners concluded its By-Law review meetings and appointed new officers, effective October 2016. Congratulations to Molly Talbert Metz, Chairperson and Thomas L. Lounds Jr. Vice Chairperson. The City of Spartanburg was notified of a vacancy resulting from the resignation of Commissioner Mac Hogan.

I traveled to Columbia to Larry Knightner's retirement luncheon. Regular community meetings including the United Way Financial Stability group and sub-group meetings are attended. Other special meetings included meetings with the Aiken Housing. Progress is being made with the Born Learning initiative for two public housing communities.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director





# **Monthly Reports:**

## **Finance**

**Joe Calicdan**

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**Board of Commissioners Meeting**

**Tuesday, October 25, 2016**



**October 15, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**SEPTEMBER 2016 - PRELIMINARY MONTHLY FINANCIAL AND CASH FLOW REPORTS**

**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 September, the total Inflows amounted to \$1,671,450 and the total Outflow was \$1,651,435 resulting in a net inflow of \$20,015.

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

HCVP (Sec8) HAP Savings + Checking	\$1,246,976
Sec 8 - HAP -NRP	86,575
Sec 8 Adm. Fees	225,716
<u>MOD Rehab Adm. Fees</u>	92,399
<b>Total</b>	<b>\$1,651,666</b>

**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 4 properties, and 10 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	(\$0.8)	(\$23.3)	0	(\$23.3)
2	Archibald Hi-Rise	(105.4)	(129.0)	64.7	(193.7)
3	Archibald Village	(6.3)	5.0	(37.5)	42.5
4	Cammie Clagett	(8.0)	350.5	143.3	207.2
5	Camp Croft	(38.7)	27.8	42.6	(14.8)
6	Prince Hall	(72.3)	(35.0)	11.0	(46.0)
7	Scattered Sites	51.6	104.4	(61.8)	166.2
8	Victoria Gardens	(96.0)	(91.5)	57.6	(149.1)
9	JC Bull (100 units)	(65.8)	254.0	181.0	73.0
10	SLHC (32 units)	(17.0)	40.6	72.0	(31.4)
11	Cambridge Place	1.6	20.6	23.4	(2.8)
12	Liberty	(1.7)	8.7	0	8.7

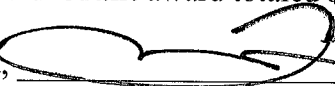
**V: Status of Grants Programs – September 2016**

SHA's open/unspent *capital fund grant awards* total \$2,018,114 dollars of which \$206,103 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,812,011 or 90.0 % 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 \$728,472 and \$176,103 drawn against these grants leaving about \$552,369 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,381,476. The balance remaining unspent is \$531,956.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$74,355.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and fund expended \$784,053.

Respectfully Submitted,

  
Joe Calicdan, Accounting Manager  
Spartanburg Housing Authority

<b>SHA - Summary of Financial Results - September, 2016</b>								
		MTD	MTD	MTD		12 months	12 months	12 months
		Actual	Budget	Variance	Note	PTD	PTD	PTD
						Actual	Budget	Variance
<b>1</b>	<b>Public Housing</b>							
	Total Revenue	\$ 343,900	\$ 418,000	\$ (74,100)		\$ 5,000,100	\$ 5,009,700	\$ (9,600)
	Total Operating Expenses	\$ 386,100	\$ 278,800	\$ 107,300		\$ 3,803,500	\$ 3,685,200	\$ 118,300
	Net Operating Income	\$ (42,200)	\$ 139,200	\$ (181,400)		\$ 1,196,600	\$ 1,324,500	\$ (127,900)
	Less: Non-Operating Items	\$ (2,553,850)	\$ 134,400	\$ (2,688,250)	1	\$ 10,466,800	\$ 990,100	\$ 9,476,700
	Net Income	\$ 2,511,650	\$ 4,800	\$ 2,506,850		\$ (9,270,200)	\$ 334,400	\$ (9,604,600)
	Note (1) Remove value of land structures and equipment from RAD conversion in Jan. 2016 , total amount for seven sites-\$15,917,800.							
<b>2</b>	<b>HCV Program - HAP Only</b>							
	Total Revenue	\$ 801,700	\$ 747,800	\$ 53,900		\$ 9,708,200	\$ 9,058,500	\$ 649,700
	Total Expenses	\$ 802,125	\$ 764,300	\$ 37,825		\$ 9,187,600	\$ 9,027,400	\$ 160,200
	Net Operating Income ( Excess Cash)	\$ (425)	\$ (16,500)	\$ 16,075		\$ 520,600	\$ 31,100	\$ 489,500
	This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements.							
	It is a \$1 for \$1 reimbursement.							
<b>3</b>	<b>HCV Program - Admin Only</b>							
	Total Revenue	\$ 89,700	\$ 83,700	\$ 6,000		\$ 1,100,500	\$ 1,023,500	\$ 77,000
	Total Expenses	\$ 112,900	\$ 84,400	\$ 28,500		\$ 1,082,400	\$ 1,005,700	\$ 76,700
	Net Operating Income	\$ (23,200)	\$ (700)	\$ (22,500)		\$ 18,100	\$ 17,800	\$ 300
	For the month of Sept , admin revenue received \$90K as compared to total expenses of \$113K resulting to negative result of \$23K.							
<b>4</b>	<b>COCC Program Only</b>							
	Total Revenue	\$ 105,400	\$ 107,000	\$ (1,600)		\$ 3,162,300	\$ 3,110,800	\$ 51,500
	Total Expenses	\$ 193,400	\$ 154,500	\$ 38,900		\$ 2,120,527	\$ 2,013,300	\$ 107,227
	Net Operating Income	\$ (88,000)	\$ (47,500)	\$ (40,500)	(2)	\$ 1,041,773	\$ 1,097,500	\$ (55,727)
	Note (2) - COCC shows a loss of \$88K due to higher expenses. The YTD revenue shows a positive result of \$1.0 M							
<b>5</b>	<b>JC BULLS ( 100 &amp; 32 units)</b>							
	Total Revenue	\$ 85,500	\$ 81,300	\$ 4,200		\$ 1,036,100	\$ 1,014,700	\$ 21,400
	Total Expenses	\$ 168,300	\$ 140,500	\$ 27,800		\$ 741,641	\$ 761,441	\$ (19,800)
	Net Operating Income	\$ (82,800)	\$ (59,200)	\$ (23,600)	(3)	\$ 294,459	\$ 253,259	\$ 41,200
	Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016.							

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**September 30, 2016**

<b>INFLOWS:</b>		<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
	Section 8 HAP Subsidy	764,964	774,263	774,263	777,889	756,375	756,375	780,827	768,470	965,394	812,839	812,839	796,752	9,541,250
	Section 8 Admin Subsidy	78,392	105,052	81,916	118,674	82,031	81,992	82,282	82,282	103,236	88,794	88,795	88,795	1,082,242
	Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249	27,727	99,248	114,760	114,760	114,760	1,712,011
	Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877	11,236	17,483	17,483	17,483	17,483	234,307
	Public Housing Subsidy	309,570	309,570	309,516	267,218	263,209	283,032	271,369	291,770	291,770	274,838	274,838	233,887	3,380,586
	Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512	35,701	36,948	35,945	2,849	2,849	3,891	3,891	3,901	265,270
	SLHC PBV Subsidy	9,162	9,146	9,142	8,967	8,967	8,967	8,967	8,630	8,630	8,761	8,761	8,685	102,977
	SC State Grant for JCB	37,923	38,576	38,542	38,455	38,950	57,649	42,580	39,343	40,673	41,614	41,614	41,320	497,239
1)	HUD & State Subsidy	1,433,745	1,470,328	1,447,100	1,445,841	1,384,359	1,424,089	1,421,096	1,232,306	1,529,282	1,362,980	1,359,173	1,305,583	16,815,881
	ROSS	26,048	20,727	14,061	32,320	22,748	18,276	30,813	18,494	19,338	24,026	20,883	36,778	284,510
	Youthbuild - 021-yb	14,915	951	29,572	-	-	-	-	-	-	-	-	-	45,438
	Youthbuild - 022-yb -NEW GRANT	-	-	-	-	-	-	-	-	14,980	-	32,363	27,012	74,355
	YB -Face Forward	39,598	43,144	50,566	58,633	42,291	49,704	34,425	38,044	24,074	91,266	20,542	17,443	509,731
	CFP and RHF	-	-	-	-	-	-	-	-	-	-	-	77,146	77,146
2)	Other Grant Revenue	80,561	64,823	94,200	90,953	65,039	67,980	65,238	56,537	58,392	115,292	73,788	158,378	991,181
	Public Housing Rents	124,658	134,995	143,621	146,472	93,701	95,832	96,382	95,868	100,499	97,606	96,951	95,546	1,322,129
	JC Bull Rents	26,291	27,315	27,081	27,264	27,063	27,937	27,402	25,994	26,073	26,963	27,459	26,189	323,031
	SLHC Rents	9,102	9,142	9,146	9,146	9,127	9,191	8,925	8,682	8,955	9,112	8,402	9,125	108,055
3)	Rent Revenue	160,051	171,452	179,848	182,882	129,891	132,960	132,709	130,544	135,527	133,681	132,812	130,860	1,753,215
4)	Misc Receipts	31,081	12,454	45,231	1,428,178	171,920	263,564	337,931	306,398	193,311	19,363	316,585	76,629	3,202,646
5)	Other Cash-In													
	Section 8 Reserves Transfer In													
	Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>TOTAL CASH INFLOW</b>	<b>1,705,437</b>	<b>1,719,056</b>	<b>1,766,378</b>	<b>3,147,855</b>	<b>1,751,209</b>	<b>1,888,593</b>	<b>1,956,974</b>	<b>1,725,786</b>	<b>1,916,512</b>	<b>1,631,316</b>	<b>1,882,358</b>	<b>1,671,450</b>	<b>22,762,923</b>
<p>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.</p>														
<p>2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.</p>														
<p>3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.</p>														
<p>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</p>														
<p>5) Other cash-in will include transfers from reserve accounts, and any adjustment to working capital.</p>														

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow  
September 30, 2016**

<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447	753,402	734,646	741,768	778,686	776,573	781,057	786,668	796,992	9,073,093
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758	103,803	103,592	99,260	110,450	111,613	1,533,712
HAP Payments	899,838	898,728	914,694	774,474	862,229	845,622	962,526	882,489	880,165	880,317	897,118	908,605	10,606,805
Payroll	287,709	168,515	201,637	182,067	170,612	291,436	215,739	170,083	171,956	168,110	178,884	317,501	2,524,248
Benefits/Deductions	1,289	4,711	7,807	1,205	5,002	763	8,069	763	8,006	3,221	4,422	3,731	48,991
Payroll & Benefits	288,999	173,226	209,443	183,272	175,614	292,199	223,808	170,846	179,962	171,331	183,306	321,232	2,573,239
State Insurance	37,241	37,241	43,543	44,166	29,961	39,149	48,896	38,223	39,982	40,263	38,927	38,694	476,285
Rent	8,409	8,409	8,409	20,065	20,065	11,656	11,656	11,656	11,656	11,656	11,656	11,656	146,950
Wright Center Payables ( 301-wc & 300-mrc)	5,182	6,739	4,566	4,538	4,828	9,435	6,718	632	5,647	128	0	0	48,414
Debt/Insurance/Rent	50,832	52,388	56,518	68,768	54,854	60,240	67,270	50,511	57,285	52,047	50,583	50,350	671,649
Operating	233,966	288,752	728,566	481,200	513,599	915,396	685,487	817,240	619,884	610,107	508,967	610,660	7,013,823
Capital Fund and RHF	0	0	0	0	0	0	0	0	0	0	0	47,146	47,146
Ross	448	92	589	1,095	457	331	0	555	129	347	233	879	5,157
Youth Build and Face Forward	26,252	27,769	35,890	43,399	26,451	33,111	10,496	29,069	14,722	79,398	16,778	9,719	353,054
Homeownership	698	43	1,465	477	440	1,406	197	952	518	3,630	846	3,298	13,970
SHA Property (089-shap)	66	737	389	0	-	0	0	0	0	0	0	0	1,192
CS1, LLC/CGE 1 PH Subsidy	31,035	31,035	31,035	32,011	32,187	33,354	32,416	0	0	0	0	0	223,072
Other Transfers	0	0	-	-	-	-	-	-	0	0	0	0	0
HAP/ Admin Transfer	-	-	-	-	-	-	-	-	0	0	0	0	0
1 Payables/Check Adjustment	242,592	31,560	(431,955)	1,225,918	(51,160)	(519,696)	332,157	863,652	(793,990)	(154,867)	286,333	(300,454)	730,090
Capital & Program Expenses	301,091	91,235	(362,587)	1,302,900	8,375	(451,493)	375,266	894,228	(778,621)	(71,491)	304,191	(239,412)	1,373,681
TOTAL CASH OUTFLOW	1,774,725	1,504,330	1,546,635	2,810,614	1,614,671	1,661,964	2,314,357	2,815,314	958,674	1,642,312	1,944,165	1,651,435	22,239,196
Net Inflow(Outflow)	(69,288)	214,727	219,743	337,241	136,538	226,630	(357,383)	(1,089,529)	957,837	(10,995)	(61,807)	20,015	523,727
June HAP cut in May due to bank change								818,604	(818,604)				
Net outflow offset by reserve	69,288				0	-	357,343	270,925	-	-	-		697,556
Total	(0)	214,727	219,743	337,241	136,538	226,630	(40)	0	139,233	(10,995)	(61,807)	20,015	1,221,283
Beginning Cash : (Unrestricted)	4,211,769	4,142,481	4,357,207	4,576,950	4,914,191	5,050,729	5,277,359	4,919,976	3,830,447	4,788,285	4,777,289	4,715,482	0
Ending Cash	4,142,481	4,357,207	4,576,950	4,914,191	5,050,729	5,277,359	4,919,976	3,830,447	4,788,285	4,777,289	4,715,482	4,735,496	523,727
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	2,326,638	3,051,912	2,474,718	2,541,426	2,549,262	
Section 8 HAP Disbursements	237,763	344,549	378,215	575,570	685,603	759,294	686,047	242,865	836,144	1,349,373	1,275,676	1,246,976	
J C Bull Operating	770,711	791,554	836,955	866,878	886,765	927,167	974,324	994,103	630,917	673,968	666,779	699,678	
SLHC Operating	200,065	214,309	252,648	237,348	240,638	243,262	250,074	266,843	269,313	279,231	231,601	239,579	
Sub Total	4,142,481	4,357,207	4,576,950	4,914,191	5,050,690	5,277,319	4,919,976	3,830,448	4,788,285	4,777,289	4,715,482	4,735,496	
Coventional Housing Surplus	4,057,168	4,159,168	4,175,040	4,094,165	4,147,477	4,226,114	4,234,704	4,276,381	4,308,576	4,354,342	4,521,754	4,800,313	
Average No. Of Months Cash Reserves	11.77	9.21	9.25	9.07	9.19	9.36	9.38	9.47	9.54	9.64	10.02	10.63	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

**SPARTANBURG HOUSING AUTHORITY**  
**Section 8 Reserved & Restricted Cash Flow**  
**September 30, 2016**

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	764,964	774,263	774,263	777,889	756,375	756,375	780,827	768,470	965,394	812,839	812,839	796,752	9,541,250
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,674	82,031	81,992	82,282	82,282	103,236	88,794	88,795	88,795	1,082,242
Section 8 Port-In Admin Fees	135	176	239	331	417	417	418	598	135	31	157		3,055
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249	27,727	99,248	114,760	114,760	114,760	1,712,011
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877	11,236	17,483	17,483	17,483	17,483	234,307
Port in -HAP Earned	1,392	6,558	3,632	4,346	5,407	4,490	4,490	7,151	981	1,089	1,142	(1,119)	39,559
HCV Refunds/Recovery/Interest	3,889	2,547	1,829	1,805	1,956	2,263	3,095	1,790	2,518	2,378	2,243	1,869	28,183
HUD Subsidy	1,047,912	1,087,722	1,061,005	1,102,172	1,045,312	1,044,663	1,070,238	899,254	1,188,995	1,037,375	1,037,419	1,018,540	12,640,606
<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447	753,402	734,646	741,768	778,686	776,573	781,057	786,668	796,992	9,073,093
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758	103,803	103,592	99,260	110,450	111,613	1,533,712
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941	89,023	98,669	102,912	88,841	82,834	88,397	98,972	112,950	1,089,422
Mod Rehab Admin	18,480	15,092	18,613	17,368	19,575	20,554	23,279	19,021	18,484	17,989	17,988	24,882	231,326
<b>Total Payments</b>	<b>991,631</b>	<b>984,690</b>	<b>1,019,007</b>	<b>888,783</b>	<b>970,828</b>	<b>964,844</b>	<b>1,088,717</b>	<b>990,351</b>	<b>981,483</b>	<b>986,703</b>	<b>1,014,078</b>	<b>1,046,436</b>	<b>11,927,553</b>
<b>Net Inflow (Outflow)</b>	<b>56,280</b>	<b>103,032</b>	<b>41,998</b>	<b>213,389</b>	<b>74,484</b>	<b>79,818</b>	<b>(18,479)</b>	<b>(91,097)</b>	<b>207,512</b>	<b>50,671</b>	<b>23,341</b>	<b>(27,896)</b>	<b>713,054</b>
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	16,082	35,266	13,553	113,247	4,929	23,992	42,154	(8,426)	191,339	34,160	28,414	1,629	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	68,422	66,273	(43,509)	(76,076)	(4,344)	15,500	4,310	3,147	
Section 8 Admin	5,078	34,182	(3,784)	21,733	(6,992)	(16,677)	(20,630)	(6,559)	20,403	397	(10,177)	(24,155)	
Mod Rehab Admin	3,397	6,785	3,264	4,509	2,302	1,323	(1,402)	(7,785)	(1,001)	(506)	(505)	(7,399)	
	54,753	96,298	38,127	208,711	68,660	74,911	(23,387)	(98,846)	206,396	49,551	22,042	(26,777)	
<b>Reserve Bank Accounts</b>													
Section 8 and Mod Rehab disbursement	237,763	344,549	378,215	575,570	685,603	759,294	686,047	242,865	836,144	1,349,373	1,275,676	1,246,976	
Sec 8 HAP -NRA	67,052	68,757	69,433	71,433	73,538	77,444	74,975	80,946	84,115	84,961	84,961	86,575	
Sec 8 - Operations -UNA	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,176	225,716	
Mod Rehab HAP	2,290	2,340	2,340	2,340	4,341	2,340	6,343	6,342					
Mod Rehab Admin	90,055	90,056	90,056	90,057	90,058	90,058	90,059	90,059	92,399	92,399	92,399	92,399	
	622,876	731,418	765,761	965,115	1,079,256	1,154,852	1,083,140	645,927	1,238,374	1,752,449	1,678,212	1,651,666	

Spartanburg Housing Authority							
Capital Grant Programs							
September 30, 2016							
<b>CAPITAL FUND 2016</b>							
<b>Obligation Date: 4/13/2016</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>% Completion</b>		
<b>End date : 12/2018</b>							
	0100 Reserved Budget	980,128.00	-	980,128.00			
	1408 Management Improvement	180,550.00	-	180,550.00			
	1410 Administration	128,964.00	30,000.00	98,964.00			
		1,289,642.00	30,000.00	1,259,642.00			
Replacement Housing Factor Funds						<b>Obligated in</b>	
		<b>Authorized</b>	<b>Draws</b>	<b>Balance</b>	<b>% Complete</b>	<b>ELOCCS</b>	
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014</b>							
<b>Obligation Date:</b>							
<b>Term Date:</b>							
	1499 Development Activity	284,182	176,103	108,079	62%		
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015</b>							
<b>Obligation Date:</b>							
<b>Term Date:</b>							
	1499 Development Activity	218,757	0	218,757	0%		
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016</b>							
<b>Obligation Date:</b>							
<b>Term Date:</b>							
	1499 Development Activity	225,533	0	225,533	0%		
<b>TOTAL RHF FUNDS</b>		728,472	176,103	0	552,369	24%	
<b>TOTAL CAPITAL GRANTS</b>		2,018,114	206,103		1,812,011	10%	



<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending September 30, 2016</b>					
<b>ROSS - Resident Self Sufficiency ( \$480,000)</b>		<b>SC003RPS030A012</b>			
<b>FUND 579-cnho</b>		<b>Term Date: 9/28/2016</b>			
Funds Expended			326,916		
Funds Received			326,916		
	Drawn Funds		23,133		
	Remaining Funds			153,084	
<b>ROSS - Resident Self Sufficiency ( \$229,293)</b>		<b>SC003RPS111A015</b>			
<b>FUND 579-cnho</b>		<b>Term Date: 12-20-2018</b>			
Funds Expended			0		
Funds Received			0		
	Drawn Funds		0		
	Remaining Funds			229,293	
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>		<b>SC003FSH293A015</b>			
<b>FUND 581</b>		<b>Term Date: 12-20-2018</b>			
Funds Expended			100,950		
Funds Received			101,950		
	Drawn Funds		9,363		
	Remaining Funds		13,645	7,414	
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>		<b>SC003FSH571A016</b>			
<b>FUND 581</b>		<b>Term Date: 12-20-2019</b>			
Funds Expended			0		
Funds Received			0		
	Drawn Funds		0		
	Remaining Funds			109,364	

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending September 30, 2016</b>					
<b>Service Coordinator Multifamily (\$453,455)</b>		<b>SC16HS04003</b>			
<b>FUND 582</b>		<b>Term Date: Extended</b>			
Funds Expended			420,654		
Funds Received			420,654		
	Drawn Funds		0		
	Remaining Funds			32,801	
<b>Total ROSS Grant Money Remaining</b>				<b>531,956</b>	
<b>YOUTH BUILD ( \$994,474)</b>					
		<b>Obligation Date: 1/1/2016</b>			
<b>FUND 22</b>		<b>Term Date: 4/30/2019</b>			
Funds Expended			74,355		
Funds Received			74,355		
	Drawn Funds/Adjustments		27,012		
	Remaining Funds			920,119	
<b>FACE FORWARD ( \$999,923 )</b>					
		<b>Obligation Date: 7/1/2013</b>			
<b>FUND 22</b>		<b>Term Date: 9/30/2016</b>			
Funds Expended			784,053		
Funds Received			784,053		
	Drawn Funds		17,443		
	Remaining Funds			215,870	
<b>Total Money Remaining for all Grants</b>				<b>1,667,945</b>	
<b>Note:</b>					

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

Actual to Budget Variance Comparison

September 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	133,300.95	133,279.00	21.95	0.02	1,784,195.37	1,754,591.00	29,604.37	1.69
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311400-000	Less: Non Move Out Refunds	(154.98)	-	(154.98)	N/A	(159.98)	-	(159.98)	N/A
311900-000	Total Rental Income	133,145.97	133,279.00	(133.03)	-0.10	1,776,672.39	1,747,228.00	29,444.39	1.69
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	1,888.50	971.00	917.50	94.49	32,412.96	18,088.00	14,324.96	79.20
312004-000	Late Charges	1,470.00	868.00	602.00	69.35	20,784.44	15,634.00	5,150.44	32.94
312005-000	Legal Fees - Tenant	600.00	456.00	144.00	31.58	12,970.00	10,641.00	2,329.00	21.89
312006-000	NSF Charges	80.00	-	80.00	N/A	960.00	100.00	860.00	860.00
312007-000	Tenant Owed Utilities - Excess	8,669.60	8,390.00	279.60	3.33	86,055.94	82,089.00	3,966.94	4.83
312009-000	Misc. Tenant Income	787.30	-	787.30	N/A	5,878.55	2,140.00	3,738.55	174.70
312010-000	Maintenance Charges	50.00	14.00	36.00	257.14	292.50	148.00	144.50	97.64
312900-000	Total Other Tenant Income	13,545.40	10,699.00	2,846.40	26.60	159,554.39	129,040.00	30,514.39	23.65
319900-000	NET TENANT INCOME	146,691.37	143,978.00	2,713.37	1.88	1,936,226.78	1,876,268.00	59,958.78	3.20
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	233,887.00	308,132.22	(74,245.22)	-24.10	3,285,561.02	3,522,294.26	(236,733.24)	-6.72
340111-000	Pet Fee Income	129.00	-	129.00	N/A	1,623.00	755.00	868.00	114.97
341001-000	Section 8 HAP Earned	796,752.00	745,992.00	50,760.00	6.80	9,541,250.00	9,027,418.00	513,832.00	5.69
341002-000	Sec 8 Admin. Fee Inc-HCV	88,795.00	82,831.00	5,964.00	7.20	1,082,241.66	1,010,839.00	71,402.66	7.06
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	3,055.23	-	3,055.23	N/A
341006-000	Port In HAP Earned	(1,119.00)	1,032.00	(2,151.00)	-208.43	39,559.47	20,870.00	18,689.47	89.55
341010-000	Section 8 Admin Fee -Mod Rehab	17,483.00	-	17,483.00	N/A	234,307.00	196,893.00	37,414.00	19.00
341011-000	Mod Rehab- HAP EARNED	114,760.00	159,400.00	(44,640.00)	-28.00	1,712,011.00	2,002,058.00	(290,047.00)	-14.49
341500-000	Other Govt and Private Grants	50,005.00	46,808.00	3,197.00	6.83	600,343.00	565,486.00	34,857.00	6.16
349900-000	TOTAL GRANT INCOME	1,300,692.00	1,344,195.22	(43,503.22)	-3.24	16,499,951.38	16,346,613.26	153,338.12	0.94
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	-	-	-	N/A	4.92	5.00	(0.08)	-1.60
362000-000	Management Fee Income	67,227.99	61,315.00	5,912.99	9.64	868,152.78	798,421.00	69,731.78	8.73
362001-000	Bookkeeping fee income	21,592.50	19,565.00	2,027.50	10.36	259,800.00	241,486.00	18,314.00	7.58
364000-000	Fraud Recovery Income-Admin	934.47	744.00	190.47	25.60	14,191.25	10,877.00	3,314.25	30.47
364001-000	Fraud Recovery - HAP	934.47	778.00	156.47	20.11	14,191.15	11,150.00	3,041.15	27.27
365000-000	Miscellaneous Other Income	16,794.30	26,590.00	(9,795.70)	-36.84	2,232,147.01	2,123,272.00	108,875.01	5.13
365002-000	Bad Debt Recovery	1,054.00	-	1,054.00	N/A	48,233.69	10,065.00	38,168.69	379.22
365003-000	Pinnacle Subsidy for Shortfall	5,125.92	-	5,125.92	N/A	114,452.94	-	114,452.94	N/A
369900-000	TOTAL OTHER INCOME	113,663.65	108,992.00	4,671.65	4.29	3,551,173.74	3,195,276.00	355,897.74	11.14

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
399900-000	TOTAL INCOME	1,561,047.02	1,597,165.22	(36,118.20)	-2.26	21,987,351.90	21,418,157.26	569,194.64	2.66
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	209,479.55	138,131.00	(71,348.55)	-51.65	1,679,624.85	1,602,230.00	(77,394.85)	-4.83
411002-000	Administrative Overtime	2,071.76	332.00	(1,739.76)	-524.02	14,217.27	6,739.00	(7,478.27)	-110.97
411003-000	Administrative: Employer FICA/SUI	16,074.96	13,577.00	(2,497.96)	-18.40	152,384.44	153,297.00	912.56	0.60
411004-000	Administrative: Employee Benefits	34,698.58	29,371.00	(5,327.58)	-18.14	346,035.95	333,080.00	(12,955.95)	-3.89
411005-000	Administrative: Retirees Medical ER share	2,952.52	1,903.00	(1,049.52)	-55.15	36,021.73	24,508.00	(11,513.73)	-46.98
411006-000	Administrative: Emp Incentive	(640.10)	2,112.00	2,752.10	130.31	12,924.43	19,500.00	6,575.57	33.72
411007-000	Administrative Assistant -Part time	-	1,585.00	1,585.00	100.00	-	9,500.00	9,500.00	100.00
411099-000	Total Administrative Salaries	264,637.27	187,011.00	(77,626.27)	-41.51	2,241,208.67	2,148,854.00	(92,354.67)	-4.30
413000-000	Legal Expense								
413001-000	Legal Expense	1,704.70	913.00	(791.70)	-86.71	27,322.96	17,876.00	(9,446.96)	-52.85
413003-000	Credit Reports	715.00	324.00	(391.00)	-120.68	14,158.70	3,701.00	(10,457.70)	-282.56
413100-000	Total Legal Expense	2,419.70	1,237.00	(1,182.70)	-95.61	41,481.66	21,577.00	(19,904.66)	-92.25
413900-000	Other Admin Expenses								
414000-000	Staff Training	7,756.80	2,515.00	(5,241.80)	-208.42	39,892.89	26,124.00	(13,768.89)	-52.71
415000-000	Travel	6,621.66	2,197.00	(4,424.66)	-201.40	23,290.51	19,360.00	(3,930.51)	-20.30
417000-000	Bookkeeping Fees	20,055.00	17,794.00	(2,261.00)	-12.71	237,933.50	221,016.00	(16,917.50)	-7.65
417001-000	Bookkeeping Fees-MOD Rehab	1,537.50	1,824.00	286.50	15.71	22,852.50	23,262.00	409.50	1.76
417100-000	Auditing Fees	2,400.00	-	(2,400.00)	N/A	32,915.00	25,120.00	(7,795.00)	-31.03
417200-000	Port Out Admin Fee	760.60	848.00	87.40	10.31	8,219.29	10,004.00	1,784.71	17.84
417300-000	Management Fee	58,287.99	53,836.00	(4,451.99)	-8.27	731,908.78	701,970.00	(29,938.78)	-4.26
417302-000	Asset Management Fee	6,480.00	6,390.00	(90.00)	-1.41	91,280.00	90,200.00	(1,080.00)	-1.20
417303-000	Management Fee- MOD Rehab	2,460.00	2,919.00	459.00	15.72	36,564.00	37,221.00	657.00	1.77
418000-000	Office Rent	11,656.25	12,031.00	374.75	3.11	146,952.90	149,576.00	2,623.10	1.75
418900-000	Total Other Admin Expenses	118,015.80	100,354.00	(17,661.80)	-17.60	1,371,809.37	1,303,853.00	(67,956.37)	-5.21
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	4,771.21	2,040.00	(2,731.21)	-133.88	32,895.08	23,606.00	(9,289.08)	-39.35
419003-000	Printing	2,261.55	-	(2,261.55)	N/A	6,587.30	-	(6,587.30)	N/A
419004-000	Telephone	5,876.59	5,962.00	85.41	1.43	89,613.87	75,327.00	(14,286.87)	-18.97
419005-000	Postage	2,625.48	2,185.00	(440.48)	-20.16	30,582.02	29,628.00	(954.02)	-3.22
419006-000	Forms and Computer Supplies	28.51	176.00	147.49	83.80	4,597.13	2,578.00	(2,019.13)	-78.32
419007-000	Court Costs	480.00	1,286.00	806.00	62.68	13,735.85	15,752.00	2,016.15	12.80
419008-000	Membership and Fees	-	404.00	404.00	100.00	14,265.35	15,957.00	1,691.65	10.60
419009-000	Sundry Miscellaneous	5,890.59	3,412.00	(2,478.59)	-72.64	38,704.24	34,302.00	(4,402.24)	-12.83
419010-000	Newspaper ADS (Advertising)	1,602.51	648.00	(954.51)	-147.30	6,712.66	7,739.00	1,026.34	13.26
419011-000	Sundry Service Contracts	23,656.57	19,419.00	(4,237.57)	-21.82	265,836.60	276,513.00	10,676.40	3.86
419012-000	Software	222.60	451.00	228.40	50.64	890.40	4,051.00	3,160.60	78.02
419017-000	Temporary Administrative Labor	10,014.42	3,232.00	(6,782.42)	-209.85	79,380.47	57,477.00	(21,903.47)	-38.11

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419018-000	False Alarms	-	14.00	14.00	100.00	190.00	288.00	98.00	34.03
419020-000	Bank Fees	275.82	382.00	106.18	27.80	3,816.53	4,751.00	934.47	19.67
419021-000	Discretionary	-	951.48	951.48	100.00	197.04	7,691.00	7,493.96	97.44
419022-000	Other Misc Admin Expenses	111.89	-	(111.89)	N/A	6,531.24	3,500.00	(3,031.24)	-86.61
419100-000	Total Miscellaneous Admin Expenses	57,817.74	40,562.48	(17,255.26)	-42.54	594,535.78	559,160.00	(35,375.78)	-6.33
419900-000	TOTAL ADMINISTRATIVE EXPENSES	442,890.51	329,164.48	(113,726.03)	-34.55	4,249,035.48	4,033,444.00	(215,591.48)	-5.35
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	-	-	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	5,707.00	1,761.00	(3,946.00)	-224.08	23,105.44	20,478.00	(2,627.44)	-12.83
422001-000	Other Tenant Svcs.	375.00	-	(375.00)	N/A	1,812.81	133.00	(1,679.81)	-1,263.02
423000-000	Tenant Services -PH ADD ON	2,388.90	4,957.00	2,568.10	51.81	3,970.63	36,764.00	32,793.37	89.20
423001-000	Tenant Relocation	745.50	108.00	(637.50)	-590.28	9,113.14	8,591.00	(522.14)	-6.08
429900-000	TOTAL TENANT SERVICES EXPENSES	9,216.40	6,826.00	(2,390.40)	-35.02	38,108.00	65,966.00	27,858.00	42.23
430000-000	UTILITIES								
431000-000	Water	856.89	13,784.00	12,927.11	93.78	170,257.62	178,194.00	7,936.38	4.45
432000-000	Electricity	78,484.79	32,821.00	(45,663.79)	-139.13	469,573.95	383,926.00	(85,647.95)	-22.31
433000-000	Gas	7,273.93	19,567.00	12,293.07	62.83	166,440.53	231,065.00	64,624.47	27.97
439000-000	Sewer	329.28	17,315.00	16,985.72	98.10	241,004.63	231,726.00	(9,278.63)	-4.00
439900-000	TOTAL UTILITY EXPENSES	86,944.89	83,487.00	(3,457.89)	-4.14	1,047,276.73	1,024,911.00	(22,365.73)	-2.18
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	36,885.57	25,937.00	(10,948.57)	-42.21	322,187.57	307,657.71	(14,529.86)	-4.72
441002-000	Maintenance: Overtime	2,737.18	142.00	(2,595.18)	-1,827.59	23,303.91	11,376.00	(11,927.91)	-104.85
441003-000	Maintenance: Employer FICA/SUI	2,627.89	2,649.00	21.11	0.80	29,058.30	30,212.00	1,153.70	3.82
441004-000	Temp Maintenance Labor	928.00	448.00	(480.00)	-107.14	43,355.26	37,358.00	(5,997.26)	-16.05
441005-000	Maintenance: Employee Benefits	6,286.21	7,756.00	1,469.79	18.95	79,923.08	86,965.00	7,041.92	8.10
441100-000	Maintenance Uniforms	52.26	-	(52.26)	N/A	176.42	36.00	(140.42)	-390.06
441200-000	Vehicle Repair	3,805.18	3,423.00	(382.18)	-11.17	34,565.50	34,507.00	(58.50)	-0.17
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	9,999.00	9,999.00	100.00
441300-000	Gasoline Purchases	1,765.78	3,802.00	2,036.22	53.56	20,413.96	33,383.00	12,969.04	38.85
441900-000	Total General Maint Expense	55,088.07	45,268.00	(9,820.07)	-21.69	552,984.00	551,493.71	(1,490.29)	-0.27
442000-000	Materials								
442002-000	Appliance-Maint Materials	86,978.23	84,642.00	(2,336.23)	-2.76	97,389.31	103,765.00	6,375.69	6.14
442003-000	Painting-Maint Materials	2,667.47	3,699.00	1,031.53	27.89	15,592.09	27,601.00	12,008.91	43.51
442004-000	Electrical-Maint Materials	1,248.48	859.00	(389.48)	-45.34	15,290.67	16,935.00	1,644.33	9.71
442005-000	Heating/AC-Maint Materials	1,633.59	2,333.00	699.41	29.98	27,291.34	24,911.00	(2,380.34)	-9.56
442006-000	Janitorial Supplies	547.79	685.00	137.21	20.03	5,593.69	7,660.00	2,066.31	26.98
442007-000	After Hours Work	-	1,164.00	1,164.00	100.00	-	8,464.00	8,464.00	100.00

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442008-000	Plumbing-Maint Materials	2,193.51	1,878.00	(315.51)	-16.80	40,383.12	30,092.00	(10,291.12)	-34.20
442009-000	Hand Tools-Maint Materials	296.15	184.00	(112.15)	-60.95	3,033.87	1,906.00	(1,127.87)	-59.17
442010-000	Maintenance Materials	8,720.18	7,103.00	(1,617.18)	-22.77	118,936.16	101,581.00	(17,355.16)	-17.08
442011-000	Safety equipment/shoes	13.94	411.00	397.06	96.61	2,474.07	3,258.00	783.93	24.06
442900-000	Total Materials	104,299.34	102,958.00	(1,341.34)	-1.30	325,984.32	326,173.00	188.68	0.06
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	55.00	127.00	72.00	56.69	42,850.89	25,172.00	(17,678.89)	-70.23
443002-000	Extermination Contract	3,879.00	3,325.00	(554.00)	-16.66	47,974.00	59,195.00	11,221.00	18.96
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	695.00	200.34	28.83
443005-000	Unit Turnaround-Contract	17,786.76	9,456.00	(8,330.76)	-88.10	233,869.37	220,622.00	(13,247.37)	-6.00
443006-000	Electrical-Contract	315.00	6,038.00	5,723.00	94.78	1,905.46	43,168.00	41,262.54	95.59
443007-000	Disposal Contract	10,480.48	6,584.00	(3,896.48)	-59.18	55,781.84	78,394.00	22,612.16	28.84
443009-000	Landscaping-Contract	18,585.50	15,425.00	(3,160.50)	-20.49	247,856.90	219,680.00	(28,176.90)	-12.83
443010-000	Contract:	145.00	-	(145.00)	N/A	3,239.14	-	(3,239.14)	N/A
443011-000	Heating/AC-Contract	8,174.41	4,656.00	(3,518.41)	-75.57	36,719.61	54,095.00	17,375.39	32.12
443013-000	Contract: Uniform Rental	715.80	282.00	(433.80)	-153.83	14,163.05	7,328.19	(6,834.86)	-93.27
443015-000	Janitorial-Contract	9,599.42	1,199.00	(8,400.42)	-700.62	24,124.05	15,243.00	(8,881.05)	-58.26
443017-000	Elevator-Contract	6,969.00	3,045.00	(3,924.00)	-128.87	31,003.85	31,681.00	677.15	2.14
443018-000	Plumbing-Contract	21,915.57	2,801.00	(19,114.57)	-682.42	107,426.38	66,795.00	(40,631.38)	-60.83
443019-000	Miscellaneous Contracts	24,426.73	367.00	(24,059.73)	-6,555.78	67,427.54	12,395.00	(55,032.54)	-443.99
443023-000	Contract: Consultants	11,788.40	20,664.00	8,875.60	42.95	311,254.59	290,371.00	(20,883.59)	-7.19
443099-000	Maintenance Misc-Contracts	9,490.48	10,591.00	1,100.52	10.39	83,074.13	108,874.00	25,799.87	23.70
443900-000	Total Contract Costs	144,326.55	84,560.00	(59,766.55)	-70.68	1,309,165.46	1,233,708.19	(75,457.27)	-6.12
449900-000	TOTAL MAINTENANCE EXPENSES	303,713.96	232,786.00	(70,927.96)	-30.47	2,188,133.78	2,111,374.90	(76,758.88)	-3.64
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	5,524.86	15,739.00	10,214.14	64.90	172,668.28	193,046.00	20,377.72	10.56
451100-000	Property Tax	-	-	-	N/A	46,444.04	36,698.00	(9,746.04)	-26.56
452100-000	Workers Comp Insurance	5,821.82	6,269.00	447.18	7.13	73,495.12	74,907.00	1,411.88	1.88
452205-000	Vendor Fee-Face Forward	53.00	-	(53.00)	N/A	53.00	-	(53.00)	N/A
452500-000	Relocation exp-	280.50	-	(280.50)	N/A	99,151.67	80,805.00	(18,346.67)	-22.70
452501-000	Recruiters fee	21,800.00	-	(21,800.00)	N/A	21,800.00	-	(21,800.00)	N/A
453010-000	SHA-Board/Commissioner exp	2,516.37	1,399.00	(1,117.37)	-79.87	9,743.32	15,002.00	5,258.68	35.05
457000-000	Bad Debt-Tenant Rents	17,169.21	714.00	(16,455.21)	-2,304.65	70,968.37	24,112.00	(46,856.37)	-194.33
458000-000	All Protective Services	1,008.00	2,950.00	1,942.00	65.83	22,585.44	31,934.90	9,349.46	29.28
459900-000	TOTAL GENERAL EXPENSES	54,173.76	27,071.00	(27,102.76)	-100.12	516,909.24	456,504.90	(60,404.34)	-13.23
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	951,808.00	862,811.00	(88,997.00)	-10.31	10,824,782.00	10,210,346.00	(614,436.00)	-6.02
471501-000	Tenant Utility Payments	35,972.00	33,210.00	(2,762.00)	-8.32	408,061.00	401,351.00	(6,710.00)	-1.67
471502-000	Portable Out HAP Payments	15,289.00	29,433.00	14,144.00	48.05	204,815.00	305,154.00	100,339.00	32.88

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
471503-000	FSS Escrow Payments	3,435.00	4,214.00	779.00	18.49	34,064.00	47,635.00	13,571.00	28.49
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,006,504.00	929,668.00	(76,836.00)	-8.26	11,471,722.00	10,964,486.00	(507,236.00)	-4.63
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	228.84	-	(228.84)	N/A	2,648.93	-	(2,648.93)	N/A
485500-000	Interest Expense-Mortgage Payable	(209.24)	-	209.24	N/A	(51.44)	-	51.44	N/A
489900-000	TOTAL FINANCING EXPENSES	19.60	-	(19.60)	N/A	2,597.49	-	(2,597.49)	N/A
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,903,463.12</b>	<b>1,609,002.48</b>	<b>(294,460.64)</b>	<b>-18.30%</b>	<b>19,513,782.72</b>	<b>18,656,686.80</b>	<b>(857,095.92)</b>	<b>-4.59%</b>
500000-000	NON-OPERATING ITEMS								
523000-000	Gain/Loss on Sale of Fixed Assets	(2,790,186.00)	-	2,790,186.00	N/A	9,563,487.19	-	(9,563,487.19)	N/A
523200-000	Gain/Loss from Sale Disposition of Real Property	(59,316.31)	-	59,316.31	N/A	(403,318.63)	(50,243.00)	353,075.63	702.74
523401-000	Bedbug expense	695.00	1,212.00	517.00	42.66	7,120.00	19,432.00	12,312.00	63.36
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	-	299,999.00	299,999.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	92,127.08	90,309.72	(1,817.36)	-2.01	738,953.06	720,615.76	(18,337.30)	-2.54
523406-000	Mold Assessment and Abatement	-	-	-	N/A	29,269.10	-	(29,269.10)	N/A
523407-000	Donation (NET) -Fatherhood	-	-	-	N/A	2,027.30	-	(2,027.30)	N/A
523408-000	Roof Replacement	-	-	-	N/A	76,666.48	-	(76,666.48)	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	(97,253.00)	-	97,253.00	N/A	(853,406.00)	-	853,406.00	N/A
523410-000	Pinnacle shortfall	5,125.92	-	(5,125.92)	N/A	114,452.94	-	(114,452.94)	N/A
523412-000	Prince Hall units renovation	-	-	-	N/A	5,899.88	-	(5,899.88)	N/A
523413-000	Appliances Replacement	202,825.71	-	(202,825.71)	N/A	202,825.71	-	(202,825.71)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(2,645,981.60)	134,378.72	2,780,360.32	2,069.05	9,483,984.50	989,810.76	(8,494,173.74)	-858.16
900000-000	<b>NET INCOME</b>	<b>2,303,565.50</b>	<b>(146,215.98)</b>	<b>2,449,781.48</b>	<b>-1675.45%</b>	<b>(7,010,415.32)</b>	<b>1,771,659.70</b>	<b>(8,782,075.02)</b>	<b>-495.70%</b>
	<b>PROOF</b>								
	Sec 8 All	(27,896.31)				722,917.88			
	Conventional PH	2,511,627.18				(9,270,258.49)			
	COCC	(87,953.61)				1,041,479.97			
	JC BULL	(82,754.06)				294,576.70			
		2,313,023.20				(7,211,283.94)			
	025-bac	(6,972.98)				215,431.53			
	Appian	(755.23)				(23,263.12)			
	Liberty	(1,729.49)				8,700.21			
		2,303,565.50				(7,010,415.32)			
		-	checked			-	checked		

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

September 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	95,545.95	99,197.00	(3,651.05)	-3.68	1,322,129.37	1,335,340.00	(13,210.63)	-0.99
311201-000	Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311400-000	Less: Non Move Out Refunds	(154.98)	-	(154.98)	N/A	(159.98)	-	(159.98)	N/A
311900-000	Total Rental Income	95,390.97	99,197.00	(3,806.03)	-3.84	1,314,606.39	1,327,977.00	(13,370.61)	-1.01
312000-000	Other Tenant Income								
312002-000	Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000	Damages	1,858.50	917.00	941.50	102.67	31,629.99	17,461.00	14,168.99	81.15
312004-000	Late Charges	1,380.00	839.00	541.00	64.48	20,044.44	15,171.00	4,873.44	32.12
312005-000	Legal Fees - Tenant	600.00	429.00	171.00	39.86	12,480.00	10,252.00	2,228.00	21.73
312006-000	NSF Charges	50.00	-	50.00	N/A	720.00	100.00	620.00	620.00
312007-000	Tenant Owed Utilities - Excess	8,583.15	8,134.00	449.15	5.52	84,716.39	79,048.00	5,668.39	7.17
312009-000	Misc. Tenant Income	787.30	-	787.30	N/A	5,514.15	1,822.00	3,692.15	202.64
312010-000	Maintenance Charges	50.00	-	50.00	N/A	242.50	-	242.50	N/A
312900-000	Total Other Tenant Income	13,308.95	10,319.00	2,989.95	28.98	155,547.47	124,054.00	31,493.47	25.39
319900-000	NET TENANT INCOME	108,699.92	109,516.00	(816.08)	-0.75	1,470,153.86	1,452,031.00	18,122.86	1.25
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	233,887.00	308,132.22	(74,245.22)	-24.10	3,285,561.02	3,522,294.26	(236,733.24)	-6.72
340111-000	Pet Fee Income	129.00	-	129.00	N/A	1,623.00	755.00	868.00	114.97
349900-000	TOTAL GRANT INCOME	234,016.00	308,132.22	(74,116.22)	-24.05	3,287,184.02	3,523,049.26	(235,865.24)	-6.69
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	145.80	358.00	(212.20)	-59.27	194,945.46	24,567.00	170,378.46	693.53
365002-000	Bad Debt Recovery	1,054.00	-	1,054.00	N/A	47,819.69	10,065.00	37,754.69	375.11
369900-000	TOTAL OTHER INCOME	1,199.80	358.00	841.80	235.14	242,765.15	34,632.00	208,133.15	600.99
399900-000	TOTAL INCOME	343,915.72	418,006.22	(74,090.50)	-17.72	5,000,103.03	5,009,712.26	(9,609.23)	-0.19
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	62,356.12	31,656.00	(30,700.12)	-96.98	455,214.32	383,632.00	(71,582.32)	-18.66
411002-000	Administrative Overtime	1,735.26	-	(1,735.26)	N/A	7,808.36	2,941.00	(4,867.36)	-165.50
411003-000	Administrative: Employer FICA/SUI	5,028.12	3,844.00	(1,184.12)	-30.80	40,399.58	40,529.00	129.42	0.32
411004-000	Administrative: Employee Benefits	11,099.32	8,058.00	(3,041.32)	-37.74	100,464.53	89,422.00	(11,042.53)	-12.35
411006-000	Administrative: Emp Incentive	429.00	-	(429.00)	N/A	982.50	-	(982.50)	N/A
411099-000	Total Administrative Salaries	80,647.82	43,558.00	(37,089.82)	-85.15	604,869.29	516,524.00	(88,345.29)	-17.10
413000-000	Legal Expense								
413001-000	Legal Expense	30.00	71.00	41.00	57.75	5,260.88	1,017.00	(4,243.88)	-417.29
413003-000	Credit Reports	617.00	227.00	(390.00)	-171.81	7,354.07	2,799.00	(4,555.07)	-162.74



**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413100-000	Total Legal Expense	647.00	298.00	(349.00)	-117.11	12,614.95	3,816.00	(8,798.95)	-230.58
413900-000	Other Admin Expenses								
414000-000	Staff Training	6,027.88	1,530.00	(4,497.88)	-293.98	11,135.38	13,553.00	2,417.62	17.84
415000-000	Travel	1,079.98	856.00	(223.98)	-26.17	2,977.65	6,160.00	3,182.35	51.66
417000-000	Bookkeeping Fees	3,637.50	3,569.00	(68.50)	-1.92	50,347.50	50,311.00	(36.50)	-0.07
417100-000	Auditing Fees	-	-	-	N/A	6,127.00	5,870.00	(257.00)	-4.38
417300-000	Management Fee	26,282.15	25,787.00	(495.15)	-1.92	363,777.47	362,507.00	(1,270.47)	-0.35
417302-000	Asset Management Fee	5,070.00	5,070.00	-	0.00	74,360.00	74,360.00	-	0.00
418900-000	Total Other Admin Expenses	42,097.51	36,812.00	(5,285.51)	-14.36	508,725.00	512,761.00	4,036.00	0.79
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,596.05	421.00	(1,175.05)	-279.11	9,341.65	6,162.00	(3,179.65)	-51.60
419003-000	Printing	393.67	-	(393.67)	N/A	1,450.53	-	(1,450.53)	N/A
419004-000	Telephone	2,119.11	1,761.00	(358.11)	-20.34	34,087.00	28,330.00	(5,757.00)	-20.32
419005-000	Postage	962.25	414.00	(548.25)	-132.43	1,250.64	2,869.00	1,618.36	56.41
419006-000	Forms and Computer Supplies	28.51	120.00	91.49	76.24	273.78	959.00	685.22	71.45
419007-000	Court Costs	480.00	1,016.00	536.00	52.76	13,200.85	13,617.00	416.15	3.06
419008-000	Membership and Fees	-	219.00	219.00	100.00	75.00	1,770.00	1,695.00	95.76
419009-000	Sundry Miscellaneous	1,242.67	2,031.00	788.33	38.81	10,925.46	17,958.00	7,032.54	39.16
419010-000	Newspaper ADS (Advertising)	1,099.79	151.00	(948.79)	-628.34	3,788.98	2,487.00	(1,301.98)	-52.35
419011-000	Sundry Service Contracts	9,894.77	5,668.00	(4,226.77)	-74.57	89,535.79	82,006.00	(7,529.79)	-9.18
419017-000	Temporary Administrative Labor	-	492.00	492.00	100.00	15,042.96	17,620.00	2,577.04	14.63
419018-000	False Alarms	-	14.00	14.00	100.00	180.00	278.00	98.00	35.25
419021-000	Discretionary	-	427.48	427.48	100.00	-	2,986.00	2,986.00	100.00
419100-000	Total Miscellaneous Admin Expenses	17,816.82	12,734.48	(5,082.34)	-39.91	179,152.64	177,042.00	(2,110.64)	-1.19
419900-000	TOTAL ADMINISTRATIVE EXPENSES	141,209.15	93,402.48	(47,806.67)	-51.18	1,305,361.88	1,210,143.00	(95,218.88)	-7.87
420000-000	TENANT SERVICES								
422000-000	Tenant Services	1,400.00	1,626.00	226.00	13.90	10,745.92	16,079.00	5,333.08	33.17
422001-000	Other Tenant Svcs.	300.00	-	(300.00)	N/A	1,632.81	133.00	(1,499.81)	-1,127.68
423000-000	Tenant Services -PH ADD ON	1,963.90	4,717.00	2,753.10	58.37	2,695.63	34,049.00	31,353.37	92.08
423001-000	Tenant Relocation	-	-	-	N/A	7,995.64	7,415.00	(580.64)	-7.83
429900-000	TOTAL TENANT SERVICES EXPENSES	3,663.90	6,343.00	2,679.10	42.24	23,070.00	57,676.00	34,606.00	60.00
430000-000	UTILITIES								
431000-000	Water	383.99	10,825.00	10,441.01	96.45	148,697.70	149,197.00	499.30	0.33
432000-000	Electricity	64,300.68	26,930.00	(37,370.68)	-138.77	370,792.45	320,923.00	(49,869.45)	-15.54
433000-000	Gas	5,309.12	14,623.00	9,313.88	63.69	124,022.47	178,358.00	54,335.53	30.46
439000-000	Sewer	117.03	13,559.00	13,441.97	99.14	214,701.56	197,230.00	(17,471.56)	-8.86
439900-000	TOTAL UTILITY EXPENSES	70,110.82	65,937.00	(4,173.82)	-6.33	858,214.18	845,708.00	(12,506.18)	-1.48
440000-000	MAINTENANCE AND OPERATIONS								

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440099-000	General Maint Expense								
441000-000	Labor Maintenance	30,139.85	21,767.00	(8,372.85)	-38.47	268,376.65	261,131.71	(7,244.94)	-2.77
441002-000	Maintenance: Overtime	2,542.16	69.00	(2,473.16)	-3,584.29	22,629.90	10,831.00	(11,798.90)	-108.94
441003-000	Maintenance: Employer FICA/SUI	2,327.27	2,340.00	12.73	0.54	24,721.33	26,571.00	1,849.67	6.96
441004-000	Temp Maintenance Labor	832.00	448.00	(384.00)	-85.71	39,715.96	37,358.00	(2,357.96)	-6.31
441005-000	Maintenance: Employee Benefits	6,286.22	6,943.00	656.78	9.46	73,930.10	78,840.00	4,909.90	6.23
441100-000	Maintenance Uniforms	52.26	-	(52.26)	N/A	166.47	36.00	(130.47)	-362.42
441200-000	Vehicle Repair	342.84	397.00	54.16	13.64	11,944.19	5,993.00	(5,951.19)	-99.30
441300-000	Gasoline Purchases	649.45	848.00	198.55	23.41	9,147.28	9,274.00	126.72	1.37
441900-000	Total General Maint Expense	43,172.05	32,812.00	(10,360.05)	-31.57	450,631.88	430,034.71	(20,597.17)	-4.79
442000-000	Materials								
442002-000	Appliance-Maint Materials	-	2,640.00	2,640.00	100.00	9,701.66	20,898.00	11,196.34	53.58
442003-000	Painting-Maint Materials	2,772.06	3,628.00	855.94	23.59	14,648.06	27,104.00	12,455.94	45.96
442004-000	Electrical-Maint Materials	1,352.72	677.00	(675.72)	-99.81	13,614.78	15,439.00	1,824.22	11.82
442005-000	Heating/AC-Maint Materials	1,122.24	1,619.00	496.76	30.68	24,948.29	18,729.00	(6,219.29)	-33.21
442006-000	Janitorial Supplies	547.79	363.00	(184.79)	-50.91	5,143.18	4,536.00	(607.18)	-13.39
442007-000	After Hours Work	-	954.00	954.00	100.00	-	6,660.00	6,660.00	100.00
442008-000	Plumbing-Maint Materials	2,170.74	1,679.00	(491.74)	-29.29	19,438.79	20,673.00	1,234.21	5.97
442009-000	Hand Tools-Maint Materials	296.15	184.00	(112.15)	-60.95	2,732.11	1,906.00	(826.11)	-43.34
442010-000	Maintenance Materials	6,860.13	5,120.00	(1,740.13)	-33.99	101,401.15	83,506.00	(17,895.15)	-21.43
442011-000	Safety equipment/shoes	13.94	86.00	72.06	83.79	2,324.07	1,058.00	(1,266.07)	-119.67
442900-000	Total Materials	15,135.77	16,950.00	1,814.23	10.70	193,952.09	200,509.00	6,556.91	3.27
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	71.00	71.00	100.00	10,366.67	933.00	(9,433.67)	-1,011.11
443002-000	Extermination Contract	3,879.00	2,806.00	(1,073.00)	-38.24	44,112.00	54,287.00	10,175.00	18.74
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	695.00	200.34	28.83
443005-000	Unit Turnaround-Contract	15,236.00	8,353.00	(6,883.00)	-82.40	216,723.05	211,002.00	(5,721.05)	-2.71
443006-000	Electrical-Contract	315.00	5,824.00	5,509.00	94.59	1,905.46	41,670.00	39,764.54	95.43
443007-000	Disposal Contract	8,464.48	5,050.00	(3,414.48)	-67.61	47,308.47	64,662.00	17,353.53	26.84
443009-000	Landscaping-Contract	13,349.50	11,433.00	(1,916.50)	-16.76	189,269.88	172,848.00	(16,421.88)	-9.50
443010-000	Contract:	145.00	-	(145.00)	N/A	3,239.14	-	(3,239.14)	N/A
443011-000	Heating/AC-Contract	8,167.80	4,370.00	(3,797.80)	-86.91	26,079.65	38,838.00	12,758.35	32.85
443013-000	Contract: Uniform Rental	571.97	81.00	(490.97)	-606.14	11,025.66	4,728.19	(6,297.47)	-133.19
443015-000	Janitorial-Contract	7,999.42	-	(7,999.42)	N/A	9,705.59	-	(9,705.59)	N/A
443017-000	Elevator-Contract	6,969.00	3,045.00	(3,924.00)	-128.87	31,003.85	31,681.00	677.15	2.14
443018-000	Plumbing-Contract	20,765.57	2,159.00	(18,606.57)	-861.81	76,604.38	32,783.00	(43,821.38)	-133.67
443019-000	Miscellaneous Contracts	2,479.54	224.00	(2,255.54)	-1,006.94	29,623.67	9,394.00	(20,229.67)	-215.35
443023-000	Contract: Consultants	-	272.00	272.00	100.00	9,940.73	4,662.00	(5,278.73)	-113.23
443099-000	Maintenance Misc-Contracts	3,136.35	9,449.00	6,312.65	66.81	67,065.32	99,334.00	32,268.68	32.48
443900-000	Total Contract Costs	91,478.63	53,137.00	(38,341.63)	-72.16	774,468.18	767,517.19	(6,950.99)	-0.91
449900-000	TOTAL MAINTENACE EXPENSES	149,786.45	102,899.00	(46,887.45)	-45.57	1,419,052.15	1,398,060.90	(20,991.25)	-1.50

SPARTANBURG HOUSING AUTHORITY									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
September 30, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	895.16	4,504.00	3,608.84	80.13	44,487.36	55,292.00	10,804.64	19.54
451100-000	Property Tax	-	-	-	N/A	27,688.00	27,688.00	-	0.00
452100-000	Workers Comp Insurance	1,857.51	2,056.00	198.49	9.65	23,817.40	24,795.00	977.60	3.94
452205-000	Vendor Fee-Face Forward	53.00	-	(53.00)	N/A	53.00	-	(53.00)	N/A
452500-000	Relocation exp-	-	-	-	N/A	376.00	-	(376.00)	N/A
457000-000	Bad Debt-Tenant Rents	16,913.07	714.00	(16,199.07)	-2,268.78	67,439.49	24,112.00	(43,327.49)	-179.69
471503-000	FSS Escrow Payments	646.00	103.00	(543.00)	-527.18	11,511.00	10,360.00	(1,151.00)	-11.11
458000-000	All Protective Services	1,008.00	2,885.00	1,877.00	65.06	22,479.44	31,373.90	8,894.46	28.35
459900-000	TOTAL GENERAL EXPENSES	21,372.74	10,262.00	(11,110.74)	-108.27%	197,851.69	173,620.90	(24,230.79)	-13.96%
	<b>TOTAL OPERATING EXPENSES</b>	<b>386,143.06</b>	<b>278,843.48</b>	<b>(107,299.58)</b>	<b>-38.48%</b>	<b>3,803,549.90</b>	<b>3,685,208.80</b>	<b>(118,341.10)</b>	<b>-3.21%</b>
500000-000	NON-OPERATING ITEMS								
523000-000	Gain/Loss on Sale of Fixed Assets	(2,790,186.00)	-	2,790,186.00	N/A	9,563,487.19	-	(9,563,487.19)	N/A
523200-000	Gain/Loss from Sale Disposition of Real Property	(59,316.31)	-	59,316.31	N/A	(153,479.80)	(45,947.00)	107,532.80	234.04
523401-000	Bedbug expense	695.00	1,212.00	517.00	42.66	3,190.00	15,502.00	12,312.00	79.42
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	299,999.00	299,999.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	92,127.08	90,309.72	(1,817.36)	-2.01	738,953.06	720,615.76	(18,337.30)	-2.54
523406-000	Mold Assessment and Abatement	-	-	-	N/A	29,269.10	-	(29,269.10)	N/A
523408-000	Roof Replacement	-	-	-	N/A	76,666.48	-	(76,666.48)	N/A
523412-000	Prince Hall units renovation	-	-	-	N/A	5,899.88	-	(5,899.88)	N/A
523413-000	Appliances Replacement	202,825.71	-	(202,825.71)	N/A	202,825.71	-	(202,825.71)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(2,553,854.52)	134,378.72	2,688,233.24	2,000.49	10,466,811.62	990,169.76	(9,476,641.86)	-957.07
900000-000	<b>NET INCOME</b>	<b>2,511,627.18</b>	<b>4,784.02</b>	<b>2,506,843.16</b>	<b>52400.35%</b>	<b>(9,270,258.49)</b>	<b>334,333.70</b>	<b>(9,604,592.19)</b>	<b>-2872.76%</b>
990002-000	Equity Transfers Out (IN)	4,404,405.35	-	(4,404,405.35)	N/A	4,172,739.02	(306,978.00)	(4,479,717.02)	-1,459.30

**SPARTANBURG HOUSING AUTHORITY**  
**CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

September 30, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
PROOF:								
Appian ( Not PH)	-				-			
Archibald hi-Rise	(105,427.94)				(129,012.25)			
Archibald Village	(6,305.83)				4,966.89			
Cammie Clagget	(7,968.02)				350,522.10			
Camp Croft	(38,735.58)				27,836.28			
Prince Hall	(72,294.98)				(35,012.96)			
Scattered Sites	51,653.37				104,375.56			
Victoria Gardens	(96,054.74)				(91,493.90)			
Cambridge Place	1,655.30				20,650.37			
Sub-total	(273,478.42)				252,832.09			
RAD SITES:								
Tobias	228,886.64				(5,647,847.90)			
Ellen C. Watson	17,886.70				(768,009.86)			
Frank Gooch	(17,570.10)				(324,696.86)			
JC Anderson	2,689,570.82				(1,010,038.51)			
Barksdale	63,713.73				(650,307.19)			
Leland	(168,931.25)				(865,091.35)			
Spruce	(28,450.94)				(257,098.91)			
Sub-total ( Oct 2015-Aug 2016 )	2,785,105.60				(9,523,090.58)			
Grand total	2,511,627.18				(9,270,258.49)			
	-	check			-	check		

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	67,227.99	61,315.00	5,912.99	9.64	868,152.78	798,421.00	69,731.78	8.73
362001-000	Bookkeeping fee income	21,592.50	19,565.00	2,027.50	10.36	259,800.00	241,486.00	18,314.00	7.58
365000-000	Miscellaneous Other Income	16,648.50	26,121.00	(9,472.50)	-36.26	2,034,410.18	2,070,937.00	(36,526.82)	-1.76
369900-000	TOTAL OTHER INCOME	105,468.99	107,001.00	(1,532.01)	-1.43	3,162,362.96	3,110,844.00	51,518.96	1.66
399900-000	TOTAL INCOME	105,468.99	107,001.00	(1,532.01)	-1.43	3,162,362.96	3,110,844.00	51,518.96	1.66
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	79,814.65	67,472.00	(12,342.65)	-18.29	743,036.28	768,615.00	25,578.72	3.33
411002-000	Administrative Overtime	-	56.00	56.00	100.00	4,730.35	1,227.00	(3,503.35)	-285.52
411003-000	Administrative: Employer FICA/SUI	5,982.54	5,398.00	(584.54)	-10.83	69,966.64	66,995.00	(2,971.64)	-4.44
411004-000	Administrative: Employee Benefits	13,598.80	9,664.00	(3,934.80)	-40.72	147,294.19	128,536.00	(18,758.19)	-14.59
411005-000	Administrative: Retirees Medical ER share	2,952.52	1,903.00	(1,049.52)	-55.15	36,021.73	24,508.00	(11,513.73)	-46.98
411006-000	Administrative: Emp Incentive	(1,319.10)	2,112.00	3,431.10	162.46	11,645.43	19,500.00	7,854.57	40.28
411099-000	Total Administrative Salaries	101,029.41	86,605.00	(14,424.41)	-16.66	1,012,694.62	1,009,381.00	(3,313.62)	-0.33
413000-000	Legal Expense								
413001-000	Legal Expense	1,674.70	624.00	(1,050.70)	-168.38	15,348.33	10,000.00	(5,348.33)	-53.48
413003-000	Credit Reports	98.00	16.00	(82.00)	-512.50	578.87	196.00	(382.87)	-195.34
413100-000	Total Legal Expense	1,772.70	640.00	(1,132.70)	-176.98	15,927.20	10,196.00	(5,731.20)	-56.21
413900-000	Other Admin Expenses								
414000-000	Staff Training	644.91	361.00	(283.91)	-78.65	18,363.18	7,499.00	(10,864.18)	-144.88
415000-000	Travel	3,889.52	890.00	(2,999.52)	-337.02	13,709.88	9,697.00	(4,012.88)	-41.38
417100-000	Auditing Fees	2,400.00	-	(2,400.00)	N/A	7,954.00	5,400.00	(2,554.00)	-47.30
418000-000	Office Rent	8,156.25	8,157.00	0.75	0.01	107,043.55	107,048.00	4.45	0.00
418900-000	Total Other Admin Expenses	15,090.68	9,408.00	(5,682.68)	-60.40	147,070.61	129,644.00	(17,426.61)	-13.44
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	2,625.20	1,056.00	(1,569.20)	-148.60	9,756.50	10,503.00	746.50	7.11
419003-000	Printing	546.84	-	(546.84)	N/A	2,266.04	-	(2,266.04)	N/A
419004-000	Telephone	1,816.30	1,760.00	(56.30)	-3.20	34,747.94	23,998.00	(10,749.94)	-44.80
419005-000	Postage	850.91	729.00	(121.91)	-16.72	9,445.76	10,000.00	554.24	5.54
419006-000	Forms and Computer Supplies	-	56.00	56.00	100.00	2,525.51	504.00	(2,021.51)	-401.09
419008-000	Membership and Fees	-	-	-	N/A	12,520.35	12,004.00	(516.35)	-4.30
419009-000	Sundry Miscellaneous	3,277.07	518.00	(2,759.07)	-532.64	20,198.60	6,999.00	(13,199.60)	-188.59
419010-000	Newspaper ADS (Advertising)	216.69	497.00	280.31	56.40	2,268.20	5,000.00	2,731.80	54.64
419011-000	Sundry Service Contracts	5,095.75	7,564.00	2,468.25	32.63	115,265.26	127,003.00	11,737.74	9.24

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419012-000	Software	222.60	112.00	(110.60)	-98.75	890.40	1,000.00	109.60	10.96
419017-000	Temporary Administrative Labor	6,874.88	1,556.00	(5,318.88)	-341.83	51,914.48	21,652.00	(30,262.48)	-139.77
419020-000	Bank Fees	275.82	329.00	53.18	16.16	1,971.44	3,508.00	1,536.56	43.80
419021-000	Discretionary	-	495.00	495.00	100.00	197.04	4,502.00	4,304.96	95.62
419022-000	Other Misc Admin Expenses	111.89	-	(111.89)	N/A	6,531.24	3,500.00	(3,031.24)	-86.61
419100-000	Total Miscellaneous Admin Expenses	21,913.95	14,672.00	(7,241.95)	-49.36	270,498.76	230,173.00	(40,325.76)	-17.52
419900-000	TOTAL ADMINISTRATIVE EXPENSES	139,806.74	111,325.00	(28,481.74)	-25.58	1,446,191.19	1,379,394.00	(66,797.19)	-4.84
430000-000	UTILITIES								
431000-000	Water	265.87	500.00	234.13	46.83	1,062.25	4,500.00	3,437.75	76.39
432000-000	Electricity	2,195.12	1,000.00	(1,195.12)	-119.51	23,978.27	9,000.00	(14,978.27)	-166.43
433000-000	Gas	64.47	300.00	235.53	78.51	1,278.95	2,700.00	1,421.05	52.63
439000-000	Sewer	-	500.00	500.00	100.00	103.46	4,500.00	4,396.54	97.70
439900-000	TOTAL UTILITY EXPENSES	2,525.46	2,300.00	(225.46)	-9.80	26,422.93	20,700.00	(5,722.93)	-27.65
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441100-000	Maintenace Uniforms	-	-	-	N/A	9.59	-	(9.59)	N/A
441200-000	Vehicle Repair	3,335.87	2,396.00	(939.87)	-39.23	17,592.69	22,007.00	4,414.31	20.06
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	9,999.00	9,999.00	100.00
441300-000	Gasoline Purchases	860.50	2,315.00	1,454.50	62.83	8,001.27	18,833.00	10,831.73	57.51
441900-000	Total General Maint Expense	4,196.37	5,822.00	1,625.63	27.92	25,603.55	50,839.00	25,235.45	49.64
442000-000	Materials								
442003-000	Painting-Maint Materials	(104.59)	-	104.59	N/A	126.47	-	(126.47)	N/A
442004-000	Electrical-Maint Materials	(141.71)	-	141.71	N/A	1,638.42	-	(1,638.42)	N/A
442006-000	Janitorial Supplies	-	167.00	167.00	100.00	266.38	1,503.00	1,236.62	82.28
442008-000	Plumbing-Maint Materials	22.77	-	(22.77)	N/A	22.77	-	(22.77)	N/A
442009-000	Hand Tools-Maint Materials	-	-	-	N/A	301.76	-	(301.76)	N/A
442010-000	Maintenance Materials	996.91	945.00	(51.91)	-5.49	4,422.60	8,571.00	4,148.40	48.40
442011-000	Safety equipment/shoes	-	200.00	200.00	100.00	-	1,800.00	1,800.00	100.00
442900-000	Total Materials	773.38	1,312.00	538.62	41.05	6,778.40	11,874.00	5,095.60	42.91
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	55.00	-	(55.00)	N/A	27,514.78	18,742.00	(8,772.78)	-46.81
443002-000	Extermination Contract	-	-	-	N/A	85.00	-	(85.00)	N/A
443007-000	Disposal Contract	613.08	389.00	(224.08)	-57.60	3,867.28	3,731.00	(136.28)	-3.65
443009-000	Landscaping-Contract	1,867.00	2,492.00	625.00	25.08	28,518.25	28,803.00	284.75	0.99
443013-000	Contract: Uniform Rental	87.72	140.00	52.28	37.34	1,904.25	1,670.00	(234.25)	-14.03

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443015-000	Janitorial-Contract	1,120.00	1,100.00	(20.00)	-1.82	8,650.96	11,550.00	2,899.04	25.10
443018-000	Plumbing-Contract	-	-	-	N/A	325.00	-	(325.00)	N/A
443019-000	Miscellaneous Contracts	1,123.80	-	(1,123.80)	N/A	16,660.94	2,000.00	(14,660.94)	-733.05
443023-000	Contract: Consultants	11,788.40	20,011.00	8,222.60	41.09	295,355.02	281,054.00	(14,301.02)	-5.09
443099-000	Maintenance Misc-Contracts	133.23	213.00	79.77	37.45	4,205.12	4,447.00	241.88	5.44
443900-000	Total Contract Costs	16,788.23	24,345.00	7,556.77	31.04	387,086.60	351,997.00	(35,089.60)	-9.97
449900-000	TOTAL MAINTENACE EXPENSES	21,757.98	31,479.00	9,721.02	30.88	419,468.55	414,710.00	(4,758.55)	-1.15
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,369.46	5,502.00	3,132.54	56.93	70,952.07	71,804.00	851.93	1.19
452100-000	Workers Comp Insurance	2,366.09	2,494.00	127.91	5.13	30,932.87	30,964.00	31.13	0.10
452500-000	Relocation exp-	280.50	-	(280.50)	N/A	93,344.76	80,805.00	(12,539.76)	-15.52
452501-000	Recruiters fee	21,800.00	-	(21,800.00)	N/A	21,800.00	-	(21,800.00)	N/A
453010-000	SHA-Board/Commissioner exp	2,516.37	1,399.00	(1,117.37)	-79.87	9,743.32	15,002.00	5,258.68	35.05
459900-000	TOTAL GENERAL EXPENSES	29,332.42	9,395.00	(19,937.42)	-212.21	226,773.02	198,575.00	(28,198.02)	-14.20
	<b>TOTAL OPERATING EXPENSES</b>	<b>193,422.60</b>	<b>154,499.00</b>	<b>(38,923.60)</b>	<b>-25.19%</b>	<b>2,118,855.69</b>	<b>2,013,379.00</b>	<b>(105,476.69)</b>	<b>-5.24%</b>
500000-000	NON-OPERATING ITEMS								
523407-000	Donation (NET) -Fatherhood	-	-	-	N/A	2,027.30	-	(2,027.30)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	2,027.30	-	(2,027.30)	N/A
900000-000	NET INCOME	<b>(87,953.61)</b>	<b>(47,498.00)</b>	<b>(40,455.61)</b>	<b>85.17%</b>	<b>1,041,479.97</b>	<b>1,097,465.00</b>	<b>(55,985.03)</b>	<b>-5.10%</b>
	<b>Proof</b>								
	COCC	(97,155.90)				915,963.15			
	LANDSCAPE	9,202.29				125,516.82			
		(87,953.61)				1,041,479.97			
		-	check			-	check		

## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	796,752.00	745,992.00	50,760.00	6.80	9,541,250.00	9,027,418.00	513,832.00	5.69
341002-000	Sec 8 Admin. Fee Inc-HCV	88,795.00	82,831.00	5,964.00	7.20	1,082,241.66	1,010,839.00	71,402.66	7.06
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	3,055.23	-	3,055.23	N/A
341006-000	Port In HAP Earned	(1,119.00)	1,032.00	(2,151.00)	-208.43	39,559.47	20,870.00	18,689.47	89.55
341010-000	Section 8 Admin Fee -Mod Rehab	17,483.00	-	17,483.00	N/A	234,307.00	196,893.00	37,414.00	19.00
341011-000	Mod Rehab- HAP EARNED	114,760.00	159,400.00	(44,640.00)	-28.00	1,712,011.00	2,002,058.00	(290,047.00)	-14.49
349900-000	TOTAL GRANT INCOME	1,016,671.00	989,255.00	27,416.00	2.77	12,612,424.36	12,258,078.00	354,346.36	2.89
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	-	-	-	N/A	4.87	5.00	(0.13)	-2.60
364000-000	Fraud Recovery Income-Admin	934.47	744.00	190.47	25.60	14,191.25	10,877.00	3,314.25	30.47
364001-000	Fraud Recovery - HAP	934.47	778.00	156.47	20.11	14,191.15	11,150.00	3,041.15	27.27
365000-000	Miscellaneous Other Income	-	111.00	(111.00)	-100.00	1,864.00	2,723.00	(859.00)	-31.55
365002-000	Bad Debt Recovery	-	-	-	N/A	387.00	-	387.00	N/A
365003-000	Pinnacle Subsidy for Shortfall	5,125.92	-	5,125.92	N/A	114,452.94	-	114,452.94	N/A
369900-000	TOTAL OTHER INCOME	6,994.86	1,633.00	5,361.86	328.34	145,091.21	24,755.00	120,336.21	486.11
399900-000	TOTAL INCOME	1,023,665.86	990,888.00	32,777.86	3.31	12,757,515.57	12,282,833.00	474,682.57	3.86
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	56,239.75	33,271.00	(22,968.75)	-69.04	411,270.09	389,355.00	(21,915.09)	-5.63
411002-000	Administrative Overtime	272.62	276.00	3.38	1.22	1,224.53	2,388.00	1,163.47	48.72
411003-000	Administrative: Employer FICA/SUI	4,147.59	3,671.00	(476.59)	-12.98	35,674.36	39,314.00	3,639.64	9.26
411004-000	Administrative: Employee Benefits	8,456.04	9,765.00	1,308.96	13.40	85,236.48	98,722.00	13,485.52	13.66
411099-000	Total Administrative Salaries	69,116.00	46,983.00	(22,133.00)	-47.11	533,405.46	529,779.00	(3,626.46)	-0.68
413000-000	Legal Expense								
413001-000	Legal Expense	-	112.00	112.00	100.00	6,708.75	6,055.00	(653.75)	-10.80
413003-000	Credit Reports	-	-	-	N/A	6,082.76	52.00	(6,030.76)	-11,597.62
413100-000	Total Legal Expense	-	112.00	112.00	100.00	12,791.51	6,107.00	(6,684.51)	-109.46
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	383.00	383.00	100.00	7,085.44	3,000.00	(4,085.44)	-136.18
415000-000	Travel	1,137.02	284.00	(853.02)	-300.36	5,834.38	2,000.00	(3,834.38)	-191.72
417000-000	Bookkeeping Fees	15,397.50	13,244.00	(2,153.50)	-16.26	175,218.50	158,933.00	(16,285.50)	-10.25
417001-000	Bookkeeping Fees-MOD Rehab	1,537.50	1,824.00	286.50	15.71	22,852.50	23,262.00	409.50	1.76
417100-000	Auditing Fees	-	-	-	N/A	9,672.00	7,000.00	(2,672.00)	-38.17
417200-000	Port Out Admin Fee	760.60	848.00	87.40	10.31	8,219.29	10,004.00	1,784.71	17.84



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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417300-000	Management Fee	24,636.00	20,958.00	(3,678.00)	-17.55	278,772.00	254,386.00	(24,386.00)	-9.59
417303-000	Management Fee- MOD Rehab	2,460.00	2,919.00	459.00	15.72	36,564.00	37,221.00	657.00	1.77
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	39,909.35	42,528.00	2,618.65	6.16
418900-000	Total Other Admin Expenses	49,428.62	44,334.00	(5,094.62)	-11.49	584,127.46	538,334.00	(45,793.46)	-8.51
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	528.82	333.00	(195.82)	-58.80	12,040.06	4,800.00	(7,240.06)	-150.83
419003-000	Printing	1,256.58	-	(1,256.58)	N/A	2,555.34	-	(2,555.34)	N/A
419004-000	Telephone	1,615.01	1,785.00	169.99	9.52	14,841.31	15,997.00	1,155.69	7.22
419005-000	Postage	787.60	945.00	157.40	16.66	19,770.99	16,000.00	(3,770.99)	-23.57
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,797.84	1,115.00	(682.84)	-61.24
419008-000	Membership and Fees	-	156.00	156.00	100.00	-	1,380.00	1,380.00	100.00
419009-000	Sundry Miscellaneous	891.29	468.00	(423.29)	-90.45	2,813.17	4,996.00	2,182.83	43.69
419010-000	Newspaper ADS (Advertising)	157.66	-	(157.66)	N/A	262.82	100.00	(162.82)	-162.82
419011-000	Sundry Service Contracts	8,114.61	5,496.00	(2,618.61)	-47.65	53,679.16	59,999.00	6,319.84	10.53
419017-000	Temporary Administrative Labor	3,139.54	93.00	(3,046.54)	-3,275.85	6,461.06	3,972.00	(2,489.06)	-62.67
419020-000	Bank Fees	-	53.00	53.00	100.00	1,153.14	1,228.00	74.86	6.10
419100-000	Total Miscellaneous Admin Expenses	16,491.11	9,329.00	(7,162.11)	-76.77	115,374.89	109,587.00	(5,787.89)	-5.28
419900-000	TOTAL ADMINISTRATIVE EXPENSES	135,035.73	100,758.00	(34,277.73)	-34.02	1,245,699.32	1,183,807.00	(61,892.32)	-5.23
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	126.47	69.00	(57.47)	-83.29	3,043.13	2,008.00	(1,035.13)	-51.55
441300-000	Gasoline Purchases	224.53	337.00	112.47	33.37	2,113.74	2,889.00	775.26	26.83
441900-000	Total General Maint Expense	351.00	406.00	55.00	13.55	5,156.87	4,897.00	(259.87)	-5.31
442000-000	Materials								
442006-000	Janitorial Supplies	-	112.00	112.00	100.00	-	1,000.00	1,000.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	112.00	112.00	100.00	3,288.09	1,000.00	(2,288.09)	-228.81
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	480.00	-	(480.00)	N/A	5,767.50	2,888.00	(2,879.50)	-99.71
443019-000	Miscellaneous Contracts	100.00	-	(100.00)	N/A	419.54	-	(419.54)	N/A
443023-000	Contract: Consultants	-	-	-	N/A	5,737.15	1,654.00	(4,083.15)	-246.87
443099-000	Maintenance Misc-Contracts	33.31	-	(33.31)	N/A	491.32	-	(491.32)	N/A
443900-000	Total Contract Costs	613.31	-	(613.31)	N/A	12,796.43	4,542.00	(8,254.43)	-181.74
449900-000	TOTAL MAINTENACE EXPENSES	964.31	518.00	(446.31)	-86.16	21,241.39	10,439.00	(10,802.39)	-103.48
450000-000	GENERAL EXPENSES								

**SPARTANBURG HOUSING AUTHORITY****HCV PROGRAM INCLUDING MOD REHAB****Actual to Budget Variance Comparison****September 30, 2016**

		<b>MTD Actual</b>	<b>MTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
451000-000	General Liability Insurance	595.51	2,941.00	2,345.49	79.75	26,499.78	33,024.00	6,524.22	19.76
452100-000	Workers Comp Insurance	1,235.70	1,337.00	101.30	7.58	14,468.35	14,910.00	441.65	2.96
452500-000	Relocation exp-	-	-	-	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	<b>TOTAL GENERAL EXPENSES</b>	<b>1,831.21</b>	<b>4,278.00</b>	<b>2,446.79</b>	<b>57.19</b>	<b>46,399.04</b>	<b>47,934.00</b>	<b>1,534.96</b>	<b>3.20</b>
470000-000	<b>HOUSING ASSISTANCE PAYMENTS</b>								
471500-000	Housing Assistance Payments	951,808.00	862,811.00	(88,997.00)	-10.31	10,824,782.00	10,210,346.00	(614,436.00)	-6.02
471501-000	Tenant Utility Payments	35,972.00	33,210.00	(2,762.00)	-8.32	408,061.00	401,351.00	(6,710.00)	-1.67
471502-000	Portable Out HAP Payments	15,289.00	29,433.00	14,144.00	48.05	204,815.00	305,154.00	100,339.00	32.88
471503-000	FSS Escrow Payments	2,789.00	4,111.00	1,322.00	32.16	22,553.00	37,275.00	14,722.00	39.50
479900-000	<b>TOTAL HOUSING ASSISTANCE PAYMENTS</b>	<b>1,005,858.00</b>	<b>929,565.00</b>	<b>(76,293.00)</b>	<b>-8.21</b>	<b>11,460,211.00</b>	<b>10,954,126.00</b>	<b>(506,085.00)</b>	<b>-4.62</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,143,689.25</b>	<b>1,035,119.00</b>	<b>(108,570.25)</b>	<b>-10.49%</b>	<b>12,773,550.75</b>	<b>12,196,306.00</b>	<b>(577,244.75)</b>	<b>-4.73%</b>
500000-000	<b>NON-OPERATING ITEMS</b>								
523409-000	RAD SUBSIDY-LIHTC-PBV	(97,253.00)	-	97,253.00	N/A	(853,406.00)	-	853,406.00	N/A
523410-000	Pinnacle shortfall	5,125.92	-	(5,125.92)	N/A	114,452.94	-	(114,452.94)	N/A
599900-000	<b>TOTAL NON-OPERATING ITEMS</b>	<b>(92,127.08)</b>	<b>-</b>	<b>92,127.08</b>	<b>N/A</b>	<b>(738,953.06)</b>	<b>-</b>	<b>738,953.06</b>	<b>N/A</b>
900000-000	<b>NET INCOME</b>	<b>(27,896.31)</b>	<b>(44,231.00)</b>	<b>16,334.69</b>	<b>-36.9%</b>	<b>722,917.88</b>	<b>86,527.00</b>	<b>636,390.88</b>	<b>735.5%</b>
	PROOF:								
	HAP	(424.53)				520,612.77			
	HAP ADMIN	(23,220.25)				18,105.02			
	Mod Rehab HAP	3,147.00				179,593.85			
	Mod Rehab Admin	(7,398.53)				4,606.24			
		(27,896.31)				722,917.88			

**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

Actual to Budget Variance Comparison

9/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	796,752.00	745,992.00	50,760.00	6.80	9,541,250.00	9,027,418.00	513,832.00	5.69
341006-000	Port In HAP Earned	(1,119.00)	1,032.00	(2,151.00)	-208.43	39,559.47	20,870.00	18,689.47	89.55
364001-000	Fraud Recovery - HAP	934.47	778.00	156.47	20.11	12,896.30	10,273.00	2,623.30	25.54
365003-000	Pinnacle Subsidy for Shortfall	5,125.92	-	5,125.92	N/A	114,452.94	-	114,452.94	N/A
399900-000	TOTAL INCOME	801,693.39	747,802.00	53,891.39	7.21%	9,708,158.71	9,058,561.00	649,597.71	7.17%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	840,458.00	699,853.00	(140,605.00)	-20.09	9,310,375.00	8,311,997.00	(998,378.00)	-12.01
471501-000	Tenant Utility Payments	35,709.00	30,991.00	(4,718.00)	-15.22	388,756.00	372,993.00	(15,763.00)	-4.23
471502-000	Portable Out HAP Payments	15,289.00	29,433.00	14,144.00	48.05	204,815.00	305,154.00	100,339.00	32.88
471503-000	FSS Escrow Payments	2,789.00	4,111.00	1,322.00	32.16	22,553.00	37,275.00	14,722.00	39.50
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	894,245.00	764,388.00	(129,857.00)	-16.99	9,926,499.00	9,027,419.00	(899,080.00)	-9.96
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(97,253.00)	-	97,253.00	N/A	(853,406.00)	-	853,406.00	N/A
523410-000	Pinnacle shortfall	5,125.92	-	(5,125.92)	N/A	114,452.94	-	(114,452.94)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(92,127.08)	-	92,127.08	N/A	(738,953.06)	-	738,953.06	N/A
900000-000	NET INCOME	(424.53)	(16,586.00)	16,161.47	-97.44%	520,612.77	31,142.00	489,470.77	1571.74%

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

9/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	88,795.00	82,831.00	5,964.00	7.20	1,082,241.66	1,010,839.00	71,402.66	7.06
341004-000	Section 8 Port-In Admin Fees	-	-	-	N/A	3,055.23	-	3,055.23	N/A
364000-000	Fraud Recovery Income-Admin	934.47	744.00	190.47	25.60	13,035.22	10,000.00	3,035.22	30.35
365000-000	Miscellaneous Other Income	-	111.00	(111.00)	-100.00	1,864.00	2,723.00	(859.00)	-31.55
365002-000	Bad Debt Recovery	-	-	-	N/A	387.00	-	387.00	N/A
399900-000	TOTAL INCOME	89,729.47	83,686.00	6,043.47	7.22%	1,100,583.11	1,023,562.00	77,021.11	7.52%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	42,055.09	23,703.00	(18,352.09)	-77.43	312,999.28	288,885.00	(24,114.28)	-8.35
411002-000	Administrative Overtime	204.30	276.00	71.70	25.98	932.83	2,277.00	1,344.17	59.03
411003-000	Administrative: Employer FICA/SUI	3,101.83	2,738.00	(363.83)	-13.29	26,702.29	29,391.00	2,688.71	9.15
411004-000	Administrative: Employee Benefits	6,320.76	7,188.00	867.24	12.07	65,103.56	73,818.00	8,714.44	11.81
411099-000	Total Administrative Salaries	51,681.98	33,905.00	(17,776.98)	-52.43	405,737.96	394,371.00	(11,366.96)	-2.88
413000-000	Legal Expense								
413001-000	Legal Expense	-	112.00	112.00	100.00	1,653.75	3,850.00	2,196.25	57.05
413003-000	Credit Reports	-	-	-	N/A	6,082.76	52.00	(6,030.76)	-11,597.62
413100-000	Total Legal Expense	-	112.00	112.00	100.00	7,736.51	3,902.00	(3,834.51)	-98.27
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	383.00	383.00	100.00	7,085.44	3,000.00	(4,085.44)	-136.18
415000-000	Travel	1,137.02	284.00	(853.02)	-300.36	5,834.38	2,000.00	(3,834.38)	-191.72
417000-000	Bookkeeping Fees	15,397.50	13,244.00	(2,153.50)	-16.26	175,218.50	158,933.00	(16,285.50)	-10.25
417100-000	Auditing Fees	-	-	-	N/A	6,675.00	5,000.00	(1,675.00)	-33.50
417200-000	Port Out Admin Fee	760.60	848.00	87.40	10.31	8,219.29	10,004.00	1,784.71	17.84
417300-000	Management Fee	24,636.00	20,958.00	(3,678.00)	-17.55	278,772.00	254,386.00	(24,386.00)	-9.59
418000-000	Office Rent	3,500.00	3,874.00	374.00	9.65	39,909.35	42,528.00	2,618.65	6.16
418900-000	Total Other Admin Expenses	45,431.12	39,591.00	(5,840.12)	-14.75	521,713.96	475,851.00	(45,862.96)	-9.64
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	396.61	250.00	(146.61)	-58.64	9,188.93	3,698.00	(5,490.93)	-148.48
419003-000	Printing	942.43	-	(942.43)	N/A	2,062.85	-	(2,062.85)	N/A
419004-000	Telephone	1,521.75	1,339.00	(182.75)	-13.65	11,553.34	12,111.00	557.66	4.60
419005-000	Postage	590.70	709.00	118.30	16.69	14,828.24	12,002.00	(2,826.24)	-23.55
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,348.38	836.00	(512.38)	-61.29
419008-000	Membership and Fees	-	156.00	156.00	100.00	-	1,380.00	1,380.00	100.00
419009-000	Sundry Miscellaneous	668.47	351.00	(317.47)	-90.45	2,306.60	3,944.00	1,637.40	41.52
419010-000	Newspaper ADS (Advertising)	157.66	-	(157.66)	N/A	262.82	100.00	(162.82)	-162.82
419011-000	Sundry Service Contracts	6,085.96	4,122.00	(1,963.96)	-47.65	41,307.57	46,617.00	5,309.43	11.39
419017-000	Temporary Administrative Labor	3,139.54	70.00	(3,069.54)	-4,385.06	5,752.89	3,103.00	(2,649.89)	-85.40
419020-000	Bank Fees	-	53.00	53.00	100.00	1,153.14	1,228.00	74.86	6.10

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

9/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419100-000	Total Miscellaneous Admin Expenses	13,503.12	7,050.00	(6,453.12)	-91.53	89,764.76	85,019.00	(4,745.76)	-5.58
419900-000	TOTAL ADMINISTRATIVE EXPENSES	110,616.22	80,658.00	(29,958.22)	-37.14	1,024,953.19	959,143.00	(65,810.19)	-6.86
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	126.47	69.00	(57.47)	-83.29	3,043.13	2,008.00	(1,035.13)	-51.55
441300-000	Gasoline Purchases	224.53	337.00	112.47	33.37	2,113.74	2,889.00	775.26	26.83
441900-000	Total General Maint Expense	351.00	406.00	55.00	13.55	5,156.87	4,897.00	(259.87)	-5.31
442000-000	Materials								
442006-000	Janitorial Supplies	-	112.00	112.00	100.00	-	1,000.00	1,000.00	100.00
442010-000	Maintenance Materials	-	-	-	N/A	3,288.09	-	(3,288.09)	N/A
442900-000	Total Materials	-	112.00	112.00	100.00	3,288.09	1,000.00	(2,288.09)	-228.81
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	380.92	-	(380.92)	N/A
443015-000	Janitorial-Contract	480.00	-	(480.00)	N/A	5,767.50	2,888.00	(2,879.50)	-99.71
443019-000	Miscellaneous Contracts	100.00	-	(100.00)	N/A	419.54	-	(419.54)	N/A
443023-000	Contract: Consultants	-	-	-	N/A	5,737.15	1,654.00	(4,083.15)	-246.87
443099-000	Maintenance Misc-Contracts	33.31	-	(33.31)	N/A	491.32	-	(491.32)	N/A
443900-000	Total Contract Costs	613.31	-	(613.31)	N/A	12,796.43	4,542.00	(8,254.43)	-181.74
449900-000	TOTAL MAINTENANCE EXPENSES	964.31	518.00	(446.31)	-86.16	21,241.39	10,439.00	(10,802.39)	-103.48
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	445.26	2,206.00	1,760.74	79.82	19,966.16	24,894.00	4,927.84	19.80
452100-000	Workers Comp Insurance	923.93	1,003.00	79.07	7.88	10,886.44	11,239.00	352.56	3.14
452500-000	Relocation exp-	-	-	-	N/A	5,430.91	-	(5,430.91)	N/A
459900-000	TOTAL GENERAL EXPENSES	1,369.19	3,209.00	1,839.81	57.33	36,283.51	36,133.00	(150.51)	-0.42
	<b>TOTAL OPERATING EXPENSES</b>	<b>112,949.72</b>	<b>84,385.00</b>	<b>(28,564.72)</b>	<b>(0.34)</b>	<b>1,082,478.09</b>	<b>1,005,715.00</b>	<b>(76,763.09)</b>	<b>(0.08)</b>
900000-000	<b>NET INCOME</b>	<b>(23,220.25)</b>	<b>(699.00)</b>	<b>(22,521.25)</b>	<b>3221.92%</b>	<b>18,105.02</b>	<b>17,847.00</b>	<b>258.02</b>	<b>1.45%</b>

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

Actual to Budget Variance Comparison

9/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	114,760.00	159,400.00	(44,640.00)	-28.00	1,712,011.00	2,002,058.00	(290,047.00)	-14.49
364001-000	Fraud Recovery - HAP	-	-	-	N/A	1,294.85	877.00	417.85	47.65
399900-000	TOTAL INCOME	114,760.00	159,400.00	(44,640.00)	-28.01%	1,713,305.85	2,002,935.00	(289,629.15)	-14.46%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	111,350.00	162,958.00	51,608.00	31.67	1,514,407.00	1,898,349.00	383,942.00	20.23
471501-000	Tenant Utility Payments	263.00	2,219.00	1,956.00	88.15	19,305.00	28,358.00	9,053.00	31.92
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	111,613.00	165,177.00	53,564.00	32.43	1,533,712.00	1,926,707.00	392,995.00	20.40
900000-000	NET INCOME	3,147.00	(5,777.00)	8,924.00	-154.47%	179,593.85	76,228.00	103,365.85	135.60%

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

Actual to Budget Variance Comparison

9/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	17,483.00	-	17,483.00	N/A	234,307.00	196,893.00	37,414.00	19.00
361000-000	Investment Income - Unrestricted	-	-	-	N/A	4.87	5.00	(0.13)	-2.60
364000-000	Fraud Recovery Income-Admin	-	-	-	N/A	1,156.03	877.00	279.03	31.82
399900-000	TOTAL INCOME	17,483.00	-	17,483.00	N/A	235,467.90	197,775.00	37,692.90	19.06%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	14,184.66	9,568.00	(4,616.66)	-48.25	98,270.81	100,470.00	2,199.19	2.19
411002-000	Administrative Overtime	68.32	-	(68.32)	N/A	291.70	111.00	(180.70)	-162.79
411003-000	Administrative: Employer FICA/SUI	1,045.76	933.00	(112.76)	-12.09	8,972.07	9,923.00	950.93	9.58
411004-000	Administrative: Employee Benefits	2,135.28	2,577.00	441.72	17.14	20,132.92	24,904.00	4,771.08	19.16
411099-000	Total Administrative Salaries	17,434.02	13,078.00	(4,356.02)	-33.31	127,667.50	135,408.00	7,740.50	5.72
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	1,537.50	1,824.00	286.50	15.71	22,852.50	23,262.00	409.50	1.76
417100-000	Auditing Fees	-	-	-	N/A	2,997.00	2,000.00	(997.00)	-49.85
417303-000	Management Fee- MOD Rehab	2,460.00	2,919.00	459.00	15.72	36,564.00	37,221.00	657.00	1.77
418900-000	Total Other Admin Expenses	3,997.50	4,743.00	745.50	15.72	62,413.50	62,483.00	69.50	0.11
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	132.21	83.00	(49.21)	-59.29	2,851.13	1,102.00	(1,749.13)	-158.72
419003-000	Printing	314.15	-	(314.15)	N/A	492.49	-	(492.49)	N/A
419004-000	Telephone	93.26	446.00	352.74	79.09	3,287.97	3,886.00	598.03	15.39
419005-000	Postage	196.90	236.00	39.10	16.57	4,942.75	3,998.00	(944.75)	-23.63
419006-000	Forms and Computer Supplies	-	-	-	N/A	449.46	279.00	(170.46)	-61.10
419009-000	Sundry Miscellaneous	222.82	117.00	(105.82)	-90.44	506.57	1,052.00	545.43	51.85
419011-000	Sundry Service Contracts	2,028.65	1,374.00	(654.65)	-47.65	12,371.59	13,382.00	1,010.41	7.55
419017-000	Temporary Administrative Labor	-	23.00	23.00	100.00	708.17	869.00	160.83	18.51
419100-000	Total Miscellaneous Admin Expenses	2,987.99	2,279.00	(708.99)	-31.11	25,610.13	24,568.00	(1,042.13)	-4.24
419900-000	TOTAL ADMINISTRATIVE EXPENSES	24,419.51	20,100.00	(4,319.51)	-21.49	220,746.13	224,664.00	3,917.87	1.74

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

Actual to Budget Variance Comparison

9/30/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	150.25	735.00	584.75	79.56	6,533.62	8,130.00	1,596.38	19.64
452100-000	Workers Comp Insurance	311.77	334.00	22.23	6.66	3,581.91	3,671.00	89.09	2.43
459900-000	TOTAL GENERAL EXPENSES	462.02	1,069.00	606.98	56.78	10,115.53	11,801.00	1,685.47	14.28
	<b>TOTAL OPERATING EXPENSES</b>	<b>24,881.53</b>	<b>21,169.00</b>	<b>(3,712.53)</b>	<b>-17.54%</b>	<b>230,861.66</b>	<b>236,465.00</b>	<b>5,603.34</b>	<b>2.37%</b>
900000-000	<b>NET INCOME</b>	<b>(7,398.53)</b>	<b>(21,169.00)</b>	<b>13,770.47</b>	<b>-65.05%</b>	<b>4,606.24</b>	<b>(38,690.00)</b>	<b>43,296.24</b>	<b>-111.91%</b>



All voucher properties (.hcv_all)						
<b>Trial Balance Cr, Dr Details</b>						
Period = Sep 2016						
Book = Accrual ; Tree = ysl_tb						
		Forward Balance	Debit	Credit	September transactions	Ending Balance
111102-000	Cash - Restricted	85,791.69	968.27	185.27		86,574.69
111111-000	Cash -Unrestricted	225,716.00	-	-		225,716.00
111117-000	HAP Disbursement Fund	638,327.50	1,000,204.55	1,049,156.44		589,375.61
111120-000	General Fund Operating	(24,938.85)	1,993.00	2,488.24		(25,434.09)
111124-000	Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000	A/R-Tenants	21,759.66	4,866.94	5,000.02		21,626.58
112201-000	Allowance for Doubtful Accounts-Tenants	(16,058.13)	-	-		(16,058.13)
112914-000	Miscellaneous Accounts Receivable	-	5,125.92	-		5,125.92
113503-000	A/R-Other Government	934.97	346.20	451.91		829.26
129500-000	Interprogram-Due From	(165,903.66)	232,947.91	210,180.87		(143,136.62)
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	(75,461.81)	964,804.25	966,337.34		(76,994.90)
211758-000	A/P-Mutual of America Retirement	(1,107.88)	-	-		(1,107.88)
211761-000	SRS-401-A Retirement Plan	(321.31)	-	-		(321.31)
211991-000	Accrued Payable	(1,903.81)	1,903.81	-		-
213500-000	Accrued Payroll & Payroll Taxes	(2,838.24)	-	-		(2,838.24)
224000-000	Tenant Prepaid Rents	(680.65)	185.27	401.81		(897.19)
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	(44,769.69)	624.00	3,413.00		(47,558.69)
237010-000	Escheat Funds -(O/S chks)	(4,228.00)	-	-		(4,228.00)
280902-000	Unrestricted Net Assets (UNA)	(75,742.06)	-	-		(75,742.06)
341001-000	Section 8 HAP Earned	(8,744,498.00)	-	796,752.00	(796,752.00)	(9,541,250.00)
341002-000	Sec 8 Admin. Fee Inc-HCV	(993,446.66)	-	88,795.00	(88,795.00)	(1,082,241.66)
341004-000	Section 8 Port-In Admin Fees	(3,055.23)	120.00	120.00	-	(3,055.23)
341006-000	Port In HAP Earned	(40,678.47)	1,873.00	754.00	1,119.00	(39,559.47)
364000-000	Fraud Recovery Income-Admin	(12,100.75)	-	934.47	(934.47)	(13,035.22)
364001-000	Fraud Recovery - HAP	(11,961.83)	934.47	1,868.94	(934.47)	(12,896.30)
365000-000	Miscellaneous Other Income	(1,864.00)	-	-	-	(1,864.00)
365002-000	Bad Debt Recovery	(387.00)	-	-	-	(387.00)
365003-000	Pinnacle Subsidy for Shortfall	(109,327.02)	-	5,125.92	(5,125.92)	(114,452.94)
411000-000	Administrative Salaries and Wages	270,944.19	42,055.09	-	42,055.09	312,999.28
411002-000	Administrative Overtime	728.53	204.30	-	204.30	932.83
411003-000	Administrative: Employer FICA/SUI	23,600.46	3,101.83	-	3,101.83	26,702.29
411004-000	Administrative: Employee Benefits	58,782.80	6,320.76	-	6,320.76	65,103.56
413001-000	Legal Expense	1,653.75	-	-	-	1,653.75
413003-000	Credit Reports	6,082.76	859.00	859.00	-	6,082.76
414000-000	Staff Training	7,085.44	-	-	-	7,085.44
415000-000	Travel	4,697.36	1,137.02	-	1,137.02	5,834.38
417000-000	Bookkeeping Fees	159,821.00	15,397.50	-	15,397.50	175,218.50
417100-000	Auditing Fees	6,675.00	-	-	-	6,675.00
417200-000	Port Out Admin Fee	7,458.69	760.60	-	760.60	8,219.29
417300-000	Management Fee	254,136.00	24,636.00	-	24,636.00	278,772.00
418000-000	Office Rent	36,409.35	3,500.00	-	3,500.00	39,909.35
419001-000	Office Expense	8,792.32	528.82	132.21	396.61	9,188.93
419003-000	Printing	1,120.42	1,256.58	314.15	942.43	2,062.85
419004-000	Telephone	10,031.59	3,872.78	2,351.03	1,521.75	11,553.34
419005-000	Postage	14,237.54	787.60	196.90	590.70	14,828.24
419006-000	Forms and Computer Supplies	1,348.38	-	-	-	1,348.38
419009-000	Sundry Miscellaneous	1,638.13	891.29	222.82	668.47	2,306.60
419010-000	Newspaper ADS (Advertising)	105.16	157.66	-	157.66	262.82
419011-000	Sundry Service Contracts	35,221.61	8,143.61	2,057.65	6,085.96	41,307.57
419017-000	Temporary Administrative Labor	2,613.35	3,139.54	-	3,139.54	5,752.89
419020-000	Bank Fees	1,153.14	-	-	-	1,153.14
441200-000	Vehicle Repair	2,916.66	126.47	-	126.47	3,043.13
441300-000	Gasoline Purchases	1,889.21	224.53	-	224.53	2,113.74
442010-000	Maintenance Materials	3,288.09	-	-	-	3,288.09
443001-000	Alarm/Extinguisher Contract	380.92	-	-	-	380.92
443015-000	Janitorial-Contract	5,287.50	480.00	-	480.00	5,767.50
443019-000	Miscellaneous Contracts	319.54	100.00	-	100.00	419.54
443023-000	Contract: Consultants	5,737.15	-	-	-	5,737.15
443099-000	Maintenance Misc-Contracts	458.01	33.31	-	33.31	491.32
451000-000	General Liability Insurance	19,520.90	445.26	-	445.26	19,966.16
452100-000	Workers Comp Insurance	9,962.51	923.93	-	923.93	10,886.44
452500-000	Relocation exp-	5,430.91	-	-	-	5,430.91
					112,949.72	
				Less: Audit Fee	-	

All voucher properties (.hcv_all)										
<b>Trial Balance Cr, Dr Details</b>										
Period = Sep 2016										
Book = Accrual ; Tree = ysl_tb										
		<b>Forward</b>	<b>Debit</b>	<b>Credit</b>	<b>September</b>	<b>Ending</b>				
		<b>Balance</b>			<b>transactions</b>	<b>Balance</b>				
				<b>Total</b>	<b>112,949.72</b>					
471500-000	Housing Assistance Payments	8,469,917.00	868,528.00	28,070.00	840,458.00	9,310,375.00				
523409-000	RAD SUBSIDY-LIHTC-PBV	(756,153.00)	-	97,253.00	(97,253.00)	(853,406.00)				
					<b>743,205.00</b>					
471501-000	Tenant Utility Payments	353,047.00	36,956.00	1,247.00	35,709.00	388,756.00				
471502-000	Portable Out HAP Payments	189,526.00	15,289.00	-	15,289.00	204,815.00				
471503-000	FSS Escrow Payments	19,764.00	3,413.00	624.00	2,789.00	22,553.00				
					<b>796,992.00</b>	<b>TOTAL VMS</b>				
					-					
523410-000	Pinnacle shortfall	109,327.02	5,125.92	0.00	5,125.92	Offset to revenue				
	<b>Total</b>	<b>0.00</b>	<b>3,265,292.99</b>	<b>3,265,292.99</b>		<b>0.00</b>				

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
September 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	35,314.00	34,082.00	1,232.00	3.61	431,086.00	419,251.00	11,835.00	2.82
311900-000	Total Rental Income	35,314.00	34,082.00	1,232.00	3.61	431,086.00	419,251.00	11,835.00	2.82
312000-000	Other Tenant Income								
312003-000	Damages	30.00	54.00	(24.00)	-44.44	782.97	627.00	155.97	24.88
312004-000	Late Charges	70.00	29.00	41.00	141.38	640.00	463.00	177.00	38.23
312005-000	Legal Fees - Tenant	-	27.00	(27.00)	-100.00	435.00	389.00	46.00	11.83
312006-000	NSF Charges	30.00	-	30.00	N/A	210.00	-	210.00	N/A
312007-000	Tenant Owed Utilities - Excess	86.45	256.00	(169.55)	-66.23	1,339.55	3,041.00	(1,701.45)	-55.95
312009-000	Misc. Tenant Income	-	-	-	N/A	364.40	318.00	46.40	14.59
312010-000	Maintenance Charges	-	14.00	(14.00)	-100.00	50.00	148.00	(98.00)	-66.22
312900-000	Total Other Tenant Income	216.45	380.00	(163.55)	-43.04	3,821.92	4,986.00	(1,164.08)	-23.35
319900-000	NET TENANT INCOME	35,530.45	34,462.00	1,068.45	3.10	434,907.92	424,237.00	10,670.92	2.52
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	50,005.00	46,808.00	3,197.00	6.83	600,343.00	565,486.00	34,857.00	6.16
349900-000	TOTAL GRANT INCOME	50,005.00	46,808.00	3,197.00	6.83	600,343.00	565,486.00	34,857.00	6.16
360000-000	OTHER INCOME								
361000-000	Investment Income - Unrestricted	-	-	-	N/A	0.05	-	0.05	N/A
365000-000	Miscellaneous Other Income	-	-	-	N/A	923.33	25,045.00	(24,121.67)	-96.31
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	923.38	25,045.00	(24,121.62)	-96.31
399900-000	TOTAL INCOME	85,535.45	81,270.00	4,265.45	5.25	1,036,174.30	1,014,768.00	21,406.30	2.11
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	10,633.22	5,732.00	(4,901.22)	-85.51	66,742.70	60,628.00	(6,114.70)	-10.09
411002-000	Administrative Overtime	61.64	-	(61.64)	N/A	445.88	183.00	(262.88)	-143.65
411003-000	Administrative: Employer FICA/SUI	884.04	664.00	(220.04)	-33.14	6,054.92	6,459.00	404.08	6.26
411004-000	Administrative: Employee Benefits	1,497.40	1,884.00	386.60	20.52	12,491.38	16,400.00	3,908.62	23.83
411006-000	Administrative: Emp Incentive	250.00	-	(250.00)	N/A	296.50	-	(296.50)	N/A
411007-000	Administrative Assistant -Part time	-	1,585.00	1,585.00	100.00	-	9,500.00	9,500.00	100.00
411099-000	Total Administrative Salaries	13,326.30	9,865.00	(3,461.30)	-35.09	86,031.38	93,170.00	7,138.62	7.66
413000-000	Legal Expense								
413001-000	Legal Expense	-	106.00	106.00	100.00	-	804.00	804.00	100.00
413003-000	Credit Reports	-	81.00	81.00	100.00	143.00	654.00	511.00	78.13

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

**Actual to Budget Variance Comparison**

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
413100-000	Total Legal Expense	-	187.00	187.00	100.00	143.00	1,458.00	1,315.00	90.19
413900-000	Other Admin Expenses								
414000-000	Staff Training	1,084.01	241.00	(843.01)	-349.80	3,308.89	2,072.00	(1,236.89)	-59.70
415000-000	Travel	515.14	167.00	(348.14)	-208.47	768.60	1,503.00	734.40	48.86
417000-000	Bookkeeping Fees	967.50	981.00	13.50	1.38	11,752.50	11,772.00	19.50	0.17
417100-000	Auditing Fees	-	-	-	N/A	9,162.00	6,850.00	(2,312.00)	-33.75
417300-000	Management Fee	6,990.51	7,091.00	100.49	1.42	84,915.73	85,077.00	161.27	0.19
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	15,840.00	15,840.00	-	0.00
418900-000	Total Other Admin Expenses	10,877.16	9,800.00	(1,077.16)	-10.99	125,747.72	123,114.00	(2,633.72)	-2.14
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	21.14	230.00	208.86	90.81	1,664.13	2,141.00	476.87	22.27
419003-000	Printing	60.35	-	(60.35)	N/A	295.27	-	(295.27)	N/A
419004-000	Telephone	326.17	656.00	329.83	50.28	5,937.62	7,002.00	1,064.38	15.20
419005-000	Postage	24.72	97.00	72.28	74.52	114.63	759.00	644.37	84.90
419007-000	Court Costs	-	270.00	270.00	100.00	480.00	2,135.00	1,655.00	77.52
419008-000	Membership and Fees	-	29.00	29.00	100.00	1,670.00	803.00	(867.00)	-107.97
419009-000	Sundry Miscellaneous	274.56	395.00	120.44	30.49	2,306.72	4,349.00	2,042.28	46.96
419010-000	Newspaper ADS (Advertising)	120.20	-	(120.20)	N/A	378.33	152.00	(226.33)	-148.90
419011-000	Sundry Service Contracts	530.42	691.00	160.58	23.24	6,991.98	7,505.00	513.02	6.84
419012-000	Software	-	339.00	339.00	100.00	-	3,051.00	3,051.00	100.00
419017-000	Temporary Administrative Labor	-	1,091.00	1,091.00	100.00	5,644.31	14,233.00	8,588.69	60.34
419018-000	False Alarms	-	-	-	N/A	10.00	10.00	-	0.00
419020-000	Bank Fees	-	-	-	N/A	23.95	15.00	(8.95)	-59.67
419021-000	Discretionary	-	29.00	29.00	100.00	-	203.00	203.00	100.00
419100-000	Total Miscellaneous Admin Expenses	1,357.56	3,827.00	2,469.44	64.53	25,516.94	42,358.00	16,841.06	39.76
419900-000	TOTAL ADMINISTRATIVE EXPENSES	25,561.02	23,679.00	(1,882.02)	-7.95	237,439.04	260,100.00	22,660.96	8.71
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	-	-	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	4,307.00	135.00	(4,172.00)	-3,090.37	12,359.52	4,399.00	(7,960.52)	-180.96
422001-000	Other Tenant Svcs.	75.00	-	(75.00)	N/A	180.00	-	(180.00)	N/A
423000-000	Tenant Services -PH ADD ON	425.00	240.00	(185.00)	-77.08	1,275.00	2,715.00	1,440.00	53.04
423001-000	Tenant Relocation	745.50	108.00	(637.50)	-590.28	1,117.50	1,176.00	58.50	4.97
429900-000	TOTAL TENANT SERVICES EXPENSES	5,552.50	483.00	(5,069.50)	-1,049.59	15,038.00	8,290.00	(6,748.00)	-81.40
430000-000	UTILITIES								
431000-000	Water	-	2,459.00	2,459.00	100.00	18,556.40	24,497.00	5,940.60	24.25
432000-000	Electricity	11,721.45	4,891.00	(6,830.45)	-139.65	72,611.14	54,003.00	(18,608.14)	-34.46

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
433000-000	Gas	1,900.34	4,644.00	2,743.66	59.08	41,139.11	50,007.00	8,867.89	17.73
439000-000	Sewer	-	3,256.00	3,256.00	100.00	23,470.01	29,996.00	6,525.99	21.76
439900-000	TOTAL UTILITY EXPENSES	13,621.79	15,250.00	1,628.21	10.68	155,776.66	158,503.00	2,726.34	1.72
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	6,723.22	4,170.00	(2,553.22)	-61.23	53,115.36	46,526.00	(6,589.36)	-14.16
441002-000	Maintenance: Overtime	195.02	73.00	(122.02)	-167.15	674.01	545.00	(129.01)	-23.67
441003-000	Maintenance: Employer FICA/SUI	298.89	309.00	10.11	3.27	4,276.37	3,641.00	(635.37)	-17.45
441004-000	Temp Maintenance Labor	96.00	-	(96.00)	N/A	3,639.30	-	(3,639.30)	N/A
441005-000	Maintenance: Employee Benefits	(0.01)	813.00	813.01	100.00	5,826.28	8,125.00	2,298.72	28.29
441200-000	Vehicle Repair	-	561.00	561.00	100.00	1,882.50	4,499.00	2,616.50	58.16
441300-000	Gasoline Purchases	31.10	302.00	270.90	89.70	1,094.29	2,387.00	1,292.71	54.16
441900-000	Total General Maint Expense	7,344.22	6,228.00	(1,116.22)	-17.92	70,508.11	65,723.00	(4,785.11)	-7.28
442000-000	Materials								
442002-000	Appliance-Maint Materials	86,978.23	82,002.00	(4,976.23)	-6.07	87,687.65	82,867.00	(4,820.65)	-5.82
442003-000	Painting-Maint Materials	-	71.00	71.00	100.00	-	497.00	497.00	100.00
442004-000	Electrical-Maint Materials	37.47	182.00	144.53	79.41	37.47	1,496.00	1,458.53	97.50
442005-000	Heating/AC-Maint Materials	-	714.00	714.00	100.00	1,831.70	6,182.00	4,350.30	70.37
442006-000	Janitorial Supplies	-	43.00	43.00	100.00	184.13	621.00	436.87	70.35
442007-000	After Hours Work	-	210.00	210.00	100.00	-	1,804.00	1,804.00	100.00
442008-000	Plumbing-Maint Materials	-	199.00	199.00	100.00	20,527.77	9,419.00	(11,108.77)	-117.94
442010-000	Maintenance Materials	863.14	1,038.00	174.86	16.85	7,518.44	9,504.00	1,985.56	20.89
442011-000	Safety equipment/shoes	-	125.00	125.00	100.00	150.00	400.00	250.00	62.50
442900-000	Total Materials	87,878.84	84,584.00	(3,294.84)	-3.90	117,937.16	112,790.00	(5,147.16)	-4.56
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	56.00	56.00	100.00	4,588.52	5,497.00	908.48	16.53
443002-000	Extermination Contract	-	519.00	519.00	100.00	3,507.00	4,908.00	1,401.00	28.55
443005-000	Unit Turnaround-Contract	400.00	1,103.00	703.00	63.74	3,860.56	9,620.00	5,759.44	59.87
443006-000	Electrical-Contract	-	214.00	214.00	100.00	-	1,498.00	1,498.00	100.00
443007-000	Disposal Contract	1,402.92	1,145.00	(257.92)	-22.53	4,604.31	10,001.00	5,396.69	53.96
443009-000	Landscaping-Contract	1,872.00	1,500.00	(372.00)	-24.80	18,629.77	18,029.00	(600.77)	-3.33
443011-000	Heating/AC-Contract	6.61	286.00	279.39	97.69	10,639.96	15,257.00	4,617.04	30.26
443013-000	Contract: Uniform Rental	52.52	61.00	8.48	13.90	1,118.42	930.00	(188.42)	-20.26
443015-000	Janitorial-Contract	-	99.00	99.00	100.00	-	805.00	805.00	100.00
443018-000	Plumbing-Contract	1,150.00	642.00	(508.00)	-79.13	30,497.00	34,012.00	3,515.00	10.33
443019-000	Miscellaneous Contracts	20,723.39	143.00	(20,580.39)	-14,391.88	20,723.39	1,001.00	(19,722.39)	-1,970.27

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

Actual to Budget Variance Comparison

September 30, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443023-000	Contract: Consultants	-	381.00	381.00	100.00	221.69	3,001.00	2,779.31	92.61
443099-000	Maintenance Misc-Contracts	455.00	929.00	474.00	51.02	1,961.91	5,093.00	3,131.09	61.48
443900-000	Total Contract Costs	26,062.44	7,078.00	(18,984.44)	-268.22	100,352.53	109,652.00	9,299.47	8.48
449900-000	TOTAL MAINTENANCE EXPENSES	121,285.50	97,890.00	(23,395.50)	-23.90	288,797.80	288,165.00	(632.80)	-0.22
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,659.95	2,792.00	1,132.05	40.55	28,265.18	32,926.00	4,660.82	14.16
451100-000	Property Tax	-	-	-	N/A	8,894.85	9,010.00	115.15	1.28
452100-000	Workers Comp Insurance	352.61	382.00	29.39	7.69	4,109.84	4,238.00	128.16	3.02
457000-000	Bad Debt-Tenant Rents	256.14	-	(256.14)	N/A	3,528.88	-	(3,528.88)	N/A
458000-000	All Protective Services	-	65.00	65.00	100.00	106.00	561.00	455.00	81.11
459900-000	TOTAL GENERAL EXPENSES	2,268.70	3,239.00	970.30	29.96	44,904.75	46,735.00	1,830.25	3.92
	<b>TOTAL OPERATING EXPENSES</b>	<b>168,289.51</b>	<b>140,541.00</b>	<b>(27,748.51)</b>	<b>-19.74%</b>	<b>741,956.25</b>	<b>761,793.00</b>	<b>19,836.75</b>	<b>2.60%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(4,296.12)	(4,296.00)	0.12	0.00
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	3,930.00	-	0.00
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(358.65)	(359.00)	(0.35)	-0.10
900000-000	<b>NET INCOME</b>	<b>(82,754.06)</b>	<b>(59,271.00)</b>	<b>(23,483.06)</b>	<b>39.62%</b>	<b>294,576.70</b>	<b>253,334.00</b>	<b>41,242.70</b>	<b>16.28%</b>
	Proof :								
	JC Bull -100 units	(65,820.76)				253,950.91			
	JC Bull -32 units	(16,933.30)				40,625.79			
		(82,754.06)				294,576.70			



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

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



**October 25, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
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 **1,952** Housing Choice/Project-based Vouchers, and **226** Moderate Rehabilitation units at Morningside and Norris Ridge Apartments. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

**Section 8 Programs**

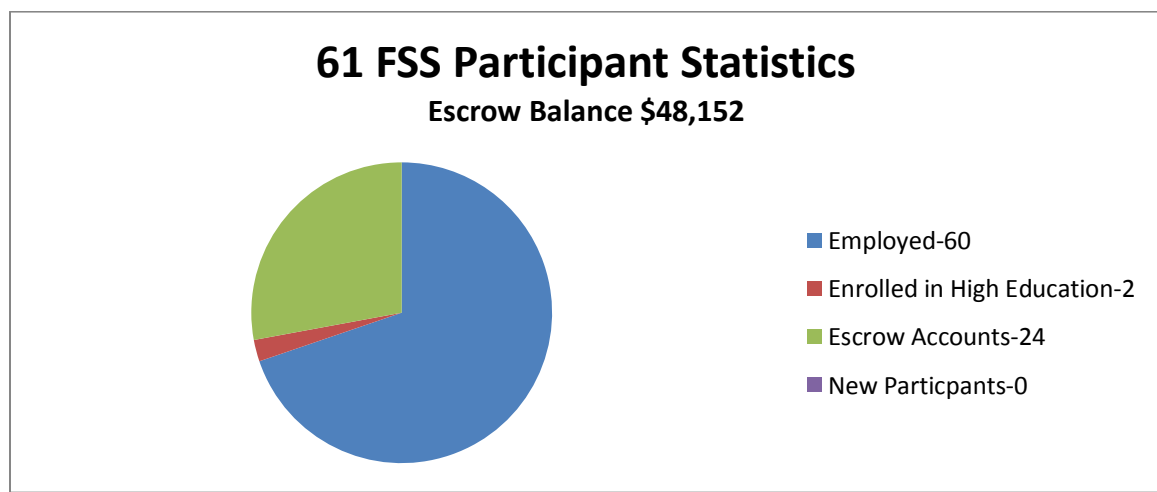
1. **SEMAP- HCV PIC Report**

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 September 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.	96%	95% - 100%
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots  *Total includes 18 RAD participants, who are were previous public housing families.	80*	80% or more
	18	
FSS Escrow Accounts	47%	30% or more

## 2. HCV Family Self-Sufficiency Program



One (1) FSS participant graduated from the program.

3. Voucher/ Mod Rehab Utilization Report

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

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Utilization Rate</b>
Housing Choice Vouchers	1700	1604	95%
Project Based Vouchers	232	222	95%
<b>Voucher Total</b>	<b>1952</b>	1826	93%
<b>Mod Rehab</b>	<b>228</b>	209	91%
<b>RAD</b>	<b>338</b>	234	69%
<b>TBRA</b>	<b>12</b>	0	0

4. Budget Utilization- Actual / Forecast

## Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

<b>Month</b>	<b>Monthly Budget*</b>	<b>HAP Actual</b>	<b>HAP Forecast</b>	<b>Variance (Budget/ Forecast)</b>	<b>Variance (Budget/ Actual)</b>
<b>Jan</b>	<b>\$776,962</b>	<b>\$708,047</b>	<b>\$764,085</b>		
<b>Feb</b>	<b>\$756,375</b>	<b>\$766,050</b>	<b>\$763,571</b>	<b>(\$7,196)</b>	<b>(\$9,675)</b>
<b>Mar</b>	<b>\$756,375</b>	<b>\$741,758</b>	<b>\$757,304</b>	<b>(\$929)</b>	<b>\$14,617</b>
<b>Apr</b>	<b>\$780,827</b>	<b>\$745,868</b>	<b>\$738,903</b>	<b>\$41,924</b>	<b>\$34,959</b>
<b>May</b>	<b>\$768,470</b>	<b>\$737,630</b>	<b>\$753,577</b>	<b>\$14,893</b>	<b>\$30,840</b>
<b>Jun</b>	<b>\$768,470</b>	<b>\$732,196</b>	<b>\$753,577</b>	<b>\$14,893</b>	<b>\$36,274</b>
<b>Jul</b>	<b>\$768,470</b>	<b>\$738,971</b>	<b>\$732,087</b>	<b>\$36,383</b>	<b>\$29,499</b>
<b>Aug</b>	<b>\$768,470</b>	<b>\$776,718</b>	<b>\$738,500</b>	<b>(\$38,218)</b>	<b>(\$8,248)</b>
<b>Sept</b>	<b>\$768,470</b>	<b>\$760,179</b>	<b>\$776,863</b>	<b>(\$8,393)</b>	<b>(\$8291)</b>
<b>Oct</b>					
<b>Nov</b>					
<b>Dec</b>					
<b>Total</b>					

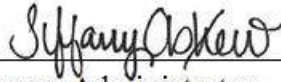
4. Homeownership

<b>Current # of Participants</b>	31
<b>Total Request Received</b>	0
<b>Total Closings</b>	0

5. Summary for September 2016

The Housing Choice Voucher Program lease up rate remains the same. The current monthly lease up rate is 93%. There were eleven (11) move ins and six (6) move outs this month. Eighty-three (83) families are currently searching for housing. Tenant Briefings will be scheduled month to increase the number of families searching for housing. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of

its allocated funding. SHA cumulative budget utilization is 96.5%. The HCV Department is aware of the leasing deficiency and is taking corrective actions to meet program requirements.

Respectfully Submitted,   
Tiffany Askew, HCV Program Administrator  
Spartanburg Housing Authority



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

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



October 25, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

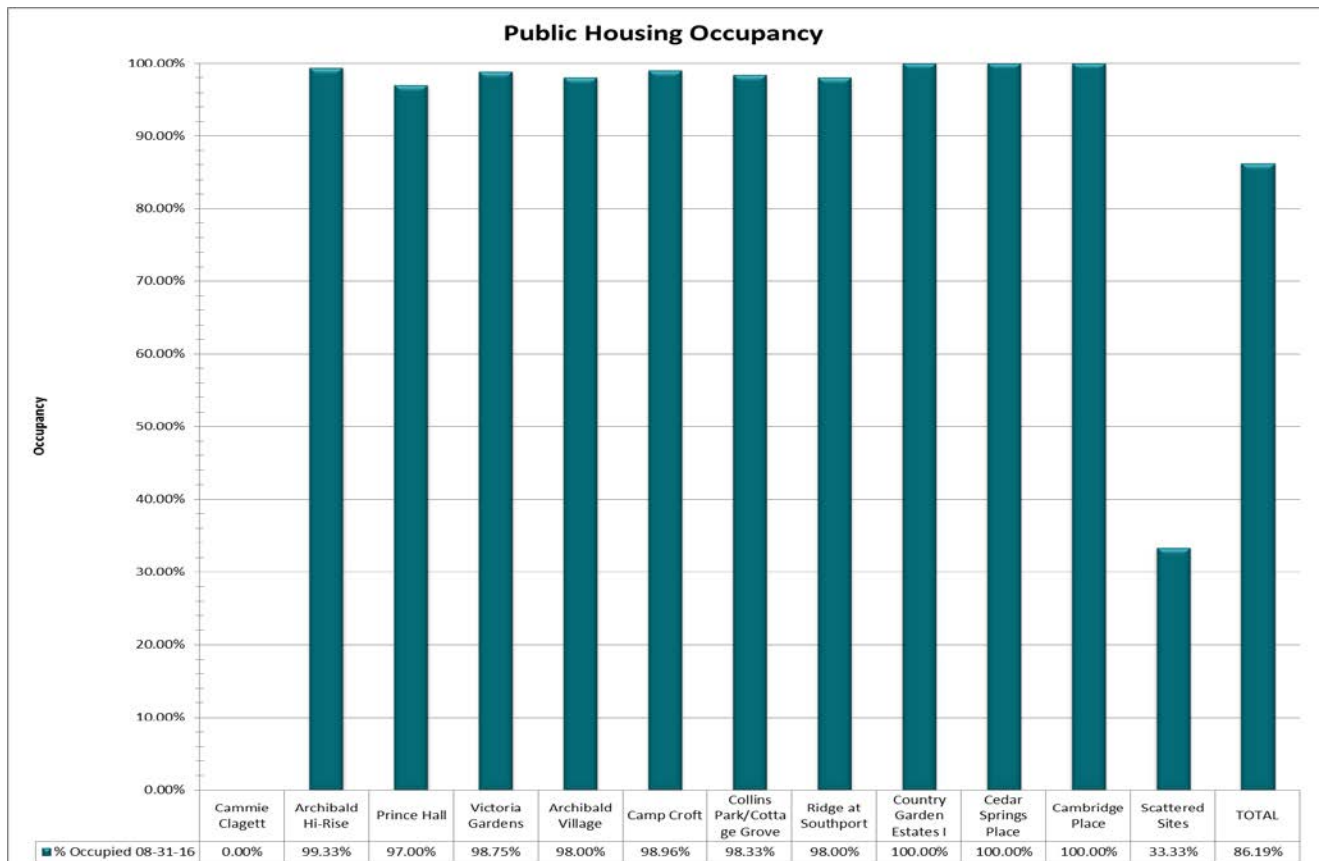
**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—SEPTEMBER 2016**

**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

### **OCCUPANCY**

The occupancy rate at the end of September 2016 for all of our Public Housing is 86.19%. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 98.74%. The HUD required minimum occupancy rate is 98%.



**TENANT ACCOUNTS RECEIVABLE REPORTS:**

The tenant accounts receivable rate at the end of September 2016 is 93.64%. A total of 6.36% of rent went uncollected.

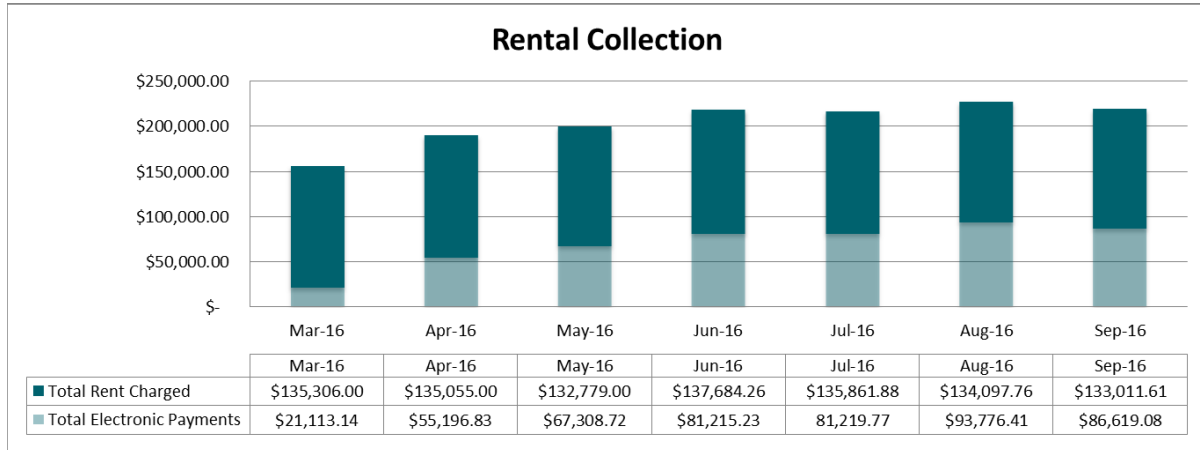
<b>RENT ANALYSIS REPORT FOR SEPTEMBER 2016</b>						
<b>Property</b>				<b>AGED TENANT ACCOUNTS RECEIVABLES</b>		
	<b>CHARGED</b>	<b>COLLECTED</b>	<b>% COLLECTED</b>	<b>ACTIVE</b>	<b>INACTIVE</b>	<b>TOTAL</b>
Camp Croft	\$ 21,208.00	20,321.55	95.82%	\$ (461.83)	(23.33)	\$(485.16)
Archibald Village	12,199.00	11,275.00	92.43%	806.87	(431.00)	\$375.87
Archibald Rutledge	34,370.00	33,602.50	97.77%	(1,930.54)	(194.00)	\$(2,124.54)
Scattered Sites	4,585.00	4,579.00	99.87%	5.81	-	\$5.81
Prince Hall	8,386.00	7,463.31	89.00%	(387.19)	(232.41)	\$(619.60)
Victoria Gardens	11,809.61	8,625.14	73.03%	7,789.94	650.80	\$8,440.74
Cambridge Place/Brawley	2,699.00	2,022.36	74.93%	754.04	-	\$754.04
JC Bull	26,189.00	26,295.00	100.40%	(376.53)	(805.00)	\$(1,181.53)
Spartanburg Leased Housing	9,125.00	8,441.00	92.50%	(175.97)	-	\$(175.97)
Liberty	1,943.00	1,434.00	73.80%	510.00	-	\$510.00
Appian	498.00	498.00	100.00%	(97.00)	-	\$(97.00)
<b>Total</b>	<b>\$ 133,011.61</b>	<b>124,556.86</b>	<b>93.64%</b>	<b>6,437.60</b>	<b>(1,034.94)</b>	<b>5,402.66</b>

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

<b>Month</b>	<b>Percent Unpaid</b>
Sep-16	6.36%
Aug-16	7.67%
Jul-16	6.26%
Jun-16	8.41%
May-16	6.56%
Apr-16	7.49%
Mar-16	5.05%
Feb-16	8.97%

### **ELECTRONIC PAYMENTS TREND REPORTS:**

The electronic payments report highlights 65% of payments made in September 2016 were electronic, an increase from 15.60% during the beginning of the WIPS/ACH transition.



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



## **Monthly Reports:**

### **Development**

**Joseph Jackson**

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**Board of Commissioners Meeting**

**Tuesday, October 25, 2016**





**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**October 25, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE MONTHS OF MARCH THRU OCTOBER 2016**

**CONTACT PERSON:**

Joseph Jackson  
Deputy Director, Capital Funds and Development  
864-598-6052

**OVERVIEW:**

This report provides an update of current and ongoing major programs and project activities and identifies top priorities. Staff continues training in the areas of development and capital fund. The highlights of this month's report are:

**Project Development Activity:**

***1. New Senior Living Housing at Page Lake***

The certificate of occupancy was issued in September. Leasing began October 18, 2016.



## PAGE LAKE ACCESSIBLE BATHROOM



### *2. Prince Hall Plumbing Repairs*

Main drain lines and sewer mains required repair. Contractors completed this work.



Respectfully Submitted, \_\_\_\_\_  
Joseph Jackson, Deputy Director Capital Funds and Development



## **Monthly Reports:**

**RAD**

**Cindi Herrera**

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**Board of Commissioners Meeting  
Tuesday, October 25, 2016**



## **HIGHLAND CROSSINGS (CAMMIE CLAGETT PHASE I)**

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



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

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

**Project Status** – Construction has progressed significantly over the past month with interior finish work now underway. The Property Management Company (an affiliate of the development company) advertised and opened the waiting list for the project and received over 300 applications for the 72 units. They have begun processing applications to determine eligibility for the project and anticipate lease up of the property during the month of December.

## **RAD GROUP 1 (SHA 7)**

**Project Summary** - The Authority partnered with Hunt Development Companies from El Paso, Texas for the RAD conversion of 338 residential units in 7 public housing communities.

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

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

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

The RAD closing occurred in late January 2016 and construction commenced the first of March. The construction schedule is designed to allow for multiple phases which will permit temporary relocation on-site at the same property for most tenants.

**Project Status** - Below is a summary of the status of construction as of August 31<sup>st</sup>.

TOBIAS	TOTAL UNITS IN PHASE	COMPLETE RESIDENTS RETURNED	VACANT UNDER CONSTRUCTION	OCCUPIED PENDING MOVE
PHASE I	20	20	0	0
PHASE II	20	20	0	0
PHASE III	20	16	4	0
PHASE IV	20	10	10	0
PHASE V	18	0	13	5
PHASE VI	20	0	7	13
<b>TOTAL</b>	<b>118</b>	<b>66</b>	<b>34</b>	<b>18</b>

BARKSDALE	TOTAL UNITS IN PHASE	COMPLETE RESIDENTS RETURNED	VACANT UNDER CONSTRUCTION	OCCUPIED PENDING MOVE
PHASE I	12	8	4	0
PHASE II	12	8	4	0
PHASE III	10	0	10	0
PHASE IV	10	0	8	2
<b>TOTAL</b>	<b>44</b>	<b>16</b>	<b>26</b>	<b>2</b>

JC Anderson has 5 units under construction and Gooch has 15 units under construction for a total of 80 units currently in the construction phase.

## **RAD GROUP 2**

**Project Summary** - This project is the second phase of the RAD portfolio conversion and includes the following properties.

PROPERTY	TOTAL UNITS	PUBLIC HOUSING UNITS CONVERTING TO RAD
Country Garden Estates	50	10
Cedar Springs Townhomes	44	19
Collins Park	100	24
The Ridge at Southport	78	54
Cottage Grove	8	32
Single Family Houses	26	18
Cammie Claggett Phase II	78	78
<b>TOTAL</b>	<b>384</b>	<b>235</b>

The first five properties are mixed finance projects (former HOPE VI development) and will be simple conversions from Public Housing to RAD Project Based vouchers with minor repairs. The single family homes and Cammie Clagett Phase II are a more complex. The single family homes will require substantial rehabilitation and Cammie Clagett Phase II is a demolition and new construction project.

### **Project Status**

**Country Garden Estates** – We have received the Letter of Intent from TD Bank to refinance this project under the RAD Conversion. We will replace the existing mortgage of \$730,000 and complete needed repairs with the balance of \$170,000 under the first mortgage.

**Cedar Springs, Collins Park, The Ridge and Cottage Grove** – We have provided information to the current tax credit investor and are awaiting information on possible options to finance the needed repairs.

**Single Family Homes** – The Physical Condition Assessment inspections were completed and we are waiting for the RPCA report to determine the level of rehabilitation needed for the remaining 18 homes that will convert under the RAD program.

## **NORTHSIDE AND HIGHLAND NEIGHBORHOODS (Cammie Clagett Phase II)**

**Project Summary** – This project is a collaborative effort of the City, Northside Redevelopment Corporation, and SHA. The project will consist of new construction of 190-240 multi-family rental units at two locations; one in the Northside Neighborhood on land acquired by the City; and the second on the former Cammie Clagett site.

**Project Status** – Spartanburg Housing Partners, a venture of Stratford Capital Group; Creative Builders; NHE Property Management; and JHP Architecture/Urban Design; were selected as the development partner for the project. We have circulated preliminary business terms and created an initial schedule with the goal of a preliminary financing plan to be in place by year's end.

### **RAD GROUP 3**

**Project Summary** – The final group of Public Housing properties to be converted under the RAD portfolio conversion include the following communities.

1. Archibald Rutledge – 150 units
2. Archibald Village – 50 units
3. Camp Croft Courts – 98 units
4. Prince Hall Apartments – 100 units
5. Victoria Garden Apartments – 108 units

**Project Status** - We provided the Board with preliminary conversion plans and are currently working on a community communication plan. Ms. Bates is working to create a committee of Resident Explorers that will serve as the leadership group as we explore the options for redevelopment of each of these properties.



**Monthly Reports:**  
**Community and Supportive Services**  
**Shannell Hardwick**

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**Board of Commissioners Meeting**  
**Tuesday, October 25, 2016**



October 25, 2016

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Shannell Hardwick  
Director of Administration  
864-598-6138

**SUMMARY:**

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

**BACKGROUND:**

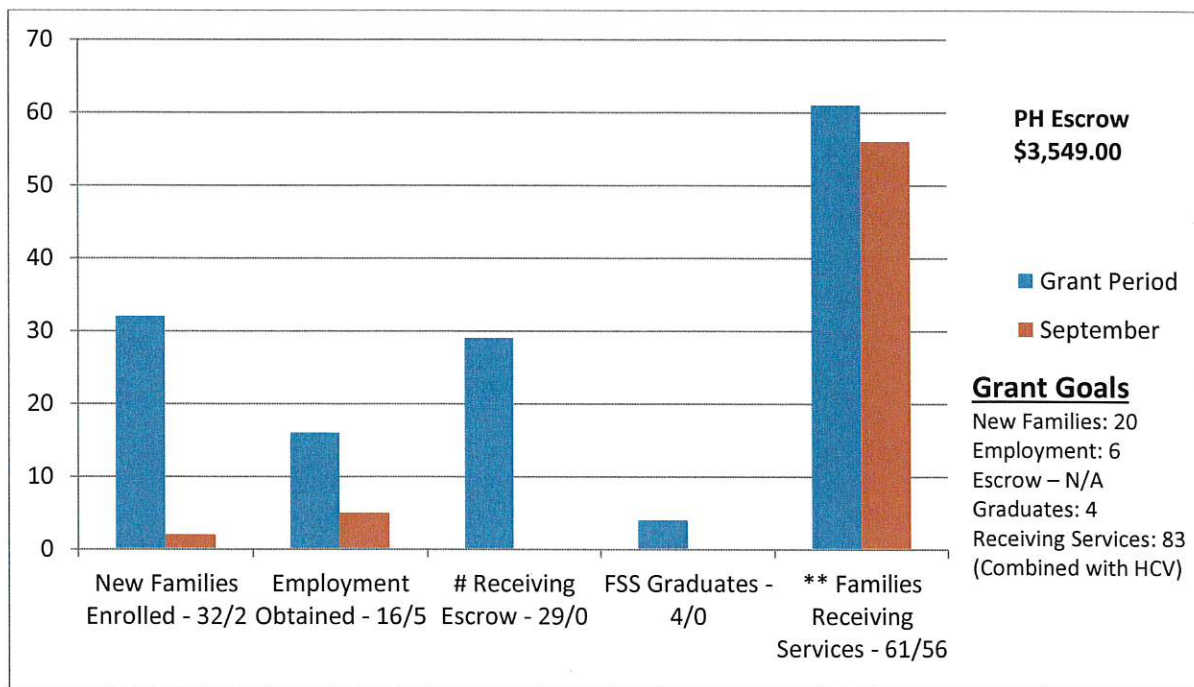
The Community and Supportive Services Program, at the Spartanburg Housing Authority, strives to assist SHA's 720 residents, in becoming self-sufficient. We also provide resources for children, to help them remain in school, while focusing on pregnancy prevention in teens.



**PUBLIC HOUSING FSS PROGRAM:**

**Grant Period Totals to the end of August 2016, with September 2016**

**Additions (Grant Period runs from 1/1/16 to 12/31/16)**

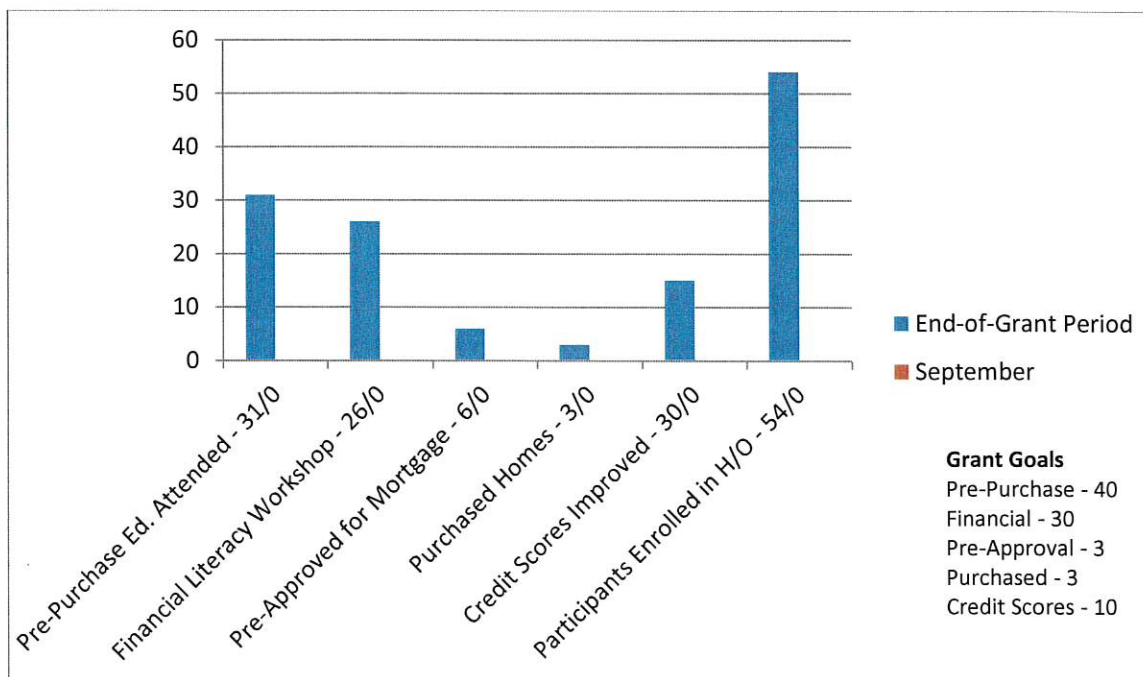


**\*\*This column indicates that 56, of the 61 families enrolled, participated in FSS service(s) offered, during the month of September 2016.**

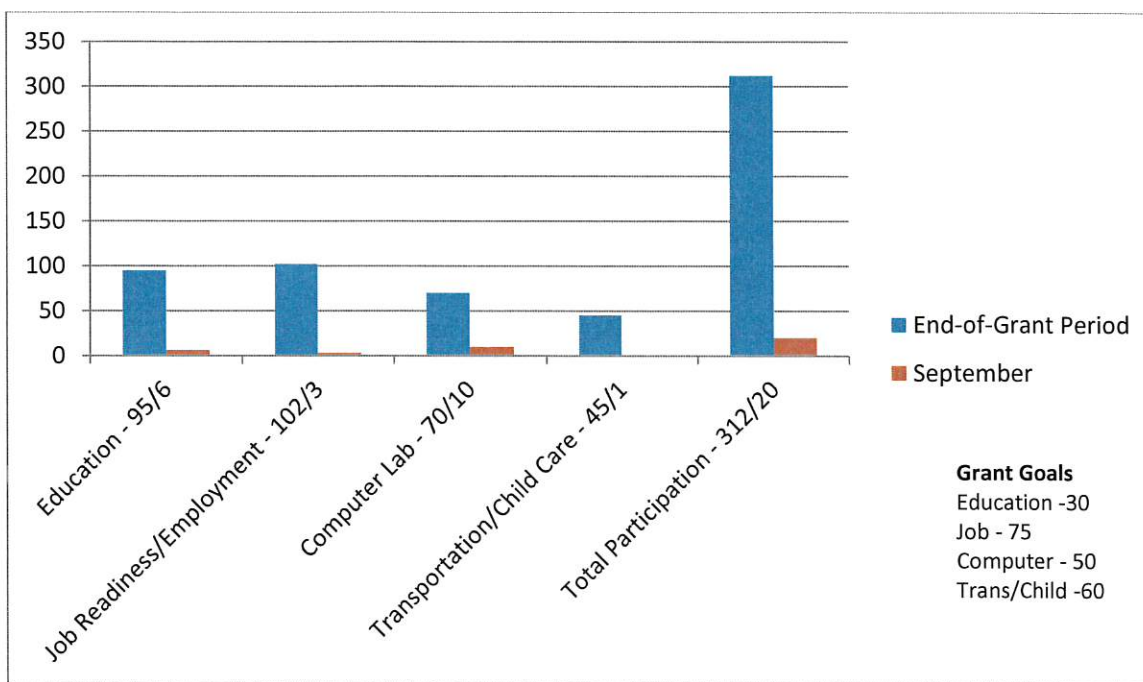
**HOMEOWNERSHIP PROGRAM – Grant Period Ended August 2016**

**(Grant Period ran from 8/28/15 to 8/27/16)**

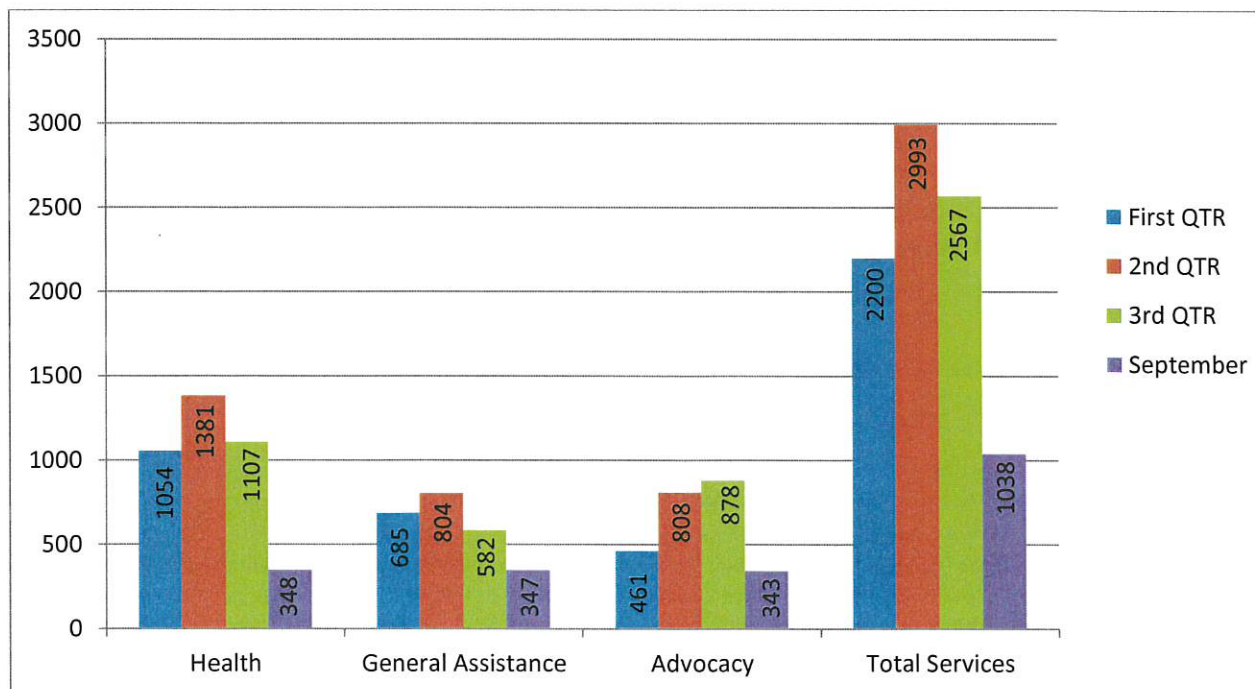
**No workshops conducted, due to FY Close-Out of Grant**



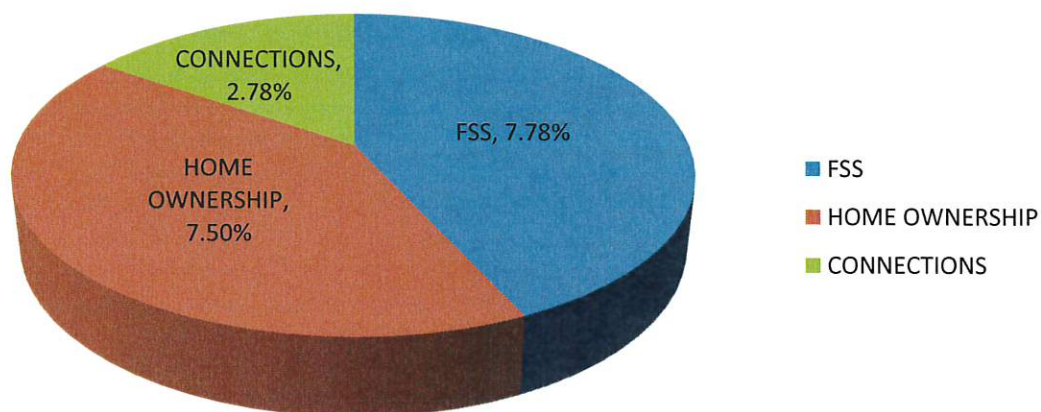
**CONNECTIONS PROGRAM – Grant Period Ended August 2016, with September Additions (New Grant Period is 8/28/16 to 8/27/17)**



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



**PERCENTAGES OF SERVICES RENDERED TO  
PUBLIC HOUSING FAMILIES DURING MONTH  
OF SEPTEMBER 2016**



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

  
Shannell Hardwick, Director of Administration  
Spartanburg Housing Authority