



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, November 22, 2016**



**Spartanburg Housing  
Authority Regular Board  
Meeting Tuesday,  
November 22, 2016  
04:00 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **04:00 P.M. Tuesday, November 22, 2016**, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302

**AGENDA**

**CALL MEETING TO ORDER**

**I. Moment of Silence**

**II. Roll Call**

**III. Approval of  
Agenda**

**IV. Approval of Minutes—Regular Board Meeting October 25, 2016**

**V. Approval of Minutes—Regular Board Meeting November 8, 2016**

**VI. Commission Comments**

**VII. Public Comments on Agenda Action Actions**

**VIII. Action Items and Resolutions**

1. Resolution 2016-77: Cooperative Partner Agreement with City of Spartanburg and NDG
2. Resolution 2016-87: Approval of the Section 8 Management Assessment Program (SEMAP) Certification
3. Resolution 2016-88: Approval of MASC Contract

**IX. Information Items**

**X. Monthly Reports**

1. Executive Director (Jessica M. Holcomb)
2. Asset Management (Jessica M. Holcomb)
3. Finance (Joe Calicdan)
4. Human Resources (Shannell Hardwick)
5. Community and Supportive Services (Shannell Hardwick)
6. RAD (Cindi Herrera)
7. Development (Joseph Jackson)
8. Housing Choice Voucher (Tiffany Askew)

**XI. SHA Staff Comments**

**XII. Public Comments**

**XIII. Adjournment**



**Approval of Minutes—  
Regular Board Meeting  
October 25, 2016**

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**Board of Commissioners Meeting  
Tuesday, November 22, 2016**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA  
October 25, 2016**

**MOMENT OF SILENCE - *observed***

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

**ABSENT:** Mac Hogan

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

Chair Talbot-Metz called the meeting to order at 4:15 p.m. She 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, Molly Talbot-Metz, and Chuck White

**APPROVAL OF THE AGENDA:**

- Commissioner Lounds asked that the changes to the agenda be noted for the record. Chair Talbot-Metz read the following changes: Removal of Resolution 2016-77, and Addition of Resolutions 2016-84.

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

**COMMISSION COMMENTS:**

- Commissioner Lounds asked that it be recorded that no vote was taken in the Executive Session of the Board Meeting September 20, 2016 as that statement was omitted from the minutes of the previous meeting.

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

### **SPECIAL PRESENTATION**

- Ms. Bates introduced Mr. Victor Durrah of BRUH (Brother's Restoring Urban Hope) Mentor.
- Mr. Durrah showed a video of his work with the Boy Scouts as well as Brother's Restoring Urban Hope and gave a brief introduction to BRUH and how they will work with the YouthBuild Grant.

### **INTRODUCTION OF STAFF**

- Ms. Bates introduced all staff. She also spoke about open positions within the agency.
- Commissioner Lounds asked for a list of job openings and was directed to the web site for open positions.

### **SPECIAL GUESTS**

- Jarrod Singleton introduced himself. He works for Milliken and stated he attended the meeting in hopes to get more involved with the community and give back.
- Mario Insabella introduced himself.

### **APPROVAL OF MINUTES**

- Commissioner Lounds asked to add to minutes that no vote was taken in the Executive Session of the Board meeting September 20, 2016.
- A motion to approve the minutes of the Annual Board Meeting was made by Commissioner Lounds, seconded by Commissioner White, and unanimously carried.
- A motion to approve the minutes of the Regular October Board Meeting was made by Commissioner Lounds, seconded by Commissioner White, and unanimously carried.

### **ACTION ITEMS AND RESOLUTIONS**

#### **1. Resolution 2016-73: 4<sup>th</sup> Quarter Write-Offs**

- a.** Joe Calicdan gave a brief overview of the action item.

A motion to approve Resolution 2016-73: 4<sup>th</sup> Quarter Write-Offs was made by Commissioner Talbot-Metz, seconded by Commissioner White, and unanimously carried.

#### **2. Resolution 2016-74 : Procurement Policy Revision**

- a. Terril Bates gave a brief overview of the action item.
- b. Commissioner White asked if the revision is for a one time purchase or multiple. Ms. Bates explained it could be either.
- c. Ms. Bates explained the HUD guidelines per the request of Commissioner Lounds.

A motion to approve Resolution 2016-74: Procurement Policy Revision was made by Commissioner Lounds, seconded by Commissioner Thomas, and unanimously carried.

**3. Resolution 2016-75: Contract for Brawley Street Parking Pads**

- a. Terril Bates gave a brief overview of the action item.

A motion to approve Resolution 2016-75: Contract for Brawley Street Parking Pads was made by Commissioner Lounds, seconded by Commissioner White, and unanimously carried.

**4. Resolution 2016-76 : HCV Payment Schedules**

- a. Tiffany Askew gave a brief overview of the action item.
- b. Commissioner Lounds asked if this would be effective immediately. Tiffany Askew responded it would go into effect January 01, 2017.

A motion to approve Resolution 2016-76: HCV Payment Schedules was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

**5. Resolution 2016-78: Contract for Cammie Clagett Development Partner**

- a. Ms. Terrill Bates gave a lengthy overview of the action item.
- b. Commissioner Poliakoff asked how much money we had in our account and how the loan would be repaid. Ms. Bates provided detail in response to the inquired question.
- c. Commissioner Lounds asked what happens next if this is approved. Ms. Bates provided detail in response to the inquired question.

A motion to approve Resolution 2016-78: Contract for Cammie Clagett Development Partner was made by Commissioner Lounds, seconded by Commissioner White, and unanimously carried.

**6. Resolution 2016-79: Change Order #1 for Water Heater Installation**

- a. Jessica Holcomb gave a brief overview of the action item.

A motion to approve Resolution 2016-79: Change Order #1 for water heater installation was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

**7. Resolution 2016-80 : Change Order #2 EMG Energy Contract**

- a. Ms. Bates gave a brief overview of the action item.

A motion to approve Resolution 2016-80: Change Order #2 EMG Energy Contract was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

**8. Resolution 2016-81 : Extension of Cindi Herrera Contract**

- a. Ms. Bates gave a brief overview of the action item.

A motion to approve Resolution 2016-81: Extension of Cindi Herrera Contract was made by Commissioner White, seconded by Commissioner Tullis, and unanimously carried.

**9. Resolution 2016-82 : Extension of Interim CFO Contract**

- a. Terril Bates gave a brief overview of the action item.

A motion to approve Resolution 2016-82: Extension of Interim CFO Contract was made by Commissioner Thomas, seconded by Commissioner White, and unanimously carried.

**10. Resolution 2016-83 : Contract for HCV Consultant**

- a. Terril Bates gave a brief overview of the action item.

A motion to approve Resolution 2016-83: Contract for HCV Consultant was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

**11. Resolution 2016-84 : Shelters to Support Smoke Free Initiative**

- a. Terril Bates gave a brief overview of the action item.

After much discussion about the canopies, cost, placement, and wear & tear, a motion to table Resolution 2016-84: Shelters to Support Smoke Free Initiative was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

**12. Resolution 2016-85 : Contract for Appraisal Services**

- a. Terril Bates gave a brief overview of the action item.

A motion to approve Resolution 2016-85: Contract for Appraisal Services was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

**INFORMATION ITEMS**

1. NONE

**MONTHLY REPORTS**

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

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

**2. Finance (Joe Calicdan):**

- a. Accounting Manager Joe Calicdan provided a brief overview to the written report.
- b. *Please refer to written report for more detailed figures.*

**3. Housing Choice Voucher (Tiffany Askew)**

- a. Tiffany Askew provided a brief overview of her written report.

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

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

**5. Development (Joe Jackson)**

- a. Joseph Jackson provided a brief overview of his written report.

**6. RAD (Cindi Herrera)**

- a. Ms. Bates provided a brief overview of her written report.
8. **Community and Supportive Services (Shannell Hardwick)**
  - a. Shannell Hardwick provided a brief overview of her written report.

**SHA STAFF COMMENTS:**

- None

**PUBLIC COMMENTS:**

- None

**ADJOURN:**

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

Meeting Adjourned.

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





**Approval of Minutes—  
Special Board Meeting  
November 08, 2016**

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**Board of Commissioners Meeting  
Tuesday, November 22, 2016**

**MINUTES OF THE SPECIAL BOARD MEETING OF THE COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE CITY OF  
SPARTANBURG, SOUTH CAROLINA**

**November 8, 2016**

**MOMENT OF SILENCE - *observed***

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

**ABSENT:** Mac Hogan, Brenda Thomas, Andrew Poliakoff

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

Chair Talbot-Metz called the meeting to order at 5:00 p.m. She 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, Chuck White, and Molly Talbot- Metz

**APPROVAL OF THE AGENDA:**

Terril Bates made a change in how the language in Resolution 2016-86 reads as directed by an attorney at the McNair Law Firm. Jessica Holcomb distributed the change.

A motion to approve the amended agenda was made by Commissioner Lounds, and seconded by Commissioner White.

**COMMISSION COMMENTS:**

- None

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

**ACTION ITEMS AND RESOLUTIONS:**

**1. Resolution 2016-86 : Transfer of Deed to Habitat**

- a. Terril Bates gave a brief overview of the written resolution.
- b. Commissioner Lounds asked if it was going to be two houses; Ms. Bates explained it would eventually be two houses, one per year as the grant is for two years.

A motion to approve Resolution 2016-86: Transfer of Deed to Habitat was made by Commissioner White, seconded by Commissioner Lounds, and unanimously carried.

**SHA STAFF COMMENTS:**

- None

**PUBLIC COMMENTS:**

- None

**ADJOURN:**

A motion to adjourn was made by Commissioner Lounds, seconded by Commissioner White, and unanimously carried.

Meeting Adjourned.

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



# **Action Item & Resolution**

## **2016-77**

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**Board of Commissioners Meeting**  
**Tuesday, November 22, 2016**

**RESOLUTION NO. 2016-77**  
**ADOPTED BY THE BOARD OF COMMISSIONERS OF**  
**THE SPARTANBURG HOUSING AUTHORITY**  
**November 22, 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 November 22, 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: November 22, 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 \_\_\_\_\_, 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 ("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 Communities' 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 wants to redevelop the sites for highest and best use; 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 Private Developer to implement a comprehensive mixed use/mixed income development in the Communities (Development Plan); 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 entire 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 Communities' development.
- B. Subsequent Agreements. This Agreement is intended to provide an overall framework for a cooperative, public-private, highly coordinated approach to preparing the Communities' development. The Collaborative Partners acknowledges that the completion of the Communities' development may require additional agreements between separate parties to this Agreement and third parties (the "Subsequent Agreements"). The Collaborative Partners agree to work with each other in good faith to execute the Subsequent Agreements in accordance with any agreed upon schedule and further agree that all Subsequent Agreements must comply with their standard contractual provisions, policies and procedures.

### **II. Funding of the Pre-development Plan.**

This Agreement provides for specific funding commitments by the Collaborative Partners with respect to preparation of the final 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 Collaborative Partners retain their autonomous decision making authority with respect to all future funding commitments for the Communities 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 Partners acknowledge and agree that the Private Developer shall be responsible for proposing Pre-Development Plan options to the Collaborative Partners and the Communities' neighborhood associations for their review. The Private Developer 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.** Communicate and report with HUD, and insuring that all information is shared in a timely manner with partners;
- B.** Work with the Collaborative Partners, Other Partners and Private Developer to create and submit the final Development Plan based on an agreed schedule;
- C.** Assist in facilitating the involvement of the public housing and Section 8 residents in the pre-development planning effort;
- D.** Coordinate efforts with the Private Developer on RAD and Section 8 Voucher use in the final Development Plan;
- E.** Provide property in the Highland Community for the development;
- F.** Provide funding for the Pre-development Plan and the final Development Plan in the Communities where available and appropriate to facilitate the construction of designated Section 8 and RAD funded units;
- G.** Make available any property in the Highland community for the development;
- H.** Provide staff support, oversight, and technical assistance during the creation of the final Development Plan and implementation of the final Development Plan; and
- I.** Work with the Collaborative Partners, Highland Neighborhood Association and Other Partners to increase the involvement of the surrounding neighborhood in the pre-development planning effort.

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

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

- A.** Work with the Collaborative Partners, Other Partners and Private Developer to create the final Development Plan;
- B.** Provide 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. Consult and offer assistance to the Private Developer in its pursuit of New Markets Tax Credit allocation for the development of commercial rental space as part of the mixed use Northside Development;
- E. Provide any vacant and available property for the implementation of the development in the Communities;
- F. Provide funding where available and appropriate for the development of and construction of infrastructure improvements;
- G. Promote 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;
- H. Work with Collaborative Partners and Other Partners to insure the involvement of the Communities' neighborhood in any pre-development planning effort; and
- I. Coordinate 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 on the Northside including, but not limited to:

- A. Work with the Collaborative Partners, Other Partners and Private Developer to create the final Development Plan;
- B. Ensure all timelines and schedules are in a central location and the planning process is coordinated;
- C. Ensure all partners including but not limited to Northside Neighborhood Association, Edward Via College of Osteopathic Medicine, Wofford College, Spartanburg Regional Healthcare System and Voyagers are involved in the planning and development process;
- D. Work 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. Coordinate planning efforts and resources for strategic redevelopment within and surrounding the Northside neighborhood;
- F. Provide appropriate staff support;
- G. Work with the Collaborative Partners and Other Partners to enhance the involvement of the neighborhood in the pre-development planning effort;
- H. Participate in the ownership of any property in the Northside community with the Private Developer at the completion of the development, depending on the final ownership structure;
- I. Coordinate timelines and the goals outlined in the Pre-development Plan including review of objectives and current progress to support this Agreement; and
- J. Lead public communication strategy with input from the Collaborative Partners and Other Partners.

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

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

- A. Development Plan. The Private Developer, with assistance from the Collaborative Partners, shall be responsible for preparing the Pre-development Plan, development financing plan, and implementing the final development in the Communities. The Collaborative Partners and the Private 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 agree to facilitate the development of a preliminary development and planning budget and source specific budget and agree as follows on budgetary and financial management responsibilities:
  - i) SHA and NDC will provide funding for the pre-development efforts in a separate agreement.
  - ii) Each agrees to collectively work together to reach consensus for any changes to any 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 agree 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 Private Developer 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 Private Developer to assist it with the preparation of the pre-development 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. NDC 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 this Agreement, the Transformation Plan.
- F. Fund Raising. The Collaborative Partners will jointly seek to proactively identify and raise funding for implementation of the final Development Plan which is deemed to be consistent with the Northside and Highland redevelopment objectives.
- G. HUD Reporting, HUD Monitoring, and Tracking of Resources. The Collaborative Partners acknowledge 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 acknowledge 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, 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 no party may assign or delegate any rights or obligations hereunder without first obtaining the written consent of other parties, except that the rights or

obligations of Developer may be further assigned or delegated in accordance with the terms of the Master Development Agreement which will be developed in the future by NDC, SHA and Developer.

- 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 Manager, City of Spartanburg, P.O. Box 1749, Spartanburg, SC 29304
  - ii) If to SHA: Terril Bates, Executive Director, Spartanburg Housing Authority, 2271 S. Pine Street, Spartanburg, SC 29302
  - iii) If to NDC: William Barnet, III, Chairman, Board of Directors, Northside Development Corporation, P.O. Box 3362, Spartanburg, SC 29304
- 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 Cammie Clagett Public Housing, Prince Hall Public Housing, and Norris Ridge – privately owned Mod-Rehab 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 cooperation 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 about 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**  
**City-Required Contractual Provisions**

**[insert, if any]**

**Exhibit D**  
**SHA-Required Contractual Provisions**

**[insert, if any]**

**Exhibit E**  
**NDC-Required Contractual Provisions**

**[insert, if any]**



# **Action Item & Resolution**

## **2016- 87**

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**Board of Commissioners Meeting  
Tuesday, November 22, 2016**



**November 22, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP) CERTIFICATION**

**RECOMMENDATION:**

Approval of the Section 8 Management Assessment Program (SEMAP) Certification

**CONTACT PERSON:**

Tiffany Askew  
Housing Choice Voucher Manager  
864-598-6053

**SUMMARY:**

Housing Urban Development (HUD) requires that all Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

The 14 key indicators of PHA performance are:

- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs



- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help FSS families achieve increases in employment income.

**BACKGROUND:**

The data and files have been reviewed and collected to complete the attached Section 8 Management Assessment Program (SEMAP) Certification.

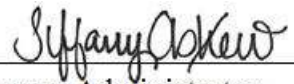
Indicator #	Possible Score	SHA Score
1.Waiting List Selection	15	15
2.Rent Reasonableness	20	20
3.Determination of Adjusted Income	20	20
4.Utility Allowance Schedule	5	5
5.HQS Quality Control Inspections	5	5
6.HQS Enforcement	10	10
7.Expanding Housing Opportunities	5	5
8.Payment Standards	5	5
9.Annual Reexaminations	10	10
10.Correct Tenant Rent Calculations	5	5
11.Precontract Inspections	5	5
12.Annual HQS Inspections	10	10
13.Lease Up	20	20
14.Family Self-Sufficiency Enrollment	10	10
Deconcentrating Bonus Indicator	-	-
<b>Total Points</b>	<b>145</b>	<b>145</b>

**FINANCIAL CONSIDERATIONS:**

None

**POLICY CONSIDERATIONS:**

None

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



**RESOLUTION NO. 2016-87**

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

**NOVEMBER 22, 2016**

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

Staff recommends adoption of Resolution No. 2016-87 , the approval of fiscal year October 2015-September 2016 Section 8 Management Program (SEMAP) Certification to comply with the Department of Housing and Urban Development requirements.

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-87

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



# **Action Item & Resolution 2016- 88**

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**Board of Commissioners Meeting  
Tuesday, November 22, 2016**



November 8, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval of a \$25 fee to offset administrative costs associated with collection efforts under the Municipal Association of South Carolina debt setoff program.

**RECOMMENDATION:**

Authorize Board Chairman or designated representative to attest to the underlying intent of this resolution.

**CONTACT PERSON:**

Philippe T Lindsay,  
Interim CFO  
864-598-6029

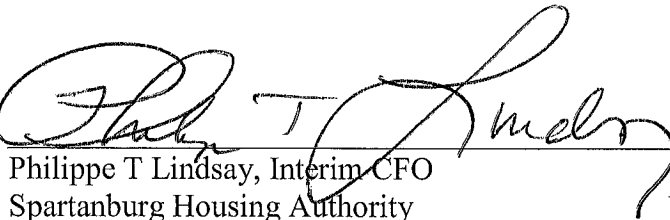
**SUMMARY:**

Spartanburg Housing Authority receives approximately \$30,000 annually under the debt setoff system that allows the agency to recoup delinquent amounts owed to the agency by attaching income tax refunds and other amounts owed to the individual and remitting them to SHA.

**BACKGROUND:**

SHA has participated in this program since 2013 and it was brought to our attention that to continued participation required that SHA adopt the attached resolution and remit a copy back to MASC prior to November 11, 2016.

Respectfully Submitted,



Philippe T Lindsay, Interim CFO  
Spartanburg Housing Authority

## **RESOLUTION**

RELATING TO THE RECOVERY OF COLLECTION COSTS AS A PART OF  
DELINQUENT DEBTS COLLECTED PURSUANT TO THE SETOFF DEBT  
COLLECTION ACT

WHEREAS, the Spartanburg Housing Authority is a claimant agency as defined in the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10, et seq. (the Act) and is therefore entitled to utilize the procedures set out in the Act to collect delinquent debts owed to Spartanburg Housing Authority (Claimant);

AND WHEREAS, "delinquent debt" is defined in the Act to include "collection costs, court costs, fines, penalties, and interest which have accrued through contract, subrogation, tort, operation of law, or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made;"

AND WHEREAS, the Claimant has contracted with the Municipal Association of South Carolina to submit claims on its behalf to the SC Department of Revenue pursuant to the Act;

AND WHEREAS, the Municipal Association of South Carolina charges a fee for the services it provides pursuant to the Act;

AND WHEREAS, the fee charged by the Municipal Association of South Carolina is a cost of collection incurred by the Claimant that arises through contract, and is therefore properly considered as a part of the delinquent debt owed to the Claimant as that term is defined in the Act;

AND WHEREAS, the Claimant also incurs internal costs in preparing and transmitting information to the Municipal Association, which costs are also collection costs that are a part of the delinquent debt owed to the Claimant;

AND WHEREAS, the Claimant desires to recover its internal costs of collection by charging a fee that will be added to the delinquent debt;

NOW THEREFORE, BE IT RESOLVED by the Spartanburg Housing Authority as follows:

1. The Spartanburg Housing Authority (Claimant) hereby imposes an administrative fee in the amount of \$ 25.00 to defray its internal costs of collection for any delinquent debts that are sought to be collected pursuant to the provisions of the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10 et. seq. This fee is hereby declared to be a collection cost that arises by operation of law and shall be added to the delinquent debt and recovered from the debtor.

2. The Claimant hereby declares that the administrative fee charged by the Municipal Association of South Carolina is also a collection cost to the Claimant, which shall also be added to the delinquent debt and recovered from the debtor.

3. All Resolutions in conflict with this Resolution are hereby repealed.

4. This Resolution shall be effective on the date of adoption, provided however, that this Resolution is declared to be consistent with prior law and practice and shall not be construed to mean that any fees previously charged to debtors as costs of collection under the Act were not properly authorized or properly charged to the debtor.

Adopted by majority vote this 8<sup>TH</sup> day of November, 2016.

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Chairman

Attest:

---

Clerk

# Setoff Debt FAQs

## Staff Contact:

**Melissa Brown**

803.933.1201

mbrown@masc.sc

## What is a debtor?

A debtor is any individual having a delinquent debt or account with any claimant agency which has not been adjusted, satisfied or set aside by court order, or discharged in bankruptcy. (*Setoff Debt Collection Act, S.C. Code Section 12-56-20*)

## What constitutes a delinquent debt?

A delinquent debt is any sum due and owed any claimant agency. It includes the collection costs, court costs, fines, penalties and interest which have accrued through contract, subrogation, tort, operation of law, or any other legal theory regardless of whether there is an outstanding judgment for the sum which is legally collectible and for which a collection effort has been or is being made. (*Setoff Debt Collection Act, S.C. Code Section 12-56-20*)

**Examples:** delinquent property taxes, rent, utility bills, parking fines, tuition fees, garbage fees, property damage costs, etc.

## Can the Municipal Association and a participant collect a reasonable fee through setoff in addition to the original debt amount?

Yes. The Municipal Association charges a \$25 administrative fee. Participants may charge an administrative fee up to \$25. The Setoff Debt application will add these fees to the original debt amount.

## Can other means of collection, such as a collection agency, be used while the debt is pending setoff?

Yes. You may use other means of collection, such as a private collection agency, after submitting the debt to the Department of Revenue. If the debt is collected by other means, the participant must immediately post the payment in the system. The Association will notify the Department of Revenue. If the debt is setoff by the Department of Revenue

in the interim, the participant must refund the setoff, including the DOR fee to the taxpayer.

**How long will the list of claims be current?**

The list is current for one tax year. The Department of Revenue will match the list of claims submitted by the Association on behalf of participants against the refunds due for that tax year. You may delete a claim or reduce the amount owed. You cannot add new claims or increase debt amounts after the initial list of debtors is forwarded to DOR. Each December, the Association submits a new list of debtors to DOR.

## What happens if a debtor files bankruptcy?


If you receive notice that a debtor is in bankruptcy and the debt is dismissed, it cannot be setoff.

### Should I accept payments after January 1?

Yes, the debtor's state refund may not cover the entire debt amount. Instruct the debtor to wait four to six weeks before filing his income tax return. This will lessen the chance of the debt being offset before the payment is recognized. Some participants have a written disclaimer that states the debtor has been informed to wait four to six weeks before filing his tax return. If he files before that time, the participant will not refund any fees incurred from a setoff. Have the debtor date and sign the disclaimer.

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Tammy Murray &lt;tmurray@shasc.org&gt;

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**Fwd: Important information needed regarding Setoff Debt**

1 message

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**Jose Calicdan** <jcalicdan@shasc.org>  
To: Tammy Murray <tmurray@shasc.org>

Fri, Nov 4, 2016 at 9:32 AM

Please read and advise.

----- Forwarded message -----

From: **Myan R. Jencks** <mjencks@masc.sc>  
Date: Fri, Nov 4, 2016 at 7:56 AM  
Subject: Important information needed regarding Setoff Debt  
To: "jcalicdan@shasc.org" <jcalicdan@shasc.org>

Good morning Jose,

As you are already aware, we recently enhanced the Setoff Debt system which allows all required documents to be uploaded directly to your account. This allows transparency on both the MASC side and the participant side. The system was designed to upload one time documents (ordinance, agreements resolutions, etc.) and yearly documents (yearly participation document, initial letter certification, etc.). While going through the archived agreements and resolutions for your entity to get them ready to upload, we discovered that we are missing the **Resolution relating to Recovery Costs**. An example of that document is attached.

We are concerned this missing document could hinder your continued participation in the Setoff Debt Program. Therefore we request that you locate your original document and get it uploaded to the system. Uploading instructions can be found on Page 107 of the Participant's User Guide. If you are unable to locate the original, complete the attached document. In either manner, we request that you have either the original or the new document uploaded no later than by November 11, 2016.

I will follow up with you in a few days if I don't hear from you. If you have any questions or concerns, please contact me immediately. My apologies for any inconvenience this may cause.

Thank you,

**Myan Jencks**

Administrative Assistant for Collections

Municipal Association of South Carolina

p: 803.933.1229

f: 803.933.1296

www.masc.sc

Facebook: CitiesMeanBusiness Twitter: MuniAssnSC



**Monthly Reports:**  
**Executive Director**  
**Jessica Holcomb**

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**Board of Commissioners Meeting**  
**Tuesday, November 22, 2016**



**November 22, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

Greetings Commissioners:

This will be the first time since I joined SHA, that I am not present at your monthly Board of Commissioners meeting. We are only a few days away from the Thanksgiving Holiday. I am thankful for the support and guidance that has been offered by each of you individually. Enjoy your family traditions and the holiday experience.

**INFORMATION AND UPDATES:**

- Attended Seeing Spartanburg in a New Light. Several staff members were present for the unveiling of the light show at Cammie Clagett. The Highland community is very proud of this project.
- Continue to maintain direct supervision of YouthBuild and Faceforward. YouthBuild is very near its enrollment goals and continues recruiting. A contract for Mentoring Services was executed for both programs, with services delivered during the month. A coach from the Department of Labor visited Youthbuild. Various required DOL training sessions were arranged for staff.
- Attended a meeting of the Hope Six Board of Directors
- Attended City Council meetings, met with Mayor White
- Met with Councilman Rice. His church will be providing a Thanksgiving dinner to Prince Hall residents.
- Participated in resident meetings with the Forrester Center at Prince Hall
- Attended NAHRO conference, including the Housing Development Law Institute Session
- Attended HUD Listening session for the refederalization of COCC funds

- On boarded Director of Administration who will be responsible for Human Resources through December 2016. Thereafter she will also be responsible for Procurement and Resident Services
- Met with McNair Law Firm representative to review affiliate positions
- Requested plan for Senior Luncheon, recognizing seniors 80 and over. Event to be held at Cleveland Park on December 7, 2016
- Attended United Way Housing Task Force meetings, Highland Working Group Meeting, Rotary, a Mary Black Foundation Event, the Happiness Diet
- Met with representative from Wofford regarding Interns
- Arranged for facilitator to present information to Spartanburg regarding Affirmatively Furthering Fair Housing
- Reviewed and approved multiple procurement documents

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

Terril Bates, Executive Director  
Spartanburg Housing Authority



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

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**Board of Commissioners Meeting**  
**Tuesday, November 22, 2016**



November 22, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

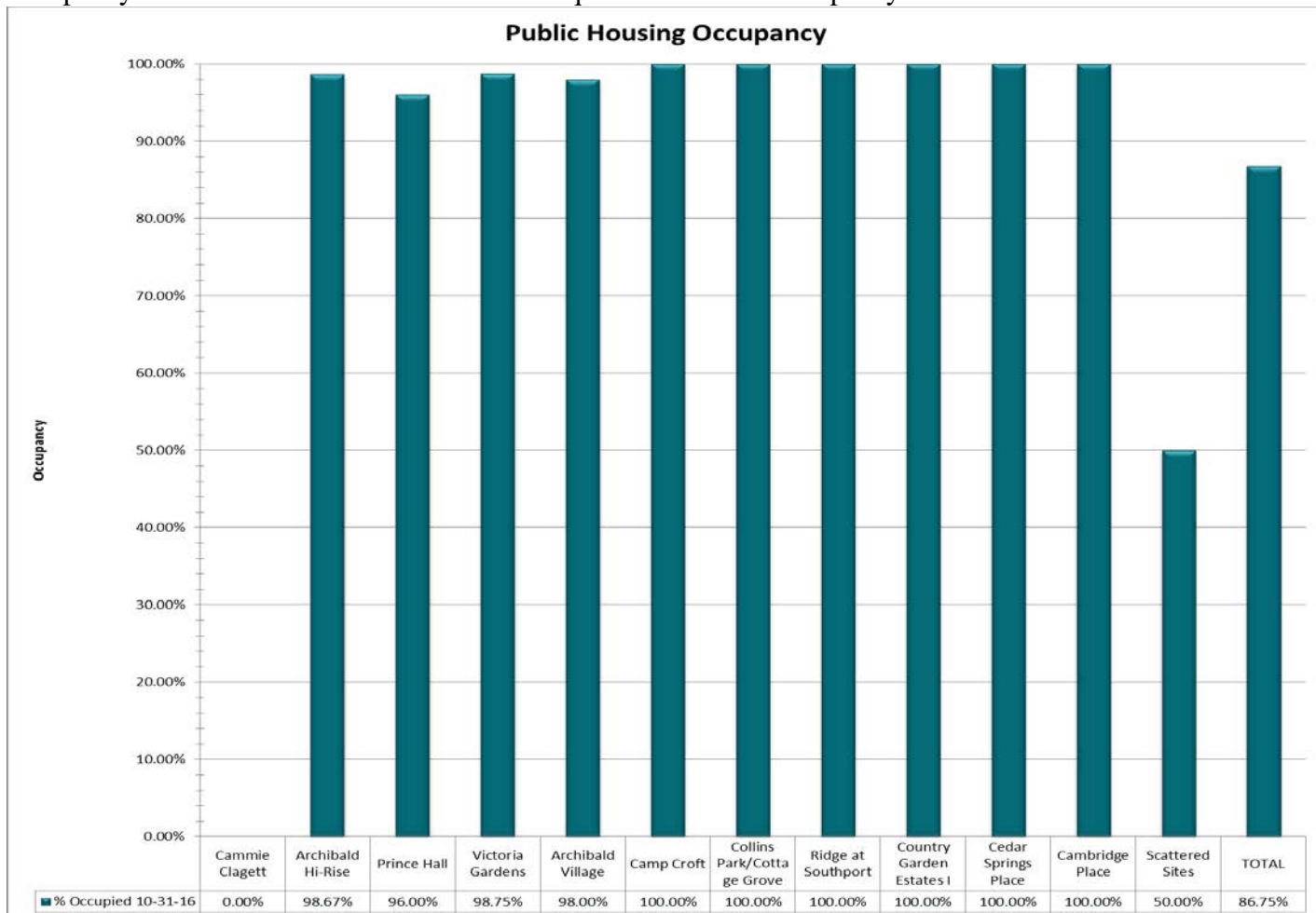
**ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—OCTOBER 2016**

**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

### **OCCUPANCY**

The occupancy rate at the end of October 2016 for all of our Public Housing is 86.75% or 8 vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 98.88%. The HUD required minimum occupancy rate is 98%.



**TENANT ACCOUNTS RECEIVABLE REPORTS:**

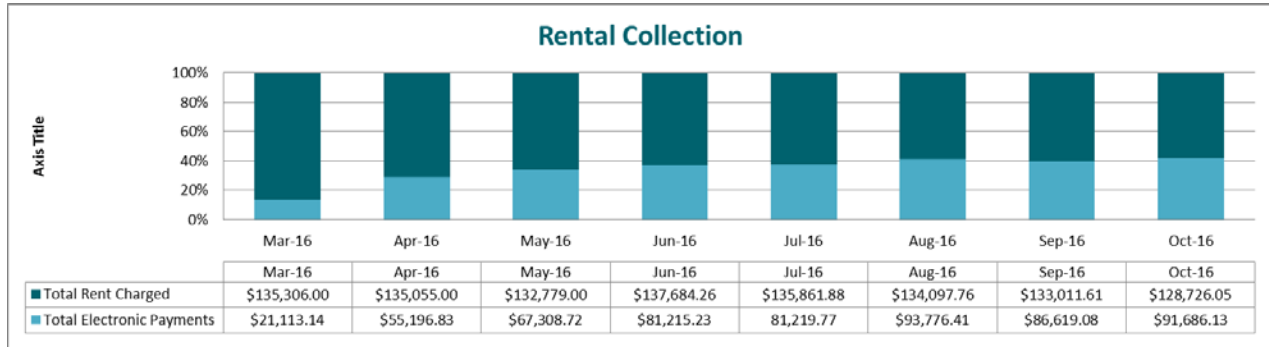
The tenant accounts receivable rate at the end of October 2016 is 91.97%. A total of 8.03% of rent went uncollected from 66 residents .

<b>RENT ANALYSIS REPORT FOR OCTOBER 2016</b>							
<b>Property</b>				<b># of Tenants Not Paid</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	\$ 21,672.00	19,443.54	89.72%	9	\$ (865.11)	723.24	\$(141.87)
Archibald Village	11,894.00	11,073.00	93.10%	3	210.87	897.00	\$1,107.87
Archibald Rutledge	35,670.00	34,793.00	97.54%	10	75.36	(34.00)	\$41.36
Scattered Sites	4,585.00	4,579.00	99.87%	1	1.81	-	\$1.81
Prince Hall	9,718.00	8,531.17	87.79%	10	(793.97)	738.96	\$(55.01)
Victoria Gardens	16,163.00	11,085.06	68.58%	28	8,582.20	5,313.78	\$13,895.98
Cambridge Place/Brawley	2,215.00	1,768.00	79.82%	2	618.28	-	\$618.28
Page Lake	597.00	597.00	100.00%	0	15.00	-	\$15.00
JC Bull	25,972.00	25,888.00	99.68%	2	(452.03)	(624.00)	\$(1,076.03)
Spartanburg Leased Housing	8,905.86	8,905.28	99.99%	0	(546.11)	-	\$(546.11)
Liberty	1,988.00	1,479.00	74.40%	1	1,077.00	-	\$1,077.00
Appian	584.00	584.00	100.00%	0	(108.00)	-	\$(108.00)
<b>Total</b>	<b>\$ 139,963.86</b>	<b>128,726.05</b>	<b>91.97%</b>	<b>66</b>	<b>7,815.30</b>	<b>7,014.98</b>	<b>14,830.28</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>
Oct-16	8.03%
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 71% of payments made in October 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:**

## **Finance**

**Joe Calicdan**

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**Board of Commissioners Meeting**

**Tuesday, November 22, 2016**



November 15, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**OCTOBER 2016 - 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 October, the total Inflows amounted to \$1,711,473 and the total Outflow was \$2,056,436 resulting in a net outflow of \$344,962 that was offset by reserve.

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

HCVP (Sec8) HAP Savings + Checking	\$1,284,678
Sec 8 - HAP -NRP	87,708
Sec 8 Adm. Fees	225,716
<u>MOD Rehab Adm. Fees</u>	92,399
<b>Total</b>	<b>\$1,690,501</b>

**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 3 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	\$0.1	\$0.1	0	\$0.1
2	Archibald Hi-Rise	38.1	38.1	(3.1)	41.2
3	Archibald Village	9.3	9.3	(3.1)	12.4
4	Cammie Clagett	(3.4)	(3.4)	(0.7)	(2.7)
5	Camp Croft	22.3	22.3	0.01	22.3
6	Prince Hall	(4.2)	(4.2)	5.5	(9.7)
7	Scattered Sites	1.5	1.5	(1.0)	2.5
8	Victoria Gardens	13.2	13.2	(5.2)	18.4
9	JC Bull (100 units)	36.3	36.3	6.3	30.0
10	SLHC (32 units)	7.8	7.8	(3.3)	11.1
11	Cambridge Place	1.3	1.3	1.8	(0.5)
12	Liberty	.07	.07	0	.07
13	Page Lake	(0.2)	(0.2)	0	(0.2)


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

SHA's open/unspent *capital fund grant awards* total \$2,018,114 dollars of which \$305,067 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,713,047 or 85.0 % 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 \$1,272,112 and the balance remaining unspent is \$514,121.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$98,247.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and fund expended \$784,392.

Respectfully Submitted,



Joe Calicdan, Accounting Manager  
Spartanburg Housing Authority

<b>SHA - Summary of Financial Results - October, 2016</b>									
		MTD	MTD	MTD		1 month	1 month	1 month	
		Actual	Budget	Variance	Note	PTD	PTD	PTD	
		Actual	Budget	Variance	Note	Actual	Budget	Variance	
<b>1</b>	<b>Public Housing</b>								
	Total Revenue	\$ 373,000	\$ 264,000	\$ 109,000		\$ 373,000	\$ 264,000	\$ 109,000	
	Total Operating Expenses	\$ 299,000	\$ 270,000	\$ 29,000		\$ 299,000	\$ 270,000	\$ 29,000	
	Net Operating Income	\$ 74,000	\$ (6,000)	\$ 80,000		\$ 74,000	\$ (6,000)	\$ 80,000	
	Note (1) - Revenue for Oct is \$74k higher than budget primarily due to HUD subsidy. This is primarily driven by conservative budget assumptions in the FY 2017 budget and the timing of HUD funding of subsidy for the fiscal year.								
<b>2</b>	<b>HCV Program - HAP Only</b>								
	Total Revenue	\$ 799,000	\$ 925,000	\$ (126,000)		\$ 799,000	\$ 925,000	\$ (126,000)	
	Total Expenses	\$ 781,000	\$ 924,000	\$ (143,000)		\$ 781,000	\$ 924,000	\$ (143,000)	
	Net Operating Income ( Excess Cash)	\$ 18,000	\$ 1,000	\$ 17,000		\$ 18,000	\$ 1,000	\$ 17,000	
	This program is a passed through obligation -meaning -HUD is wholly funding the activities based on the actual HAP disbursements. It is a \$1 for \$1 reimbursement.								
<b>3</b>	<b>HCV Program - Admin Only</b>								
	Total Revenue	\$ 89,000	\$ 101,000	\$ (12,000)		\$ 89,000	\$ 101,000	\$ (12,000)	
	Total Expenses	\$ 79,000	\$ 102,000	\$ (23,000)		\$ 79,000	\$ 102,000	\$ (23,000)	
	Net Operating Income	\$ 10,000	\$ (1,000)	\$ 11,000		\$ 10,000	\$ (1,000)	\$ 11,000	
	For the month of Oct , admin revenue received was \$89k as compared to total expenses of \$79K resulting to net income of \$10K higher than budget .								
<b>4</b>	<b>COCC Program Only</b>								
	Total Revenue	\$ 117,000	\$ 136,000	\$ (19,000)		\$ 117,000	\$ 136,000	\$ (19,000)	
	Total Expenses	\$ 90,000	\$ 145,000	\$ (55,000)		\$ 90,000	\$ 145,000	\$ (55,000)	
	Net Operating Income	\$ 27,000	\$ (9,000)	\$ 36,000	(2)	\$ 27,000	\$ (9,000)	\$ 36,000	
	Note (2) - COCC Net income is higher by \$27K than budget primarily due to lower administrative costs incurred.								
<b>5</b>	<b>JC BULLS ( 100 &amp; 32 units)</b>								
	Total Revenue	\$ 87,000	\$ 84,000	\$ 3,000		\$ 87,000	\$ 84,000	\$ 3,000	
	Total Expenses	\$ 43,000	\$ 81,000	\$ (38,000)		\$ 43,000	\$ 81,000	\$ (38,000)	
	Net Operating Income	\$ 44,000	\$ 3,000	\$ 41,000	(3)	\$ 44,000	\$ 3,000	\$ 41,000	
	Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2017.								

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	140,471.46	132,051.00	8,420.46	6.38	140,471.46	132,051.00	8,420.46	6.38
311900-000	Total Rental Income	140,471.46	132,051.00	8,420.46	6.38	140,471.46	132,051.00	8,420.46	6.38
312000-000	Other Tenant Income								
312003-000	Damages	4,391.00	1,311.00	3,080.00	234.94	4,391.00	1,311.00	3,080.00	234.94
312004-000	Late Charges	1,430.00	1,086.00	344.00	31.68	1,430.00	1,086.00	344.00	31.68
312005-000	Legal Fees - Tenant	1,540.00	796.00	744.00	93.47	1,540.00	796.00	744.00	93.47
312006-000	NSF Charges	75.00	-	75.00	N/A	75.00	-	75.00	N/A
312007-000	Tenant Owed Utilities - Excess	7,101.40	6,442.00	659.40	10.24	7,101.40	6,442.00	659.40	10.24
312009-000	Misc.Tenant Income	368.10	221.00	147.10	66.56	368.10	221.00	147.10	66.56
312010-000	Maintenance Charges	12.50	-	12.50	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	14,918.00	9,856.00	5,062.00	51.36	14,918.00	9,856.00	5,062.00	51.36
319900-000	NET TENANT INCOME	155,389.46	141,907.00	13,482.46	9.50	155,389.46	141,907.00	13,482.46	9.50
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	233,887.00	136,547.00	97,340.00	71.29	233,887.00	136,547.00	97,340.00	71.29
340111-000	Pet Fee Income	130.00	-	130.00	N/A	130.00	-	130.00	N/A
341001-000	Section 8 HAP Earned	796,758.00	924,000.00	(127,242.00)	-13.77	796,758.00	924,000.00	(127,242.00)	-13.77
341002-000	Sec 8 Admin. Fee Inc-HCV	88,796.00	100,000.00	(11,204.00)	-11.20	88,796.00	100,000.00	(11,204.00)	-11.20
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	-	125.00	(125.00)	-100.00
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	-	833.00	(833.00)	-100.00
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	13,703.00	17,483.00	(3,780.00)	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	119,121.00	109,044.00	10,077.00	9.24
341500-000	Other Govt and Private Grants	51,464.00	47,917.00	3,547.00	7.40	51,464.00	47,917.00	3,547.00	7.40
349900-000	TOTAL GRANT INCOME	1,303,859.00	1,335,949.00	(32,090.00)	-2.40	1,303,859.00	1,335,949.00	(32,090.00)	-2.40
360000-000	OTHER INCOME								
362000-000	Management Fee Income	73,990.56	66,713.00	7,277.56	10.91	73,990.56	66,713.00	7,277.56	10.91
362001-000	Bookkeeping fee income	21,502.50	22,049.00	(546.50)	-2.48	21,502.50	22,049.00	(546.50)	-2.48
364000-000	Fraud Recovery Income-Admin	-	500.00	(500.00)	-100.00	-	500.00	(500.00)	-100.00
364001-000	Fraud Recovery - HAP	2,546.41	500.00	2,046.41	409.28	2,546.41	500.00	2,046.41	409.28
365000-000	Miscellaneous Other Income	43,493.02	69,279.00	(25,785.98)	-37.22	43,493.02	69,279.00	(25,785.98)	-37.22
365002-000	Bad Debt Recovery	711.31	-	711.31	N/A	711.31	-	711.31	N/A
369900-000	TOTAL OTHER INCOME	142,243.80	159,041.00	(16,797.20)	-10.56	142,243.80	159,041.00	(16,797.20)	-10.56
399900-000	TOTAL INCOME	1,601,492.26	1,636,897.00	(35,404.74)	-2.16	1,601,492.26	1,636,897.00	(35,404.74)	-2.16
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	75,959.96	134,747.00	58,787.04	43.63	75,959.96	134,747.00	58,787.04	43.63

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411002-000	Administrative Overtime	907.23	1,500.00	592.77	39.52	907.23	1,500.00	592.77	39.52
411003-000	Administrative: Employer FICA/SUI	5,352.67	13,002.00	7,649.33	58.83	5,352.67	13,002.00	7,649.33	58.83
411004-000	Administrative: Employee Benefits	28,771.27	29,783.00	1,011.73	3.40	28,771.27	29,783.00	1,011.73	3.40
411005-000	Administrative: Retirees Medical ER share	4,506.88	3,083.00	(1,423.88)	-46.18	4,506.88	3,083.00	(1,423.88)	-46.18
411006-000	Administrative: Emp Incentive	297.00	1,250.00	953.00	76.24	297.00	1,250.00	953.00	76.24
411099-000	Total Administrative Salaries	115,795.01	183,365.00	67,569.99	36.85	115,795.01	183,365.00	67,569.99	36.85
413000-000	Legal Expense								
413001-000	Legal Expense	315.00	4,551.00	4,236.00	93.08	315.00	4,551.00	4,236.00	93.08
413003-000	Credit Reports	252.00	1,198.00	946.00	78.96	252.00	1,198.00	946.00	78.96
413100-000	Total Legal Expense	567.00	5,749.00	5,182.00	90.14	567.00	5,749.00	5,182.00	90.14
413900-000	Other Admin Expenses								
414000-000	Staff Training	5,205.92	4,230.00	(975.92)	-23.07	5,205.92	4,230.00	(975.92)	-23.07
415000-000	Travel	3,742.41	2,083.00	(1,659.41)	-79.66	3,742.41	2,083.00	(1,659.41)	-79.66
417000-000	Bookkeeping Fees	20,002.50	20,313.00	310.50	1.53	20,002.50	20,313.00	310.50	1.53
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,500.00	-	0.00	1,500.00	1,500.00	-	0.00
417100-000	Auditing Fees	-	2,427.00	2,427.00	100.00	-	2,427.00	2,427.00	100.00
417200-000	Port Out Admin Fee	836.66	667.00	(169.66)	-25.44	836.66	667.00	(169.66)	-25.44
417300-000	Management Fee	58,330.56	58,151.00	(179.56)	-0.31	58,330.56	58,151.00	(179.56)	-0.31
417302-000	Asset Management Fee	6,560.00	6,260.00	(300.00)	-4.79	6,560.00	6,260.00	(300.00)	-4.79
417303-000	Management Fee- MOD Rehab	2,400.00	2,400.00	-	0.00	2,400.00	2,400.00	-	0.00
418000-000	Office Rent	11,656.25	11,668.00	11.75	0.10	11,656.25	11,668.00	11.75	0.10
418900-000	Total Other Admin Expenses	110,234.30	109,699.00	(535.30)	-0.49	110,234.30	109,699.00	(535.30)	-0.49
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,291.49	2,425.00	1,133.51	46.74	1,291.49	2,425.00	1,133.51	46.74
419004-000	Telephone	2,611.34	6,361.00	3,749.66	58.95	2,611.34	6,361.00	3,749.66	58.95
419005-000	Postage	3.38	2,557.00	2,553.62	99.87	3.38	2,557.00	2,553.62	99.87
419006-000	Forms and Computer Supplies	-	1,864.00	1,864.00	100.00	-	1,864.00	1,864.00	100.00
419007-000	Court Costs	1,585.00	1,614.00	29.00	1.80	1,585.00	1,614.00	29.00	1.80
419008-000	Subscriptions and Fees	1,595.00	635.00	(960.00)	-151.18	1,595.00	635.00	(960.00)	-151.18
419009-000	Sundry Miscellaneous	587.00	3,300.00	2,713.00	82.21	587.00	3,300.00	2,713.00	82.21
419010-000	Newspaper ADS (Advertising)	-	700.00	700.00	100.00	-	700.00	700.00	100.00
419011-000	Sundry Service Contracts	37,267.68	14,638.00	(22,629.68)	-154.60	37,267.68	14,638.00	(22,629.68)	-154.60
419012-000	Software	222.60	-	(222.60)	N/A	222.60	-	(222.60)	N/A
419017-000	Temporary Administrative Labor	-	1,945.00	1,945.00	100.00	-	1,945.00	1,945.00	100.00
419018-000	False Alarms	-	3.00	3.00	100.00	-	3.00	3.00	100.00
419020-000	Bank Fees	35.00	292.00	257.00	88.01	35.00	292.00	257.00	88.01
419021-000	Discretionary	-	158.00	158.00	100.00	-	158.00	158.00	100.00
419022-000	Other Misc Admin Expenses	4,465.32	417.00	(4,048.32)	-970.82	4,465.32	417.00	(4,048.32)	-970.82
419100-000	Total Miscellaneous Admin Expenses	49,663.81	36,909.00	(12,754.81)	-34.56	49,663.81	36,909.00	(12,754.81)	-34.56
419900-000	TOTAL ADMINISTRATIVE EXPENSES	276,260.12	335,722.00	59,461.88	17.71	276,260.12	335,722.00	59,461.88	17.71

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
420000-000	TENANT SERVICES								
422000-000	Tenant Services	761.40	2,351.00	1,589.60	67.61	761.40	2,351.00	1,589.60	67.61
422001-000	Other Tenant Svcs.	360.00	-	(360.00)	N/A	360.00	-	(360.00)	N/A
423000-000	Tenant Services -PH ADD ON	799.35	-	(799.35)	N/A	799.35	-	(799.35)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	1,920.75	2,351.00	430.25	18.30	1,920.75	2,351.00	430.25	18.30
430000-000	UTILITIES								
431000-000	Water	1,054.44	13,333.00	12,278.56	92.09	1,054.44	13,333.00	12,278.56	92.09
432000-000	Electricity	40,750.05	34,300.00	(6,450.05)	-18.80	40,750.05	34,300.00	(6,450.05)	-18.80
433000-000	Gas	7,596.49	16,742.00	9,145.51	54.63	7,596.49	16,742.00	9,145.51	54.63
439000-000	Sewer	1,441.74	18,933.00	17,491.26	92.38	1,441.74	18,933.00	17,491.26	92.38
439900-000	TOTAL UTILITY EXPENSES	50,842.72	83,308.00	32,465.28	38.97	50,842.72	83,308.00	32,465.28	38.97
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	13,263.97	30,123.00	16,859.03	55.97	13,263.97	30,123.00	16,859.03	55.97
441002-000	Maintenance: Overtime	1,479.70	1,098.00	(381.70)	-34.76	1,479.70	1,098.00	(381.70)	-34.76
441003-000	Maintenance: Employer FICA/SUI	1,000.16	3,280.00	2,279.84	69.51	1,000.16	3,280.00	2,279.84	69.51
441004-000	Temp Maintenance Labor	1,192.16	1,285.00	92.84	7.22	1,192.16	1,285.00	92.84	7.22
441005-000	Maintenance: Employee Benefits	4,013.15	9,397.00	5,383.85	57.29	4,013.15	9,397.00	5,383.85	57.29
441100-000	Maintenace Uniforms	-	246.00	246.00	100.00	-	246.00	246.00	100.00
441200-000	Vehicle Repair	1,996.27	2,661.00	664.73	24.98	1,996.27	2,661.00	664.73	24.98
441210-000	Equipment Repair	-	278.00	278.00	100.00	-	278.00	278.00	100.00
441300-000	Gasoline Purchases	1,812.02	1,767.00	(45.02)	-2.55	1,812.02	1,767.00	(45.02)	-2.55
441900-000	Total General Maint Expense	24,757.43	50,135.00	25,377.57	50.62	24,757.43	50,135.00	25,377.57	50.62
442000-000	Materials								
442002-000	Appliance-Maint Materials	915.06	3,910.00	2,994.94	76.60	915.06	3,910.00	2,994.94	76.60
442003-000	Painting-Maint Materials	-	1,778.00	1,778.00	100.00	-	1,778.00	1,778.00	100.00
442004-000	Electrical-Maint Materials	139.42	1,778.00	1,638.58	92.16	139.42	1,778.00	1,638.58	92.16
442005-000	Heating/AC-Maint Materials	-	5,143.00	5,143.00	100.00	-	5,143.00	5,143.00	100.00
442006-000	Janitorial Supplies	314.32	666.00	351.68	52.80	314.32	666.00	351.68	52.80
442008-000	Plumbing-Maint Materials	771.71	2,362.00	1,590.29	67.33	771.71	2,362.00	1,590.29	67.33
442009-000	Hand Tools-Maint Materials	-	516.00	516.00	100.00	-	516.00	516.00	100.00
442010-000	Maintenance Materials	3,292.95	9,259.00	5,966.05	64.44	3,292.95	9,259.00	5,966.05	64.44
442011-000	Safety equipment/shoes	(99.64)	451.00	550.64	122.09	(99.64)	451.00	550.64	122.09
442900-000	Total Materials	5,333.82	25,863.00	20,529.18	79.38	5,333.82	25,863.00	20,529.18	79.38
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	719.98	1,371.00	651.02	47.48	719.98	1,371.00	651.02	47.48
443002-000	Extermination Contract	2,343.00	4,725.00	2,382.00	50.41	2,343.00	4,725.00	2,382.00	50.41
443005-000	Unit Turnaround-Contract	10,350.00	3,988.00	(6,362.00)	-159.53	10,350.00	3,988.00	(6,362.00)	-159.53
443006-000	Electrical-Contract	-	1,841.00	1,841.00	100.00	-	1,841.00	1,841.00	100.00

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443007-000	Disposal Contract	-	4,404.00	4,404.00	100.00	-	4,404.00	4,404.00	100.00
443009-000	Landscaping-Contract	21,769.75	11,029.00	(10,740.75)	-97.39	21,769.75	11,029.00	(10,740.75)	-97.39
443011-000	Heating/AC-Contract	5,400.00	10,539.00	5,139.00	48.76	5,400.00	10,539.00	5,139.00	48.76
443013-000	Contract: Uniform Rental	132.20	693.00	560.80	80.92	132.20	693.00	560.80	80.92
443015-000	Janitorial-Contract	2,993.94	1,533.00	(1,460.94)	-95.30	2,993.94	1,533.00	(1,460.94)	-95.30
443017-000	Elevator-Contract	5,125.41	2,583.00	(2,542.41)	-98.43	5,125.41	2,583.00	(2,542.41)	-98.43
443018-000	Plumbing-Contract	2,591.00	7,957.00	5,366.00	67.44	2,591.00	7,957.00	5,366.00	67.44
443019-000	Miscellaneous Contracts	426.22	10,650.00	10,223.78	96.00	426.22	10,650.00	10,223.78	96.00
443023-000	Contract: Consultants	5,651.14	18,375.00	12,723.86	69.25	5,651.14	18,375.00	12,723.86	69.25
443099-000	Maintenance Misc-Contracts	3,454.74	10,500.00	7,045.26	67.10	3,454.74	10,500.00	7,045.26	67.10
443900-000	Total Contract Costs	60,957.38	90,188.00	29,230.62	32.41	60,957.38	90,188.00	29,230.62	32.41
449900-000	TOTAL MAINTENACE EXPENSES	91,048.63	166,186.00	75,137.37	45.21	91,048.63	166,186.00	75,137.37	45.21
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	9,932.29	13,546.00	3,613.71	26.68	9,932.29	13,546.00	3,613.71	26.68
451100-000	Property Tax	-	2,304.00	2,304.00	100.00	-	2,304.00	2,304.00	100.00
452100-000	Workers Comp Insurance	2,890.94	6,817.00	3,926.06	57.59	2,890.94	6,817.00	3,926.06	57.59
453010-000	SHA-Board/Commissioner exp	-	1,250.00	1,250.00	100.00	-	1,250.00	1,250.00	100.00
457000-000	Bad Debt-Tenant Rents	-	2,243.00	2,243.00	100.00	-	2,243.00	2,243.00	100.00
458000-000	All Protective Services	1,093.00	-	(1,093.00)	N/A	1,093.00	-	(1,093.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	13,916.23	26,160.00	12,243.77	46.80	13,916.23	26,160.00	12,243.77	46.80
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	937,439.00	981,998.00	44,559.00	4.54	937,439.00	981,998.00	44,559.00	4.54
471501-000	Tenant Utility Payments	34,495.00	31,447.00	(3,048.00)	-9.69	34,495.00	31,447.00	(3,048.00)	-9.69
471502-000	Portable Out HAP Payments	17,581.00	17,797.00	216.00	1.21	17,581.00	17,797.00	216.00	1.21
471503-000	FSS Escrow Payments	3,124.00	1,854.00	(1,270.00)	-68.50	3,124.00	1,854.00	(1,270.00)	-68.50
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	992,639.00	1,033,096.00	40,457.00	3.92	992,639.00	1,033,096.00	40,457.00	3.92
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	221.56	-	(221.56)	N/A	221.56	-	(221.56)	N/A
489900-000	TOTAL FINANCING EXPENSES	221.56	-	(221.56)	N/A	221.56	-	(221.56)	N/A
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,426,849.01</b>	<b>1,646,823.00</b>	<b>219,973.99</b>	<b>13.36%</b>	<b>1,426,849.01</b>	<b>1,646,823.00</b>	<b>219,973.99</b>	<b>13.36%</b>
500000-000	NON-OPERATING ITEMS								
523405-000	Flow Through Subsidy remitted to RAD	92,127.08	-	(92,127.08)	N/A	92,127.08	-	(92,127.08)	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	(89,256.00)	-	89,256.00	N/A	(89,256.00)	-	89,256.00	N/A
523410-000	Pinnacle shortfall	(2,871.08)	-	2,871.08	N/A	(2,871.08)	-	2,871.08	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	-	-	-	N/A
900000-000	<b>NET INCOME</b>	<b>174,643.25</b>	<b>(9,926.00)</b>	<b>184,569.25</b>	<b>-1859.45%</b>	<b>174,643.25</b>	<b>(9,926.00)</b>	<b>184,569.25</b>	<b>-1859.45%</b>



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

Actual to Budget Variance Comparison

October 31, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
PROOF								
Sec 8 All	29,318.69				29,318.69			
Conventional PH	73,931.69				73,931.69			
COCC	27,217.62				27,217.62			
JC BULL	44,089.01				44,089.01			
	174,557.01				174,557.01			
025-bac	(519.24)				(519.24)			
181-page	(235.86)				(235.86)			
Appian	98.27				98.27			
Liberty	743.07				743.07			
	174,643.25				174,643.25			
	-	checked			-	checked		

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	102,394.60	96,474.00	5,920.60	6.14	102,394.60	96,474.00	5,920.60	6.14
311900-000	Total Rental Income	102,394.60	96,474.00	5,920.60	6.14	102,394.60	96,474.00	5,920.60	6.14
312000-000	Other Tenant Income								
312003-000	Damages	4,391.00	1,261.00	3,130.00	248.22	4,391.00	1,261.00	3,130.00	248.22
312004-000	Late Charges	1,350.00	1,040.00	310.00	29.81	1,350.00	1,040.00	310.00	29.81
312005-000	Legal Fees - Tenant	1,495.00	759.00	736.00	96.97	1,495.00	759.00	736.00	96.97
312006-000	NSF Charges	75.00	-	75.00	N/A	75.00	-	75.00	N/A
312007-000	Tenant Owed Utilities - Excess	6,815.58	6,167.00	648.58	10.52	6,815.58	6,167.00	648.58	10.52
312009-000	Misc.Tenant Income	368.10	208.00	160.10	76.97	368.10	208.00	160.10	76.97
312010-000	Maintenance Charges	12.50	-	12.50	N/A	12.50	-	12.50	N/A
312900-000	Total Other Tenant Income	14,507.18	9,435.00	5,072.18	53.76	14,507.18	9,435.00	5,072.18	53.76
319900-000	NET TENANT INCOME	116,901.78	105,909.00	10,992.78	10.38	116,901.78	105,909.00	10,992.78	10.38
340000-000	GRANT INCOME								
340100-000	HUD Subsidy	233,887.00	136,547.00	97,340.00	71.29	233,887.00	136,547.00	97,340.00	71.29
340111-000	Pet Fee Income	130.00	-	130.00	N/A	130.00	-	130.00	N/A
349900-000	TOTAL GRANT INCOME	234,017.00	136,547.00	97,470.00	71.38	234,017.00	136,547.00	97,470.00	71.38
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	21,734.77	21,554.00	180.77	0.84	21,734.77	21,554.00	180.77	0.84
365002-000	Bad Debt Recovery	711.31	-	711.31	N/A	711.31	-	711.31	N/A
369900-000	TOTAL OTHER INCOME	22,446.08	21,554.00	892.08	4.14	22,446.08	21,554.00	892.08	4.14
399900-000	TOTAL INCOME	373,364.86	264,010.00	109,354.86	41.42	373,364.86	264,010.00	109,354.86	41.42
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	20,144.15	34,450.00	14,305.85	41.53	20,144.15	34,450.00	14,305.85	41.53
411002-000	Administrative Overtime	860.60	562.00	(298.60)	-53.13	860.60	562.00	(298.60)	-53.13
411003-000	Administrative: Employer FICA/SUI	1,564.91	3,498.00	1,933.09	55.26	1,564.91	3,498.00	1,933.09	55.26
411004-000	Administrative: Employee Benefits	8,923.39	7,725.00	(1,198.39)	-15.51	8,923.39	7,725.00	(1,198.39)	-15.51
411005-000	Administrative: Retirees Medical ER share	1,292.80	-	(1,292.80)	N/A	1,292.80	-	(1,292.80)	N/A
411006-000	Administrative: Emp Incentive	297.00	-	(297.00)	N/A	297.00	-	(297.00)	N/A
411099-000	Total Administrative Salaries	33,082.85	46,235.00	13,152.15	28.45	33,082.85	46,235.00	13,152.15	28.45
413000-000	Legal Expense								
413001-000	Legal Expense	315.00	129.00	(186.00)	-144.19	315.00	129.00	(186.00)	-144.19
413003-000	Credit Reports	84.00	563.00	479.00	85.08	84.00	563.00	479.00	85.08
413100-000	Total Legal Expense	399.00	692.00	293.00	42.34	399.00	692.00	293.00	42.34
413900-000	Other Admin Expenses								

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
414000-000	Staff Training	520.00	1,009.00	489.00	48.46	520.00	1,009.00	489.00	48.46
415000-000	Travel	83.79	806.00	722.21	89.60	83.79	806.00	722.21	89.60
417000-000	Bookkeeping Fees	3,637.50	3,602.00	(35.50)	-0.99	3,637.50	3,602.00	(35.50)	-0.99
417100-000	Auditing Fees	-	510.00	510.00	100.00	-	510.00	510.00	100.00
417300-000	Management Fee	26,282.15	26,010.00	(272.15)	-1.05	26,282.15	26,010.00	(272.15)	-1.05
417302-000	Asset Management Fee	5,070.00	4,940.00	(130.00)	-2.63	5,070.00	4,940.00	(130.00)	-2.63
418900-000	Total Other Admin Expenses	35,593.44	36,877.00	1,283.56	3.48	35,593.44	36,877.00	1,283.56	3.48
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	268.68	578.00	309.32	53.52	268.68	578.00	309.32	53.52
419004-000	Telephone	808.39	1,797.00	988.61	55.01	808.39	1,797.00	988.61	55.01
419005-000	Postage	-	295.00	295.00	100.00	-	295.00	295.00	100.00
419006-000	Forms and Computer Supplies	-	855.00	855.00	100.00	-	855.00	855.00	100.00
419007-000	Court Costs	1,495.00	1,392.00	(103.00)	-7.40	1,495.00	1,392.00	(103.00)	-7.40
419008-000	Subscriptions and Fees	-	97.00	97.00	100.00	-	97.00	97.00	100.00
419009-000	Sundry Miscellaneous	-	1,346.00	1,346.00	100.00	-	1,346.00	1,346.00	100.00
419010-000	Newspaper ADS (Advertising)	-	166.00	166.00	100.00	-	166.00	166.00	100.00
419011-000	Sundry Service Contracts	26,968.33	5,009.00	(21,959.33)	-438.40	26,968.33	5,009.00	(21,959.33)	-438.40
419017-000	Temporary Administrative Labor	-	737.00	737.00	100.00	-	737.00	737.00	100.00
419021-000	Discretionary	-	75.00	75.00	100.00	-	75.00	75.00	100.00
419100-000	Total Miscellaneous Admin Expenses	29,540.40	12,347.00	(17,193.40)	-139.25	29,540.40	12,347.00	(17,193.40)	-139.25
419900-000	TOTAL ADMINISTRATIVE EXPENSES	98,615.69	96,151.00	(2,464.69)	-2.56	98,615.69	96,151.00	(2,464.69)	-2.56
420000-000	TENANT SERVICES								
422000-000	Tenant Services	754.32	2,024.00	1,269.68	62.73	754.32	2,024.00	1,269.68	62.73
422001-000	Other Tenant Svcs.	300.00	-	(300.00)	N/A	300.00	-	(300.00)	N/A
423000-000	Tenant Services -PH ADD ON	374.35	-	(374.35)	N/A	374.35	-	(374.35)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	1,428.67	2,024.00	595.33	29.41	1,428.67	2,024.00	595.33	29.41
430000-000	UTILITIES								
431000-000	Water	951.12	10,700.00	9,748.88	91.11	951.12	10,700.00	9,748.88	91.11
432000-000	Electricity	30,904.28	25,300.00	(5,604.28)	-22.15	30,904.28	25,300.00	(5,604.28)	-22.15
433000-000	Gas	5,569.80	11,767.00	6,197.20	52.67	5,569.80	11,767.00	6,197.20	52.67
439000-000	Sewer	1,441.74	15,683.00	14,241.26	90.81	1,441.74	15,683.00	14,241.26	90.81
439900-000	TOTAL UTILITY EXPENSES	38,866.94	63,450.00	24,583.06	38.74	38,866.94	63,450.00	24,583.06	38.74
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	11,235.27	25,094.00	13,858.73	55.23	11,235.27	25,094.00	13,858.73	55.23
441002-000	Maintenance: Overtime	1,304.51	952.00	(352.51)	-37.03	1,304.51	952.00	(352.51)	-37.03
441003-000	Maintenance: Employer FICA/SUI	849.42	2,760.00	1,910.58	69.22	849.42	2,760.00	1,910.58	69.22
441004-000	Temp Maintenance Labor	320.00	805.00	485.00	60.25	320.00	805.00	485.00	60.25

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441005-000	Maintenance: Employee Benefits	4,013.16	7,659.00	3,645.84	47.60	4,013.16	7,659.00	3,645.84	47.60
441100-000	Maintenace Uniforms	-	246.00	246.00	100.00	-	246.00	246.00	100.00
441200-000	Vehicle Repair	983.18	669.00	(314.18)	-46.96	983.18	669.00	(314.18)	-46.96
441300-000	Gasoline Purchases	638.14	667.00	28.86	4.33	638.14	667.00	28.86	4.33
441900-000	Total General Maint Expense	19,343.68	38,852.00	19,508.32	50.21	19,343.68	38,852.00	19,508.32	50.21
442000-000	Materials								
442002-000	Appliance-Maint Materials	134.55	1,877.00	1,742.45	92.83	134.55	1,877.00	1,742.45	92.83
442003-000	Painting-Maint Materials	-	1,570.00	1,570.00	100.00	-	1,570.00	1,570.00	100.00
442004-000	Electrical-Maint Materials	139.42	1,653.00	1,513.58	91.57	139.42	1,653.00	1,513.58	91.57
442005-000	Heating/AC-Maint Materials	-	1,960.00	1,960.00	100.00	-	1,960.00	1,960.00	100.00
442006-000	Janitorial Supplies	314.32	475.00	160.68	33.83	314.32	475.00	160.68	33.83
442008-000	Plumbing-Maint Materials	771.71	1,653.00	881.29	53.31	771.71	1,653.00	881.29	53.31
442009-000	Hand Tools-Maint Materials	-	400.00	400.00	100.00	-	400.00	400.00	100.00
442010-000	Maintenance Materials	1,601.39	3,218.00	1,616.61	50.24	1,601.39	3,218.00	1,616.61	50.24
442011-000	Safety equipment/shoes	47.72	335.00	287.28	85.76	47.72	335.00	287.28	85.76
442900-000	Total Materials	3,009.11	13,141.00	10,131.89	77.10	3,009.11	13,141.00	10,131.89	77.10
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	719.98	690.00	(29.98)	-4.34	719.98	690.00	(29.98)	-4.34
443002-000	Extermination Contract	1,518.00	4,375.00	2,857.00	65.30	1,518.00	4,375.00	2,857.00	65.30
443005-000	Unit Turnaround-Contract	10,350.00	2,967.00	(7,383.00)	-248.84	10,350.00	2,967.00	(7,383.00)	-248.84
443006-000	Electrical-Contract	-	1,675.00	1,675.00	100.00	-	1,675.00	1,675.00	100.00
443007-000	Disposal Contract	-	3,514.00	3,514.00	100.00	-	3,514.00	3,514.00	100.00
443009-000	Landscaping-Contract	15,701.25	7,048.00	(8,653.25)	-122.78	15,701.25	7,048.00	(8,653.25)	-122.78
443011-000	Heating/AC-Contract	-	2,523.00	2,523.00	100.00	-	2,523.00	2,523.00	100.00
443013-000	Contract: Uniform Rental	99.98	462.00	362.02	78.36	99.98	462.00	362.02	78.36
443015-000	Janitorial-Contract	1,393.94	250.00	(1,143.94)	-457.58	1,393.94	250.00	(1,143.94)	-457.58
443017-000	Elevator-Contract	5,125.41	2,583.00	(2,542.41)	-98.43	5,125.41	2,583.00	(2,542.41)	-98.43
443018-000	Plumbing-Contract	2,116.00	7,374.00	5,258.00	71.30	2,116.00	7,374.00	5,258.00	71.30
443019-000	Miscellaneous Contracts	122.40	1,858.00	1,735.60	93.41	122.40	1,858.00	1,735.60	93.41
443023-000	Contract: Consultants	-	542.00	542.00	100.00	-	542.00	542.00	100.00
443099-000	Maintenance Misc-Contracts	3,288.20	10,417.00	7,128.80	68.43	3,288.20	10,417.00	7,128.80	68.43
443900-000	Total Contract Costs	40,435.16	46,278.00	5,842.84	12.63	40,435.16	46,278.00	5,842.84	12.63
449900-000	TOTAL MAINTENANCE EXPENSES	62,787.95	98,271.00	35,483.05	36.11	62,787.95	98,271.00	35,483.05	36.11
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,595.56	3,802.00	1,206.44	31.73	2,595.56	3,802.00	1,206.44	31.73
451100-000	Property Tax	-	1,561.00	1,561.00	100.00	-	1,561.00	1,561.00	100.00
452100-000	Workers Comp Insurance	1,040.28	2,425.00	1,384.72	57.10	1,040.28	2,425.00	1,384.72	57.10
457000-000	Bad Debt-Tenant Rents	-	2,034.00	2,034.00	100.00	-	2,034.00	2,034.00	100.00
471503-000	FSS Escrow Payments	833.00	52.00	(781.00)	-1,501.92	833.00	52.00	(781.00)	-1,501.92
458000-000	All Protective Services	1,093.00	-	(1,093.00)	N/A	1,093.00	-	(1,093.00)	N/A

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
459900-000	TOTAL GENERAL EXPENSES	5,561.84	9,874.00	4,312.16	43.67%	5,561.84	9,874.00	4,312.16	43.67%
	<b>TOTAL OPERATING EXPENSES</b>	<b>207,261.09</b>	<b>269,770.00</b>	<b>62,508.91</b>	<b>23.17%</b>	<b>207,261.09</b>	<b>269,770.00</b>	<b>62,508.91</b>	<b>23.17%</b>
500000-000	NON-OPERATING ITEMS								
523405-000	Flow Through Subsidy remitted to RAD	92,127.08	-	(92,127.08)	N/A	92,127.08	-	(92,127.08)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	92,127.08	-	(92,127.08)	N/A	92,127.08	-	(92,127.08)	N/A
900000-000	<b>NET INCOME</b>	<b>73,976.69</b>	<b>(5,760.00)</b>	<b>79,736.69</b>	<b>-1384.32%</b>	<b>73,976.69</b>	<b>(5,760.00)</b>	<b>79,736.69</b>	<b>-1384.32%</b>
	<b>PROOF:</b>								
	Archibald hi-Rise	38,086.20				38,086.20			
	Archibald Village	9,364.60				9,364.60			
	Cammie Clagget	(3,431.94)				(3,431.94)			
	Camp Croft	22,326.31				22,326.31			
	Prince Hall	(4,284.60)				(4,284.60)			
	Scattered Sites	1,506.59				1,506.59			
	Victoria Gardens	13,230.62				13,230.62			
	Cambridge Place	1,335.26				1,335.26			
	Sub-total	78,133.04				78,133.04			
	<b>RAD SITES:</b>								
	Tobias	(760.41)				(760.41)			
	Ellen C. Watson	(213.06)				(213.06)			
	Frank Gooch	(1,852.04)				(1,852.04)			
	JC Anderson	(410.91)				(410.91)			
	Barksdale	(334.81)				(334.81)			
	Leland	(474.18)				(474.18)			
	Spruce	(110.94)				(110.94)			
	Sub-total ( Oct 2016 )	(4,156.35)				(4,156.35)			
	<b>Grand total</b>	<b>73,976.69</b>				<b>73,976.69</b>			
		-	check			-	check		

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	73,990.56	66,713.00	577.56	0.87	73,990.56	66,713.00	577.56	0.87
362001-000	Bookkeeping fee income	21,502.50	22,049.00	(546.50)	-2.48	21,502.50	22,049.00	(546.50)	-2.48
365000-000	Miscellaneous Other Income	21,320.50	46,892.00	(25,571.50)	-40.24	21,320.50	46,892.00	(18,871.50)	-40.24
369900-000	TOTAL OTHER INCOME	116,813.56	135,654.00	(18,840.44)	-13.89	116,813.56	135,654.00	(18,840.44)	-13.89
399900-000	TOTAL INCOME	116,813.56	135,654.00	(18,840.44)	-13.89	116,813.56	135,654.00	(18,840.44)	-13.89
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	30,662.68	56,417.00	25,754.32	45.65	30,662.68	56,417.00	25,754.32	45.65
411002-000	Administrative Overtime	-	833.00	833.00	100.00	-	833.00	833.00	100.00
411003-000	Administrative: Employer FICA/SUI	1,915.62	5,062.00	3,146.38	62.16	1,915.62	5,062.00	3,146.38	62.16
411004-000	Administrative: Employee Benefits	10,753.94	11,275.00	521.06	4.62	10,753.94	11,275.00	521.06	4.62
411005-000	Administrative: Retirees Medical ER share	3,214.08	3,083.00	(131.08)	-4.25	3,214.08	3,083.00	(131.08)	-4.25
411006-000	Administrative: Emp Incentive	-	1,250.00	1,250.00	100.00	-	1,250.00	1,250.00	100.00
411099-000	Total Administrative Salaries	46,546.32	77,920.00	31,373.68	40.26	46,546.32	77,920.00	31,373.68	40.26
413000-000	Legal Expense								
413001-000	Legal Expense	-	4,167.00	4,167.00	100.00	-	4,167.00	4,167.00	100.00
413003-000	Credit Reports	70.00	42.00	(28.00)	-66.67	70.00	42.00	(28.00)	-66.67
413100-000	Total Legal Expense	70.00	4,209.00	4,139.00	98.34	70.00	4,209.00	4,139.00	98.34
413900-000	Other Admin Expenses								
414000-000	Staff Training	1,605.00	342.00	(1,263.00)	-369.30	1,605.00	342.00	(1,263.00)	-369.30
415000-000	Travel	3,220.62	510.00	(2,710.62)	-531.49	3,220.62	510.00	(2,710.62)	-531.49
417100-000	Auditing Fees	-	417.00	417.00	100.00	-	417.00	417.00	100.00
418000-000	Office Rent	8,156.25	8,168.00	11.75	0.14	8,156.25	8,168.00	11.75	0.14
418900-000	Total Other Admin Expenses	12,981.87	9,437.00	(3,544.87)	-37.56	12,981.87	9,437.00	(3,544.87)	-37.56
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	520.54	597.00	76.46	12.81	520.54	597.00	76.46	12.81
419004-000	Telephone	1,251.70	2,730.00	1,478.30	54.15	1,251.70	2,730.00	1,478.30	54.15
419005-000	Postage	3.38	833.00	829.62	99.59	3.38	833.00	829.62	99.59
419006-000	Forms and Computer Supplies	-	167.00	167.00	100.00	-	167.00	167.00	100.00
419008-000	Membership and Fees	1,595.00	271.00	(1,324.00)	-488.56	1,595.00	271.00	(1,324.00)	-488.56
419009-000	Sundry Miscellaneous	511.56	1,309.00	797.44	60.92	511.56	1,309.00	797.44	60.92
419010-000	Newspaper ADS (Advertising)	-	417.00	417.00	100.00	-	417.00	417.00	100.00

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419011-000	Sundry Service Contracts	3,444.91	4,687.00	1,242.09	26.50	3,444.91	4,687.00	1,242.09	26.50
419012-000	Software	222.60	-	(222.60)	N/A	222.60	-	(222.60)	N/A
419017-000	Temporary Administrative Labor	-	1,000.00	1,000.00	100.00	-	1,000.00	1,000.00	100.00
419020-000	Bank Fees	35.00	125.00	90.00	72.00	35.00	125.00	90.00	72.00
419021-000	Discretionary	-	83.00	83.00	100.00	-	83.00	83.00	100.00
419022-000	Other Misc Admin Expenses	4,465.32	417.00	(4,048.32)	-970.82	4,465.32	417.00	(4,048.32)	-970.82
419100-000	Total Miscellaneous Admin Expenses	12,050.01	12,636.00	585.99	4.64	12,050.01	12,636.00	585.99	4.64
419900-000	TOTAL ADMINISTRATIVE EXPENSES	71,648.20	104,202.00	32,553.80	31.24	71,648.20	104,202.00	32,553.80	31.24
430000-000	UTILITIES								
431000-000	Water	-	133.00	133.00	100.00	-	133.00	133.00	100.00
432000-000	Electricity	1,747.38	2,500.00	752.62	30.10	1,747.38	2,500.00	752.62	30.10
433000-000	Gas	59.83	225.00	165.17	73.41	59.83	225.00	165.17	73.41
439000-000	Sewer	-	250.00	250.00	100.00	-	250.00	250.00	100.00
439900-000	TOTAL UTILITY EXPENSES	1,807.21	3,108.00	1,300.79	41.85	1,807.21	3,108.00	1,300.79	41.85
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	806.25	1,367.00	560.75	41.02	806.25	1,367.00	560.75	41.02
441210-000	Equipment Repair	-	278.00	278.00	100.00	-	278.00	278.00	100.00
441300-000	Gasoline Purchases	858.87	825.00	(33.87)	-4.11	858.87	825.00	(33.87)	-4.11
441900-000	Total General Maint Expense	1,665.12	2,470.00	804.88	32.59	1,665.12	2,470.00	804.88	32.59
442000-000	Materials								
442003-000	Painting-Maint Materials	-	83.00	83.00	100.00	-	83.00	83.00	100.00
442006-000	Janitorial Supplies	-	108.00	108.00	100.00	-	108.00	108.00	100.00
442009-000	Hand Tools-Maint Materials	-	25.00	25.00	100.00	-	25.00	25.00	100.00
442010-000	Maintenance Materials	773.12	5,083.00	4,309.88	84.79	773.12	5,083.00	4,309.88	84.79
442011-000	Safety equipment/shoes	(147.36)	25.00	172.36	689.44	(147.36)	25.00	172.36	689.44
442900-000	Total Materials	625.76	5,324.00	4,698.24	88.25	625.76	5,324.00	4,698.24	88.25
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	85.00	85.00	100.00	-	85.00	85.00	100.00
443007-000	Disposal Contract	-	290.00	290.00	100.00	-	290.00	290.00	100.00
443009-000	Landscaping-Contract	1,926.75	2,523.00	596.25	23.63	1,926.75	2,523.00	596.25	23.63
443013-000	Contract: Uniform Rental	19.63	60.00	40.37	67.28	19.63	60.00	40.37	67.28
443015-000	Janitorial-Contract	1,120.00	1,200.00	80.00	6.67	1,120.00	1,200.00	80.00	6.67

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443019-000	Miscellaneous Contracts	303.82	292.00	(11.82)	-4.05	303.82	292.00	(11.82)	-4.05
443023-000	Contract: Consultants	5,651.14	16,500.00	10,848.86	65.75	5,651.14	16,500.00	10,848.86	65.75
443099-000	Maintenance Misc-Contracts	99.92	83.00	(16.92)	-20.39	99.92	83.00	(16.92)	-20.39
443900-000	Total Contract Costs	9,121.26	21,033.00	11,911.74	56.63	9,121.26	21,033.00	11,911.74	56.63
449900-000	TOTAL MAINTENACE EXPENSES	11,412.14	28,827.00	17,414.86	60.41	11,412.14	28,827.00	17,414.86	60.41
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,727.21	5,310.00	1,582.79	29.81	3,727.21	5,310.00	1,582.79	29.81
452100-000	Workers Comp Insurance	1,001.18	2,546.00	1,544.82	60.68	1,001.18	2,546.00	1,544.82	60.68
453010-000	SHA-Board/Commissioner exp	-	1,250.00	1,250.00	100.00	-	1,250.00	1,250.00	100.00
459900-000	TOTAL GENERAL EXPENSES	4,728.39	9,106.00	4,377.61	48.07	4,728.39	9,106.00	4,377.61	48.07
	<b>TOTAL OPERATING EXPENSES</b>	<b>89,595.94</b>	<b>145,243.00</b>	<b>55,647.06</b>	<b>181.57</b>	<b>89,595.94</b>	<b>145,243.00</b>	<b>55,647.06</b>	<b>181.57</b>
900000-000	<b>NET INCOME</b>	<b>27,217.62</b>	<b>(9,589.00)</b>	<b>36,806.62</b>	<b>-383.84%</b>	<b>27,217.62</b>	<b>(9,589.00)</b>	<b>36,806.62</b>	<b>-383.84%</b>
	<b>Proof</b>								
	COCC	10,982.10				10,982.10			
	LANDSCAPE	16,235.52				16,235.52			
		27,217.62				27,217.62			
		-	check			-	check		



## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	796,758.00	924,000.00	(127,242.00)	-13.77	796,758.00	924,000.00	(127,242.00)	-13.77
341002-000	Sec 8 Admin. Fee Inc-HCV	88,796.00	100,000.00	(11,204.00)	-11.20	88,796.00	100,000.00	(11,204.00)	-11.20
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	-	125.00	(125.00)	-100.00
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	-	833.00	(833.00)	-100.00
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	13,703.00	17,483.00	(3,780.00)	-21.62
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	119,121.00	109,044.00	10,077.00	9.24
349900-000	TOTAL GRANT INCOME	1,018,378.00	1,151,485.00	(133,107.00)	-11.56	1,018,378.00	1,151,485.00	(133,107.00)	-11.56
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	-	500.00	(500.00)	-100.00	-	500.00	(500.00)	-100.00
364001-000	Fraud Recovery - HAP	2,546.41	500.00	2,046.41	409.28	2,546.41	500.00	2,046.41	409.28
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	833.00	(833.00)	-100.00
369900-000	TOTAL OTHER INCOME	2,546.41	1,833.00	713.41	38.92	2,546.41	1,833.00	713.41	38.92
399900-000	TOTAL INCOME	1,020,924.41	1,153,318.00	(132,393.59)	-11.48	1,020,924.41	1,153,318.00	(132,393.59)	-11.48
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	21,702.27	35,752.00	14,049.73	39.30	21,702.27	35,752.00	14,049.73	39.30
411002-000	Administrative Overtime	29.13	-	(29.13)	N/A	29.13	-	(29.13)	N/A
411003-000	Administrative: Employer FICA/SUI	1,579.90	3,623.00	2,043.10	56.39	1,579.90	3,623.00	2,043.10	56.39
411004-000	Administrative: Employee Benefits	7,799.06	9,142.00	1,342.94	14.69	7,799.06	9,142.00	1,342.94	14.69
411099-000	Total Administrative Salaries	31,110.36	48,517.00	17,406.64	35.88	31,110.36	48,517.00	17,406.64	35.88
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	167.00	167.00	100.00
413003-000	Credit Reports	98.00	500.00	402.00	80.40	98.00	500.00	402.00	80.40
413100-000	Total Legal Expense	98.00	667.00	569.00	85.31	98.00	667.00	569.00	85.31
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,469.88	2,500.00	30.12	1.20	2,469.88	2,500.00	30.12	1.20
415000-000	Travel	438.00	500.00	62.00	12.40	438.00	500.00	62.00	12.40
417000-000	Bookkeeping Fees	15,322.50	15,750.00	427.50	2.71	15,322.50	15,750.00	427.50	2.71
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,500.00	-	0.00	1,500.00	1,500.00	-	0.00
417100-000	Auditing Fees	-	792.00	792.00	100.00	-	792.00	792.00	100.00
417200-000	Port Out Admin Fee	836.66	667.00	(169.66)	-25.44	836.66	667.00	(169.66)	-25.44
417300-000	Management Fee	24,516.00	25,200.00	684.00	2.71	24,516.00	25,200.00	684.00	2.71
417303-000	Management Fee- MOD Rehab	2,400.00	2,400.00	-	0.00	2,400.00	2,400.00	-	0.00
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	3,500.00	3,500.00	-	0.00

## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
418900-000	Total Other Admin Expenses	50,983.04	52,809.00	1,825.96	3.46	50,983.04	52,809.00	1,825.96	3.46
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	502.27	1,000.00	497.73	49.77	502.27	1,000.00	497.73	49.77
419004-000	Telephone	363.56	1,250.00	886.44	70.92	363.56	1,250.00	886.44	70.92
419005-000	Postage	-	1,333.00	1,333.00	100.00	-	1,333.00	1,333.00	100.00
419006-000	Forms and Computer Supplies	-	125.00	125.00	100.00	-	125.00	125.00	100.00
419008-000	Membership and Fees	-	125.00	125.00	100.00	-	125.00	125.00	100.00
419009-000	Sundry Miscellaneous	-	416.00	416.00	100.00	-	416.00	416.00	100.00
419010-000	Newspaper ADS (Advertising)	-	17.00	17.00	100.00	-	17.00	17.00	100.00
419011-000	Sundry Service Contracts	5,626.00	4,317.00	(1,309.00)	-30.32	5,626.00	4,317.00	(1,309.00)	-30.32
419017-000	Temporary Administrative Labor	-	208.00	208.00	100.00	-	208.00	208.00	100.00
419020-000	Bank Fees	-	167.00	167.00	100.00	-	167.00	167.00	100.00
419100-000	Total Miscellaneous Admin Expenses	6,491.83	8,958.00	2,466.17	27.53	6,491.83	8,958.00	2,466.17	27.53
419900-000	TOTAL ADMINISTRATIVE EXPENSES	88,683.23	110,951.00	22,267.77	20.07	88,683.23	110,951.00	22,267.77	20.07
430000-000	UTILITIES								
431000-000	Water	-	250.00	250.00	100.00	-	250.00	250.00	100.00
432000-000	Electricity	-	1,000.00	1,000.00	100.00	-	1,000.00	1,000.00	100.00
433000-000	Gas	-	250.00	250.00	100.00	-	250.00	250.00	100.00
439000-000	Sewer	-	250.00	250.00	100.00	-	250.00	250.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	1,750.00	1,750.00	100.00	-	1,750.00	1,750.00	100.00
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	206.84	250.00	43.16	17.26	206.84	250.00	43.16	17.26
441300-000	Gasoline Purchases	279.09	167.00	(112.09)	-67.12	279.09	167.00	(112.09)	-67.12
441900-000	Total General Maint Expense	485.93	417.00	(68.93)	-16.53	485.93	417.00	(68.93)	-16.53
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	-	(480.00)	N/A	480.00	-	(480.00)	N/A
443023-000	Contract: Consultants	-	1,250.00	1,250.00	100.00	-	1,250.00	1,250.00	100.00
443099-000	Maintenance Misc-Contracts	66.62	-	(66.62)	N/A	66.62	-	(66.62)	N/A
443900-000	Total Contract Costs	546.62	1,250.00	703.38	56.27	546.62	1,250.00	703.38	56.27
449900-000	TOTAL MAINTENACE EXPENSES	1,032.55	1,667.00	634.45	38.06	1,032.55	1,667.00	634.45	38.06
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,578.41	2,145.00	566.59	26.41	1,578.41	2,145.00	566.59	26.41
452100-000	Workers Comp Insurance	632.61	1,340.00	707.39	52.79	632.61	1,340.00	707.39	52.79
459900-000	TOTAL GENERAL EXPENSES	2,211.02	3,485.00	1,273.98	36.56	2,211.02	3,485.00	1,273.98	36.56

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
October 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	937,439.00	981,998.00	44,559.00	4.54	937,439.00	981,998.00	44,559.00	4.54
471501-000	Tenant Utility Payments	34,495.00	31,447.00	(3,048.00)	-9.69	34,495.00	31,447.00	(3,048.00)	-9.69
471502-000	Portable Out HAP Payments	17,581.00	17,797.00	216.00	1.21	17,581.00	17,797.00	216.00	1.21
471503-000	FSS Escrow Payments	2,291.00	1,802.00	(489.00)	-27.14	2,291.00	1,802.00	(489.00)	-27.14
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	991,806.00	1,033,044.00	41,238.00	3.99	991,806.00	1,033,044.00	41,238.00	3.99
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,083,732.80</b>	<b>1,150,897.00</b>	<b>67,164.20</b>	<b>5.84%</b>	<b>1,083,732.80</b>	<b>1,150,897.00</b>	<b>67,164.20</b>	<b>5.84%</b>
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(89,256.00)	-	89,256.00	N/A	(89,256.00)	-	89,256.00	N/A
523410-000	Pinnacle shortfall	(2,871.08)	-	2,871.08	N/A	(2,871.08)	-	2,871.08	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(92,127.08)	-	92,127.08	N/A	(92,127.08)	-	92,127.08	N/A
900000-000	<b>NET INCOME</b>	<b>29,318.69</b>	<b>2,421.00</b>	<b>26,897.69</b>	<b>1111.02%</b>	<b>29,318.69</b>	<b>2,421.00</b>	<b>26,897.69</b>	<b>1111.02%</b>
	PROOF:								
	HAP	18,416.49				18,416.49			
	HAP ADMIN	9,466.19				9,466.19			
	Mod Rehab HAP	330.00				330.00			
	Mod Rehab Admin	1,106.01				1,106.01			
		29,318.69				29,318.69			

**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

Actual to Budget Variance Comparison

10/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	796,758.00	924,000.00	(127,242.00)	-13.77	796,758.00	924,000.00	(127,242.00)	-13.77
341006-000	Port In HAP Earned	-	833.00	(833.00)	-100.00	-	833.00	(833.00)	-100.00
364001-000	Fraud Recovery - HAP	2,546.41	500.00	2,046.41	409.28	2,546.41	500.00	2,046.41	409.28
399900-000	TOTAL INCOME	799,304.41	925,333.00	(126,028.59)	295.51	799,304.41	925,333.00	(126,028.59)	295.51
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	819,487.00	873,445.00	53,958.00	6.18	819,487.00	873,445.00	53,958.00	6.18
471501-000	Tenant Utility Payments	33,656.00	30,956.00	(2,700.00)	-8.72	33,656.00	30,956.00	(2,700.00)	-8.72
471502-000	Portable Out HAP Payments	17,581.00	17,797.00	216.00	1.21	17,581.00	17,797.00	216.00	1.21
471503-000	FSS Escrow Payments	2,291.00	1,802.00	(489.00)	-27.14	2,291.00	1,802.00	(489.00)	-27.14
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	873,015.00	924,000.00	50,985.00	5.52	873,015.00	924,000.00	50,985.00	5.52
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	(89,256.00)	-	89,256.00	N/A	(89,256.00)	-	89,256.00	N/A
523410-000	Pinnacle shortfall	(2,871.08)	-	2,871.08	N/A	(2,871.08)	-	2,871.08	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(92,127.08)	-	92,127.08	N/A	(92,127.08)	-	92,127.08	N/A
900000-000	NET INCOME	18,416.49	1,333.00	17,083.49	1281.58%	18,416.49	1,333.00	17,083.49	1281.58%

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

10/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	88,796.00	100,000.00	(11,204.00)	-11.20	88,796.00	100,000.00	(11,204.00)	-11.20
341004-000	Section 8 Port-In Admin Fees	-	125.00	(125.00)	-100.00	-	125.00	(125.00)	-100.00
364000-000	Fraud Recovery Income-Admin	-	500.00	(500.00)	-100.00	-	500.00	(500.00)	-100.00
365000-000	Miscellaneous Other Income	-	833.00	(833.00)	-100.00	-	833.00	(833.00)	-100.00
399900-000	TOTAL INCOME	88,796.00	101,458.00	(12,662.00)	(311.20)	88,796.00	101,458.00	(12,662.00)	(311.20)
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	17,323.66	29,263.00	11,939.34	40.80	17,323.66	29,263.00	11,939.34	40.80
411002-000	Administrative Overtime	22.79	-	(22.79)	N/A	22.79	-	(22.79)	N/A
411003-000	Administrative: Employer FICA/SUI	1,262.17	2,965.00	1,702.83	57.43	1,262.17	2,965.00	1,702.83	57.43
411004-000	Administrative: Employee Benefits	5,828.99	7,483.00	1,654.01	22.10	5,828.99	7,483.00	1,654.01	22.10
411099-000	Total Administrative Salaries	24,437.61	39,711.00	15,273.39	38.46	24,437.61	39,711.00	15,273.39	38.46
413000-000	Legal Expense								
413001-000	Legal Expense	-	167.00	167.00	100.00	-	167.00	167.00	100.00
413003-000	Credit Reports	98.00	410.00	312.00	76.10	98.00	410.00	312.00	76.10
413100-000	Total Legal Expense	98.00	577.00	479.00	83.02	98.00	577.00	479.00	83.02
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,469.88	2,500.00	30.12	1.20	2,469.88	2,500.00	30.12	1.20
415000-000	Travel	438.00	500.00	62.00	12.40	438.00	500.00	62.00	12.40
417000-000	Bookkeeping Fees	15,322.50	15,750.00	427.50	2.71	15,322.50	15,750.00	427.50	2.71
417100-000	Auditing Fees	-	625.00	625.00	100.00	-	625.00	625.00	100.00
417200-000	Port Out Admin Fee	836.66	667.00	(169.66)	-25.44	836.66	667.00	(169.66)	-25.44
417300-000	Management Fee	24,516.00	25,200.00	684.00	2.71	24,516.00	25,200.00	684.00	2.71
418000-000	Office Rent	3,500.00	3,500.00	-	0.00	3,500.00	3,500.00	-	0.00
418900-000	Total Other Admin Expenses	47,083.04	48,742.00	1,658.96	3.40	47,083.04	48,742.00	1,658.96	3.40
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	376.70	820.00	443.30	54.06	376.70	820.00	443.30	54.06
419004-000	Telephone	272.67	1,025.00	752.33	73.40	272.67	1,025.00	752.33	73.40
419005-000	Postage	-	1,093.00	1,093.00	100.00	-	1,093.00	1,093.00	100.00
419006-000	Forms and Computer Supplies	-	83.00	83.00	100.00	-	83.00	83.00	100.00
419008-000	Membership and Fees	-	125.00	125.00	100.00	-	125.00	125.00	100.00
419009-000	Sundry Miscellaneous	-	333.00	333.00	100.00	-	333.00	333.00	100.00
419010-000	Newspaper ADS (Advertising)	-	17.00	17.00	100.00	-	17.00	17.00	100.00
419011-000	Sundry Service Contracts	4,219.50	3,417.00	(802.50)	-23.49	4,219.50	3,417.00	(802.50)	-23.49
419017-000	Temporary Administrative Labor	-	208.00	208.00	100.00	-	208.00	208.00	100.00
419020-000	Bank Fees	-	167.00	167.00	100.00	-	167.00	167.00	100.00
419100-000	Total Miscellaneous Admin Expenses	4,868.87	7,288.00	2,419.13	33.19	4,868.87	7,288.00	2,419.13	33.19
419900-000	TOTAL ADMINISTRATIVE EXPENSES	76,487.52	96,318.00	19,830.48	20.59	76,487.52	96,318.00	19,830.48	20.59

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

10/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	-	167.00	167.00	100.00	-	167.00	167.00	100.00
432000-000	Electricity	-	833.00	833.00	100.00	-	833.00	833.00	100.00
433000-000	Gas	-	167.00	167.00	100.00	-	167.00	167.00	100.00
439000-000	Sewer	-	167.00	167.00	100.00	-	167.00	167.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	1,334.00	1,334.00	100.00	-	1,334.00	1,334.00	100.00
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	206.84	250.00	43.16	17.26	206.84	250.00	43.16	17.26
441300-000	Gasoline Purchases	279.09	167.00	(112.09)	-67.12	279.09	167.00	(112.09)	-67.12
441900-000	Total General Maint Expense	485.93	417.00	(68.93)	-16.53	485.93	417.00	(68.93)	-16.53
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	-	(480.00)	N/A	480.00	-	(480.00)	N/A
443023-000	Contract: Consultants	-	1,250.00	1,250.00	100.00	-	1,250.00	1,250.00	100.00
443099-000	Maintenance Misc-Contracts	66.62	-	(66.62)	N/A	66.62	-	(66.62)	N/A
443900-000	Total Contract Costs	546.62	1,250.00	703.38	56.27	546.62	1,250.00	703.38	56.27
449900-000	TOTAL MAINTENACE EXPENSES	1,032.55	1,667.00	634.45	38.06	1,032.55	1,667.00	634.45	38.06
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,291.94	1,756.00	464.06	26.43	1,291.94	1,756.00	464.06	26.43
452100-000	Workers Comp Insurance	517.80	1,097.00	579.20	52.80	517.80	1,097.00	579.20	52.80
459900-000	TOTAL GENERAL EXPENSES	1,809.74	2,853.00	1,043.26	36.57	1,809.74	2,853.00	1,043.26	36.57
	<b>TOTAL OPERATING EXPENSES</b>	<b>79,329.81</b>	<b>102,172.00</b>	<b>22,842.19</b>	<b>195.22</b>	<b>79,329.81</b>	<b>102,172.00</b>	<b>22,842.19</b>	<b>195.22</b>
900000-000	<b>NET INCOME</b>	<b>9,466.19</b>	<b>(714.00)</b>	<b>10,180.19</b>	<b>-1425.80%</b>	<b>9,466.19</b>	<b>(714.00)</b>	<b>10,180.19</b>	<b>-1425.80%</b>

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

Actual to Budget Variance Comparison

10/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	119,121.00	109,044.00	10,077.00	9.24	119,121.00	109,044.00	10,077.00	9.24
399900-000	TOTAL INCOME	119,121.00	109,044.00	10,077.00	9.24	119,121.00	109,044.00	10,077.00	9.24
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	117,952.00	108,553.00	(9,399.00)	-8.66	117,952.00	108,553.00	(9,399.00)	-8.66
471501-000	Tenant Utility Payments	839.00	491.00	(348.00)	-70.88	839.00	491.00	(348.00)	-70.88
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	118,791.00	109,044.00	(9,747.00)	-8.94	118,791.00	109,044.00	(9,747.00)	-8.94
900000-000	NET INCOME	330.00	-	330.00		330.00	-	330.00	

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

Actual to Budget Variance Comparison

10/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	17,483.00	(3,780.00)	-21.62	13,703.00	17,483.00	(3,780.00)	-21.62
399900-000	TOTAL INCOME	13,703.00	17,483.00	(3,780.00)	(21.62)	13,703.00	17,483.00	(3,780.00)	(21.62)
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	4,378.61	6,489.00	2,110.39	32.52	4,378.61	6,489.00	2,110.39	32.52
411002-000	Administrative Overtime	6.34	-	(6.34)	N/A	6.34	-	(6.34)	N/A
411003-000	Administrative: Employer FICA/SUI	317.73	658.00	340.27	51.71	317.73	658.00	340.27	51.71
411004-000	Administrative: Employee Benefits	1,970.07	1,659.00	(311.07)	-18.75	1,970.07	1,659.00	(311.07)	-18.75
411099-000	Total Administrative Salaries	6,672.75	8,806.00	2,133.25	24.22	6,672.75	8,806.00	2,133.25	24.22
413000-000	Legal Expense								
413003-000	Credit Reports	-	90.00	90.00	100.00	-	90.00	90.00	100.00
413100-000	Total Legal Expense	-	90.00	90.00	100.00	-	90.00	90.00	100.00
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,500.00	-	0.00	1,500.00	1,500.00	-	0.00
417100-000	Auditing Fees	-	167.00	167.00	100.00	-	167.00	167.00	100.00
417303-000	Management Fee- MOD Rehab	2,400.00	2,400.00	-	0.00	2,400.00	2,400.00	-	0.00
418900-000	Total Other Admin Expenses	3,900.00	4,067.00	167.00	4.11	3,900.00	4,067.00	167.00	4.11
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	125.57	180.00	54.43	30.24	125.57	180.00	54.43	30.24
419004-000	Telephone	90.89	225.00	134.11	59.60	90.89	225.00	134.11	59.60
419005-000	Postage	-	240.00	240.00	100.00	-	240.00	240.00	100.00
419006-000	Forms and Computer Supplies	-	42.00	42.00	100.00	-	42.00	42.00	100.00
419009-000	Sundry Miscellaneous	-	83.00	83.00	100.00	-	83.00	83.00	100.00
419011-000	Sundry Service Contracts	1,406.50	900.00	(506.50)	-56.28	1,406.50	900.00	(506.50)	-56.28
419100-000	Total Miscellaneous Admin Expenses	1,622.96	1,670.00	47.04	2.82	1,622.96	1,670.00	47.04	2.82
419900-000	TOTAL ADMINISTRATIVE EXPENSES	12,195.71	14,633.00	2,437.29	16.66	12,195.71	14,633.00	2,437.29	16.66
430000-000	UTILITIES								
431000-000	Water	-	83.00	83.00	100.00	-	83.00	83.00	100.00
432000-000	Electricity	-	167.00	167.00	100.00	-	167.00	167.00	100.00
433000-000	Gas	-	83.00	83.00	100.00	-	83.00	83.00	100.00



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

Actual to Budget Variance Comparison

10/31/2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
439000-000	Sewer	-	83.00	83.00	100.00	-	83.00	83.00	100.00
439900-000	TOTAL UTILITY EXPENSES	-	416.00	416.00	100.00	-	416.00	416.00	100.00
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	286.47	389.00	102.53	26.36	286.47	389.00	102.53	26.36
452100-000	Workers Comp Insurance	114.81	243.00	128.19	52.75	114.81	243.00	128.19	52.75
459900-000	TOTAL GENERAL EXPENSES	401.28	632.00	230.72	36.51	401.28	632.00	230.72	36.51
	<b>TOTAL OPERATING EXPENSES</b>	<b>12,596.99</b>	<b>15,681.00</b>	<b>3,084.01</b>	<b>153.17</b>	<b>12,596.99</b>	<b>15,681.00</b>	<b>3,084.01</b>	<b>153.17</b>
900000-000	<b>NET INCOME</b>	<b>1,106.01</b>	<b>1,802.00</b>	<b>(695.99)</b>	<b>-38.62%</b>	<b>1,106.01</b>	<b>1,802.00</b>	<b>(695.99)</b>	<b>-38.62%</b>

Book = Accrual ; Tree = ysl_lb					
<b>Trial Balance Cr, Dr Details</b>					
Period = Oct 2016					
Book = Accrual ; Tree = ysl_lb					
	Forward Balance	Debit	Credit	October transactions	Ending Balance
111102-000 Cash - Restricted	86,574.69	2,060.36	926.58		87,708.47
111111-000 Cash -Unrestricted	225,716.00	-	-		225,716.00
111117-000 HAP Disbursement Fund	589,021.77	942,486.00	929,056.98		602,450.79
111120-000 General Fund Operating	(25,434.09)	-	-		(25,434.09)
111124-000 Cash - FSS Escrow	23,660.85	-	-		23,660.85
112200-000 A/R-Tenants	56,004.14	2,546.41	1,625.87		56,924.68
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	829.26	-	-		829.26
129500-000 Interprogram-Due From	(144,079.64)	93,927.79	90,143.29		(140,295.14)
145001-000 Accum Depreciation-Site Improvement	(125,922.83)	-	-		(125,922.83)
147501-000 Non Dwelling Equip	133,977.43	-	-		133,977.43
211100-000 A/P Vendors and Contractors	(89,370.90)	996,047.52	994,598.96		(87,922.34)
211750-000 A/P-Medical Insurance	-	-	3.85		(3.85)
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)
213500-000 Accrued Payroll & Payroll Taxes	(7,462.69)	7,462.69	-		-
224000-000 Tenant Prepaid Rents	(897.19)	926.58	434.49		(405.10)
226000-000 Accrued Paid Leave-Current	(5,068.65)	-	-		(5,068.65)
230500-000 Accrued Paid Leave-LT	(28,722.36)	-	-		(28,722.36)
230700-000 A/P FSS Escrow	(47,558.69)	2,983.70	3,768.35		(48,343.34)
237010-000 Escheat Funds -(O/S chks)	(4,228.00)	-	-		(4,228.00)
280902-000 Unrestricted Net Assets (UNA)	(71,859.09)	-	-		(71,859.09)
341001-000 Section 8 HAP Earned	(9,541,250.00)	-	796,758.00	(796,758.00)	(10,338,008.00)
341002-000 Sec 8 Admin. Fee Inc-HCV	(1,082,241.66)	-	88,796.00	(88,796.00)	(1,171,037.66)
341004-000 Section 8 Port-In Admin Fees	(3,055.23)	-	-	-	(3,055.23)
341006-000 Port In HAP Earned	(39,559.47)	-	-	-	(39,559.47)
364000-000 Fraud Recovery Income-Admin	(12,100.75)	-	-	-	(12,100.75)
364001-000 Fraud Recovery - HAP	(13,830.77)	-	2,546.41	(2,546.41)	(16,377.18)
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	(114,452.94)	-	-	-	(114,452.94)
411000-000 Administrative Salaries and Wages	312,999.28	24,276.65	6,952.99	17,323.66	330,322.94
411002-000 Administrative Overtime	932.83	38.68	15.89	22.79	955.62
411003-000 Administrative: Employer FICA/SUI	26,702.29	1,755.98	493.81	1,262.17	27,964.46
411004-000 Administrative: Employee Benefits	65,103.56	5,828.99	-	5,828.99	70,932.55
413001-000 Legal Expense	1,653.75	-	-	-	1,653.75
413003-000 Credit Reports	6,082.76	98.00	-	98.00	6,180.76
414000-000 Staff Training	7,085.44	2,469.88	-	2,469.88	9,555.32
415000-000 Travel	5,834.38	971.25	533.25	438.00	6,272.38
417000-000 Bookkeeping Fees	175,218.50	15,322.50	-	15,322.50	190,541.00
417100-000 Auditing Fees	6,675.00	-	-	-	6,675.00
417200-000 Port Out Admin Fee	8,219.29	836.66	-	836.66	9,055.95
417300-000 Management Fee	278,772.00	24,516.00	-	24,516.00	303,288.00
418000-000 Office Rent	39,909.35	3,500.00	-	3,500.00	43,409.35
419001-000 Office Expense	9,321.14	502.27	125.57	376.70	9,697.84
419003-000 Printing	2,377.00	-	-	-	2,377.00
419004-000 Telephone	10,404.64	363.56	90.89	272.67	10,677.31
419005-000 Postage	15,025.14	-	-	-	15,025.14
419006-000 Forms and Computer Supplies	1,348.38	-	-	-	1,348.38
419009-000 Sundry Miscellaneous	2,529.42	-	-	-	2,529.42
419010-000 Newspaper ADS (Advertising)	262.82	-	-	-	262.82
419011-000 Sundry Service Contracts	43,336.22	5,626.00	1,406.50	4,219.50	47,555.72
419017-000 Temporary Administrative Labor	2,613.35	-	-	-	2,613.35
419020-000 Bank Fees	1,153.14	-	-	-	1,153.14
441200-000 Vehicle Repair	3,043.13	206.84	-	206.84	3,249.97
441300-000 Gasoline Purchases	2,113.74	279.09	-	279.09	2,392.83
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	419.54	-	-	-	419.54
443023-000 Contract: Consultants	5,737.15	-	-	-	5,737.15
443099-000 Maintenance Misc-Contracts	458.01	66.62	-	66.62	524.63
451000-000 General Liability Insurance	19,966.16	1,291.94	-	1,291.94	21,258.10
452100-000 Workers Comp Insurance	10,886.44	517.80	-	517.80	11,404.24
452500-000 Relocation exp-	5,430.91	-	-	-	5,430.91
			<b>Total</b>	<b>79,329.81</b>	
			<b>Less: audit fee</b>	<b>-</b>	
			<b>Net</b>	<b>79,329.81</b>	

Book = Accrual ; Tree = ysl_lb										
<b>Trial Balance Cr, Dr Details</b>										
Period = Oct 2016										
Book = Accrual ; Tree = ysl_lb										
		<b>Forward Balance</b>	<b>Debit</b>	<b>Credit</b>	<b>October transactions</b>	<b>Ending Balance</b>				
471500-000	Housing Assistance Payments	9,298,853.00	876,583.00	57,096.00	819,487.00	10,118,340.00				
523409-000	RAD SUBSIDY-LIHTC-PBV	(853,406.00)	2,871.08	92,127.08	(89,256.00)	(942,662.00)				
523410-000	Pinnacle shortfall	114,452.94	-	2,871.08	(2,871.08)	111,581.86				
					727,359.92					
471501-000	Tenant Utility Payments	388,084.00	35,282.00	1,626.00	33,656.00	421,740.00				
471502-000	Portable Out HAP Payments	204,815.00	20,061.00	2,480.00	17,581.00	222,396.00				
471503-000	FSS Escrow Payments	22,553.00	3,033.00	742.00	2,291.00	24,844.00				
					780,887.92					
	<b>Total</b>	-	<b>3,075,219.84</b>	<b>3,075,219.84</b>		-				

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	34,907.86	35,577.00	(669.14)	-1.88	34,907.86	35,577.00	(669.14)	-1.88
311900-000	Total Rental Income	34,907.86	35,577.00	(669.14)	-1.88	34,907.86	35,577.00	(669.14)	-1.88
312000-000	Other Tenant Income								
312003-000	Damages	-	50.00	(50.00)	-100.00	-	50.00	(50.00)	-100.00
312004-000	Late Charges	60.00	46.00	14.00	30.43	60.00	46.00	14.00	30.43
312005-000	Legal Fees - Tenant	45.00	37.00	8.00	21.62	45.00	37.00	8.00	21.62
312007-000	Tenant Owed Utilities - Excess	285.82	275.00	10.82	3.93	285.82	275.00	10.82	3.93
312009-000	Misc.Tenant Income	-	13.00	(13.00)	-100.00	-	13.00	(13.00)	-100.00
312900-000	Total Other Tenant Income	390.82	421.00	(30.18)	-7.17	390.82	421.00	(30.18)	-7.17
319900-000	NET TENANT INCOME	35,298.68	35,998.00	(699.32)	-1.94	35,298.68	35,998.00	(699.32)	-1.94
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	51,464.00	47,917.00	3,547.00	7.40	51,464.00	47,917.00	3,547.00	7.40
349900-000	TOTAL GRANT INCOME	51,464.00	47,917.00	3,547.00	7.40	51,464.00	47,917.00	3,547.00	7.40
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	437.75	-	437.75	N/A	437.75	-	437.75	N/A
369900-000	TOTAL OTHER INCOME	437.75	-	437.75	N/A	437.75	-	437.75	N/A
399900-000	TOTAL INCOME	87,200.43	83,915.00	3,285.43	3.92	87,200.43	83,915.00	3,285.43	3.92
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	3,283.47	8,128.00	4,844.53	59.60	3,283.47	8,128.00	4,844.53	59.60
411002-000	Administrative Overtime	16.69	105.00	88.31	84.10	16.69	105.00	88.31	84.10
411003-000	Administrative: Employer FICA/SUI	279.98	819.00	539.02	65.81	279.98	819.00	539.02	65.81
411004-000	Administrative: Employee Benefits	1,249.72	1,641.00	391.28	23.84	1,249.72	1,641.00	391.28	23.84
411099-000	Total Administrative Salaries	4,829.86	10,693.00	5,863.14	54.83	4,829.86	10,693.00	5,863.14	54.83
413000-000	Legal Expense								
413001-000	Legal Expense	-	88.00	88.00	100.00	-	88.00	88.00	100.00
413003-000	Credit Reports	-	93.00	93.00	100.00	-	93.00	93.00	100.00
413100-000	Total Legal Expense	-	181.00	181.00	100.00	-	181.00	181.00	100.00
413900-000	Other Admin Expenses								
414000-000	Staff Training	611.04	379.00	(232.04)	-61.22	611.04	379.00	(232.04)	-61.22
415000-000	Travel	-	267.00	267.00	100.00	-	267.00	267.00	100.00
417000-000	Bookkeeping Fees	967.50	961.00	(6.50)	-0.68	967.50	961.00	(6.50)	-0.68

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

**Actual to Budget Variance Comparison**

**October 31, 2016**

		<b>MTD Actual</b>	<b>MTD Budget</b>	<b>Variance</b>	<b>% Var</b>	<b>PTD Actual</b>	<b>PTD Budget</b>	<b>Variance</b>	<b>% Var</b>
417100-000	Auditing Fees	-	708.00	708.00	100.00	-	708.00	708.00	100.00
417300-000	Management Fee	6,990.51	6,941.00	(49.51)	-0.71	6,990.51	6,941.00	(49.51)	-0.71
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	1,320.00	1,320.00	-	0.00
418900-000	Total Other Admin Expenses	9,889.05	10,576.00	686.95	6.50	9,889.05	10,576.00	686.95	6.50
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	250.00	250.00	100.00	-	250.00	250.00	100.00
419004-000	Telephone	65.76	584.00	518.24	88.74	65.76	584.00	518.24	88.74
419005-000	Postage	-	96.00	96.00	100.00	-	96.00	96.00	100.00
419006-000	Forms and Computer Supplies	-	717.00	717.00	100.00	-	717.00	717.00	100.00
419007-000	Court Costs	45.00	222.00	177.00	79.73	45.00	222.00	177.00	79.73
419008-000	Subscriptions and Fees	-	142.00	142.00	100.00	-	142.00	142.00	100.00
419009-000	Sundry Miscellaneous	75.44	229.00	153.56	67.06	75.44	229.00	153.56	67.06
419010-000	Newspaper ADS (Advertising)	-	100.00	100.00	100.00	-	100.00	100.00	100.00
419011-000	Sundry Service Contracts	1,157.15	625.00	(532.15)	-85.14	1,157.15	625.00	(532.15)	-85.14
419018-000	False Alarms	-	3.00	3.00	100.00	-	3.00	3.00	100.00
419100-000	Total Miscellaneous Admin Expenses	1,343.35	2,968.00	1,624.65	54.74	1,343.35	2,968.00	1,624.65	54.74
419900-000	TOTAL ADMINISTRATIVE EXPENSES	16,062.26	24,418.00	8,355.74	34.22	16,062.26	24,418.00	8,355.74	34.22
420000-000	TENANT SERVICES								
422000-000	Tenant Services	7.08	327.00	319.92	97.83	7.08	327.00	319.92	97.83
422001-000	Other Tenant Svcs.	60.00	-	(60.00)	N/A	60.00	-	(60.00)	N/A
423000-000	Tenant Services -PH ADD ON	425.00	-	(425.00)	N/A	425.00	-	(425.00)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	492.08	327.00	(165.08)	-50.48	492.08	327.00	(165.08)	-50.48
430000-000	UTILITIES								
431000-000	Water	-	2,250.00	2,250.00	100.00	-	2,250.00	2,250.00	100.00
432000-000	Electricity	7,982.93	5,500.00	(2,482.93)	-45.14	7,982.93	5,500.00	(2,482.93)	-45.14
433000-000	Gas	1,966.86	4,500.00	2,533.14	56.29	1,966.86	4,500.00	2,533.14	56.29
439000-000	Sewer	-	2,750.00	2,750.00	100.00	-	2,750.00	2,750.00	100.00
439900-000	TOTAL UTILITY EXPENSES	9,949.79	15,000.00	5,050.21	33.67	9,949.79	15,000.00	5,050.21	33.67
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	2,028.70	5,029.00	3,000.30	59.66	2,028.70	5,029.00	3,000.30	59.66
441002-000	Maintenance: Overtime	175.19	146.00	(29.19)	-19.99	175.19	146.00	(29.19)	-19.99
441003-000	Maintenance: Employer FICA/SUI	150.74	520.00	369.26	71.01	150.74	520.00	369.26	71.01
441004-000	Temp Maintenance Labor	872.16	480.00	(392.16)	-81.70	872.16	480.00	(392.16)	-81.70
441005-000	Maintenance: Employee Benefits	(0.01)	1,738.00	1,738.01	100.00	(0.01)	1,738.00	1,738.01	100.00

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

Actual to Budget Variance Comparison

October 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441200-000	Vehicle Repair	-	375.00	375.00	100.00	-	375.00	375.00	100.00
441300-000	Gasoline Purchases	35.92	108.00	72.08	66.74	35.92	108.00	72.08	66.74
441900-000	Total General Maint Expense	3,262.70	8,396.00	5,133.30	61.14	3,262.70	8,396.00	5,133.30	61.14
442000-000	Materials								
442002-000	Appliance-Maint Materials	780.51	2,033.00	1,252.49	61.61	780.51	2,033.00	1,252.49	61.61
442003-000	Painting-Maint Materials	-	125.00	125.00	100.00	-	125.00	125.00	100.00
442004-000	Electrical-Maint Materials	-	125.00	125.00	100.00	-	125.00	125.00	100.00
442005-000	Heating/AC-Maint Materials	-	3,183.00	3,183.00	100.00	-	3,183.00	3,183.00	100.00
442006-000	Janitorial Supplies	-	83.00	83.00	100.00	-	83.00	83.00	100.00
442008-000	Plumbing-Maint Materials	-	709.00	709.00	100.00	-	709.00	709.00	100.00
442009-000	Hand Tools-Maint Materials	-	91.00	91.00	100.00	-	91.00	91.00	100.00
442010-000	Maintenance Materials	918.44	958.00	39.56	4.13	918.44	958.00	39.56	4.13
442011-000	Safety equipment/shoes	-	91.00	91.00	100.00	-	91.00	91.00	100.00
442900-000	Total Materials	1,698.95	7,398.00	5,699.05	77.04	1,698.95	7,398.00	5,699.05	77.04
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	596.00	596.00	100.00	-	596.00	596.00	100.00
443002-000	Extermination Contract	825.00	350.00	(475.00)	-135.71	825.00	350.00	(475.00)	-135.71
443005-000	Unit Turnaround-Contract	-	1,021.00	1,021.00	100.00	-	1,021.00	1,021.00	100.00
443006-000	Electrical-Contract	-	166.00	166.00	100.00	-	166.00	166.00	100.00
443007-000	Disposal Contract	-	600.00	600.00	100.00	-	600.00	600.00	100.00
443009-000	Landscaping-Contract	2,716.75	1,458.00	(1,258.75)	-86.33	2,716.75	1,458.00	(1,258.75)	-86.33
443011-000	Heating/AC-Contract	5,400.00	8,016.00	2,616.00	32.63	5,400.00	8,016.00	2,616.00	32.63
443013-000	Contract: Uniform Rental	11.78	171.00	159.22	93.11	11.78	171.00	159.22	93.11
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	83.00	83.00	100.00
443018-000	Plumbing-Contract	475.00	583.00	108.00	18.52	475.00	583.00	108.00	18.52
443019-000	Miscellaneous Contracts	-	8,500.00	8,500.00	100.00	-	8,500.00	8,500.00	100.00
443023-000	Contract: Consultants	-	83.00	83.00	100.00	-	83.00	83.00	100.00
443900-000	Total Contract Costs	9,428.53	21,627.00	12,198.47	56.40	9,428.53	21,627.00	12,198.47	56.40
449900-000	TOTAL MAINTENACE EXPENSES	14,390.18	37,421.00	23,030.82	61.55	14,390.18	37,421.00	23,030.82	61.55
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,009.07	2,289.00	279.93	12.23	2,009.07	2,289.00	279.93	12.23
451100-000	Property Tax	-	743.00	743.00	100.00	-	743.00	743.00	100.00
452100-000	Workers Comp Insurance	208.04	506.00	297.96	58.89	208.04	506.00	297.96	58.89
457000-000	Bad Debt-Tenant Rents	-	209.00	209.00	100.00	-	209.00	209.00	100.00
459900-000	TOTAL GENERAL EXPENSES	2,217.11	3,747.00	1,529.89	40.83	2,217.11	3,747.00	1,529.89	40.83

SPARTANBURG HOUSING AUTHORITY									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
October 31, 2016									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
	<b>TOTAL OPERATING EXPENSES</b>	<b>43,111.42</b>	<b>80,913.00</b>	<b>37,801.58</b>	<b>46.72%</b>	<b>43,111.42</b>	<b>80,913.00</b>	<b>37,801.58</b>	<b>46.72%</b>
900000-000	<b>NET INCOME</b>	<b>44,089.01</b>	<b>3,002.00</b>	<b>41,087.01</b>	<b>1368.65%</b>	<b>44,089.01</b>	<b>3,002.00</b>	<b>41,087.01</b>	<b>1368.65%</b>
	Proof :								
	JC Bull -100 units	36,256.70				36,256.70			
	JC Bull -32 units	7,832.31				7,832.31			
		44,089.01				44,089.01			

## SPARTANBURG HOUSING AUTHORITY

## Cash Flow

October 31, 2016

INFLOWS:	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	July Actual	Aug Actual	Sept Actual	TOTAL	
Section 8 HAP Subsidy	796,758												796,758	927
Section 8 Admin Subsidy	88,796												88,796	
Mod Rehab HAP	119,121												119,121	
Mod Rehab Admin	13,703												13,703	
Public Housing Subsidy	233,887												233,887	
Tax Credit Properties Subsidy	96,330												96,330	
SLHC PBV Subsidy	8,500												8,500	
SC State Grant for JCB	42,964												42,964	
1) HUD & State Subsidy	1,400,059	-	-	-	-	-	-	-	-	-	-	-	1,400,059	
ROSS	17,836												17,836	
Youthbuild - 022-yb -NEW GRANT	16,940												16,940	
YB -Face Forward	15,742												15,742	
CFP and RHF	98,964	-	-	-	-	-	-	-	-	-	-	-	98,964	
2) Other Grant Revenue	149,482	-	-	-	-	-	-	-	-	-	-	-	149,482	
Public Housing Rents	102,395												102,395	
JC Bull Rents	26,002												26,002	
SLHC Rents	8,906												8,906	
3) Rent Revenue	137,302	-	-	-	-	-	-	-	-	-	-	-	137,302	
4) Misc Receipts	24,630												24,630	
5) Other Cash-In														
Section 8 Reserves Transfer In				-	-	-	-	-	-	-	-	-	-	
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TOTAL CASH INFLOW</b>	<b>1,711,473</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,711,473</b>	
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.														
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.														
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.														
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00														
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.														



## SPARTANBURG HOUSING AUTHORITY

Cash Flow  
October 31, 2016

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	TOTAL
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
Section 8:													
Housing Assistance	780,888												780,888
Mod Rehab Vouchers	118,791												118,791
HAP Payments	899,679	0	0	0	-	-	-	-	-	-	-	-	899,679
Payroll	166,126												166,126
Benefits/Deductions	3,146												3,146
Payroll & Benefits	169,272	0	0	0	0	-	-	-	-	-	-	-	169,272
State Insurance	38,753												38,753
Rent	11,656												11,656
Wright Center Payables ( 301-wc & 300-mrc)	0												0
Debt/Insurance/Rent	50,409	-	-	-	-	-	-	-	-	-	-	-	50,409
Operating	509,946	0	0	0	0	0	0	0	0	0	0	0	509,946
Capital Fund and RHF	15,854												15,854
Ross	89												89
Youth Build and Face Forward	7,765												7,765
Homeownership	237												237
Other Transfers	0												0
HAP/ Admin Transfer	-	-	-	-	-	-	-	-	-	-	-	-	0
1 Payables/Check Adjustment	403,185												403,185
Capital & Program Expenses	427,131	0	0	0	-	-	-	-	-	-	-	-	427,131
TOTAL CASH OUTFLOW	2,056,436	0	0	0	0	-	-	-	-	-	-	-	2,056,436
Net Inflow(Outflow)	(344,962)	0	0	0	0	-	-	-	-	-	-	-	(344,962)
Net outflow offset by reserve	344,962												344,962
Total	(0)	-	-	-	-	-	-	-	-	-	-	-	(0)
Beginning Cash : (Unrestricted)	4,735,496	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	0
Ending Cash	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	4,390,534	(344,962)
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,120,085												
Section 8 HAP Disbursements	1,284,678												
J C Bull Operating	758,511												
SLHC Operating	227,261												
Sub Total	4,390,534	0	0	0	0	0	0	0	0	0	0	0	
Coventional Housing Surplus	4,874,290												
Average No. Of Months Cash Reserves	14.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
1 Outstanding checks that were remaining at month end.													

-403185

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

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	796,758												796,758
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796												88,796
Section 8 Port-In Admin Fees	-												-
Mod Rehab HAP	119,121												119,121
Mod Rehab Admin	13,703												13,703
Port in -HAP Earned	-												-
HCV Refunds/Recovery/Interest	2,546												2,546
<b>HUD Subsidy</b>	<b>1,020,924</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,020,924</b>
<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	780,888												780,888
Mod Rehab Vouchers	118,791												118,791
Sec 8 Admin Expenses	79,330												79,330
Mod Rehab Admin	12,597												12,597
<b>Total Payments</b>	<b>991,606</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>991,606</b>
<b>Net Inflow (Outflow)</b>	<b>29,319</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,319</b>
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	18,416	-	-	-	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	330	-	-	-	-	-	-	-	-	-	-	-	
Section 8 Admin	9,466	-	-	-	-	-	-	-	-	-	-	-	
Mod Rehab Admin	1,106	-	-	-	-	-	-	-	-	-	-	-	
	29,319	-	-	-	-	-	-	-	-	-	-	-	
<b>Reserve Bank Accounts</b>													
Section 8 and Mod Rehab disbursement	1,284,678												
Sec 8 HAP -NRA	87,708												
Sec 8 - Operations -UNA	225,716												
Mod Rehab -ADMIN	92,399												
	<b>1,690,501</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Spartanburg Housing Authority							
Capital Grant Programs							
October 31, 2016							
<b>CAPITAL FUND 2016</b>					%		
Obligation Date: 4/13/2016		Budget	Drawn	Balance	Completion		
End date : 12/2018							
	0100 Reserved Budget	980,128	-	980,128			
	1408 Management Improvement	180,550	-	180,550			
	1410 Administration	128,964	128,964	-			
		1,289,642	128,964	1,160,678			
Replacement Housing Factor Funds						Obligated in	
		Authorized	Draws	Balance	% Complete	ELOCCS	
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014</b>							
Obligation Date:							
Term Date:							
	1410 Administration	17,051	-	17,051			
	1499 Development Activity	99,771	9,968	89,803			
	1501 Collateral Exp/Debt serv	167,360	166,135	1,225			
		284,182	176,103	108,079			
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015</b>							
Obligation Date:							
Term Date:							
	1499 Development Activity	218,757	0	218,757	0%		
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016</b>							
Obligation Date:							
Term Date:							
	1499 Development Activity	225,533	0	225,533	0%		
<b>TOTAL RHF FUNDS</b>		728,472	176,103	552,369	24%		
<b>TOTAL CAPITAL GRANTS</b>		2,018,114	305,067	1,713,047	15%		

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

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	796,758												796,758
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796												88,796
Section 8 Port-In Admin Fees	-												-
Mod Rehab HAP	119,121												119,121
Mod Rehab Admin	13,703												13,703
Port in -HAP Earned	-												-
HCV Refunds/Recovery/Interest	2,546												2,546
<b>HUD Subsidy</b>	<b>1,020,924</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,020,924</b>
<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	780,888												780,888
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Mod Rehab Admin	12,597												12,597
<b>Total Payments</b>	<b>991,606</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>991,606</b>
<b>Net Inflow (Outflow)</b>	<b>29,319</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>29,319</b>
<b>Reserve Account INFLOW(OUTFLOW)</b>													
Net Section 8 HAP	18,416	-	-	-	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	330	-	-	-	-	-	-	-	-	-	-	-	
Section 8 Admin	9,466	-	-	-	-	-	-	-	-	-	-	-	
Mod Rehab Admin	1,106	-	-	-	-	-	-	-	-	-	-	-	
	29,319	-	-	-	-	-	-	-	-	-	-	-	
<b>Reserve Bank Accounts</b>													
Section 8 and Mod Rehab disbursement	1,284,678												
Sec 8 HAP -NRA	87,708												
Sec 8 - Operations -UNA	225,716												
Mod Rehab -ADMIN	92,399												
	<b>1,690,501</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending October 31, 2016</b>					
<b>SC003RPS030A012</b>					
<b>ROSS - Resident Self Sufficiency ( \$480,000)</b>		<b>Term Date:</b> <b>9/28/2016</b>			<b>%</b>
<b>FUND 579-cnho</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	408,000	290,437	117,563	
	1268 - Training Costs	12,000	2,899	9,101	
	1868 - Administrative Costs	60,000	42,656	17,344	
		480,000	335,992	144,008	
<b>SC003RPS111A015</b>					
<b>ROSS - Resident Self Sufficiency ( \$229,293)</b>		<b>Term Date:</b> <b>12/20/2018</b>			<b>%</b>
<b>FUND 579-cnho</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	193,293	-	193,293	
	1268 - Training Costs	6,000	-	6,000	
	1868 - Administrative Costs	30,000	-	30,000	
		229,293	-	229,293	
<b>SC003FSH571A016</b>					
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>		<b>Term Date:</b> <b>12/20/2018</b>			<b>%</b>
<b>FUND 581</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	109,364	1,345	108,019	
<b>SC16HS04003</b>					
<b>Service Coordinator Multifamily (\$453,455)</b>		<b>Term Date:</b> <b>12/31/2016</b>			<b>%</b>
<b>FUND 582</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1010 - Salary	332,996	320,131	12,865	
	1020 - Fringe Benefits	49,503	45,710	3,793	
	1040 - Quality Assurance	8,405	5,153	3,252	
	1045 - Training	7,124	6,965	159	

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending October 31, 2016</b>					
<b>SC003RPS030A012</b>					
<b>ROSS - Resident Self Sufficiency ( \$480,000)</b>		<b>Term Date:</b> <b>9/28/2016</b>			<b>%</b>
<b>FUND 579-cnho</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	408,000	290,437	117,563	
	1268 - Training Costs	12,000	2,899	9,101	
	1868 - Administrative Costs	60,000	42,656	17,344	
		480,000	335,992	144,008	
<b>SC003RPS111A015</b>					
<b>ROSS - Resident Self Sufficiency ( \$229,293)</b>		<b>Term Date:</b> <b>12/20/2018</b>			<b>%</b>
<b>FUND 579-cnho</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	193,293	-	193,293	
	1268 - Training Costs	6,000	-	6,000	
	1868 - Administrative Costs	30,000	-	30,000	
		229,293	-	229,293	
<b>SC003FSH571A016</b>					
<b>ROSS - Resident Self Sufficiency ( \$109,364)</b>		<b>Term Date:</b> <b>12/20/2018</b>			<b>%</b>
<b>FUND 581</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1168 - Project Coordinator	109,364	1,345	108,019	
<b>SC16HS04003</b>					
<b>Service Coordinator Multifamily (\$453,455)</b>		<b>Term Date:</b> <b>12/31/2016</b>			<b>%</b>
<b>FUND 582</b>		<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>	<b>Completion</b>
	1010 - Salary	332,996	320,131	12,865	
	1020 - Fringe Benefits	49,503	45,710	3,793	
	1040 - Quality Assurance	8,405	5,153	3,252	
	1045 - Training	7,124	6,965	159	

<b>Spartanburg Housing Authority</b>						
<b>Grant Programs</b>						
<b>Period Ending October 31, 2016</b>						
	1050 - Travel	3,799	1,799	2,000		
	1055 - Supplies and Materials	39,982	34,837	5,145		
	1060 - Start-Up Costs	-	-	-		
	1065 - Other Direct Costs	3,729	2,906	823		
	1070 - Indirect Costs	7,916	3,152	4,764		
		453,455	420,654	32,801		
<b>YOUTH BUILD ( \$994,474)</b>						
<b>FUND 22</b>						
					<b>Obligation Date: 1/1/2016</b>	
					<b>Term Date: 4/30/2019</b>	
	<b>SUMMARY</b>	<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>		
	PERSONNEL	359,143	51,900.91	307,242		
	FRINGE BENEFITS	128,393	15,307.80	113,085		
	TRAVEL	7,000	1,802.76	5,197		
	EQUIPMENT	5,707	1,136.83	4,570		
	STUDENT WORK SUPPLIES	110,286	293.26	109,993		
	CONTRACTUAL	50,000	-	50,000		
	OTHER	333,945	27,805.87	306,139		
	TOTAL DIRECT	994,474	98,247.43	896,227		
	INDIRECT	0	-	-		
	TOTALS	994,474	98,247.43	896,227		
<b>FACE FORWARD ( \$999,923 )</b>						
<b>FUND 22</b>						
					<b>Obligation Date: 7/1/2013</b>	
					<b>Term Date: 9/30/2016</b>	
	<b>SUMMARY</b>	<b>Budget</b>	<b>Drawn</b>	<b>Balance</b>		
	PERSONNEL	292,974	246,701	46,273		
	FRINGE BENEFITS	71,020	65,324	5,696		
	TRAVEL	19,375	14,793	4,582		

<b>Spartanburg Housing Authority</b>					
<b>Grant Programs</b>					
<b>Period Ending October 31, 2016</b>					
	SUPPLIES	24,183	30,295	(6,112)	
	CONTRACTUAL	48,951	21,980	26,971	
	OTHER	543,420	405,299	138,121	
	TOTAL DIRECT	999,923	784,392	215,531	
	INDIRECT	-		-	
	TOTALS	999,923	784,392	215,531	
	<b>Total Money Remaining for all Grants</b>			<b>1,625,880</b>	





**Monthly Reports:**  
**Human Resources**  
**Shannell Hardwick**

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**Board of Commissioners Meeting**  
**Tuesday, November 22, 2016**



**November 22, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON HUMAN RESOURCES STAFFING ACTIVITIES FOR THE  
MONTH OF OCTOBER 2016**

**CONTACT PERSON:**

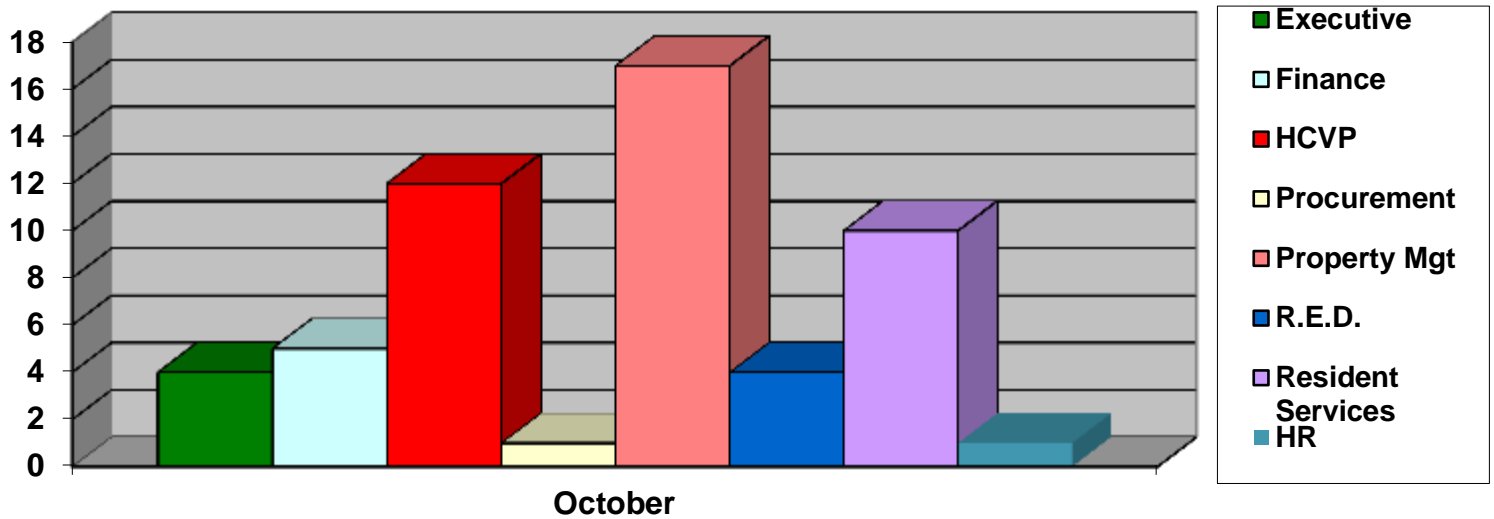
Shannell Hardwick  
Director of Administration  
864-598-6084

**SUMMARY:**

SHA is committed to recruiting and retaining exceptional employees. In an effort to do so, we offer competitive salaries, healthcare coverage and a retirement plan. Currently, we are recruiting for an Assistant Community Manager and a Housing Specialist II.

The following chart summarizes SHA's employee staff count, by department, and any temporary/contracted employees that we have procured.

## STAFF COUNT (October 2016)



<u>DEPT.</u>	<u>FTE</u>	<u>TEMP</u>	<u>CONTRACT</u>	<b>TOTAL FULL-TIME EMPLOYEES: 54</b> <b>TOTAL TEMP/CONTRACT EMPLOYEES: 7</b>
Executive	4	1	0	
Finance	5	1	1	<b>NEW HIRE(S): 2</b> Executive - 1 Property Mgt. - 1
HCVP	12	1	1	
Procurement	1	0	0	<b>TERMINATION(S): 0</b>
Property Mgt.	17	2	0	
R.E.D.	4	0	0	<b>RESIGNATION(S): 2</b> Property Mgt. - 1 HR - 1
Resident Services	10	0	0	
HR	1	0	0	

Respectfully Submitted, \_\_\_\_\_  
 Shannell Hardwick, Director of Administration  
 Spartanburg Housing Authority



# **Monthly Reports:**

**Community and Supportive Services**

**Shannell Hardwick**

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**Board of Commissioners Meeting**

**Tuesday, November 22, 2016**



**November 22, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

Staff engaged in planning projects to support a luncheon for seniors, 80 years and older to be held at Cleveland Park, on December 7<sup>th</sup>. Several residents will be sharing their perspective of life in Spartanburg.

Lady Slippers Garden will host a Christmas Party at Archibald, spearheaded by Ms. Jan Goldstein. The group generously hosts the party each year and donates poinsettias and \$10 gift cards to each resident in attendance.

First Baptist Church will be providing Thanksgiving Dinners for any SHA Public Housing Resident who signs up. Councilman Rice via his church, will be serving Thanksgiving dinner at Prince Hall.

Meetings were conducted with the United Way and Mary Black Foundation with regard to the Born Learning projects scheduled for launch at Prince Hall and Victoria Gardens in December.

The City of Spartanburg has begun delivery of materials to Victoria Gardens and Camp Croft. The laundry room facilities will be made child friendly as a result of the Kaboomb grant.

Youthbuild and Face Forward are planning to work with residents and staff in providing a door decorating program for Archibald and J C Bull.

### PUBLIC HOUSING FSS PROGRAM:

**Grant Period Totals to the end of September 2016, with October 2016 Additions**  
(Grant Period runs from 1/1/16 to 12/31/16)

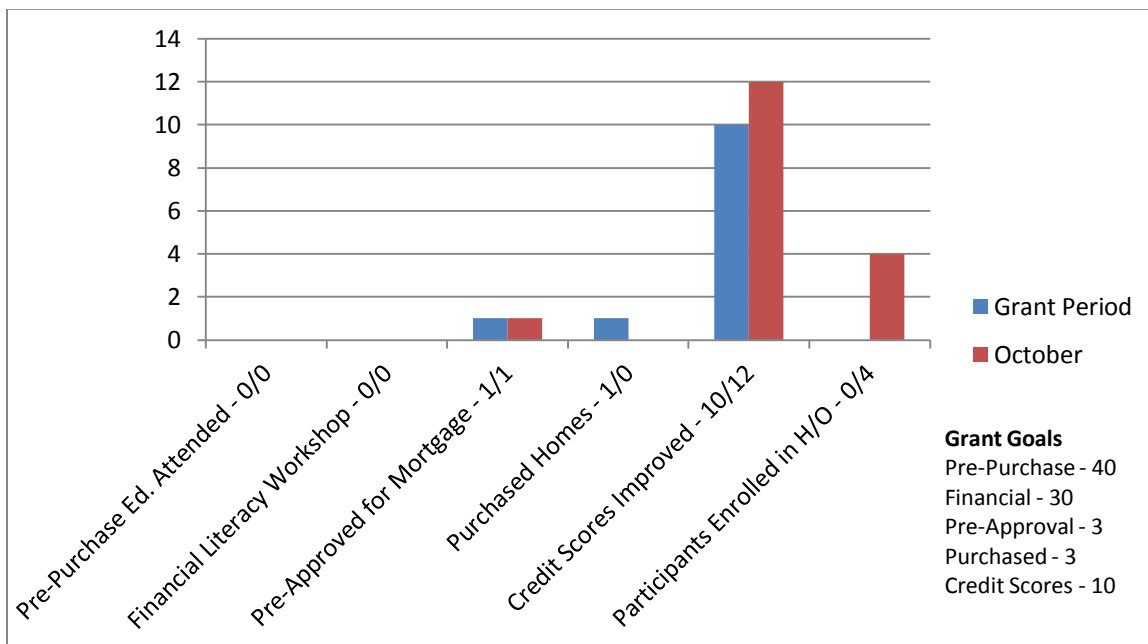


**\*\*This column indicates that 12, of the 17 escrow accounts opened during the grant cycle, received escrow funds, during the month of October 2016.**

**\*\*\*This column indicates that 51, of the 61 families enrolled, participated in FSS service(s) offered, during the month of October 2016.**

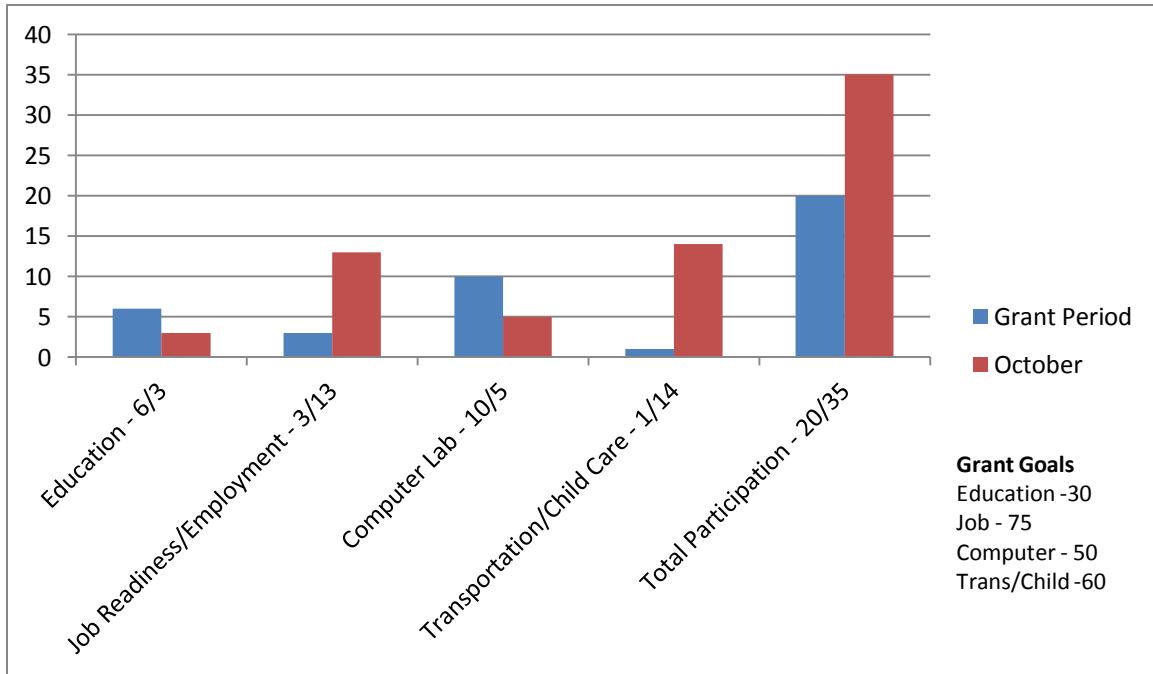
### HOMEOWNERSHIP PROGRAM:

**Grant Period Totals to the end of September 2016, with October 2016 Additions**  
(Grant Period runs from 8/28/16 to 8/27/17)

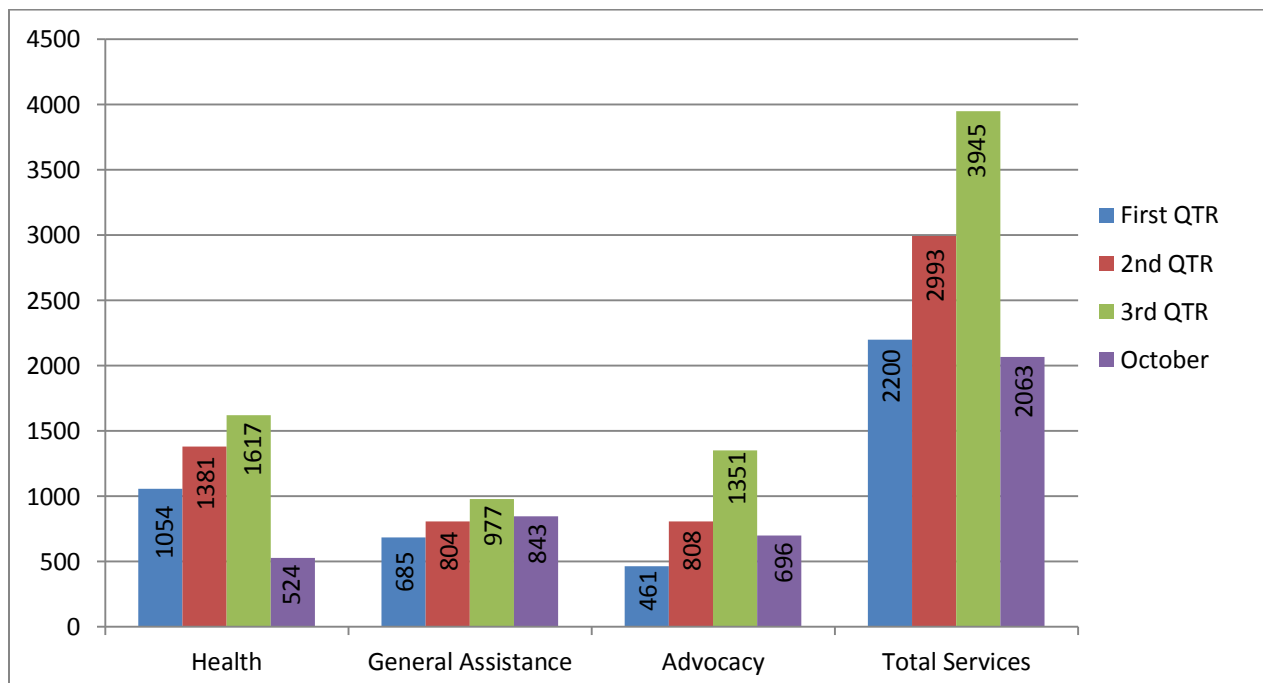


### CONNECTIONS PROGRAM:

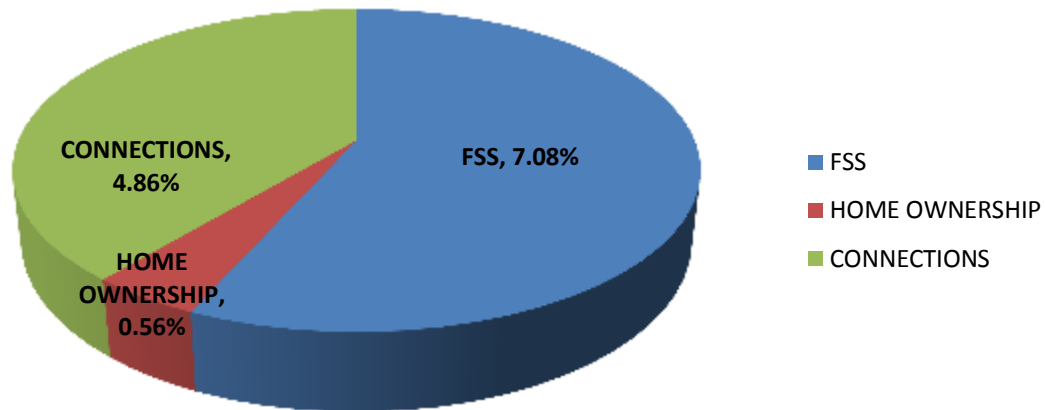
**Grant Period Totals to the end of September 2016, with October 2016 Additions**  
**(Grant Period runs from 8/28/16 to 8/27/17)**



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



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



Respectfully Submitted, \_\_\_\_\_  
Shannell Hardwick, Director of Administration  
Spartanburg Housing Authority





# **Monthly Reports:**

## **RAD**

### **Cindi Herrera**

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**Board of Commissioners Meeting**

**Tuesday, November 22, 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.

## **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 October 31, 2016.

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	20	0	0
PHASE IV	20	20	0	0
PHASE V	18	18	0	0
PHASE VI	20	8	12	0
<b>TOTAL</b>	<b>118</b>	<b>106</b>	<b>12</b>	<b>0</b>

BARKSDALE	TOTAL UNITS IN PHASE	COMPLETE RESIDENTS RETURNED	VACANT UNDER CONSTRUCTION	OCCUPIED PENDING MOVE
PHASE I	12	12	0	0
PHASE II	12	12	0	0
PHASE III	10	10	0	0
PHASE IV	10	0	10	0
<b>TOTAL</b>	<b>44</b>	<b>34</b>	<b>10</b>	<b>0</b>

ALL OTHE SHA7 PROPERTIES	TOTAL UNITS IN PHASE	COMPLETE RESIDENTS RETURNED	VACANT UNDER CONSTRUCTION	OCCUPIED PENDING MOVE
ANDERSON	54	0	20	34
GOOCH	36	0	26	10
WATSON	28	0	0	28
LELAND	46	0	0	46
SPRUCE	12	0	0	12
<b>TOTAL</b>	<b>176</b>	<b>0</b>	<b>46</b>	<b>130</b>

## **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 Clagett 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 are working on due diligence for TD Bank to complete the underwriting of the project and anticipate having the financing plan submitted to the HUD RAD Desk by the end of November.

**Cedar Springs, Collins Park, The Ridge and Cottage Grove** – We continue to work with the tax credit investor (RBC) to secure their approval of the RAD conversion and use of replacement reserves to fund needed repairs.

**Single Family Homes** – We received the RPCA and will be submitted a deminimus disposition to remove these units from the inventory but not complete the conversion under RAD. Upon approval, we would sell the units for the appraised value or best bid.

## **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 are in planning stages of the project to determine design; unit types and mix; and financial viability. We will ask the board to approve the Collaborative Agreement with the City and Northside Development Group at the November meeting.

### **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 continue to work in the establishment of a committee of Resident Explorers that will serve as the leadership group as we explore the options for redevelopment of each of these properties. We are completing an inventory of available rental property throughout Spartanburg County that accepts tenant based Housing Choice Vouchers so we can assess the viability of use of vouchers to relocate tenants from one or more of these properties.



**Monthly Reports:**  
**Development**  
**Joseph Jackson**

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**Board of Commissioners Meeting**  
**Tuesday, November 22, 2016**



**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**November 22, 2016**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

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

**OVERVIEW:**

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

**Project Development Activity:**

**Brawley Street Parking Pads and Sidewalks**

SHA selected a qualified vendor to complete the parking pads project, left unfinished by the Brownstone Company. The project was completed on November 4, 2016.



## SHA7

On October 27, I attended the monthly SHA 7 meeting. Present were representatives from the Hunt Group (Bill Little and Ken Wall), the Architect, HUD, and the Project Manager. The meeting concluded with a tour of Spruce Street. The project remains generally on track, with a few delays in relocation and return. This aspect is monitored by Consultant Cindi Herrera. Pinnacle continues to manage the properties.

### Photos post renovation



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





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

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**Board of Commissioners Meeting**  
**Tuesday, November 22, 2016**



**November 22, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF OCTOBER 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**

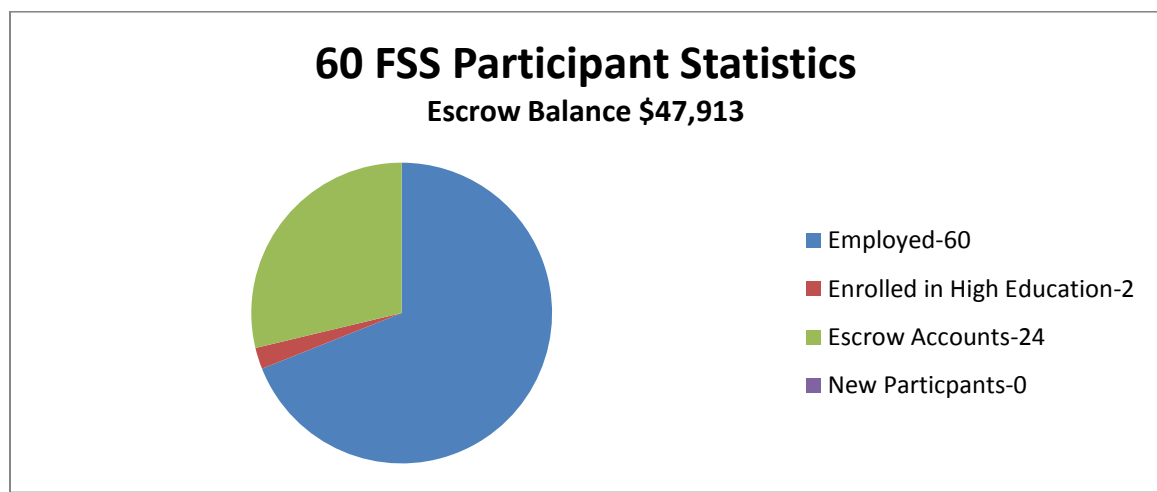
1. **SEMAP- HCV PIC Report**

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 October 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.	94%	95% - 100%
	97%	
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.	81*	80% or more
	19	
FSS Escrow Accounts	49%	30% or more

## 2. HCV Family Self-Sufficiency Program



3. Voucher/ Mod Rehab Utilization Report

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

<b>Program</b>	<b>Units Allocated</b>	<b>Units Leased</b>	<b>Utilization Rate</b>
Housing Choice Vouchers	1700	1624	95%
Project Based Vouchers	232	218	93%
<b>Voucher Total</b>	<b>1952</b>	1842	94%
<b>Mod Rehab</b>	<b>228</b>	206	90%
<b>RAD</b>	<b>338</b>	222	65%
<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>\$768,470</b>	<b>\$808,392</b>	<b>\$786,385</b>	<b>(\$17,915)</b>	<b>(\$39,922)</b>
<b>Nov</b>					
<b>Dec</b>					
<b>Total</b>					

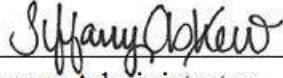
4. Homeownership

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

5. Summary for October 2016

The Housing Choice Voucher Program lease up rate has increase. The current monthly lease up rate is 94%. There were twenty-one (21) move ins and six (6) move outs this month. One hundred and sixty-six (166) families are currently searching for housing. There are thirty-one (31) pending Request for Tenancy Approvals, with will be leased up in the month of November. These move-ins are pending inspection results or the submission of the tenant/owner lease. The HUD requirement is that the PHA utilizes 98%

of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 97.6%. The HCV Department is currently working to address the leasing deficiency and the corrective actions are making improvements to meet program requirements. Tenant Based Rental Assistance Program (TBRA) currently has four veterans searching for housing.

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