



# **AGENDA AND NOTICE**

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**Board of Commissioners Meeting  
Tuesday, August 16, 2016**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, August 16, 2016  
5:30 P.M.**

**NOTICE**

The Spartanburg Housing Authority will hold its regularly scheduled meeting at **5:30 p.m. Tuesday, August 16, 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. Introduction of Staff**

**V. Approval of Minutes—Regular Board Meeting July 19, 2016**

**VI. Commission Comments**

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

**VIII. Action Items and Resolutions**

1. Resolution 2016-51: Approval of Nan McKay Inspections Contract
2. ~~Resolution 2016-55: Purchase of Appliances for Public Housing Units~~
3. Resolution 2016-56: Change Order #1 EMG Contract
4. Resolution 2016-57: Change Order #1 and Renewal of Republic Services Contract
5. Resolution 2016-58: Change Order #1 Janitorial Services Contract
6. Resolution 2016-59: Purchase of 15 Passenger Van for YouthBuild
7. Resolution 2016-60: Legal Services Contract—Specialized Counsel
8. Resolution 2016-61: Legal Services Contract—General Counsel
9. Resolution 2016-62: Sale of Section 32 Home—812 Primrose Ln.
10. Resolution 2016-63: Renewal of Directors and Officers Insurance Policy
11. Resolution 2016-64: Emergency Roof Repair
12. Resolution 2016-65: National Cooperative Purchasing Alliance Contract
13. Resolution 2016-66: Mentoring Services

**IX. Information Items**

1. HCV Waiting List Opening – Update of number of applicants

**X. Monthly Reports**

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

**XI. SHA Staff Comments**

**XII. Public Comments**

**XIII. Adjournment**



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

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**Board of Commissioners Meeting  
Tuesday, August 16, 2016**

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

**MOMENT OF SILENCE - *observed***

**PRESENT:** Molly Talbot-Metz, Brenda Thomas, Chuck White, Kittie Collins-Tullis, and Mac Hogan

**ABSENT:** Thomas Lounds, Jr. and Andrew Poliakoff

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

Vice Chair Molly Talbot Metz called the meeting to order at 5:30 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, Kitty Collins-Tullis, Chuck White, Mac Hogan, and Molly Talbot-Metz

**APPROVAL OF THE AGENDA:**

Terril Bates requested amendment that Resolution 2016-51 be tabled.

A motion to approve the agenda and the amendment was made by Commissioner Chuck White, seconded by Commissioner Mac Hogan, and unanimously carried.

**APPROVAL OF THE MINUTES:**

A motion to approve the minutes of the June 21, 2016 Board Meeting was made by Commissioner Chuck White seconded by Commissioner Kitty Collins-Tullis, and unanimously carried.

**COMMISSION COMMENTS:**

- Commissioner Chuck White complimented his visit to Archibald Hi-Rise. He said "I was impressed; everything was very clean and welcoming."

**PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

- None

### **SPECIAL PRESENTATION:**

Terril Bates, Executive Director of Spartanburg Housing Authority made the following special presentations.

- Ms. Bates provided pictures and commentary regarding the NAHRO Award presented to Spartanburg Housing Authority at the NAHRO Convention.

### **INTRODUCTION OF NEW STAFF:**

Terril Bates, Executive Director of Spartanburg Housing Authority introduced new staff.

- Theresa Reynolds – Temp Hire

### **DISCUSSION ITEMS:**

- None

### **ACTION ITEMS AND RESOLUTIONS:**

#### **1. Resolution 2016-48: Third Quarter FY 2016 Bad Debt Write-offs.**

- a. Phillipe Lindsay gave a brief overview of the written report.

A motion to approve Resolution 2016-48: Third Quarter FY 2016 Bad Debt Write-offs was made by Commissioner Thomas and seconded by Commissioner Hogan, and unanimously carried by all.

#### **2. Resolution 2016-49: Approval of 2016 Investments Policy**

- a. Phillipe Lindsay provided a brief overview to the written resolution and action item.
- b. Terrill Bates commented this is the first step of developing procedures and policies and making recommendations for banking and HUD investments as well as defining rules about projects we will be investing in and what final decisions will be based on.
- c. Commissioner Hogan asked have we met with the Spartanburg County Foundation to discuss list of HUD approved investments. Phillipe Lindsay replied we will investigate options and that although we want to ramp up the yield we have to have an absolute guarantee on principal.
- d. Vice Chair Molly Talbot-Metz asked Phillipe Lindsay if he had used a template for this project. Phillipe Lindsay replied that he used a HUD Form and picked and chose from other Housing Authorities to come up with a best practice format.

A motion to approve Resolution 2016-49: Approval of 2016 Investments Policy was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried by all.

### **3. Resolution 2016-50: Approval of 2016 SHA Credit Card Policy**

- a. Phillipe Lindsay provided a brief overview to the written resolution and action item.
- b. Terril Bates added that this is the first step in developing policies and procedures.
- c. Commissioner Chuck White asked what fees are associated with credit card transactions. Ms. Bates replied that we pay N30 and there are no fees. Phillipe Lindsay added that the merchant pays for the fees when credit card is used.
- d. Commissioner Hogan asked if there is an online portal that can turn credit cards on/off. Phillipe Lindsay replied yes.
- e. Ms. Bates informed everyone that a very limited number of employees have credit cards and that balances range from \$1,000.00 to \$6,000.00. She stated that more things require a credit card versus paying with a check. She also used the example for need of a credit card when something major such as a waterline break on a weekend occurs and the tenant is taken to a hotel while repairs are being made.

A motion to approve Resolution 2016-50: Approval of 2016 SHA Credit Card Policy was made by Commissioner White and seconded by Commissioner Thomas, and unanimously carried by all.

### **4. Resolution 2016-51: SHA Owned Housing Quality Standards Inspections**

- a. Resolution tabled.

### **5. Resolution 2016-52: Section 8 Housing Choice Voucher Utility Allowance**

- a. Tiffany Askew provided a brief overview to the written resolution and action item.
- b. Commissioner White asked if a handout was available to which Ms. Askew replied no.
- c. Commissioner Hogan made the comment that there is an overall decrease across the board. Ms. Askew replied that this was not necessarily the case. She explained that there was an increase in electricity, but that there was a significant drop in bottled gas. There is currently only one (1) tenant that uses bottled gas.

A motion to approve Resolution 2016-52: Approval of Section 8 HCV Utility Allowance was made by Commissioner Hogan and seconded by Commissioner White, and unanimously carried by all.

### **6. Resolution 2016-53: Authorization of Signatory Rights**

- a. Ms. Bates provided a brief overview to the written resolution and action item.
- b. Vice Chair Molly Talbot-Metz asked if it were fairly common for banks to require a signed resolution to which the reply was yes.

A motion to approve Resolution 2016-53: Authorization of Signatory Rights approval was made by Commissioner Collins-Tullis and seconded by Commissioner Thomas, and unanimously carried by all.

**7. Resolution 2016-54: Renewal of 2016-2017 SHA Insurance Policies**

- a. Ms. Bates provided a brief overview of the written resolution and action.
- b. Commissioner White asked what is covered under data processing loss. Ms. Bates replied a loss of data due to an electric al storm, or if a machine crashes and has to be sent off site for repair. She said it does not cover thousands of dollars, but does provide some coverage for business data losses.
- c. Commissioner Hogan wanted to know what Personal Property #2 is. Jessica Holcomb stated there are two (2) policies due to the number of properties.
- d. Vice Chair Molly Talbot-Metz asked what the inland marine section of the renewal policy covers. Ms. Bates stated that it covers any type of tool/equipment that is not an automobile, but has an engine.
- e. Commissioner White asked if there is separate deductible for each section of the policy. Ms. Bates replied yes there is a separate deductible for each section and that the deductibles range from \$1,000.00 to \$10,000.00.
- f. Vice Chair Molly Talbot-Metz wanted confirmation this policy is a renewal. Ms. Bates confirmed it is a renewal policy.

A motion to approve Resolution 2016-53: Renewal of 2016-2017 SHA Insurance Policies was made by Commissioner White and seconded by Commissioner Hogan, and unanimously carried by all.

**MONTHLY REPORTS:**

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

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

**2. Development (Cindi Herrera):**

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

**3. Finance (Phillippe Lindsay):**

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

**4. Community and Supportive Services (Valerie Forsberg)**

- a. Valerie Forsberg provided a brief overview of her written report.

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

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

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

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

**7. Human Resources (Brooke Coleman)**

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

**SHA STAFF COMMENTS:**

- Ms. Bates reminded the Commissioners that July 30, 2016 is Family Fun Day.
- Ms. Bates commented on the magazine articles that included SHA
- Jessica Holcomb shared a brief overview of the new SHA web site that will go public next week.

**PUBLIC COMMENTS:**

- None

**ADJOURN:**

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

Meeting Adjourned.

Respectfully Submitted, \_\_\_\_\_  
Theresa Reynolds, Administrative Assistant  
Spartanburg Housing Authority





# **Action Item & Resolution**

## **2016-51**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**UNIFORM PHYSICAL CONDITION STANDARDS INSPECTIONS AND  
HOUSING QUALITY STANDARD INSPECTIONS**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract with Nan McKay and Associates for Uniform Physical Condition Standard Inspections for the Public Housing Program, Housing Quality Standard Inspections of SHA owned units and quality control inspections in the Housing Choice Voucher Program. The contract will be for two years with a one year extension possible. with five possible one-year extensions and not to exceed \$30,685.60 per year.

**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
864-598-6053

**BACKGROUND:**

Housing Urban Development's Physical Inspection Program is administered by the Office of Public and Indian Housing, Real Estate Assessment Center (PIH-REAC). The purpose of the Physical Inspection Program is to assess the condition of properties for which HUD has an interest or obligation. The corresponding property level inspections are referred to as Uniform Physical Condition Standards Inspections (UPCS). These inspections are currently performed by staff. SHA would like to have a third party conduct the UPCS in order to establish a credible baseline with regard to property condition and needs. This will assist with budgeting, staff training, and customer satisfaction.

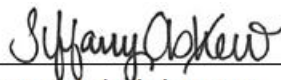
HUD also requires that all units occupied by families receiving Housing Choice Voucher (HCV) assistance meet HUD's Housing Quality Standards (HQS). In the case of SHA-owned units, the inspections must be performed by an independent agency designated by the SHA and approved by HUD. HUD also requires the HCV program to complete quality control inspections. SHA would like for five percent of quality control inspections to be completed by a third party. This will establish an effectiveness threshold with regard to the internal quality control inspections.

**FINANCIAL CONSIDERATIONS:**

The contract will be awarded a not to exceed value of \$30,685.60 per fiscal year. This is a budgeted line item with funds available to support the costs of the contract in both the Asset Management and HCV programs 2017 budgets.

**POLICY CONSIDERATIONS:**

SHA will be able to “piggy-back” this service through an existing contract with Greenville (SC) Housing Authority. This procurement requires Board approval because it exceeds SHA’s small purchase threshold of \$10,000.

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



**RESOLUTION NO. 2016-51**

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

**August 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-51 authorizing the Executive Director, to enter into a contract with Nan McKay and Associates for Uniform Physical Condition Standard Inspections for the Public Housing Program, Housing Quality Standard Inspections of SHA owned units and quality control inspections in the Housing Choice Voucher Program. The contract will be for two years with a one year extension possible and with five possible one-year extensions and not to exceed \$30,685.60 per year.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-51

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



# **Action Item & Resolution**

## **2016-56**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Change order #1 to the EMG Inc. contract  
Resolution #2016-56**

**RECOMMENDATION:**

Authorize the Executive Director, to execute a change order to the EMG Inc. contract for an amount not to exceed \$20,000 for RAD (Rental Assistance Demonstration) RPCA (RAD Physical Condition Assessment)

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority is considering a RAD application, which includes scattered sites homes, formerly the Sec 32 program (homeownership). A RPCA Inspection is a required component of the RAD Application. SHA issued RFP # 2016-215 on January 24, 2016 and awarded a contract to EMG Inc.

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

**FINANCIAL CONSIDERATIONS:**

Costs associated with this change order may be charged to operating or capital fund budgets.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. In addition, our Procurement Policy allows SHA to purchase materials like these through a Cooperative Purchasing agreement as detailed in section III.F. on page 12 and other

provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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



**RESOLUTION NO. 2016-56**

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

**August 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-56 authorizing the Executive Director, to execute a change order to the EMG Inc. contract for an amount not to exceed \$20,000 for RAD (Rental Assistance Demonstration) RPCA (RAD Physical Condition Assessment).

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-56

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





# **Action Item & Resolution**

## **2016-57**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Contract renewal and Change order #1 to the Republic Services Contract  
Resolution #2016-57**

**RECOMMENDATION:**

Authorize the Executive Director, to execute a one-year contract renewal and change order to the Republic Services existing contract for an amount not to exceed \$50,000.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority is considering disposing off old dumpsters in its communities and replacing them with new-leased dumpsters by Republic Services. This is intended to improve sanitation and livability.

Republic Services provides Collection and Disposal of Refuse services to all SHA facilities including SHA's central office and the YouthBuild center. SHA issued an IFB for Trash Collection and Disposal of Refuse. A contract was awarded to Republic services on September 14, 2015. The existing contract expires on September 14, 2016

**FINANCIAL CONSIDERATIONS:**

All costs associated with these changes will be charged to operating or COCC budgets.

**POLICY CONSIDERATIONS:**

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

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



**RESOLUTION NO. 2016-57**

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

**August 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-57 authorizing the Executive Director, to execute a one-year contract renewal and change order# 1 to the Republic Services existing contract for an amount not to exceed \$50,000.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-57

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



# **Action Item & Resolution**

## **2016-58**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Change order #1 to the Quality Cleaning Services contract  
Resolution #2016-58**

**RECOMMENDATION:**

Authorize the Executive Director, to execute a change order to the Quality Cleaning Services contract, in an additional amount not to exceed \$ 4,800 for Janitorial Services at the Youth Build Center.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority is considering adding Youthbuild center Janitorial services to its existing contract with Quality cleaning services. Quality Cleaning Services provides Professional Janitorial services to SHA central office.

On January 19, 2016, the Board of Commissioners authorized the Executive director to enter into a contract based on outcomes of QSP 2015-177, Professional Janitorial Services, with adoption of Resolution No. 2016-09. SHA awarded the contract to Quality Cleaning Services on February 26, 2016. The existing contract expires February 26, 2017.

**FINANCIAL CONSIDERATIONS:**

All costs associated with this change order will be charged to the YouthBuild grant.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because the SHA Procurement Policy requires board approval for any change order.

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



**RESOLUTION NO. 2016-58**

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

**August 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-58 authorizing the Executive Director to execute change order #1 to the Quality Cleaning Services of Spartanburg SC contract, in an additional amount not to exceed \$ 4,800 for Janitorial Services at the Youth Build Center.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-58

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



# **Action Item & Resolution 2016-59**

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**Board of Commissioners Meeting  
Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Purchase of a 15 Passenger Van for the Youthbuild Program  
Resolution #2016-59**

**RECOMMENDATION:**

Authorize the Executive Director, to purchase a 15 passenger Van in an amount not to exceed \$29,287 from Kelvin Whitaker Chevy in Greenville, SC

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

SHA received an award from Department of Labor to administer a Youthbuild grant. Fifty-six (56) students will participate in the grant over a two-year period. Student must be transported from the Youthbuild center to the Habitat work site, to Z L Madden, to community service events and other program areas

**BACKGROUND:**

SHA issued a QSP No. 2016-0427 on April 20, 2016 for the purchase of the van. Respondents are:

- Kelvin Whitaker Chevy, Greenville SC      \$29,287
- Jim Hudson Ford, Columbia SC      \$40,456
- Paramount Auto. Charlotte NC      \$41,450

SHA would like to purchase the van from the low bidder, Kelvin Whitaker Chevy.

**FINANCIAL CONSIDERATIONS:**



This purchase must be paid for from the COCC. The original Youth Build grant did not include a vehicle.

**POLICY CONSIDERATIONS:**

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

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



**RESOLUTION NO. 2016-59**

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

**August 16, 2016**

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

Staff recommends adoption of Resolution No. 2016-59 authorizing the Executive Director, to purchase a 15 passenger Van in an amount not to exceed \$29,287 from Kelvin Whitaker Chevy in Greenville, SC

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-59

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



# **Action Item & Resolution**

## **2016-60**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Specialized Legal Services  
Resolution #2016-60**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract with Reno & Cavanaugh PLLC, for Specialized Legal Services for a period of two years not to exceed an amount of \$100,000.00.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority requires the expertise of legal counsel familiar with specialized programs, such as RAD or other technically challenging legal matters specifically involving the administration of HUD programs. Reno & Cavanaugh PLLC are positioned to provide Legal counsel regarding Federal laws, regulations governing primarily programs of the Department of Housing and Urban Development (HUD), other matters related to real estate development and SHA operations and business, specific to HUD, Tax Credit and other specialized programs .

**BACKGROUND:**

SHA issued RFP\_\_\_\_\_. Reno & Cavanaugh PLLC, were the only respondents. HUD issued permission for a sole source award on \_\_\_\_\_. Please see the attached correspondence from HUD approving the sole source. Time is of the essence as SHA has RAD applications currently in process, with a number of actions requiring counsel imminent. .

**FINANCIAL CONSIDERATIONS:**

Costs associated with this contract have been factored into the FY2017 Operating Budget. A large portion of attorney fees associated with RAD transactions are absorbed in the transaction.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. In addition, our Procurement Policy allows SHA to purchase materials like these through a Cooperative Purchasing agreement as detailed in section III.F. on page 12 and other provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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



**RESOLUTION NO.2016-60**

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

**August 16, 2015**

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

Staff recommends adoption of Resolution No.2016-60, that the Board of Commissioners authorizes the Executive Authorize to enter into contracts with Reno & Cavanaugh PLLC to provide specialized Legal counsel services for SHA operations and business at a NTE amount of \$100,000.00.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-60

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



# **Action Item & Resolution 2016-61**

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**Board of Commissioners Meeting  
Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**General Counsel Legal Services  
Resolution #2016-61**

**RECOMMENDATION:**

Authorize the Executive Director, to enter into a contract with a qualified, licensed, and insured legal entity to provide a wide range of General Counsel Legal Services for SHA for a period of three years with two possible extensions of one year each, for an amount not to exceed \$100,000 per fiscal year.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority requires the expertise of legal entity familiar with General Counsel Services. These services are a necessary supplement to the daily operation of the Agency. The Legal entity shall be the legal advisor to the SHA Board of Commissioners (BOC) and the SHA Executive Director(ED).

**BACKGROUND:**

There are three respondents to SHA issued General Counsel RFP P-5-2016-2. Respondents are:

- McNair Law Firm, P.A.
- The Banks Law Firm
- Haynsworth Sinker Bord, P.A.

SHA after having reviewed proposals, has determined that the firm whose service may be most advantageous at this time is McNair Law Firm , P. A.



**FINANCIAL CONSIDERATIONS:**

All costs associated with this award have been factored into the FY2017 Operating Budget

**POLICY CONSIDERATIONS:**

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

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



**RESOLUTION NO.2016-61**

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

**August 16, 2015**

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

Staff recommends adoption of Resolution No.2016-61, that the Board of Commissioners Authorize the Executive Director to enter into contracts with a qualified, licensed, and insured legal entities to provide General Counsel Legal Services for SHA Board of Commissioners and the SHA Executive Director (ED).

The requested approval amount is not to exceed \$100,000 over a two-year period.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-61

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



# **Action Item & Resolution**

## **2016-62**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN**

**SESSION: SUBJECT:**

Resolution 2016-62  
Section 32 Home at 812 Primrose Lane, Spartanburg, SC 29303

**RECOMMENDATION:**

Authorize the Executive Director to execute a contract for the sale of 812 Primrose Lane, a Section 32 home, for \$70,000.00 according to the corresponding Purchase Agreement and appraisal.

**CONTACT PERSON:**

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

**SUMMARY:**

SHA has a Section 32 program whereby public housing homes can be sold to low income individuals. These homes generally must be sold at the appraised price and the homes must be in good repair with major components having a useful life of at least five years from date of occupancy. The home at 812 Primrose Lane is unoccupied and has been for sale. We currently have a contract on the property from a qualified individual for \$70,000, which is the appraised price of the home.

**BACKGROUND:**

The Spartanburg Housing Authority established a Section 32 Homeownership Program in 2003 when it was approved by both the SHA Board of Commissioner and H.U.D. In this program, 38 single family units were designated as eligible properties for sale to qualified buyers through this program. Even though the plan called for two phases in which to sell these homes, to date some remain unsold. One of these designated homes is 812 Primrose Lane. In the years following 2003, SHA followed Phase One of their plan by offering these homes for sale to individuals in the six preference categories. The categories (in order of highest preference) are: The existing public housing resident occupying the home, other public housing residents occupying a Section 32 home, residents of other public housing neighborhoods, residents who receive a Housing Choice Voucher, applicants on both the public housing and HCV Waiting list, and finally, other low or moderate income persons provided they are eligible for admission to the public housing program. Again in 2013, all public housing residents, HCV recipients and those on both waiting lists received information about all the Section 32 homes that SHA has for sale. Despite those efforts, 812

Primrose Lane remains unsold and is currently unoccupied. Therefore, this home was made available to those in preference category six; low or moderate income persons, not part of SHA housing or HCV programs.

**FINANCIAL CONSIDERATIONS:**

The home will be sold at the appraised value of \$70,000. The proceeds from the sale of this home will remain in the Scattered Sites Property AMP (104-SCA).

**POLICY CONSIDERATIONS:**

A release of the declaration of trust has been requested from HUD. An appraisal has been conducted on the home. Any income restrictions associated with the purchaser have been considered.

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

Valerie Forsberg  
Community and Supportive Services Manager



**RESOLUTION NO. 2016-62**

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

**August 16, 2016**

Staff recommends adoption of Resolution No. 2015-62, Authorizing the Executive Director to execute the sale of 812 Primrose Lane, a Section 32 home, for \$70,000.00 according to the corresponding Purchase Agreement and appraisal.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-62

DATE ADOPTED: August 16, 2016



# **Action Item & Resolution**

## **2016-63**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



August 16, 2016

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Renewal of Directors and Officers Insurance Policy  
Resolution # 2016-63**

**RECOMMENDATION:**

Authorize the Executive Director to renew the contract for Directors and Officers Liability Insurance for the Spartanburg Housing Authority.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority (SHA) provides Directors and Officers Liability Insurance to protect the Commissioners of the Spartanburg Housing Authority and its Officers. Directors and Officers Liability Insurance (often called D&O) is liability insurance payable to directors and officers of a company, or to the organization(s) itself, as reimbursement for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as directors and officers. Such coverage can extend to defense costs arising out of criminal and regulatory investigations/trials as well; in fact, often civil and criminal actions are brought against directors/officers simultaneously. Intentional illegal acts, however, are typically not covered under D&O policies.

**BACKGROUND:**

SHA's current Directors and Officers Insurance expires on August 20, 2016. In 2015 SHA paid \$14,750.00, the renewal fee is the same for this year.

**FINANCIAL CONSIDERATIONS:**

Insurance payments are budgeted as an allowable COCC expense.

**POLICY CONSIDERATIONS:**

Because the cost of this insurance exceeds the Authority's small purchase threshold of \$10,000.00 it requires Board approval. Please find copy of the insurance quote attached. We are requesting the Board of Commissioners approve this recommendation and authorize the Executive Director to enter into a contract for Directors and Officers Insurance with RSUI Indemnity Company in the amount of \$14,750.00. This contract will be for a period of one year.

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





**RESOLUTION NO. 2016-63**

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

**August 16, 2016**

Staff recommends adoption of Resolution 2016-63, authorizing the Executive Director to renew the contract for Directors and Officers Liability Insurance for the Spartanburg Housing Authority. Upon approval and execution of all appropriate documents, the Executive Director will enter into a contract with RSUI Indemnity Company by August 20, 2016 deadline.

\_\_\_\_\_  
Thomas Lounds, Jr., Chair

ATTEST:

\_\_\_\_\_  
SECRETARY

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

RESOLUTION NO. 2016-63

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

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



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





# **Action Item & Resolution**

## **2016-64**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION**

**Emergency Roof Repair  
Resolution 2016-64**

**SUBJECT:**

Authorization of payment for emergency roofing services at YouthBuild (770 Baltimore St.)

**RECOMMENDATION:**

Authorize the payment of \$14,775 to Grier Roofing LLC, in response to an emergency safety issue at the YouthBuild building located at 770 Baltimore St.

**CONTACT PERSON:**

Joseph Jackson  
Deputy Director of Capital and Development  
864-598-6010

**SUMMARY:**

The Youthbuild program is operated at 770 Baltimore. There have been continual incidents of water penetrating the building from the roof, during rain. This creates a safety hazard for the students served at the facility as well as the staff. Equipment is also at risk.

**BACKGROUND:**

The YouthBuild program is operated at 770 Baltimore St. Reports of issues with the roof began in April when program operation began. SHA had the roof condition assessed by insurance with a claim subsequently denied. SHA issued an RFP with a due date of August 8, 2016 with no respondents. Increasing rain weather has created a serious situation with more frequent incidents of rain entering the building. Staff has been able to secure two quotes as follows:

RSS Restoration	\$16,743
Grier Roofing LL	\$14,775

SHA seeks to issue a purchase order to Grier Roofing LLC, the low bidder, assuming that their credentials are in order. This purchase is being documented as an emergency declaration.

**FINANCIAL CONSIDERATIONS:**

SHA owns 770 Baltimore Street. This expense must be charged to the COCC.

**POLICY CONSIDERATIONS:**

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

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



**RESOLUTION NO. 2016-64**

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

**August 16, 2016**

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

Staff recommends authorization of payment to Grier Roofing LLC in the payment of \$14,775 in response to an emergency safety issue at the YouthBuild building located at 770 Baltimore St.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-64

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



# **Action Item & Resolution**

## **2016-65**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**National Cooperative Purchasing Alliance Contracts  
Resolution #2016-65**

**RECOMMENDATION:**

Authorize the Executive Director, to renew contracts with Servpro through the National Cooperative Purchasing Alliance with an Amount not to exceed \$30,000.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The public housing properties utilize Servpro to provide emergency clean up from water, mold, fire or other conditions impacting health and safety. Servpro may also assist with specialized services associated with unit turn.

**BACKGROUND:**

A procurement exists with the National Cooperative Purchasing Alliance. SHA files have been properly documented to support the use of the Cooperative Purchasing agreement, which expires on June 30, 2017

Please see attached for additional documentation.

**FINANCIAL CONSIDERATIONS:**

All costs associated with this award have been factored into the FY2017 Operating Budget.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because it exceeds SHA's small purchase threshold of \$10,000. In addition, our Procurement Policy allows SHA to purchase services like these through

a Cooperative Purchasing agreement as detailed in section III.F. on page 12 and other provisions of our Procurement Policy as adopted by the Board of Commissioners on September 23, 2014 and revised July 21, 2015.

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





**RESOLUTION NO.2016-65**

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

**AUGUST 16, 2015**

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

Staff recommends adoption of Resolution No.2016-65, that the Board of Commissioners to authorize the Executive Director, to renew contracts with Servpro through the National Cooperative Purchasing Alliance with an Amount not to exceed \$30,000.

This contract is procured through a cooperative agreement under the National Cooperative Purchasing Alliance for Restoration and Cleaning Services of our Public Housing Properties.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-65

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



# **Action Item & Resolution**

## **2016-66**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Mentoring Services  
Resolution # 2016-66**

**RECOMMENDATION:**

Authorize the Executive Director to enter into a contract with a qualified individual, or organization who will enter into a mutually beneficial contract for the delivery of Youth Mentoring Services, not to exceed \$26,000.

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The Spartanburg Housing Authority is considering entering into a contract with a qualified individual, or organization who will deliver Youth Mentoring Services.

The mentoring program will be based on an approved mentoring program model. The program will be delivered during the follow-up or ending phase of the grant for approximately nine months. There are approximately 100 participants in the follow up phase.

**BACKGROUND:**

The SHA administers a Department of Labor grant, Face Forward. The grant requires that mentoring services be provided to participating youth. SHA issued RFP PO5-2016-27 on June 1, 2016 and reissued the RFP on July 5, 2016. SHA received three responses.

1. Brothers Restoring Urban Hope, Inc.
2. Boy Scouts of America
3. Coach With Pride

SHA elects to award a contract to Brothers Restoring Urban Hope, Inc. in the amount of \$5,500.00, Boy Scouts of America in the amount of \$15,000.00, and Coach with Pride in the amount of \$5,500.00.

**FINANCIAL CONSIDERATIONS:**

The award will be funded from the DOL, Face Forward grant. No SHA funds are being expended.

**POLICY CONSIDERATIONS:**

This procurement requires Board approval because the SHA Procurement Policy requires Board approval for any change order.

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

Terril Bates  
Executive Director  
Spartanburg Housing Authority



**RESOLUTION NO. 2016-66**

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

**August 16, 2016**

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

Staff recommends authorizing the Executive Director to enter into a contract with a qualified individual, or organization who will enter into a mutually beneficial contract for the delivery of Youth Mentoring Services, not to exceed \$26,000.

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Thomas Lounds, Jr., CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2016-66

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



**Information Reports**  
**HCV Waitlist Opening**

**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



August 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29306

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APPLICATIONS RECEIVED FOR THE HCV WAITING LIST**

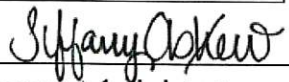
**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
864-598-6053

**SUMMARY:**

The Spartanburg Housing Authority Housing Choice Voucher wait listed opened on August 1, 2016 and will close on August 12, 2016 to applicants that are elderly, near elderly and disabled households. Applications are being accepted online. Applications were also accepted in person on August 4, 2016 at Spartanburg Public Library and August 5, 2016 at the SHA's main office. The total application received as of 12:00am on August 7, 2016 were as follows:

Monday, August 1, 2016	394
Tuesday, August 2, 2016	210
Wednesday, August 3, 2016	124
Thursday, August 4, 2016	75
Received at Library	68
Friday, August 5, 2016	61
Received at SHA	75
Saturday, August 6, 2016	41
Sunday, August 7, 2016	34
<b>Total</b>	<b>1082</b>

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



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

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**





**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**OVERVIEW:**

This report provides an update of activities of the Executive Director during the month of July. This month's activities included oversight of the YouthBuild program. Two staff persons joined the program during the month. Management of the Face Forward program returned to SHA effective July 1, 2016. Staff have been moved to 2271 S Pine St. I have assumed direct supervision of both of these Department of Labor programs. A modification to the YouthBuild grant remains pending.

Considerable time has been spent during the month reviewing quotes. For instance, nearly all of the SHA and affiliate insurance expires in August and September. There is a staffing vacancy in this area.

I accompanied eight students to a Panthers practice. Courtesy tickets were provided by Chairman Lounds for the students and eight mentors.

Interviews for positions in the YouthBuild project were continued, as well as ongoing staff training and facilities preparation. I composed and submitted a modification to Department of Labor for the grant, and received notice of concurrence. There remain two positions, which must be staffed. The Coordinator has been accepted, the Construction Supervisor remains pending.

I attended on site construction meetings for the SHA 7 RAD project, and engaged in ongoing communication with the development team for the Highland project. I continue to manage several pre-bids and bid openings regarding procurements.

A contract was signed with Spartanburg County for the administration of a Tenant Based Rental Assistance Program for \$200,000. Approximately 12 veterans will be served through this program. A ribbon cutting for the Page Lake property was conducted on July 27.

On July 11, I shared information regarding SHA programs, audit position and progress during a presentation to City Council. A similar presentation will be made to County Council during the month of August.

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



# **Monthly Reports:**

## **Finance**

**Philippe Lindsay**

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**Board of Commissioners Meeting  
Tuesday, August 16, 2016**



**August 11, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**THIS MONTHLY REPORT PROVIDES SHA FINANCIALS—JULY 2016 REPORTING MONTH**

**CONTACT PERSON:**

Joe Gomez Calicdan  
Accounting Manager  
864-598-6041

**OVERVIEW:**

**I: Summary of Financial Results – Core Programs**

Please refer to the one page Spreadsheet, (Attachment 1), attached to this Narrative for a Summary of the financial results for Public Housing, HCV Program HAP Only, HCV Program Admin Only, COCC program and the JC Bull program..

**II: Unrestricted Cash In Flows and (Out) Flows (Position)**

Cash flow report shows the sources and uses of cash by major programs. In July, the total Inflows amounted to \$1,628,720 and the total Outflow was \$1,639,716 resulting in a net outflow of (\$10,996).

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

HCVP (Sec8) HAP Savings + Checking	\$1,349,373
Sec 8 - HAP -NRP	84,961
Sec 8 Adm. Fees	225,716
<u>MOD Rehab Adm. Fees</u>	92,399
<b>Total</b>	<b>\$1,752,449</b>

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

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

	PROPERTY (AMP)	MTD Actual Income	PTD Actual Income	PTD Budget Income	PTD Varianc e
1	Appian	(\$0.3)	(\$21.7)	0	(\$21.7)
2	Archibald Hi-Rise	14.7	(9.5)	51.1	(60.6)
3	Archibald Village	3.6	14.1	(24.1)	38.2
4	Cammie Clagett	36.1	324.6	138.3	186.3
5	Camp Croft	12.0	5.6	45.5	(39.9)
6	Prince Hall	(13.8)	(44.2)	3.1	(47.4)
7	Scattered Sites	0.4	52.5	(44.7)	97.3
8	Victoria Gardens	(6.2)	9.4	45.7	(36.3)
9	JC Bull (100 units)	38.8	295.3	163.5	131.8
10	SLHC (32 units)	4.7	61.7	66.3	(4.6)
11	Cambridge Place	1.3	19.1	19.1	0.0
12	Liberty	0.9	9.7	0	9.7

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

SHA's open/unspent *capital fund grant awards* total \$2,263,030 dollars of which \$373,873 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,889,157 or 83.0 % of the total balance.

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

- 1) **Open Replacement Housing Factor funds (RHF)** total awarded was \$973,388 and \$373,873 drawn against these grants leaving about \$599,515 available to spend.
- 2) There are currently three **ROSS** grant awards totaling \$1,272,112. The balance remaining unspent is \$480,253.
- 3) The **YOUTH BUILD** grant of \$994,474 for the year 2016-2019 and fund expended \$14,980.
- 4) The **Face Forward Grant** award totaled \$1,000,000 and fund expended \$743,471.

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

Joe Calicdan, Accounting Manager  
Spartanburg Housing Authority

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

Actual to Budget Variance Comparison

July 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	135,997.89	133,279.00	2,718.89	2.04	1,515,878.18	1,488,033.00	27,845.18	1.87
311201-000 Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	-
311900-000 Total Rental Income	135,997.89	133,279.00	2,718.89	2.04	1,508,515.18	1,480,670.00	27,845.18	1.88
312000-000 Other Tenant Income								
312002-000 Cleaning Fee	-	-	-	N/A	200.00	200.00	-	-
312003-000 Damages	2,826.00	971.00	1,855.00	191.04	24,384.46	16,146.00	8,238.46	51.02
312004-000 Late Charges	1,645.00	873.00	772.00	88.43	18,135.00	13,893.00	4,242.00	30.53
312005-000 Legal Fees - Tenant	1,495.00	456.00	1,039.00	227.85	11,515.00	9,729.00	1,786.00	18.36
312006-000 NSF Charges	85.00	-	85.00	N/A	750.00	100.00	650.00	650.00
312007-000 Tenant Owed Utilities - Excess	3,212.67	6,890.00	(3,677.33)	-53.37	70,135.78	65,309.00	4,826.78	7.39
312009-000 Misc.Tenant Income	490.62	-	490.62	N/A	5,091.25	2,140.00	2,951.25	137.91
312010-000 Maintenance Charges	-	14.00	(14.00)	-100.00	242.50	120.00	122.50	102.08
312900-000 Total Other Tenant Income	9,754.29	9,204.00	550.29	5.98	130,453.99	107,637.00	22,816.99	21.20
319900-000 NET TENANT INCOME	145,752.18	142,483.00	3,269.18	2.29	1,638,969.17	1,588,307.00	50,662.17	3.19
340000-000 GRANT INCOME								
340100-000 HUD Subsidy	274,838.01	308,132.22	(33,294.21)	-10.81	2,776,836.02	2,906,029.82	(129,193.80)	(4.45)
340111-000 Pet Fee Income	109.00	-	109.00	N/A	1,374.00	755.00	619.00	81.99
341001-000 Section 8 HAP Earned	812,839.00	745,992.00	66,847.00	8.96	7,842,917.00	7,535,434.00	307,483.00	4.08
341002-000 Sec 8 Admin. Fee Inc-HCV	88,794.00	82,831.00	5,963.00	7.20	904,651.66	845,177.00	59,474.66	7.04
341004-000 Section 8 Port-In Admin Fees	31.20	-	31.20	N/A	2,897.73	-	2,897.73	N/A
341006-000 Port In HAP Earned	1,089.00	1,032.00	57.00	5.52	39,536.47	18,806.00	20,730.47	110.23
341010-000 Section 8 Admin Fee -Mod Rehab	17,483.00	-	17,483.00	N/A	199,341.00	196,893.00	2,448.00	1.24
341011-000 Mod Rehab- HAP EARNED	114,760.00	159,400.00	(44,640.00)	-28.00	1,482,491.00	1,683,258.00	(200,767.00)	(11.93)
341500-000 Other Govt and Private Grants	50,375.00	46,808.00	3,567.00	7.62	503,644.00	471,870.00	31,774.00	6.73
349900-000 TOTAL GRANT INCOME	1,360,318.21	1,344,195.22	16,122.99	1.20	13,753,688.88	13,658,222.82	95,466.06	0.70
360000-000 OTHER INCOME								
361000-000 Investment Income - Unrestricted	-	-	-	N/A	4.87	5.00	(0.13)	(2.60)
362000-000 Management Fee Income	66,219.23	61,315.00	4,904.23	8.00	733,878.32	675,791.00	58,087.32	8.60
362001-000 Bookkeeping Fee Income	21,067.50	19,565.00	1,502.50	7.68	216,517.50	202,356.00	14,161.50	7.00
364000-000 Fraud Recovery Income-Admin	1,189.21	748.00	441.21	58.99	12,328.98	9,385.00	2,943.98	31.37
364001-000 Fraud Recovery - HAP	1,328.08	778.00	550.08	70.70	12,328.87	9,594.00	2,734.87	28.51
365000-000 Miscellaneous Other Income	17,138.31	26,590.00	(9,451.69)	-35.55	2,029,969.00	2,070,092.00	(40,123.00)	(1.94)
365002-000 Bad Debt Recovery	268.65	-	268.65	N/A	45,852.03	10,065.00	35,787.03	355.56
365003-000 Pinnacle Subsidy for Shortfall	13,795.82	-	13,795.82	N/A	100,633.20	-	100,633.20	N/A
369900-000 TOTAL OTHER INCOME	121,006.80	108,996.00	12,010.80	11.02	3,151,512.77	2,977,288.00	174,224.77	5.85
399900-000 TOTAL INCOME	1,627,077.19	1,595,674.22	31,402.97	1.97	18,544,170.82	18,223,817.82	320,353.00	1.76

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

Actual to Budget Variance Comparison

July 31, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
410000-000 ADMINISTRATIVE								
410099-000 Administrative Salaries								
411000-000 Administrative Salaries and Wages	108,262.57	131,040.00	22,777.43	17.38	1,354,996.24	1,333,059.00	(21,937.24)	(1.65)
411002-000 Administrative Overtime	217.44	334.00	116.56	34.90	11,174.86	6,073.00	(5,101.86)	(84.01)
411003-000 Administrative: Employer FICA/SUI	9,309.47	13,577.00	4,267.53	31.43	127,270.73	126,143.00	(1,127.73)	(0.89)
411004-000 Administrative: Employee Benefits	27,710.70	29,371.00	1,660.30	5.65	281,405.49	274,338.00	(7,067.49)	(2.58)
411005-000 Administrative: Retirees Medical ER share	2,589.42	1,903.00	(686.42)	-36.07	33,069.21	20,702.00	(12,367.21)	(59.74)
411006-000 Administrative: Emp Incentive	1,817.43	2,111.00	293.57	13.91	12,584.85	15,277.00	2,692.15	17.62
411007-000 Administrative Assistant -Part time	-	1,583.00	1,583.00	100.00	-	6,332.00	6,332.00	100.00
411099-000 Total Administrative Salaries	149,907.03	179,919.00	30,011.97	16.68	1,820,501.38	1,781,924.00	(38,577.38)	(2.16)
413000-000 Legal Expense								
413001-000 Legal Expense	5,617.88	288.00	(5,329.88)	-1,850.65	23,957.12	16,675.00	(7,282.12)	(43.67)
413003-000 Credit Reports	1,607.00	337.00	(1,270.00)	-376.85	6,069.70	3,053.00	(3,016.70)	(98.81)
413100-000 Total Legal Expense	7,224.88	625.00	(6,599.88)	-1,055.98	30,026.82	19,728.00	(10,298.82)	(52.20)
413900-000 Other Admin Expenses								
414000-000 Staff Training	3,785.00	2,560.00	(1,225.00)	-47.85	20,400.92	21,049.00	648.08	3.08
415000-000 Travel	2,802.17	2,202.00	(600.17)	-27.26	11,564.03	14,961.00	3,396.97	22.71
417000-000 Bookkeeping Fees	19,627.50	17,794.00	(1,833.50)	-10.30	196,732.50	185,428.00	(11,304.50)	(6.10)
417001-000 Bookkeeping Fees-MOD Rehab	1,440.00	1,824.00	384.00	21.05	19,785.00	19,614.00	(171.00)	(0.87)
417100-000 Auditing Fees	-	2,002.00	2,002.00	100.00	26,501.00	23,422.00	(3,079.00)	(13.15)
417200-000 Port Out Admin Fee	1,049.20	848.00	(201.20)	-23.73	6,774.15	8,308.00	1,533.85	18.46
417300-000 Management Fee	57,435.23	53,836.00	(3,599.23)	-6.69	615,502.32	594,298.00	(21,204.32)	(3.57)
417302-000 Asset Management Fee	6,480.00	6,390.00	(90.00)	-1.41	78,320.00	77,420.00	(900.00)	(1.16)
417303-000 Management Fee- MOD Rehab	2,304.00	2,919.00	615.00	21.07	31,656.00	31,383.00	(273.00)	(0.87)
418000-000 Office Rent	11,656.25	12,031.00	374.75	3.11	123,640.40	125,514.00	1,873.60	1.49
418900-000 Total Other Admin Expenses	106,579.35	102,406.00	(4,173.35)	-4.08	1,130,876.32	1,101,397.00	(29,479.32)	(2.68)
419000-000 Miscellaneous Admin Expenses								
419001-000 Office Expense	1,559.44	2,040.00	480.56	23.56	24,579.45	19,526.00	(5,053.45)	(25.88)
419003-000 Printing	1,558.42	-	(1,558.42)	N/A	1,823.71	-	(1,823.71)	N/A
419004-000 Telephone	10,982.22	5,988.00	(4,994.22)	-83.40	71,850.93	63,377.00	(8,473.93)	(13.37)
419005-000 Postage	4,578.34	2,178.00	(2,400.34)	-110.21	27,861.81	25,265.00	(2,596.81)	(10.28)
419006-000 Forms and Computer Supplies	1,042.63	176.00	(866.63)	-492.40	4,522.82	2,226.00	(2,296.82)	(103.18)
419007-000 Court Costs	1,400.00	1,286.00	(114.00)	-8.86	12,640.85	13,180.00	539.15	4.09
419008-000 Membership and Fees	1,192.00	426.00	(766.00)	-179.81	13,338.35	15,152.00	1,813.65	11.97
419009-000 Sundry Miscellaneous	2,034.79	3,412.00	1,377.21	40.36	25,662.52	27,478.00	1,815.48	6.61
419010-000 Newspaper ADS (Advertising)	164.34	660.00	495.66	75.10	4,239.91	6,443.00	2,203.09	34.19
419011-000 Sundry Service Contracts	25,494.58	19,418.00	(6,076.58)	-31.29	223,594.48	232,676.00	9,081.52	3.90
419012-000 Software	445.20	450.00	4.80	1.07	445.20	3,150.00	2,704.80	85.87
419017-000 Temporary Administrative Labor	3,068.98	3,232.00	163.02	5.04	58,084.01	51,013.00	(7,071.01)	(13.86)
419018-000 False Alarms	-	14.00	14.00	100.00	190.00	260.00	70.00	26.92
419020-000 Bank Fees	-	386.00	386.00	100.00	2,439.85	3,983.00	1,543.15	38.74

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

Actual to Budget Variance Comparison

		July 31, 2016							
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419021-000	Discretionary	-	950.42	950.42	100.00	197.04	5,789.10	5,592.06	96.60
419022-000	Other Misc Admin Expenses	-	-	-	N/A	6,269.14	3,500.00	(2,769.14)	(79.12)
419100-000	Total Miscellaneous Admin Expenses	53,520.94	40,616.42	(12,904.52)	-31.77	477,740.07	473,018.10	(4,721.97)	(1.00)
419900-000	TOTAL ADMINISTRATIVE EXPENSES	317,232.20	323,566.42	6,334.22	1.96	3,459,144.59	3,376,067.10	(83,077.49)	(2.46)
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	-	-	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	1,585.00	1,761.00	176.00	9.99	13,860.04	16,956.00	3,095.96	18.26
422001-000	Other Tenant Svcs.	337.50	-	(337.50)	N/A	470.31	133.00	(337.31)	(253.62)
423000-000	Tenant Services -PH ADD ON	455.13	4,917.00	4,461.87	90.74	455.13	26,890.00	26,434.87	98.31
423001-000	Tenant Relocation	60.00	108.00	48.00	44.44	8,367.64	8,375.00	7.36	0.09
429900-000	TOTAL TENANT SERVICES EXPENSES	2,437.63	6,786.00	4,348.37	64.08	23,259.10	52,354.00	29,094.90	55.57
430000-000	UTILITIES								
431000-000	Water	13,002.55	13,783.00	780.45	5.66	156,991.30	150,627.00	(6,364.30)	(4.23)
432000-000	Electricity	13,214.99	32,822.00	19,607.01	59.74	328,955.47	318,283.00	(10,672.47)	(3.35)
433000-000	Gas	3,744.00	19,567.00	15,823.00	80.87	165,334.36	191,931.00	26,596.64	13.86
439000-000	Sewer	17,758.20	17,315.00	(443.20)	-2.56	226,560.94	197,096.00	(29,464.94)	(14.95)
439900-000	TOTAL UTILITY EXPENSES	47,719.74	83,487.00	35,767.26	42.84	877,842.07	857,937.00	(19,905.07)	(2.32)
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	24,266.79	25,937.00	1,670.21	6.44	256,715.95	255,783.71	(932.24)	(0.36)
441002-000	Maintenance: Overtime	2,261.73	174.00	(2,087.73)	-1,199.84	17,260.14	11,092.00	(6,168.14)	(55.61)
441003-000	Maintenance: Employer FICA/SUI	1,971.11	2,649.00	677.89	25.59	24,124.07	24,914.00	789.93	3.17
441004-000	Temp Maintenance Labor	-	448.00	448.00	100.00	42,427.26	36,462.00	(5,965.26)	(16.36)
441005-000	Maintenance: Employee Benefits	7,425.46	7,756.00	330.54	4.26	67,139.84	71,453.00	4,313.16	6.04
441100-000	Maintenance Uniforms	-	-	-	N/A	35.13	36.00	0.87	2.42
441200-000	Vehicle Repair	2,662.34	3,423.00	760.66	22.22	26,498.24	27,661.00	1,162.76	4.20
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	7,777.00	7,777.00	100.00
441300-000	Gasoline Purchases	1,689.66	3,805.00	2,115.34	55.59	15,139.54	25,776.00	10,636.46	41.26
441900-000	Total General Maint Expense	40,277.09	45,303.00	5,025.91	11.09	449,340.17	460,954.71	11,614.54	2.52
442000-000	Materials								
442002-000	Appliance-Maint Materials	3,215.62	2,778.00	(437.62)	-15.75	8,366.57	16,345.00	7,978.43	48.81
442003-000	Painting-Maint Materials	588.42	3,699.00	3,110.58	84.09	10,244.25	20,203.00	9,958.75	49.29
442004-000	Electrical-Maint Materials	55.52	860.00	804.48	93.54	12,265.38	15,216.00	2,950.62	19.39
442005-000	Heating/AC-Maint Materials	2,044.39	2,335.00	290.61	12.45	22,059.63	20,243.00	(1,816.63)	(8.97)
442006-000	Janitorial Supplies	440.81	681.00	240.19	35.27	4,190.36	6,294.00	2,103.64	33.42
442007-000	After Hours Work	-	1,161.00	1,161.00	100.00	-	6,139.00	6,139.00	100.00
442008-000	Plumbing-Maint Materials	522.79	1,878.00	1,355.21	72.16	34,446.34	26,336.00	(8,110.34)	(30.80)
442009-000	Hand Tools-Maint Materials	24.64	186.00	161.36	86.75	2,514.20	1,536.00	(978.20)	(63.68)



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

Actual to Budget Variance Comparison

July 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442010-000	Maintenance Materials	10,653.46	7,103.00	(3,550.46)	-49.99	96,731.53	87,375.00	(9,356.53)	(10.71)
442011-000	Safety equipment/shoes	-	286.00	286.00	100.00	2,380.08	2,561.00	180.92	7.06
442900-000	Total Materials	17,545.65	20,967.00	3,421.35	16.32	193,198.34	202,248.00	9,049.66	4.47
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	532.31	127.00	(405.31)	-319.14	34,040.79	24,918.00	(9,122.79)	(36.61)
443002-000	Extermination Contract	447.00	4,825.00	4,378.00	90.74	39,237.50	52,545.00	13,307.50	25.33
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	695.00	200.34	28.83
443005-000	Unit Turnaround-Contract	12,995.00	9,456.00	(3,539.00)	-37.43	205,987.61	201,710.00	(4,277.61)	(2.12)
443006-000	Electrical-Contract	-	6,038.00	6,038.00	100.00	1,590.46	31,092.00	29,501.54	94.88
443007-000	Disposal Contract	84.20	6,584.00	6,499.80	98.72	45,301.36	65,226.00	19,924.64	30.55
443009-000	Landscaping-Contract	15,080.25	15,175.00	94.75	0.62	213,021.65	189,080.00	(23,941.65)	(12.66)
443010-000	Contract:	3,094.14	-	(3,094.14)	N/A	3,094.14	-	(3,094.14)	N/A
443011-000	Heating/AC-Contract	4,771.01	8,463.00	3,691.99	43.63	26,353.54	52,406.00	26,052.46	49.71
443013-000	Contract: Uniform Rental	1,011.26	282.00	(729.26)	-258.60	8,555.40	6,764.19	(1,791.21)	(26.48)
443015-000	Janitorial-Contract	1,808.52	1,199.00	(609.52)	-50.84	11,799.82	12,845.00	1,045.18	8.14
443017-000	Elevator-Contract	-	3,045.00	3,045.00	100.00	23,813.25	25,591.00	1,777.75	6.95
443018-000	Plumbing-Contract	5,945.50	2,801.00	(3,144.50)	-112.26	73,657.24	61,193.00	(12,464.24)	(20.37)
443019-000	Miscellaneous Contracts	1,423.30	5,923.00	4,499.70	75.97	40,148.46	50,553.00	10,404.54	20.58
443023-000	Contract: Consultants	11,858.12	20,664.00	8,805.88	42.61	240,104.92	249,043.00	8,938.08	3.59
443099-000	Maintenance Misc-Contracts	6,873.57	16,060.00	9,186.43	57.20	65,841.46	102,874.00	37,032.54	36.00
443900-000	Total Contract Costs	65,924.18	100,642.00	34,717.82	34.50	1,033,042.26	1,126,535.19	93,492.93	8.30
449900-000	TOTAL MAINTENACE EXPENSES	123,746.92	166,912.00	43,165.08	25.86	1,675,580.77	1,789,737.90	114,157.13	6.38
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	5,524.86	15,739.00	10,214.14	64.90	161,142.73	161,568.00	425.27	0.26
451100-000	Property Tax	-	-	-	N/A	46,444.04	36,698.00	(9,746.04)	(26.56)
452100-000	Workers Comp Insurance	5,821.85	6,267.00	445.15	7.10	61,851.48	62,371.00	519.52	0.83
452500-000	Relocation exp-	842.13	-	(842.13)	N/A	98,871.17	80,805.00	(18,066.17)	(22.36)
453010-000	SHA-Board/Commissioner exp	11.20	1,399.00	1,387.80	99.20	6,953.22	12,204.00	5,250.78	43.03
457000-000	Bad Debt-Tenant Rents	-	714.00	714.00	100.00	53,849.16	22,684.00	(31,165.16)	(137.39)
458000-000	All Protective Services	1,985.00	2,950.00	965.00	32.71	20,507.34	26,034.90	5,527.56	21.23
459900-000	TOTAL GENERAL EXPENSES	14,185.04	27,069.00	12,883.96	47.60	449,619.14	402,364.90	(47,254.24)	(11.74)
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	926,917.00	862,811.00	(64,106.00)	-7.43	8,927,479.00	8,484,724.00	(442,755.00)	(5.22)
471501-000	Tenant Utility Payments	34,609.00	33,210.00	(1,399.00)	-4.21	335,681.00	334,931.00	(750.00)	(0.22)
471502-000	Portable Out HAP Payments	22,932.00	29,433.00	6,501.00	22.09	175,604.00	246,288.00	70,684.00	28.70
471503-000	FSS Escrow Payments	2,254.00	4,217.00	1,963.00	46.55	28,043.00	39,204.00	11,161.00	28.47
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	986,712.00	929,671.00	(57,041.00)	-6.14	9,466,807.00	9,105,147.00	(361,660.00)	(3.97)
480000-000	FINANCING EXPENSE								

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

Actual to Budget Variance Comparison

July 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
485100-000	Interest Expense-BBT SL	219.90	-	(219.90)	N/A	2,192.54	-	(2,192.54)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	1,973.08	-	(1,973.08)	N/A
489900-000	TOTAL FINANCING EXPENSES	219.90	-	(219.90)	N/A	4,165.62	-	(4,165.62)	N/A
	<b>TOTAL OPERATING EXPENSES</b>	<b>1,492,253.43</b>	<b>1,537,491.42</b>	<b>45,237.99</b>	<b>2.94%</b>	<b>15,956,418.29</b>	<b>15,583,607.90</b>	<b>(372,810.39)</b>	<b>-2.39%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(344,002.32)	(50,243.00)	293,759.32	584.68
523401-000	Bedbug expense	-	1,715.00	1,715.00	100.00	5,630.00	16,505.00	10,875.00	65.89
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	7.47	7.00	(0.47)	(6.71)
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	214,285.00	214,285.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	91,953.18	90,309.72	(1,643.46)	-1.82	554,872.80	539,996.32	(14,876.48)	(2.75)
523406-000	Mold Assessment and Abatement	-	-	-	N/A	9,540.00	-	(9,540.00)	N/A
523407-000	Donation (NET) -Fatherhood	(4,131.92)	-	(4,131.92)	N/A	1,538.98	-	(1,538.98)	N/A
523408-000	Roof Replacement	-	-	-	N/A	76,666.48	-	(76,666.48)	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	(105,749.00)	-	105,749.00	N/A	(655,506.00)	-	655,506.00	N/A
523410-000	Pinnacle shortfall	13,795.82	-	(13,795.82)	N/A	100,633.20	-	(100,633.20)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	4,131.92	134,881.72	130,749.80	96.94	(250,619.39)	720,550.32	971,169.71	134.78
900000-000	<b>NET INCOME</b>	<b>130,691.84</b>	<b>(76,698.92)</b>	<b>207,390.76</b>	<b>-270.40%</b>	<b>2,838,371.92</b>	<b>1,919,659.60</b>	<b>918,712.32</b>	<b>47.86%</b>
990002-000	Equity Transfers Out (IN)	-	-	-	N/A	(251,883.00)	(306,978.00)	(55,095.00)	(17.95)
	<b>PROOF</b>								
	Sec 8 All	50,810.00				639,574.40			
	Conventional PH	45,765.71				418,706.77			
	COCC	(9,062.88)				1,211,331.01			
	JC BULL	43,551.43				357,067.49			
		<u>131,064.26</u>				<u>2,626,679.67</u>			
	025-bac	(1,009.38)				223,600.45			
	Appian	(266.46)				(21,660.34)			
	Liberty	903.42				9,752.14			
		<u>130,691.84</u>				<u>2,838,371.92</u>			
		-	checked			-	checked		

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

<b>INFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8 HAP Subsidy	764,964	774,263	774,263	776,962	756,375	756,375	780,827	768,470	876,652	812,839			7,841,990
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-			-
Section 8 Admin Subsidy	78,392	105,052	81,916	118,596	81,992	81,992	82,282	82,282	103,236	88,794			904,534
Section 8 Port-In Admin Fees	135	176	239	331	417	417	418	598	135	31			2,898
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249	27,727	99,248	114,760			1,482,491
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877	11,236	17,483	17,483			199,341
Port in	1,392	6,558	3,632	4,346	5,407	4,490	4,490	7,151	981	1,089			39,536
HCV Refunds/Recovery/Interest	3,889	2,547	1,829	1,805	1,956	2,263	3,095	1,790	2,518	2,378			24,071
<b>HUD Subsidy</b>	<b>1,047,912</b>	<b>1,087,722</b>	<b>1,061,005</b>	<b>1,101,167</b>	<b>1,045,273</b>	<b>1,044,663</b>	<b>1,070,238</b>	<b>899,254</b>	<b>1,100,253</b>	<b>1,037,375</b>	<b>0</b>	<b>0</b>	<b>10,494,861</b>

<b>OUTFLOWS:</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>TOTAL</b>
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447	753,402	734,646	741,768	737,630	732,196	738,971			7,361,914
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758	144,859	147,969	141,346			1,439,168
Sec 8 Admin Expenses	73,314	70,870	85,700	96,941	89,023	98,669	102,912	88,841	82,834	88,397			877,501
Mod Rehab Admin	18,480	15,092	18,613	17,368	19,575	20,554	23,279	19,021	18,484	17,989			188,456
<b>Total Payments</b>	<b>991,631</b>	<b>984,690</b>	<b>1,019,007</b>	<b>888,783</b>	<b>970,828</b>	<b>964,844</b>	<b>1,088,717</b>	<b>990,351</b>	<b>981,483</b>	<b>986,703</b>	<b>0</b>	<b>0</b>	<b>9,867,039</b>
<b>Net Inflow (Outflow)</b>	<b>56,280</b>	<b>103,032</b>	<b>41,998</b>	<b>212,383</b>	<b>74,445</b>	<b>79,818</b>	<b>(18,479)</b>	<b>(91,097)</b>	<b>118,770</b>	<b>50,671</b>	<b>0</b>	<b>0</b>	<b>627,822</b>

**Reserve Account INFLOW(OUTFLOW)**

Net Section 8 HAP	16,082	35,266	13,553	112,320	4,929	23,992	42,154	32,630	146,974	76,246	-	-	
Net Mod Rehab HAP	30,195	20,065	25,094	69,222	68,422	66,273	(43,509)	(117,132)	(48,721)	(26,586)	-	-	
Section 8 Admin	5,078	34,182	(3,784)	21,655	(7,031)	(16,677)	(20,630)	(6,559)	20,403	397	-	-	
Mod Rehab Admin	3,397	6,785	3,264	4,509	2,302	1,323	(1,402)	(7,785)	(1,001)	(506)	-	-	
	<u>54,753</u>	<u>96,298</u>	<u>38,127</u>	<u>207,706</u>	<u>68,621</u>	<u>74,911</u>	<u>(23,387)</u>	<u>(98,846)</u>	<u>117,654</u>	<u>49,551</u>	<u>-</u>	<u>-</u>	

**Reserve Bank Accounts**

<b>Section 8 and Mod Rehab disbursement</b>	237,763	344,549	378,215	575,570	685,603	759,294	686,047	242,865	836,144	1,349,373			
<b>Sec 8 HAP -NRA</b>	67,052	68,757	69,433	71,433	73,538	77,444	74,975	80,946	84,115	84,961			
<b>Sec 8 - Operations -UNA</b>	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,716	225,716			
<b>Mod Rehab HAP</b>	2,290	2,340	2,340	2,340	4,341	2,340	6,343	6,342					
<b>Mod Rehab Admin</b>	90,055	90,056	90,056	90,057	90,058	90,058	90,059	90,059	92,399	92,399			
	<u>622,876</u>	<u>731,418</u>	<u>765,761</u>	<u>965,115</u>	<u>1,079,256</u>	<u>1,154,852</u>	<u>1,083,140</u>	<u>645,927</u>	<u>1,238,374</u>	<u>1,752,449</u>	<u>0</u>	<u>0</u>	

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**July 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>TOTAL</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>	
Section 8 HAP Subsidy	764,964	774,263	774,263	776,962	756,375	756,375	780,827	768,470	876,652	812,839			7,841,990
Section 8 Admin Subsidy	78,392	105,052	81,916	118,596	81,992	81,992	82,282	82,282	103,236	68,794			904,534
Mod Rehab HAP	177,262	177,249	177,249	177,249	177,249	177,249	177,249	27,727	99,248	114,760			1,482,491
Mod Rehab Admin	21,877	21,877	21,877	21,877	21,877	21,877	21,877	11,236	17,483	17,483			199,341
Public Housing Subsidy	309,570	309,570	309,516	267,218	263,209	283,032	271,369	291,770	291,770	274,838			2,871,861
Tax Credit Properties Subsidy	34,595	34,595	34,595	35,512	35,701	36,948	35,945	2,849	2,849	3,891			257,478
SLHC PBV Subsidy	9,162	9,146	9,142	8,967	8,967	8,967	8,967	8,630	8,630	8,761			89,339
SC State Grant for JCB	37,923	36,576	38,542	38,455	38,950	57,649	42,580	39,343	40,673	41,614			414,305
1) <b>HUD &amp; State Subsidy</b>	<b>1,433,745</b>	<b>1,470,328</b>	<b>1,447,100</b>	<b>1,444,836</b>	<b>1,384,320</b>	<b>1,424,089</b>	<b>1,421,096</b>	<b>1,232,306</b>	<b>1,440,540</b>	<b>1,362,980</b>	<b>-</b>	<b>-</b>	<b>14,061,339</b>
ROSS	26,048	20,727	14,061	32,320	22,748	18,276	30,813	18,494	19,338	24,026			226,850
Youthbuild - 021-yb	14,915	951	29,572	-	-	-	-	-	-	-			45,438
Youthbuild - 022-yb -NEW GRANT									14,980	-			14,980
YB -Face Forward	39,598	43,144	50,566	58,633	42,291	49,704	34,425	38,044	24,074	88,669			469,150
CFP and RHF	-	-	-	-	-	-	-	-	-	-			0
2) <b>Other Grant Revenue</b>	<b>80,561</b>	<b>64,823</b>	<b>94,200</b>	<b>90,953</b>	<b>65,039</b>	<b>67,980</b>	<b>65,238</b>	<b>56,537</b>	<b>58,392</b>	<b>112,695</b>	<b>-</b>	<b>-</b>	<b>756,418</b>
Public Housing Rents	124,658	134,955	143,621	146,472	93,701	95,832	96,382	95,868	100,499	97,606			1,129,632
JC Bull Rents	26,291	27,315	27,081	27,264	27,063	27,937	27,402	25,994	26,073	26,963			269,383
SLHC Rents	9,102	9,142	9,146	9,146	9,127	9,191	8,925	8,682	8,955	9,112			90,528
3) <b>Rent Revenue</b>	<b>160,051</b>	<b>171,452</b>	<b>179,848</b>	<b>182,882</b>	<b>129,891</b>	<b>132,960</b>	<b>132,709</b>	<b>130,544</b>	<b>135,527</b>	<b>133,681</b>	<b>-</b>	<b>-</b>	<b>1,489,543</b>
4) <b>Misc Receipts</b>	<b>31,081</b>	<b>12,454</b>	<b>45,231</b>	<b>1,428,178</b>	<b>171,920</b>	<b>263,564</b>	<b>337,931</b>	<b>306,398</b>	<b>193,311</b>	<b>19,363</b>			<b>2,809,432</b>
5) <b>Other Cash-In</b>													
Section 8 Reserves Transfer In				-	-	-	-	-	-	-	-	-	-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL CASH INFLOW</b>	<b>1,705,437</b>	<b>1,719,056</b>	<b>1,766,378</b>	<b>3,146,849</b>	<b>1,751,170</b>	<b>1,888,593</b>	<b>1,956,974</b>	<b>1,725,786</b>	<b>1,827,770</b>	<b>1,628,720</b>	<b>-</b>	<b>-</b>	<b>19,116,733</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

July 31, 2016

INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
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## SPARTANBURG HOUSING AUTHORITY

## Cash Flow

July 31, 2016

OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	752,771	741,544	762,539	666,447	753,402	734,646	741,768	737,630	732,196	738,971			7,361,914
Mod Rehab Vouchers	147,067	157,184	152,155	108,027	108,827	110,976	220,758	144,859	147,969	141,346			1,439,168
HAP Payments	899,838	898,728	914,694	774,474	862,229	845,622	962,526	882,489	880,165	880,317	-	-	8,801,082
Payroll	287,709	168,515	201,637	182,067	170,612	291,436	215,739	170,083	171,956	168,110			2,027,863
Benefits/Deductions	1,289	4,711	7,807	1,205	5,002	763	8,069	763	8,006	3,221			40,837
Payroll & Benefits	288,999	173,226	209,443	183,272	175,614	292,199	223,808	170,846	179,962	171,331	-	-	2,068,700
State Insurance	37,241	37,241	43,543	44,166	29,961	39,149	48,896	38,223	39,982	40,263			398,664
Rent	8,409	8,409	8,409	20,065	20,065	11,656	11,656	11,656	11,656	11,656			123,638
Wright Center Payables (301-wc & 300-mrc)	5,182	6,739	4,566	4,538	4,828	9,435	6,718	632	5,647	128			48,414
Debt/Insurance/Rent	50,832	52,388	56,518	68,768	54,854	60,240	67,270	50,511	57,285	52,047	-	-	570,715
Operating	233,966	288,752	728,566	481,200	513,599	915,396	685,487	817,240	619,884	610,107	0	0	5,894,196
Capital Fund and RHF	0	0	0	0	0	0	0	0	0	0			0
Ross	448	92	589	1,095	457	331	0	555	129	347			4,045
Youth Build and Face Forward	26,252	27,769	35,890	43,399	26,451	33,111	10,496	29,069	14,722	79,398			326,557
Homeownership	698	43	1,465	477	440	1,408	197	952	518	3,630			9,825
SHA Property (089-shap)	66	737	389	0	-	0	0	0	0	0			1,192
CS1, LLC/CGE 1 PH Subsidy	31,035	31,035	31,035	32,011	32,187	33,354	32,416	0	0	0			223,072
Other Transfers	0	0	-	0	-	-	-	-	0	0	0		0
HAP/ Admin Transfer	-	-	-	-	-	-	-	-	-	-			0
Payables/Check Adjustment	242,592	31,560	(431,955)	1,224,913	(51,160)	(519,696)	332,117	863,652	(882,732)	(167,463)			651,828
Capital & Program Expenses	301,091	91,235	(362,587)	1,301,895	8,375	(451,493)	375,226	894,228	(867,363)	(74,087)	-	-	1,216,519
TOTAL CASH OUTFLOW	1,774,725	1,504,329	1,546,635	2,809,609	1,614,671	1,661,964	2,314,317	2,815,314	869,932	1,639,716	-	-	18,551,213

Net Inflow(Outflow)	(69,288)	214,727	219,743	337,240	136,499	226,629	(357,343)	(1,089,529)	957,837	(10,996)	-	-	565,520
June HAP cut in May due to bank change								818,604	(818,604)				
Net outflow offset by reserve	69,288				0	-	357,343	270,925	-	-			697,556
Total	(0)	214,727	219,743	337,240	136,499	226,629	(0)	0	139,233	(10,996)	-	-	1,263,076
Beginning Cash : (Unrestricted)	4,211,769	4,142,481	4,357,207	4,576,950	4,914,191	5,050,890	5,277,319	4,919,976	3,830,448	4,788,285	4,777,289	4,777,289	0
Ending Cash	4,142,481	4,357,207	4,576,950	4,914,191	5,050,890	5,277,319	4,919,976	3,830,448	4,788,285	4,777,289	4,777,289	4,777,289	565,520

## Bank Account Balances-

General A/C (Net of O/S Cks)	2,933,941	3,006,795	3,109,132	3,234,396	3,237,685	3,347,597	3,009,531	2,326,638	3,051,912	2,474,718			
Section 8 HAP Disbursements	237,763	344,549	378,215	575,570	685,603	759,294	686,047	242,865	836,144	1,349,373			
J C Bull Operating	770,711	791,554	836,955	866,878	886,765	927,167	974,324	994,103	630,917	673,968			
SLHC Operating	200,065	214,309	252,648	237,348	240,638	243,262	250,074	266,843	269,313	279,231			
Sub Total	4,142,481	4,357,207	4,576,950	4,914,191	5,050,890	5,277,319	4,919,976	3,830,448	4,788,285	4,777,289	0	0	

Conventional Housing Surplus	4,057,168	4,159,168	4,175,040	4,094,165	4,147,477	4,226,114	4,234,704	4,276,381	4,308,576	4,354,342			
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Average No. Of Months Cash Reserves	11.77	9.21	9.25	9.07	9.19	9.36	9.38	9.47	9.54	9.64	0.00	0.00	
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## Footnotes:

1 Outstanding checks that were remaining at month end.

<b>SHA - Summary of Financial Results - July, 2016</b>									
							10 months	10 months	10 months
		MTD	MTD	MTD			PTD	PTD	PTD
		Actual	Budget	Variance	Note		Actual	Budget	Variance
<b>1</b>	<b>Public Housing</b>								
	Total Revenue	\$ 382,500	\$ 416,500	\$ (34,000)			\$ 4,097,300	\$ 4,173,700	\$ (76,400)
	Total Expenses	\$ 336,700	\$ 419,000	\$ (82,300)			\$ 3,678,600	\$ 3,848,700	\$ (170,100)
	Net Operating Income	\$ 45,800	\$ (2,500)	\$ 48,300	(1)		\$ 418,700	\$ 325,000	\$ 93,700
	Note (1) - Revenue YTD is lower (\$45k) than budget due to lesser HUD subsidy received and the timing of HUD funding of subsidy for the fiscal year.								
<b>2</b>	<b>HCV Program - HAP Only</b>								
	Total Revenue	\$ 828,900	\$ 747,800	\$ 81,100			\$ 7,994,000	\$ 7,563,000	\$ 431,000
	Total Expenses	\$ 752,800	\$ 764,300	\$ (11,500)			\$ 7,462,600	\$ 7,498,600	\$ (36,000)
	Net Operating Income ( Excess Cash)	\$ 76,100	\$ (16,500)	\$ 92,600			\$ 531,400	\$ 64,400	\$ 467,000
	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	\$ 90,000	\$ 83,600	\$ 6,400			\$ 920,500	\$ 856,100	\$ 64,400
	Total Expenses	\$ 88,400	\$ 84,400	\$ 4,000			\$ 869,700	\$ 836,900	\$ 32,800
	Net Operating Income	\$ 1,600	\$ (800)	\$ 2,400			\$ 50,800	\$ 19,200	\$ 31,600
	For the month of July , admin revenue received \$90K as compared to total expenses of \$88K resulting to a positive result of \$2K.								
<b>4</b>	<b>COCC Program Only</b>								
	Total Revenue	\$ 104,300	\$ 107,000	\$ (2,700)			\$ 2,953,400	\$ 2,896,800	\$ 56,600
	Total Expenses	\$ 113,300	\$ 146,800	\$ (33,500)			\$ 1,742,000	\$ 1,707,095	\$ 34,905
	Net Operating Income	\$ (9,000)	\$ (39,800)	\$ 30,800	(2)		\$ 1,211,400	\$ 1,189,705	\$ 21,695
	Note (2) - COCC shows a loss of \$9K due to higher expenses. The YTD revenue shows a positive result of \$1.2 M								
<b>5</b>	<b>JC BULLS ( 100 &amp; 32 units)</b>								
	Total Revenue	\$ 86,600	\$ 81,270	\$ 5,330			\$ 867,800	\$ 852,200	\$ 15,600
	Total Expenses	\$ 43,000	\$ 75,300	\$ (32,300)			\$ 357,000	\$ 229,800	\$ 127,200
	Net Operating Income	\$ 43,600	\$ 5,970	\$ 37,630	(3)		\$ 510,800	\$ 622,400	\$ (111,600)
	Note (3) - Revenue is almost the same as budgeted due to conservative budget assumptions in the FY 2016.								

**Spartanburg Housing Authority**  
**Grant Programs**  
**Period Ending July 31, 2016**

**ROSS - Resident Self Sufficiency (\$480,000)**

**SC003RPS030A012**

**FUND 579-cnho**

**Term Date: 9/28/2016**

Funds Expended		292,263	
Funds Received		292,264	
Drawn Funds		14,602	
Remaining Funds			187,736

**ROSS - Resident Self Sufficiency (\$109,364)**

**SC003FSH293A015**

**FUND 581**

**Term Date: 12-20-2018**

Funds Expended		77,942	
Funds Received		78,942	
Drawn Funds		9,424	
Remaining Funds			30,422

**ROSS - Resident Self Sufficiency (\$229,293)**

**SC003RPS111A015**

**FUND 581**

**Term Date: 12-20-2018**

verify ???

Funds Expended		0	
Funds Received		0	
Drawn Funds		0	
Remaining Funds			229,293

**Service Coordinator Multifamily (\$453,455)**

**SC16HS04003**

**FUND 582**

**Term Date: Extended**

Funds Expended		420,654	
Funds Received		420,654	
Drawn Funds		0	
Remaining Funds			32,801

**Total ROSS Grant Money Remaining 480,253**

# **Spartanburg Housing Authority**

## **Grant Programs**

**Period Ending July 31, 2016**

**YOUTH BUILD ( \$994,474)**

**Obligation Date: 1/1/2016**

**FUND 22**

**Term Date: 4/30/2019**

Funds Expended		14,980	
Funds Received		14,980	
Drawn Funds/Adjustments		14,980	
Remaining Funds			979,494

**FACE FORWARD ( \$999,923 )**

**Obligation Date: 7/1/2013**

**FUND 22**

**Term Date: 9/30/2016**

Funds Expended		743,471	
Funds Received		698,152	
Drawn Funds		88,669	
Remaining Funds			301,771

**Total Money Remaining for all Grants**

**1,761,518**

**Note:**

**Grant Funds requested one month in arrears.**



**Spartanburg Housing Authority**  
**Capital Grant Programs**  
**July 31, 2016**

**CAPITAL FUND 2016**

Obligation Date: 4/13/2016

End date : 12/2018

	Budget	Drawn	Balance	% Completion
0100 Reserved Budget	980,128.00	-	980,128.00	
1408 Management Improvement	180,550.00	-	180,550.00	
1410 Administration	128,964.00	-	128,964.00	
	1,289,642.00	-	1,289,642.00	

**Replacement Housing Factor Funds**

	Authorized	Draws	Balance	% Complete	Obligated in ELOCCS
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2008</b>					
Obligation Date: 6/12/2010					
Term Date: 10/29/2016					
1499 Development Activity	244,916	197,770	47,146	81%	47,146 With various line items
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014</b>					
Obligation Date:					
Term Date:					
1499 Development Activity	284,182	176,103	108,079	62%	
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015</b>					
Obligation Date:					
Term Date:					
1499 Development Activity	218,757	0	218,757	0%	
<b>CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016</b>					
Obligation Date:					
Term Date:					
1499 Development Activity	225,533	0	225,533	0%	
<b>TOTAL RHF FUNDS</b>	<b>973,388</b>	<b>373,873</b>	<b>599,515</b>	<b>38%</b>	
<b>TOTAL CAPITAL GRANTS</b>	<b>2,263,030</b>	<b>373,873</b>	<b>1,889,157</b>	<b>17%</b>	

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

Actual to Budget Variance Comparison

July 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	66,219.23	61,315.00	4,904.23	8.00	733,878.32	675,791.00	58,087.32	8.60
362001-000	Bookkeeping fee income	21,067.50	19,565.00	1,502.50	7.68	216,517.50	202,356.00	14,161.50	7.00
365000-000	Miscellaneous Other Income	17,003.61	26,121.00	(9,117.39)	-34.90	2,003,008.93	2,018,695.00	(15,686.07)	-0.78
369900-000	TOTAL OTHER INCOME	104,290.34	107,001.00	(2,710.66)	-2.53	2,953,404.75	2,896,842.00	56,562.75	1.95
399900-000	TOTAL INCOME	104,290.34	107,001.00	(2,710.66)	-2.53	2,953,404.75	2,896,842.00	56,562.75	1.95
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	38,747.56	60,381.00	21,633.44	35.83	619,711.24	640,762.00	21,050.76	3.29
411002-000	Administrative Overtime	38.93	56.00	17.07	30.48	4,730.35	1,115.00	(3,615.35)	-324.25
411003-000	Administrative: Employer FICA/SUI	3,656.05	5,398.00	1,741.95	32.27	60,523.72	56,199.00	(4,324.72)	-7.70
411004-000	Administrative: Employee Benefits	9,653.60	9,664.00	10.40	0.11	122,682.97	109,208.00	(13,474.97)	-12.34
411005-000	Administrative: Retirees Medical ER share	2,589.42	1,903.00	(686.42)	-36.07	33,069.21	20,702.00	(12,367.21)	-59.74
411006-000	Administrative: Emp Incentive	1,767.43	2,111.00	343.57	16.28	11,984.85	15,277.00	3,292.15	21.55
411099-000	Total Administrative Salaries	56,452.99	79,513.00	23,060.01	29.00	852,702.34	843,263.00	(9,439.34)	-1.12
413000-000	Legal Expense								
413001-000	Legal Expense	1,116.00	-	(1,116.00)	N/A	12,741.49	9,376.00	(3,365.49)	-35.89
413003-000	Credit Reports	-	16.00	16.00	100.00	410.87	164.00	(246.87)	-150.53
413100-000	Total Legal Expense	1,116.00	16.00	(1,100.00)	-6,875.00	13,152.36	9,540.00	(3,612.36)	-37.87
413900-000	Other Admin Expenses								
414000-000	Staff Training	2,540.00	361.00	(2,179.00)	-603.60	10,128.10	6,777.00	(3,351.10)	-49.45
415000-000	Travel	1,199.65	893.00	(306.65)	-34.34	6,215.62	7,914.00	1,698.38	21.46
417100-000	Auditing Fees	-	-	-	N/A	4,451.00	5,400.00	949.00	17.57
418000-000	Office Rent	8,156.25	8,157.00	0.75	0.01	90,731.05	90,734.00	2.95	0.00
418900-000	Total Other Admin Expenses	11,895.90	9,411.00	(2,484.90)	-26.40	111,525.77	110,825.00	(700.77)	-0.63
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	649.99	1,056.00	406.01	38.45	5,812.43	8,391.00	2,578.57	30.73
419003-000	Printing	625.52	-	(625.52)	N/A	625.52	-	(625.52)	N/A
419004-000	Telephone	3,543.80	1,760.00	(1,783.80)	-101.35	28,807.38	20,478.00	(8,329.38)	-40.67
419005-000	Postage	1,077.01	729.00	(348.01)	-47.74	8,500.12	8,542.00	41.88	0.49
419006-000	Forms and Computer Supplies	1,042.63	56.00	(986.63)	-1,761.84	2,479.71	392.00	(2,087.71)	-532.58
419008-000	Membership and Fees	42.00	-	(42.00)	N/A	11,593.35	12,004.00	410.65	3.42
419009-000	Sundry Miscellaneous	1,734.79	518.00	(1,216.79)	-234.90	15,203.94	5,963.00	(9,240.94)	-154.97
419010-000	Newspaper ADS (Advertising)	164.34	497.00	332.66	66.93	2,011.27	4,006.00	1,994.73	49.79
419011-000	Sundry Service Contracts	8,759.90	7,564.00	(1,195.90)	-15.81	106,877.17	106,875.00	(2.17)	0.00
419012-000	Software	445.20	111.00	(334.20)	-301.08	445.20	777.00	331.80	42.70
419017-000	Temporary Administrative Labor	3,068.98	1,556.00	(1,512.98)	-97.24	33,757.56	18,540.00	(15,217.56)	-82.08
419020-000	Bank Fees	-	329.00	329.00	100.00	634.76	2,850.00	2,215.24	77.73
419021-000	Discretionary	-	495.00	495.00	100.00	197.04	3,512.00	3,314.96	94.39
419022-000	Other Misc Admin Expenses	-	-	-	N/A	6,269.14	3,500.00	(2,769.14)	-79.12
419100-000	Total Miscellaneous Admin Expenses	21,154.16	14,671.00	(6,483.16)	-44.19	223,214.59	195,830.00	(27,384.59)	-13.98
419900-000	TOTAL ADMINISTRATIVE EXPENSES	90,619.05	103,611.00	12,991.95	12.54	1,200,595.06	1,159,458.00	(41,137.06)	-3.55

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

Actual to Budget Variance Comparison

		July 31, 2016							
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
430000-000	UTILITIES								
431000-000	Water	364.42	500.00	135.58	27.12	796.38	3,500.00	2,703.62	77.25
432000-000	Electricity	-	1,000.00	1,000.00	100.00	17,227.82	7,000.00	(10,227.82)	-146.11
433000-000	Gas	3.32	300.00	296.68	98.89	1,164.97	2,100.00	935.03	44.53
439000-000	Sewer	-	500.00	500.00	100.00	103.46	3,500.00	3,396.54	97.04
439900-000	TOTAL UTILITY EXPENSES	367.74	2,300.00	1,932.26	84.01	19,292.63	16,100.00	(3,192.63)	-19.83
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	1,250.00	2,396.00	1,146.00	47.83	11,521.88	17,215.00	5,693.12	33.07
441210-000	Equipment Repair	-	1,111.00	1,111.00	100.00	-	7,777.00	7,777.00	100.00
441300-000	Gasoline Purchases	727.02	2,315.00	1,587.98	68.60	5,925.49	14,203.00	8,277.51	58.28
441900-000	Total General Maint Expense	1,977.02	5,822.00	3,844.98	66.04	17,447.37	39,195.00	21,747.63	55.49
442000-000	Materials								
442003-000	Painting-Maint Materials	-	-	-	N/A	231.06	-	(231.06)	N/A
442004-000	Electrical-Maint Materials	-	-	-	N/A	107.40	-	(107.40)	N/A
442006-000	Janitorial Supplies	-	167.00	167.00	100.00	95.73	1,169.00	1,073.27	91.81
442009-000	Hand Tools-Maint Materials	-	-	-	N/A	301.76	-	(301.76)	N/A
442010-000	Maintenance Materials	598.17	945.00	346.83	36.70	2,636.45	6,681.00	4,044.55	60.54
442011-000	Safety equipment/shoes	-	200.00	200.00	100.00	-	1,400.00	1,400.00	100.00
442900-000	Total Materials	598.17	1,312.00	713.83	54.41	3,372.40	9,250.00	5,877.60	63.54
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	-	-	N/A	26,292.03	18,742.00	(7,550.03)	-40.28
443007-000	Disposal Contract	84.20	389.00	304.80	78.35	3,254.20	2,953.00	(301.20)	-10.20
443009-000	Landscaping-Contract	293.25	2,492.00	2,198.75	88.23	24,807.75	23,819.00	(988.75)	-4.15
443013-000	Contract: Uniform Rental	158.60	140.00	(18.60)	-13.29	1,239.22	1,390.00	150.78	10.85
443015-000	Janitorial-Contract	720.00	1,100.00	380.00	34.55	6,090.96	9,350.00	3,259.04	34.86
443018-000	Plumbing-Contract	-	-	-	N/A	325.00	-	(325.00)	N/A
443019-000	Miscellaneous Contracts	178.76	-	(178.76)	N/A	13,234.79	2,000.00	(11,234.79)	-561.74
443023-000	Contract: Consultants	8,861.72	20,011.00	11,149.28	55.72	230,000.35	241,032.00	11,031.65	4.58
443099-000	Maintenance Misc-Contracts	149.88	213.00	63.12	29.63	2,177.01	4,021.00	1,843.99	45.86
443900-000	Total Contract Costs	10,446.41	24,345.00	13,898.59	57.09	307,421.31	303,307.00	(4,114.31)	-1.36
449900-000	TOTAL MAINTENANCE EXPENSES	13,021.60	31,479.00	18,457.40	58.63	328,241.08	351,752.00	23,510.92	6.68
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,369.46	5,502.00	3,132.54	56.93	66,187.82	60,800.00	(5,387.82)	-8.86
452100-000	Workers Comp Insurance	2,366.12	2,494.00	127.88	5.13	26,200.69	25,976.00	(224.69)	-0.86
452500-000	Relocation exp-	466.13	-	(466.13)	N/A	93,064.26	80,805.00	(12,259.26)	-15.17
453010-000	SHA-Board/Commissioner exp	11.20	1,399.00	1,387.80	99.20	6,953.22	12,204.00	5,250.78	43.03
459900-000	TOTAL GENERAL EXPENSES	5,212.91	9,395.00	4,182.09	44.51	192,405.99	179,785.00	(12,620.99)	-7.02
	<b>TOTAL OPERATING EXPENSES</b>	<b>109,221.30</b>	<b>146,785.00</b>	<b>37,563.70</b>	<b>199.69</b>	<b>1,740,534.76</b>	<b>1,707,095.00</b>	<b>(33,439.76)</b>	<b>(23.72)</b>
500000-000	NON-OPERATING ITEMS								
523407-000	Donation (NET) -Fatherhood	(4,131.92)	-	(4,131.92)	N/A	(1,538.98)	-	(1,538.98)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	4,131.92	-	(4,131.92)	N/A	1,538.98	-	(1,538.98)	N/A
900000-000	<b>NET INCOME</b>	<b>(9,062.88)</b>	<b>(39,784.00)</b>	<b>30,721.12</b>	<b>-77.22%</b>	<b>1,211,331.01</b>	<b>1,189,747.00</b>	<b>21,584.01</b>	<b>1.81%</b>

Analysis of Management Income								
Period:	7/31/16		\$ 733,878					
BREAKDOWN:								
AMP	Property Listings	Property Code	Number of Units	362000-000 Management	362000-000 Assets Mgt Fees	Sub-total Management	362001-000 Bookkeeping	Total
100	Camp Croft	100-ccc	98.00	\$ 51,101	\$ 9,800	\$ 60,901	\$ 7,073	
20	Archibald Village	102-arv	50.00	24,819	5,000	29,819	3,435	
30	Archibald Rutledge	103-arh	150.00	77,004	15,000	92,004	10,658	
40	Scattered Sites	104-sca	23.00	5,256	2,300	7,556	728	
60	Cammie Clagett	106-cam	150.00	-	-	-	-	
80	Prince Hall	108-pha	100.00	47,525	10,000	57,525	6,578	
120	Victoria Garden	120-vga	80.00	41,510	8,000	49,510	5,745	
180	Cambridge/Brawley	180-cpb	6.00	3,089	600	3,689	428	
20	Gooch	102-fga	36.00	7,803	1,440	9,243	1,080	
50	Tobias	105-tbh	118.00	21,297	4,720	26,017	2,948	
120	Watson	120-ecw	28.00	4,769	1,120	5,889	660	
130	Barksdale	130-ldb	44.00	6,286	1,760	8,046	870	
130	Leland	130-lsa	46.00	9,429	1,840	11,269	1,305	
130	Spruce	130-sps	12.00	1,301	480	1,781	180	
160	JC Anderson	160-jca	54.00	10,513	2,160	12,673	1,455	
	Public Housing		995.00	311,701	64,220	375,921	43,140	
	Liberty	liberty	6.00	3,197	600	3,797	443	
	Appian	appian	3.00	542	300	842	75	
			9.00			-		
	Market Rate:					-		
	JC Bull	058-jcb	100.00	53,594	10,000	63,594	7,418	
	SLHC	059-slhc	32.00	17,232	3,200	20,432	2,385	
			132.00					
	Sub-total			\$ 386,266	\$ 78,320	\$ 464,586	\$ 53,460	
	Section 8							
	HCV program			229,236	-	229,236	143,273	
	Mod Rehab			31,656	-	31,656	19,785	
	Sub-total			260,892	-	260,892	163,058	
	TOTALS			\$ 647,158	\$ 78,320	\$ 725,478	\$ 216,518	
	CAPITAL FUND							
	Line 1410 - Administration -drawn amount			-		-	-	
	TAX CREDIT PROPERTIES:							
	Mixed Financed Asset management Fee ACC Units @ \$10 PUM			8,400		8,400	-	

		TOTAL		\$ 655,558	\$ 78,320	\$ 733,878	\$ 216,518	\$ 950,396
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**SPARTANBURG HOUSING AUTHORITY**  
**CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

July 31, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
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362001-000 Bookkeeping fee income	21,067.50	19,565.00	1,502.50	7.68	216,517.50	202,356.00	14,161.50	7.00
365000-000 Miscellaneous Other Income	17,003.61	26,121.00	(9,117.39)	-34.90	2,003,008.93	2,018,695.00	(15,686.07)	-0.78
369900-000 TOTAL OTHER INCOME	104,290.34	107,001.00	(2,710.66)	-2.53	2,953,404.75	2,896,842.00	56,562.75	1.95
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410099-000 Administrative Salaries								
411000-000 Administrative Salaries and Wages	38,747.56	60,381.00	21,633.44	35.83	619,711.24	640,762.00	21,050.76	3.29
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411099-000 Total Administrative Salaries	56,452.99	79,513.00	23,060.01	29.00	852,702.34	843,263.00	(9,439.34)	-1.12
413000-000 Legal Expense								
413001-000 Legal Expense	1,116.00	-	(1,116.00)	N/A	12,741.49	9,376.00	(3,365.49)	-35.89
413003-000 Credit Reports	-	16.00	16.00	100.00	410.87	164.00	(246.87)	-150.53
413100-000 Total Legal Expense	1,116.00	16.00	(1,100.00)	-6,875.00	13,152.36	9,540.00	(3,612.36)	-37.87
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414000-000 Staff Training	2,540.00	361.00	(2,179.00)	-603.60	10,128.10	6,777.00	(3,351.10)	-49.45
415000-000 Travel	1,199.65	893.00	(306.65)	-34.34	6,215.62	7,914.00	1,698.38	21.46
417100-000 Auditing Fees	-	-	-	N/A	4,451.00	5,400.00	949.00	17.57
418000-000 Office Rent	8,156.25	8,157.00	0.75	0.01	90,731.05	90,734.00	2.95	0.00
418900-000 Total Other Admin Expenses	11,895.90	9,411.00	(2,484.90)	-26.40	111,525.77	110,825.00	(700.77)	-0.63
419000-000 Miscellaneous Admin Expenses								
419001-000 Office Expense	649.99	1,056.00	406.01	38.45	5,812.43	8,391.00	2,578.57	30.73
419003-000 Printing	625.52	-	(625.52)	N/A	625.52	-	(625.52)	N/A
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419005-000 Postage	1,077.01	729.00	(348.01)	-47.74	8,500.12	8,542.00	41.88	0.49
419006-000 Forms and Computer Supplies	1,042.63	56.00	(986.63)	-1,761.84	2,479.71	392.00	(2,087.71)	-532.58
419008-000 Membership and Fees	42.00	-	(42.00)	N/A	11,593.35	12,004.00	410.65	3.42
419009-000 Sundry Miscellaneous	1,734.79	518.00	(1,216.79)	-234.90	15,203.94	5,963.00	(9,240.94)	-154.97
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419020-000 Bank Fees	-	329.00	329.00	100.00	634.76	2,850.00	2,215.24	77.73
419021-000 Discretionary	-	495.00	495.00	100.00	197.04	3,512.00	3,314.96	94.39
419022-000 Other Misc Admin Expenses	-	-	-	N/A	6,269.14	3,500.00	(2,769.14)	-79.12
419100-000 Total Miscellaneous Admin Expenses	21,154.16	14,671.00	(6,483.16)	-44.19	223,214.59	195,830.00	(27,384.59)	-13.98
419900-000 TOTAL ADMINISTRATIVE EXPENSES	90,619.05	103,611.00	12,991.95	12.54	1,200,595.06	1,159,458.00	(41,137.06)	-3.55

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

Actual to Budget Variance Comparison

July 31, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
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431000-000 Water	364.42	500.00	135.58	27.12	796.38	3,500.00	2,703.62	77.25
432000-000 Electricity	-	1,000.00	1,000.00	100.00	17,227.82	7,000.00	(10,227.82)	-146.11
433000-000 Gas	3.32	300.00	296.68	98.89	1,164.97	2,100.00	935.03	44.53
439000-000 Sewer	-	500.00	500.00	100.00	103.46	3,500.00	3,396.54	97.04
439900-000 TOTAL UTILITY EXPENSES	367.74	2,300.00	1,932.26	84.01	19,292.63	16,100.00	(3,192.63)	-19.83
440000-000 MAINTENANCE AND OPERATIONS								
440099-000 General Maint Expense								
441200-000 Vehicle Repair	1,250.00	2,396.00	1,146.00	47.83	11,521.88	17,215.00	5,693.12	33.07
441210-000 Equipment Repair	-	1,111.00	1,111.00	100.00	-	7,777.00	7,777.00	100.00
441300-000 Gasoline Purchases	727.02	2,315.00	1,587.98	68.60	5,925.49	14,203.00	8,277.51	58.28
441900-000 Total General Maint Expense	1,977.02	5,822.00	3,844.98	66.04	17,447.37	39,195.00	21,747.63	55.49
442000-000 Materials								
442003-000 Painting-Maint Materials	-	-	-	N/A	231.06	-	(231.06)	N/A
442004-000 Electrical-Maint Materials	-	-	-	N/A	107.40	-	(107.40)	N/A
442006-000 Janitorial Supplies	-	167.00	167.00	100.00	95.73	1,169.00	1,073.27	91.81
442009-000 Hand Tools-Maint Materials	-	-	-	N/A	301.76	-	(301.76)	N/A
442010-000 Maintenance Materials	598.17	945.00	346.83	36.70	2,636.45	6,681.00	4,044.55	60.54
442011-000 Safety equipment/shoes	-	200.00	200.00	100.00	-	1,400.00	1,400.00	100.00
442900-000 Total Materials	598.17	1,312.00	713.83	54.41	3,372.40	9,250.00	5,877.60	63.54
443000-000 Contract Costs								
443001-000 Alarm/Extinguisher Contract	-	-	-	N/A	26,292.03	18,742.00	(7,550.03)	-40.28
443007-000 Disposal Contract	84.20	389.00	304.80	78.35	3,254.20	2,953.00	(301.20)	-10.20
443009-000 Landscaping-Contract	293.25	2,492.00	2,198.75	88.23	24,807.75	23,819.00	(988.75)	-4.15
443013-000 Contract: Uniform Rental	158.60	140.00	(18.60)	-13.29	1,239.22	1,390.00	150.78	10.85
443015-000 Janitorial-Contract	720.00	1,100.00	380.00	34.55	6,090.96	9,350.00	3,259.04	34.86
443018-000 Plumbing-Contract	-	-	-	N/A	325.00	-	(325.00)	N/A
443019-000 Miscellaneous Contracts	178.76	-	(178.76)	N/A	13,234.79	2,000.00	(11,234.79)	-561.74
443023-000 Contract: Consultants	8,861.72	20,011.00	11,149.28	55.72	230,000.35	241,032.00	11,031.65	4.58
443099-000 Maintenance Misc-Contracts	149.88	213.00	63.12	29.63	2,177.01	4,021.00	1,843.99	45.86
443900-000 Total Contract Costs	10,446.41	24,345.00	13,898.59	57.09	307,421.31	303,307.00	(4,114.31)	-1.36
449900-000 TOTAL MAINTENANCE EXPENSES	13,021.60	31,479.00	18,457.40	58.63	328,241.08	351,752.00	23,510.92	6.68
450000-000 GENERAL EXPENSES								
451000-000 General Liability Insurance	2,369.46	5,502.00	3,132.54	56.93	66,187.82	60,800.00	(5,387.82)	-8.86
452100-000 Workers Comp Insurance	2,366.12	2,494.00	127.88	5.13	26,200.69	25,976.00	(224.69)	-0.86
452500-000 Relocation exp-	466.13	-	(466.13)	N/A	93,064.26	80,805.00	(12,259.26)	-15.17
453010-000 SHA-Board/Commissioner exp	11.20	1,399.00	1,387.80	99.20	6,953.22	12,204.00	5,250.78	43.03
459900-000 TOTAL GENERAL EXPENSES	5,212.91	9,395.00	4,182.09	44.51	192,405.99	179,785.00	(12,620.99)	-7.02
<b>TOTAL OPERATING EXPENSES</b>	<b>109,221.30</b>	<b>146,785.00</b>	<b>37,563.70</b>	<b>199.69</b>	<b>1,740,534.76</b>	<b>1,707,095.00</b>	<b>(33,439.76)</b>	<b>(23.72)</b>
500000-000 NON-OPERATING ITEMS								
523407-000 Donation (NET) -Fatherhood	(4,131.92)	-	(4,131.92)	N/A	(1,538.98)	-	(1,538.98)	N/A
599900-000 TOTAL NON-OPERATING ITEMS	4,131.92	-	(4,131.92)	N/A	1,538.98	-	(1,538.98)	N/A
<b>900000-000 NET INCOME</b>	<b>(9,062.88)</b>	<b>(39,784.00)</b>	<b>30,721.12</b>	<b>-77.22%</b>	<b>1,211,331.01</b>	<b>1,189,747.00</b>	<b>21,584.01</b>	<b>1.81%</b>

# Analysis of Management Income

Period: **7/31/16** \$ 733,878

## BREAKDOWN:

AMP	Property Listings	Property Code	Number of Units	362000-000 Management	362000-000 Assets Mgt Fees	Sub-total Management	362001-000 Bookkeeping	Total
100	Camp Croft	100-ccc	98.00	\$ 51,101	\$ 9,800	\$ 60,901	\$ 7,073	
20	Archibald Village	102-arv	50.00	24,819	5,000	29,819	3,435	
30	Archibald Rutledge	103-arh	150.00	77,004	15,000	92,004	10,658	
40	Scattered Sites	104-sca	23.00	5,256	2,300	7,556	728	
60	Cammie Clagett	106-cam	150.00	-	-	-	-	
80	Prince Hall	108-pha	100.00	47,525	10,000	57,525	6,578	
120	Victoria Garden	120-vga	80.00	41,510	8,000	49,510	5,745	
180	Cambridge/Brawley	180-cpb	6.00	3,089	600	3,689	428	
20	Gooch	102-fga	36.00	7,803	1,440	9,243	1,080	
50	Tobias	105-tbh	118.00	21,297	4,720	26,017	2,948	
120	Watson	120-ecw	28.00	4,769	1,120	5,889	660	
130	Barksdale	130-ldb	44.00	6,286	1,760	8,046	870	
130	Leland	130-lsa	46.00	9,429	1,840	11,269	1,305	
130	Spruce	130-sps	12.00	1,301	480	1,781	180	
160	JC Anderson	160-jca	54.00	10,513	2,160	12,673	1,455	
<b>Public Housing</b>			995.00	311,701	64,220	375,921	43,140	
Liberty			6.00	3,197	600	3,797	443	
Appian			3.00	542	300	842	75	
			9.00			-		
<b>Market Rate:</b>						-		
JC Bull			100.00	53,594	10,000	63,594	7,418	
SLHC			32.00	17,232	3,200	20,432	2,385	
			132.00					
Sub-total				\$ 386,266	\$ 78,320	\$ 464,586	\$ 53,460	
<b>Section 8</b>								
HCV program				229,236	-	229,236	143,273	
Mod Rehab				31,656	-	31,656	19,785	
Sub-total				260,892	-	260,892	163,058	
<b>TOTALS</b>				\$ 647,158	\$ 78,320	\$ 725,478	\$ 216,518	
<b>CAPITAL FUND</b>								
Line 1410 - Administration -drawn amount				-		-	-	
<b>TAX CREDIT PROPERTIES:</b>								
Mixed Financed Asset management Fee ACC Units @ \$10 PUM				8,400		8,400	-	

Analysis of Management Income

Period: **7/31/16** \$ 733,878

BREAKDOWN:

AMP	Property Listings	Property Code	Number of Units	362000-000 Management	362000-000 Assets Mgt Fees	Sub-total Management	362001-000 Bookkeeping	Total
TOTAL				\$ 655,558	\$ 78,320	\$ 733,878	\$ 216,518	\$ 950,396

# Analysis of Miscellaneous Other Income

Period:

7/31/16

Item	Actual	Budget
CSI -tax credit properties	\$ 198,613.15	
Admin fee collected		
Highland	4,274.44	
Cedar Spring	684.00 \$ 4,958.44	
Youthbuild/FF rent	9,386.14	
Landscape income	213,362.35	
Misc ( various)	15,470.88	others
RHF Adm Fees	25,152.36	CF
Capital fund 2013 Line 1410 - Admin Fees	173,224.20	Cf
Excess Operating reserves	204,410.00	Rad
Developers fee -RAD Closing	400,000.00	Rad
RAD reimbursement to SHA	2,145,422.00	
Payment to PH advance	(1,410,178.00)	Rad
Payment of CFFP loan -difference of principal balance	23,187.41	Rad
	-	
<b>Sub -total</b>	2,003,008.93	- 2,003,008.93
		check
Sale of Houses - see below:	-	
Gain/Loss on house sold was booked as non-operating Income		
	\$ 2,003,008.93	\$ -
	-	check
<b>NON FEDERAL SOURCES OF FUND:</b>		
CSI -tax credit properties	\$ 198,613.15	
Admin fee collected	4,958.44	
Capital Fund - Line 1410 Admin	198,376.56	
Rad Procceds	1,362,841.41	
Misc ( various)	15,470.88	
<b>Total</b>	<b>\$ 1,780,260.44</b>	

[new account](#)

				\$	10.00	new account												9 months	
AMP	Property Listings	Property Code	Account	Number of Units	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total	Jan- Sept	
Debit																			
100	Camp Croft	100-ccc	417302-000	98.00	980	980	980	980	980	980	980	980	980	980			9,800	6,860	
20	Archibald Village	102-arv	417302-000	50.00	500	500	500	500	500	500	500	500	500	500			5,000	3,500	
20	Gooch	102-fga	417302-000	36.00	360	360	360	360									1,440		
30	Archibald Rutledge	103-arh	417302-000	150.00	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500			15,000	10,500	
40	Scattered Sites	104-sca	417302-000	23.00	230	230	230	230	230	230	230	230	230	230			2,300	1,610	
50	Tobias	105-tbh	417302-000	118.00	1,180	1,180	1,180	1,180	1,180								4,720		
60	Cammie Clagett	106-cam	417302-000	-	-	-	-	-	-	-	-	-	-	-			-	-	
80	Prince Hall	108-pha	417302-000	100.00	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000			10,000	7,000	
120	Watson	120-ecw	417302-000	28.00	280	280	280	280									1,120		
120	Victoria Garden	120-vga	417302-000	80.00	800	800	800	800	800	800	800	800	800	800			8,000	5,600	
130	Barksdale	130-lbd	417302-000	44.00	440	440	440	440									1,760		
130	Leland	130-lsa	417302-000	46.00	460	460	460	460									1,840		
130	Spruce	130-sps	417302-000	12.00	120	120	120	120									480		
160	JC Anderson	160-jca	417302-000	54.00	540	540	540	540									2,160		
180	Cambridge Place/ Brawley	180-cpb	417302-000	6.00	60	60	60	60	60	60	60	60	60	60			600	420	
Public Housing				14 properties	845.00	8,450	8,450	8,450	8,450	5,070	5,070	5,070	5,070	5,070	5,070	-	-	64,220	38,870
				Credit															
				028-cocc	362000-000	(8,450)	(8,450)	(8,450)	(8,450)	(5,070)	(5,070)	(5,070)	(5,070)	(5,070)	(5,070)			(64,220)	(38,870)
																	-	-	
				liberty	417302-000	6.00	60	60	60	60	60	60	60	60	60			600	420
				applan	417302-000	3.00	30	30	30	30	30	30	30	30	30			300	210
																	-	-	
				058-bull	417302-000	100.00	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000			10,000	7,000	
				059-lh	417302-000	32.00	320	320	320	320	320	320	320	320			3,200	2,240	
						1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410			14,100	9,870	
				Credit															
				028-cocc	362000-000	(1,410)	(1,410)	(1,410)	(1,410)	(1,410)	(1,410)	(1,410)	(1,410)	(1,410)			(14,100)	(9,870)	
																		(78,320)	
to record asset management fees																			



Monthly Computation		Mgt Fee	Bkkpg Fee		
		\$ 54.19	\$ 7.50		
	Leased	417300	417000	Total	
100-ccc	95	5,148.05	712.50	5,860.55	
102-arv	50	2,709.50	375.00	3,084.50	
102-fga		-	-	-	
103-arh	148	8,020.12	1,110.00	9,130.12	
104-sca	9	487.71	67.50	555.21	
105-tbh		-	-	-	
106-cam		-	-	-	
108-pha	93	5,039.67	697.50	5,737.17	
120-ecw		-	-	-	
120-vga	79	4,281.01	592.50	4,873.51	
130-ldb		-	-	-	
130-lsa		-	-	-	
130-sps		-	-	-	
160-jca		-	-	-	
180-cpb	5	270.95	37.50	308.45	
	479.00	\$ 25,957.01	\$ 3,592.50	\$ 29,549.51	\$ -
058-bull	100	5,419.00	750.00	6,169.00	
liberty	5	270.95	37.50	308.45	
059-lh	32	1,734.08	240.00	1,974.08	
appian	1	54.19	7.50	61.69	
		33,435.23	4,627.50	38,062.73	
028-cocc	CREDIT	362000-000	362001-000		028-cocc

Monthly Computation		Mgt Fee	Bkkpg Fee	
		\$ 54.19	\$ 7.50	
July				
Leased	417300	417000	Total	
	33,435.23	4,627.50	38,062.73	
028-cocc	CREDIT	362000-000	362001-000	028-cocc

**Computation of Bookkeeping and Management Fees:  
Based on actual leased vouchers**

Months	# of HCVP vouchers	Mod Rehab vouchers	Bookkeeping Fees		Management Fees	
			Sec 8	Mod Rehab	Sec 8	Mod Rehab
Oct-15	1,785	279	\$ 13,387.50	\$ 2,092.50	\$ 21,420.00	3,348.00
Nov-15	1,762	276	13,215.00	2,070.00	21,144.00	3,312.00
Dec-15	1,759	281	13,192.50	2,107.50	21,108.00	3,372.00
Jan-16	1,761	284	13,207.50	2,130.00	21,132.00	3,408.00
Feb-16	2,000	279	15,000.00	2,092.50	24,000.00	3,348.00
Mar-15	2,023	270	15,172.50	2,025.00	24,276.00	3,240.00
Apr-15	2,007	257	15,052.50	1,927.50	24,084.00	3,084.00
May-15	2,003	263	15,022.50	1,972.50	24,036.00	3,156.00
Jun-15	2,003	257	15,022.50	1,927.50	24,036.00	3,084.00
Jul-15	2,000	192	15,000.00	1,440.00	24,000.00	2,304.00
Aug-15			-	-	-	-
Sep-15			-	-	-	-
			\$ 143,272.50	\$ 19,785.00	\$ -	\$ 229,236.00
					\$	31,656.00

		Debit	Credit	
061-hcv	417000-000	15,000.00		Sec 8 Bookkeeping fee expense
061-hcv	417300-000	24,000.00		Sec 8 Management fee - expense
062-mr1	417001-000	1,440.00		Mod R Bookkeeping fee expense
062-mr1	417303-000	2,304.00		Mod R Management fee - expense
028-cocc	362000-000		26,304.00	Management fee - Income
028-cocc	362001-000		16,440.00	Bookkeeping fee INCOME
		42,744.00	42,744.00	

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

July 31, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
<b>310000-000 TENANT INCOME</b>								
310100-000 Rental Income								
311100-000 Tenant Rent	97,605.89	99,197.00	(1,591.11)	-1.60	1,129,632.18	1,136,946.00	(7,313.82)	-0.64
311201-000 Utility Reimbursement - Neg Rent	-	-	-	N/A	(7,363.00)	(7,363.00)	-	0.00
311900-000 Total Rental Income	97,605.89	99,197.00	(1,591.11)	-1.60	1,122,269.18	1,129,583.00	(7,313.82)	-0.65
312000-000 Other Tenant Income								
312002-000 Cleaning Fee	-	-	-	N/A	200.00	200.00	-	0.00
312003-000 Damages	2,776.00	917.00	1,859.00	202.73	23,681.49	15,627.00	8,054.49	51.54
312004-000 Late Charges	1,605.00	844.00	761.00	90.17	17,535.00	13,488.00	4,047.00	30.00
312005-000 Legal Fees - Tenant	1,450.00	429.00	1,021.00	238.00	11,115.00	9,394.00	1,721.00	18.32
312006-000 NSF Charges	100.00	-	100.00	N/A	570.00	100.00	470.00	470.00
312007-000 Tenant Owed Utilities - Excess	3,211.45	6,634.00	(3,422.55)	-51.59	68,884.30	62,780.00	6,104.30	9.72
312009-000 Misc. Tenant Income	444.43	-	444.43	N/A	4,726.85	1,822.00	2,904.85	159.43
312010-000 Maintenance Charges	-	-	-	N/A	192.50	-	192.50	N/A
312900-000 Total Other Tenant Income	9,586.88	8,824.00	762.88	8.65	126,905.14	103,411.00	23,494.14	22.72
319900-000 NET TENANT INCOME	107,192.77	108,021.00	(828.23)	-0.77	1,249,174.32	1,232,994.00	16,180.32	1.31
<b>340000-000 GRANT INCOME</b>								
340100-000 HUD Subsidy	274,838.01	308,132.22	(33,294.21)	-10.81	2,776,836.02	2,906,029.82	(129,193.80)	-4.45
340111-000 Pet Fee Income	109.00	-	109.00	N/A	1,374.00	755.00	619.00	81.99
349900-000 TOTAL GRANT INCOME	274,947.01	308,132.22	(33,185.21)	-10.77	2,778,210.02	2,906,784.82	(128,574.80)	-4.42
<b>360000-000 OTHER INCOME</b>								
365000-000 Miscellaneous Other Income	134.70	358.00	(223.30)	-62.37	24,168.70	23,851.00	317.70	1.33
365002-000 Bad Debt Recovery	268.65	-	268.65	N/A	45,825.03	10,065.00	35,760.03	355.29
369900-000 TOTAL OTHER INCOME	403.35	358.00	45.35	12.67	69,993.73	33,916.00	36,077.73	106.37
<b>399900-000 TOTAL INCOME</b>	<b>382,543.13</b>	<b>416,511.22</b>	<b>(33,968.09)</b>	<b>-8.16</b>	<b>4,097,378.07</b>	<b>4,173,694.82</b>	<b>(76,316.75)</b>	<b>-1.83</b>
<b>410000-000 ADMINISTRATIVE</b>								
410099-000 Administrative Salaries								
411000-000 Administrative Salaries and Wages	34,616.80	31,656.00	(2,960.80)	-9.35	357,783.58	320,320.00	(37,463.58)	-11.70
411002-000 Administrative Overtime	119.91	-	(119.91)	N/A	5,323.82	2,941.00	(2,382.82)	-81.02
411003-000 Administrative: Employer FICA/SUI	2,838.75	3,844.00	1,005.25	26.15	32,511.88	32,841.00	329.12	1.00
411004-000 Administrative: Employee Benefits	9,116.73	8,058.00	(1,058.73)	-13.14	80,054.25	73,306.00	(6,748.25)	-9.21
411006-000 Administrative: Emp Incentive	50.00	-	(50.00)	N/A	553.50	-	(553.50)	N/A
411099-000 Total Administrative Salaries	46,742.19	43,558.00	(3,184.19)	-7.31	476,227.03	429,408.00	(46,819.03)	-10.90
413000-000 Legal Expense								
413001-000 Legal Expense	4,501.88	71.00	(4,430.88)	-6,240.68	4,501.88	875.00	(3,626.88)	-414.50
413003-000 Credit Reports	1,376.00	240.00	(1,136.00)	-473.33	3,995.07	2,345.00	(1,650.07)	-70.37
413100-000 Total Legal Expense	5,877.88	311.00	(5,566.88)	-1,789.99	8,496.95	3,220.00	(5,276.95)	-163.88
413900-000 Other Admin Expenses								

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

**Actual to Budget Variance Comparison**

**July 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>
414000-000	Staff Training	750.00	1,529.00	779.00	50.95	5,107.50	10,494.00	5,386.50	51.33
415000-000	Travel	226.54	856.00	629.46	73.54	1,411.05	4,448.00	3,036.95	68.28
417000-000	Bookkeeping Fees	3,592.50	3,569.00	(23.50)	-0.66	43,140.00	43,173.00	33.00	0.08
417100-000	Auditing Fees	-	-	-	N/A	5,340.00	5,870.00	530.00	9.03
417300-000	Management Fee	25,957.01	25,787.00	(170.01)	-0.66	311,700.88	310,933.00	(767.88)	-0.25
417302-000	Asset Management Fee	5,070.00	5,070.00	-	0.00	64,220.00	64,220.00	-	0.00
418900-000	Total Other Admin Expenses	35,596.05	36,811.00	1,214.95	3.30	430,919.43	439,138.00	8,218.57	1.87
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	909.45	421.00	(488.45)	-116.02	6,592.07	5,320.00	(1,272.07)	-23.91
419003-000	Printing	283.04	-	(283.04)	N/A	490.78	-	(490.78)	N/A
419004-000	Telephone	3,994.06	1,787.00	(2,207.06)	-123.51	28,114.70	24,782.00	(3,332.70)	-13.45
419005-000	Postage	270.30	407.00	136.70	33.59	288.39	2,048.00	1,759.61	85.92
419006-000	Forms and Computer Supplies	-	120.00	120.00	100.00	245.27	719.00	473.73	65.89
419007-000	Court Costs	1,400.00	1,016.00	(384.00)	-37.80	12,195.85	11,585.00	(610.85)	-5.27
419008-000	Membership and Fees	-	244.00	244.00	100.00	75.00	1,332.00	1,257.00	94.37
419009-000	Sundry Miscellaneous	-	2,031.00	2,031.00	100.00	4,269.70	13,896.00	9,626.30	69.27
419010-000	Newspaper ADS (Advertising)	-	163.00	163.00	100.00	1,859.19	2,185.00	325.81	14.91
419011-000	Sundry Service Contracts	7,577.39	5,667.00	(1,910.39)	-33.71	71,179.77	70,671.00	(508.77)	-0.72
419017-000	Temporary Administrative Labor	-	492.00	492.00	100.00	15,042.96	16,636.00	1,593.04	9.58
419018-000	False Alarms	-	14.00	14.00	100.00	180.00	250.00	70.00	28.00
419021-000	Discretionary	-	426.42	426.42	100.00	-	2,132.10	2,132.10	100.00
419100-000	Total Miscellaneous Admin Expenses	14,434.24	12,788.42	(1,645.82)	-12.87	140,533.68	151,556.10	11,022.42	7.27
419900-000	TOTAL ADMINISTRATIVE EXPENSES	102,650.36	93,468.42	(9,181.94)	-9.82	1,056,177.09	1,023,322.10	(32,854.99)	-3.21
420000-000	TENANT SERVICES								
422000-000	Tenant Services	575.00	1,626.00	1,051.00	64.64	9,071.52	12,827.00	3,755.48	29.28
422001-000	Other Tenant Svcs.	337.50	-	(337.50)	N/A	470.31	133.00	(337.31)	-253.62
423000-000	Tenant Services -PH ADD ON	30.13	4,717.00	4,686.87	99.36	30.13	24,615.00	24,584.87	99.88
423001-000	Tenant Relocation	-	-	-	N/A	7,995.64	7,415.00	(580.64)	-7.83
429900-000	TOTAL TENANT SERVICES EXPENSES	942.63	6,343.00	5,400.37	85.14	17,567.60	44,990.00	27,422.40	60.95
430000-000	UTILITIES								
431000-000	Water	9,071.23	10,824.00	1,752.77	16.19	135,948.11	127,548.00	(8,400.11)	-6.59
432000-000	Electricity	13,227.83	26,931.00	13,703.17	50.88	264,343.89	267,062.00	2,718.11	1.02
433000-000	Gas	2,389.01	14,623.00	12,233.99	83.66	127,411.48	149,112.00	21,700.52	14.55
439000-000	Sewer	13,544.06	13,559.00	14.94	0.11	200,879.77	170,112.00	(30,767.77)	-18.09
439900-000	TOTAL UTILITY EXPENSES	38,232.13	65,937.00	27,704.87	42.02	728,583.25	713,834.00	(14,749.25)	-2.07
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	20,539.71	21,767.00	1,227.29	5.64	218,869.36	217,597.71	(1,271.65)	-0.58
441002-000	Maintenance: Overtime	2,230.09	101.00	(2,129.09)	-2,108.01	16,847.12	10,693.00	(6,154.12)	-57.55

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

July 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
441003-000	Maintenance: Employer FICA/SUI	1,697.69	2,340.00	642.31	27.45	20,782.72	21,891.00	1,108.28	5.06
441004-000	Temp Maintenance Labor	-	448.00	448.00	100.00	38,883.96	36,462.00	(2,421.96)	-6.64
441005-000	Maintenance: Employee Benefits	6,824.57	6,943.00	118.43	1.71	61,747.74	64,954.00	3,206.26	4.94
441100-000	Maintenace Uniforms	-	-	-	N/A	34.77	36.00	1.23	3.42
441200-000	Vehicle Repair	1,354.84	399.00	(955.84)	-239.56	10,466.15	5,197.00	(5,269.15)	-101.39
441300-000	Gasoline Purchases	617.24	849.00	231.76	27.30	6,953.21	7,577.00	623.79	8.23
441900-000	Total General Maint Expense	33,264.14	32,847.00	(417.14)	-1.27	374,585.03	364,407.71	(10,177.32)	-2.79
442000-000	Materials								
442002-000	Appliance-Maint Materials	3,215.62	2,640.00	(575.62)	-21.80	8,329.77	15,618.00	7,288.23	46.67
442003-000	Painting-Maint Materials	588.42	3,628.00	3,039.58	83.78	9,195.63	19,848.00	10,652.37	53.67
442004-000	Electrical-Maint Materials	55.52	678.00	622.48	91.81	12,157.98	14,084.00	1,926.02	13.68
442005-000	Heating/AC-Maint Materials	2,044.39	1,621.00	(423.39)	-26.12	21,030.77	15,489.00	(5,541.77)	-35.78
442006-000	Janitorial Supplies	440.81	360.00	(80.81)	-22.45	3,910.50	3,813.00	(97.50)	-2.56
442007-000	After Hours Work	-	951.00	951.00	100.00	-	4,755.00	4,755.00	100.00
442008-000	Plumbing-Maint Materials	522.79	1,679.00	1,156.21	68.86	13,524.78	17,315.00	3,790.22	21.89
442009-000	Hand Tools-Maint Materials	24.64	186.00	161.36	86.75	2,212.44	1,536.00	(676.44)	-44.04
442010-000	Maintenance Materials	8,850.06	5,120.00	(3,730.06)	-72.85	85,035.55	73,266.00	(11,769.55)	-16.06
442011-000	Safety equipment/shoes	-	86.00	86.00	100.00	2,230.08	886.00	(1,344.08)	-151.70
442900-000	Total Materials	15,742.25	16,949.00	1,206.75	7.12	157,627.50	166,610.00	8,982.50	5.39
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	532.31	71.00	(461.31)	-649.73	2,827.32	791.00	(2,036.32)	-257.44
443002-000	Extermination Contract	447.00	4,306.00	3,859.00	89.62	36,310.50	48,675.00	12,364.50	25.40
443003-000	Tenant Repairs-Contract	-	-	-	N/A	494.66	695.00	200.34	28.83
443005-000	Unit Turnaround-Contract	12,795.00	8,353.00	(4,442.00)	-53.18	191,392.05	194,296.00	2,903.95	1.49
443006-000	Electrical-Contract	-	5,824.00	5,824.00	100.00	1,590.46	30,022.00	28,431.54	94.70
443007-000	Disposal Contract	-	5,050.00	5,050.00	100.00	38,843.99	54,562.00	15,718.01	28.81
443009-000	Landscaping-Contract	11,965.75	11,183.00	(782.75)	-7.00	164,374.63	150,232.00	(14,142.63)	-9.41
443010-000	Contract:	3,094.14	-	(3,094.14)	N/A	3,094.14	-	(3,094.14)	N/A
443011-000	Heating/AC-Contract	4,373.51	4,367.00	(6.51)	-0.15	16,120.19	30,101.00	13,980.81	46.45
443013-000	Contract: Uniform Rental	726.17	81.00	(645.17)	-796.51	6,379.79	4,566.19	(1,813.60)	-39.72
443015-000	Janitorial-Contract	608.52	-	(608.52)	N/A	1,381.36	-	(1,381.36)	N/A
443017-000	Elevator-Contract	-	3,045.00	3,045.00	100.00	23,813.25	25,591.00	1,777.75	6.95
443018-000	Plumbing-Contract	2,845.50	2,159.00	(686.50)	-31.80	43,985.24	28,465.00	(15,520.24)	-54.52
443019-000	Miscellaneous Contracts	1,225.00	224.00	(1,001.00)	-446.88	26,894.13	8,946.00	(17,948.13)	-200.63
443023-000	Contract: Consultants	2,996.40	272.00	(2,724.40)	-1,001.62	7,140.73	4,118.00	(3,022.73)	-73.40
443099-000	Maintenance Misc-Contracts	6,623.76	9,449.00	2,825.24	29.90	58,812.42	80,436.00	21,623.58	26.88
443900-000	Total Contract Costs	48,233.06	54,384.00	6,150.94	11.31	623,454.86	661,496.19	38,041.33	5.75
449900-000	TOTAL MAINTENACE EXPENSES	97,239.45	104,180.00	6,940.55	6.66	1,155,667.39	1,192,513.90	36,846.51	3.09
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	895.16	4,504.00	3,608.84	80.13	42,697.04	46,284.00	3,586.96	7.75
451100-000	Property Tax	-	-	-	N/A	27,688.00	27,688.00	-	0.00

**SPARTANBURG HOUSING AUTHORITY  
CONVENTIONAL PUBLIC HOUSING**

Actual to Budget Variance Comparison

July 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
452100-000	Workers Comp Insurance	1,857.51	2,054.00	196.49	9.57	20,102.38	20,685.00	582.62	2.82
452500-000	Relocation exp-	376.00	-	(376.00)	N/A	376.00	-	(376.00)	N/A
457000-000	Bad Debt-Tenant Rents	-	714.00	714.00	100.00	50,576.42	22,684.00	(27,892.42)	-122.96
471503-000	FSS Escrow Payments	646.00	106.00	(540.00)	-509.43	10,219.00	10,151.00	(68.00)	-0.67
458000-000	All Protective Services	1,985.00	2,885.00	900.00	31.20	20,401.34	25,603.90	5,202.56	20.32
459900-000	TOTAL GENERAL EXPENSES	5,759.67	10,263.00	4,503.33	43.88%	172,060.18	153,095.90	(18,964.28)	-12.39%
	<b>TOTAL OPERATING EXPENSES</b>	<b>244,824.24</b>	<b>280,191.42</b>	<b>35,367.18</b>	<b>12.62%</b>	<b>3,130,055.51</b>	<b>3,127,755.90</b>	<b>(2,299.61)</b>	<b>-0.07%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(94,163.49)	(45,947.00)	48,216.49	104.94
523401-000	Bedbug expense	-	1,715.00	1,715.00	100.00	1,700.00	12,575.00	10,875.00	86.48
523404-000	Demolition expense	-	42,857.00	42,857.00	100.00	-	214,285.00	214,285.00	100.00
523405-000	Flow Through Subsidy remitted to RAD	91,953.18	90,309.72	(1,643.46)	-1.82	554,872.80	539,996.32	(14,876.48)	-2.75
523406-000	Mold Assessment and Abatement	-	-	-	N/A	9,540.00	-	(9,540.00)	N/A
523408-000	Roof Replacement	-	-	-	N/A	76,666.48	-	(76,666.48)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	91,953.18	134,881.72	42,928.54	31.83	548,615.79	720,909.32	172,293.53	23.90
900000-000	<b>NET INCOME</b>	<b>45,765.71</b>	<b>1,438.08</b>	<b>44,327.63</b>	<b>3082.42%</b>	<b>418,706.77</b>	<b>325,029.60</b>	<b>93,677.17</b>	<b>28.82%</b>

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

**Actual to Budget Variance Comparison**

		July 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	36,075.00	34,082.00	1,993.00	5.85	359,911.00	351,087.00	8,824.00	2.51
311900-000	Total Rental Income	36,075.00	34,082.00	1,993.00	5.85	359,911.00	351,087.00	8,824.00	2.51
312000-000	Other Tenant Income								
312003-000	Damages	50.00	54.00	(4.00)	-7.41	702.97	519.00	183.97	35.45
312004-000	Late Charges	30.00	29.00	1.00	3.45	530.00	405.00	125.00	30.86
312005-000	Legal Fees - Tenant	45.00	27.00	18.00	66.67	345.00	335.00	10.00	2.99
312006-000	NSF Charges	(15.00)	-	(15.00)	N/A	150.00	-	150.00	N/A
312007-000	Tenant Owed Utilities - Excess	1.22	256.00	(254.78)	-99.52	1,251.48	2,529.00	(1,277.52)	-50.51
312009-000	Misc.Tenant Income	46.19	-	46.19	N/A	364.40	318.00	46.40	14.59
312010-000	Maintenance Charges	-	14.00	(14.00)	-100.00	50.00	120.00	(70.00)	-58.33
312900-000	Total Other Tenant Income	157.41	380.00	(222.59)	-58.58	3,393.85	4,226.00	(832.15)	-19.69
319900-000	NET TENANT INCOME	36,232.41	34,462.00	1,770.41	5.14	363,304.85	355,313.00	7,991.85	2.25
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	50,375.00	46,808.00	3,567.00	7.62	503,644.00	471,870.00	31,774.00	6.73
349900-000	TOTAL GRANT INCOME	50,375.00	46,808.00	3,567.00	7.62	503,644.00	471,870.00	31,774.00	6.73
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	-	-	N/A	923.33	25,045.00	(24,121.67)	-96.31
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	923.33	25,045.00	(24,121.67)	-96.31
399900-000	TOTAL INCOME	86,607.41	81,270.00	5,337.41	6.57	867,872.18	852,228.00	15,644.18	1.84
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	5,477.85	5,732.00	254.15	4.43	50,832.33	49,164.00	(1,668.33)	-3.39
411002-000	Administrative Overtime	2.23	-	(2.23)	N/A	384.24	183.00	(201.24)	-109.97
411003-000	Administrative: Employer FICA/SUI	455.58	664.00	208.42	31.39	4,745.83	5,131.00	385.17	7.51
411004-000	Administrative: Employee Benefits	1,260.72	1,884.00	623.28	33.08	9,749.48	12,632.00	2,882.52	22.82
411006-000	Administrative: Emp Incentive	-	-	-	N/A	46.50	-	(46.50)	N/A
411007-000	Administrative Assistant -Part time	-	1,583.00	1,583.00	100.00	-	6,332.00	6,332.00	100.00
411099-000	Total Administrative Salaries	7,196.38	9,863.00	2,666.62	27.04	65,758.38	73,442.00	7,683.62	10.46
413000-000	Legal Expense								
413001-000	Legal Expense	-	106.00	106.00	100.00	-	592.00	592.00	100.00
413003-000	Credit Reports	-	81.00	81.00	100.00	43.50	492.00	448.50	91.16
413100-000	Total Legal Expense	-	187.00	187.00	100.00	43.50	1,084.00	1,040.50	95.99
413900-000	Other Admin Expenses								



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

**Actual to Budget Variance Comparison**

**July 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>
414000-000	Staff Training	-	241.00	241.00	100.00	1,554.88	1,590.00	35.12	2.21
415000-000	Travel	-	167.00	167.00	100.00	253.46	1,169.00	915.54	78.32
417000-000	Bookkeeping Fees	990.00	981.00	(9.00)	-0.92	9,802.50	9,810.00	7.50	0.08
417100-000	Auditing Fees	-	2,002.00	2,002.00	100.00	7,836.00	5,152.00	(2,684.00)	-52.10
417300-000	Management Fee	7,153.08	7,091.00	(62.08)	-0.88	70,826.33	70,895.00	68.67	0.10
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	13,200.00	13,200.00	-	0.00
418900-000	Total Other Admin Expenses	9,463.08	11,802.00	2,338.92	19.82	103,473.17	101,816.00	(1,657.17)	-1.63
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	230.00	230.00	100.00	1,065.24	1,681.00	615.76	36.63
419003-000	Printing	60.35	-	(60.35)	N/A	114.22	-	(114.22)	N/A
419004-000	Telephone	836.08	656.00	(180.08)	-27.45	4,989.52	5,690.00	700.48	12.31
419005-000	Postage	-	97.00	97.00	100.00	89.91	565.00	475.09	84.09
419007-000	Court Costs	-	270.00	270.00	100.00	390.00	1,595.00	1,205.00	75.55
419008-000	Membership and Fees	1,150.00	29.00	(1,121.00)	-3,865.52	1,670.00	745.00	(925.00)	-124.16
419009-000	Sundry Miscellaneous	300.00	395.00	95.00	24.05	2,013.01	3,559.00	1,545.99	43.44
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	258.13	152.00	(106.13)	-69.82
419011-000	Sundry Service Contracts	511.67	691.00	179.33	25.95	4,785.25	6,123.00	1,337.75	21.85
419012-000	Software	-	339.00	339.00	100.00	-	2,373.00	2,373.00	100.00
419017-000	Temporary Administrative Labor	-	1,091.00	1,091.00	100.00	5,644.31	12,051.00	6,406.69	53.16
419018-000	False Alarms	-	-	-	N/A	10.00	10.00	-	0.00
419020-000	Bank Fees	-	-	-	N/A	23.95	15.00	(8.95)	-59.67
419021-000	Discretionary	-	29.00	29.00	100.00	-	145.00	145.00	100.00
419100-000	Total Miscellaneous Admin Expenses	2,858.10	3,827.00	968.90	25.32	21,053.54	34,704.00	13,650.46	39.33
419900-000	TOTAL ADMINISTRATIVE EXPENSES	19,517.56	25,679.00	6,161.44	23.99	190,328.59	211,046.00	20,717.41	9.82
420000-000	TENANT SERVICES								
421000-000	Tenant Services Salaries	-	-	-	N/A	105.98	-	(105.98)	N/A
422000-000	Tenant Services	1,010.00	135.00	(875.00)	-648.15	4,788.52	4,129.00	(659.52)	-15.97
423000-000	Tenant Services -PH ADD ON	425.00	200.00	(225.00)	-112.50	425.00	2,275.00	1,850.00	81.32
423001-000	Tenant Relocation	60.00	108.00	48.00	44.44	372.00	960.00	588.00	61.25
429900-000	TOTAL TENANT SERVICES EXPENSES	1,495.00	443.00	(1,052.00)	-237.47	5,691.50	7,364.00	1,672.50	22.71
430000-000	UTILITIES								
431000-000	Water	3,440.93	2,459.00	(981.93)	-39.93	18,339.70	19,579.00	1,239.30	6.33
432000-000	Electricity	-	4,891.00	4,891.00	100.00	45,654.41	44,221.00	(1,433.41)	-3.24
433000-000	Gas	1,351.67	4,644.00	3,292.33	70.89	36,757.91	40,719.00	3,961.09	9.73
439000-000	Sewer	4,051.97	3,256.00	(795.97)	-24.45	23,185.39	23,484.00	298.61	1.27
439900-000	TOTAL UTILITY EXPENSES	8,844.57	15,250.00	6,405.43	42.00	123,937.41	128,003.00	4,065.59	3.18

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

Actual to Budget Variance Comparison

July 31, 2016

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440000-000 MAINTENANCE AND OPERATIONS								
440099-000 General Maint Expense								
441000-000 Labor Maintenance	3,727.08	4,170.00	442.92	10.62	37,173.53	38,186.00	1,012.47	2.65
441002-000 Maintenance: Overtime	31.64	73.00	41.36	56.66	413.02	399.00	(14.02)	-3.51
441003-000 Maintenance: Employer FICA/SUI	273.42	309.00	35.58	11.51	3,282.48	3,023.00	(259.48)	-8.58
441004-000 Temp Maintenance Labor	-	-	-	N/A	3,543.30	-	(3,543.30)	N/A
441005-000 Maintenance: Employee Benefits	600.89	813.00	212.11	26.09	5,225.40	6,499.00	1,273.60	19.60
441200-000 Vehicle Repair	-	561.00	561.00	100.00	1,820.44	3,377.00	1,556.56	46.09
441300-000 Gasoline Purchases	101.29	302.00	200.71	66.46	792.05	1,783.00	990.95	55.58
441900-000 Total General Maint Expense	4,734.32	6,228.00	1,493.68	23.98	52,250.22	53,267.00	1,016.78	1.91
442000-000 Materials								
442002-000 Appliance-Maint Materials	-	138.00	138.00	100.00	36.80	727.00	690.20	94.94
442003-000 Painting-Maint Materials	-	71.00	71.00	100.00	-	355.00	355.00	100.00
442004-000 Electrical-Maint Materials	-	182.00	182.00	100.00	-	1,132.00	1,132.00	100.00
442005-000 Heating/AC-Maint Materials	-	714.00	714.00	100.00	1,028.86	4,754.00	3,725.14	78.36
442006-000 Janitorial Supplies	-	43.00	43.00	100.00	184.13	535.00	350.87	65.58
442007-000 After Hours Work	-	210.00	210.00	100.00	-	1,384.00	1,384.00	100.00
442008-000 Plumbing-Maint Materials	-	199.00	199.00	100.00	20,527.77	9,021.00	(11,506.77)	-127.56
442010-000 Maintenance Materials	1,205.23	1,038.00	(167.23)	-16.11	5,751.19	7,428.00	1,676.81	22.57
442011-000 Safety equipment/shoes	-	-	-	N/A	150.00	275.00	125.00	45.45
442900-000 Total Materials	1,205.23	2,595.00	1,389.77	53.56	27,678.75	25,611.00	(2,067.75)	-8.07
443000-000 Contract Costs								
443001-000 Alarm/Extinguisher Contract	-	56.00	56.00	100.00	4,540.52	5,385.00	844.48	15.68
443002-000 Extermination Contract	-	519.00	519.00	100.00	2,657.00	3,870.00	1,213.00	31.34
443005-000 Unit Turnaround-Contract	200.00	1,103.00	903.00	81.87	3,460.56	7,414.00	3,953.44	53.32
443006-000 Electrical-Contract	-	214.00	214.00	100.00	-	1,070.00	1,070.00	100.00
443007-000 Disposal Contract	-	1,145.00	1,145.00	100.00	3,201.39	7,711.00	4,509.61	58.48
443009-000 Landscaping-Contract	1,436.00	1,500.00	64.00	4.27	15,092.77	15,029.00	(63.77)	-0.42
443011-000 Heating/AC-Contract	397.50	4,096.00	3,698.50	90.30	10,233.35	22,305.00	12,071.65	54.12
443013-000 Contract: Uniform Rental	113.24	61.00	(52.24)	-85.64	848.15	808.00	(40.15)	-4.97
443015-000 Janitorial-Contract	-	99.00	99.00	100.00	-	607.00	607.00	100.00
443018-000 Plumbing-Contract	3,100.00	642.00	(2,458.00)	-382.87	29,347.00	32,728.00	3,381.00	10.33
443019-000 Miscellaneous Contracts	-	5,699.00	5,699.00	100.00	-	39,607.00	39,607.00	100.00
443023-000 Contract: Consultants	-	381.00	381.00	100.00	221.69	2,239.00	2,017.31	90.10
443099-000 Maintenance Misc-Contracts	-	6,398.00	6,398.00	100.00	1,501.45	18,417.00	16,915.55	91.85

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

Actual to Budget Variance Comparison

July 31, 2016

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443900-000	Total Contract Costs	5,246.74	21,913.00	16,666.26	76.06	71,103.88	157,190.00	86,086.12	54.77
449900-000	TOTAL MAINTENACE EXPENSES	11,186.29	30,736.00	19,549.71	63.61	151,032.85	236,068.00	85,035.15	36.02
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,659.95	2,792.00	1,132.05	40.55	24,494.78	27,342.00	2,847.22	10.41
451100-000	Property Tax	-	-	-	N/A	8,894.85	9,010.00	115.15	1.28
452100-000	Workers Comp Insurance	352.61	382.00	29.39	7.69	3,404.62	3,474.00	69.38	2.00
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	3,272.74	-	(3,272.74)	N/A
458000-000	All Protective Services	-	65.00	65.00	100.00	106.00	431.00	325.00	75.41
459900-000	TOTAL GENERAL EXPENSES	2,012.56	3,239.00	1,226.44	37.86	40,172.99	40,257.00	84.01	0.21
	<b>TOTAL OPERATING EXPENSES</b>	<b>43,055.98</b>	<b>75,347.00</b>	<b>32,291.02</b>	<b>42.86%</b>	<b>511,163.34</b>	<b>622,738.00</b>	<b>111,574.66</b>	<b>17.92%</b>
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(4,296.12)	(4,296.00)	0.12	0.00
523401-000	Bedbug expense	-	-	-	N/A	3,930.00	3,930.00	-	0.00
523402-000	Donation rec'd for Upstate Senior Grant	-	-	-	N/A	(7.47)	(7.00)	(0.47)	-6.71
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(358.65)	(359.00)	(0.35)	-0.10
900000-000	<b>NET INCOME</b>	<b>43,551.43</b>	<b>5,923.00</b>	<b>37,628.43</b>	<b>635.29%</b>	<b>357,067.49</b>	<b>229,849.00</b>	<b>127,218.49</b>	<b>55.35%</b>
Proof :									
JC BULL -100		38,838.68				295,353.70			
JC BULL -32		4,712.75				61,713.79			
		<u>43,551.43</u>				<u>357,067.49</u>			



**Monthly Reports:**  
**Human Resources**  
**Brooke Coleman**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



August 16, 2016

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:  
MONTHLY REPORT ON HUMAN RESOURCES DEPARTMENT ACTIVITIES FOR THE MONTH OF JULY 2016

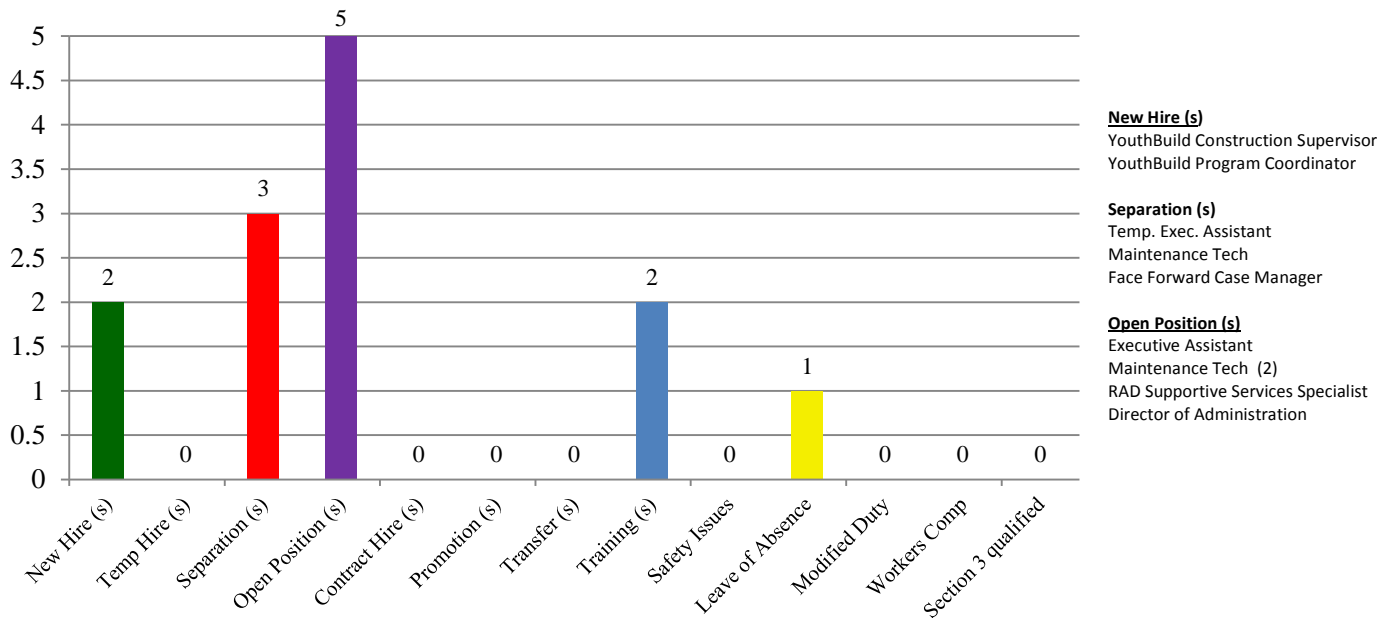
CONTACT PERSON:  
Brooke Coleman  
Human Resource Manager  
864-598-6084

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

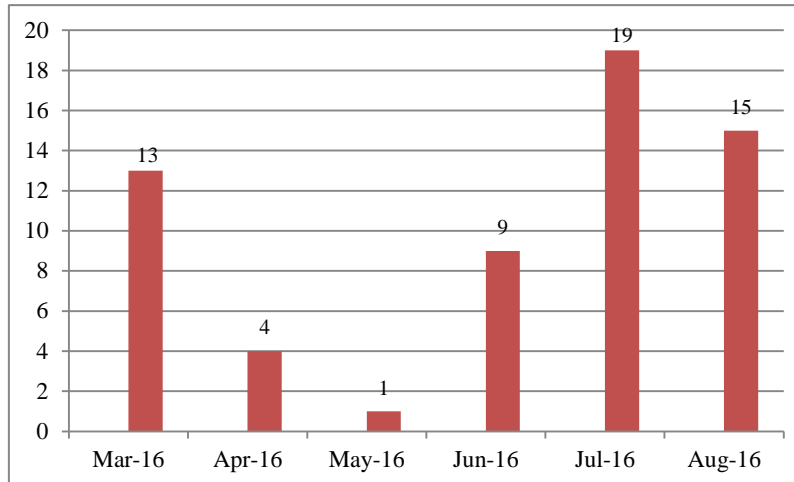
Labor and Employment Relations:

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

## July



## 2016 Training Data



### March

Background and Section 8 Accounting and Reporting Requirements- Module 2 (1)  
Basics of the Voucher Management System (VMS) (1)  
Intro to the FDS Section 8 programs (1)  
Streamlining Final Rule Training (10)

### April

Developing & Managing PBV Specialist (1)  
Employment Drug Screening Basics (1)  
NAHRO's Labor Standards (2)

### May

Housing Agency Procurement and Contracts Management Seminar (1)

### June

HTVN-Mold (6)  
OSHA Training- Maintenance and Managers (13)

### July

Work Orders (15)

Respectfully Submitted,

Brooke Coleman, Human Resource Manager  
Spartanburg Housing Authority



**Monthly Reports:**  
**Development**  
**Cindi Herrera**

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 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 of the project continues. Buildings are under roof; electrical, plumbing and HVAC systems are installed; drywall is underway. The anticipated construction completion date is December 2016.

## **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 July 31<sup>st</sup>.

- Phases I and II at Tobias have been completed and all residents have returned to their permanent unit.
- 
- Phases II and IV at Tobias are under construction.
- Phase I at Barksdale has been completed and all residents have returned to their permanent unit.
- Phase II at Barksdale is under construction.
- Phase I at Gooch will complete relocation by August 12<sup>th</sup> and construction will start August 15<sup>th</sup>.
- All construction is scheduled to be completed by June 30, 2017.

## **RAD GROUP 2**

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

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

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

## **Project Status**

**Country Garden Estates** – The 15-year tax credit compliance period expires on December 31<sup>st</sup> and we are working on an exit strategy for initial tax credit investor, Sun Trust Community Development Corporation. The exit strategy includes refinancing the first mortgage balance of \$750,000. We have prepared a financial pro-forma post rehabilitation and are currently soliciting financing terms from various lenders. SHA will also assume management of the project at the end of the year.

**Cedar Springs, Collins Park, The Ridge and Cottage Grove** – We have received the physical condition assessments and are currently working with the property management company and investor to fund the repairs identified on these reports.

**Single Family Homes** – We are requesting an amendment with EMG to perform the physical condition assessment on the remaining 18 homes that will convert under the RAD program.

**Cammie Clagett** – We received good news from the City last week: SC Housing has provided the City with \$1.6 million in NIP funds (Neighborhood Improvement Program) that are targeted to complete the demolition of the existing buildings on the site. HUD also provided us with a new process to secure early disposition prior to a RAD finance closing. This will enable us to move forward in transferring the land to the City to enable them to complete the demolition.

The status of the selection of a development partner for the redevelopment of the Cammie site is discussed below.

## **NORTHSIDE AND HIGHLAND NEIGHBORHOODS**

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

**Project Status** – Proposal from development partners are due on August 9<sup>th</sup>. We anticipate at least 3 proposals based on the interest we have received to date. An evaluation committee has been formed to review the proposals and our goal is to finalize selection for a recommendation at the September board 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 evaluate the physical conditions and how we might best reposition these communities.



# **Monthly Reports:**

**Community and Supportive Services**

**Valerie Forsberg**

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**Board of Commissioners Meeting**

**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

**CONTACT PERSON:**

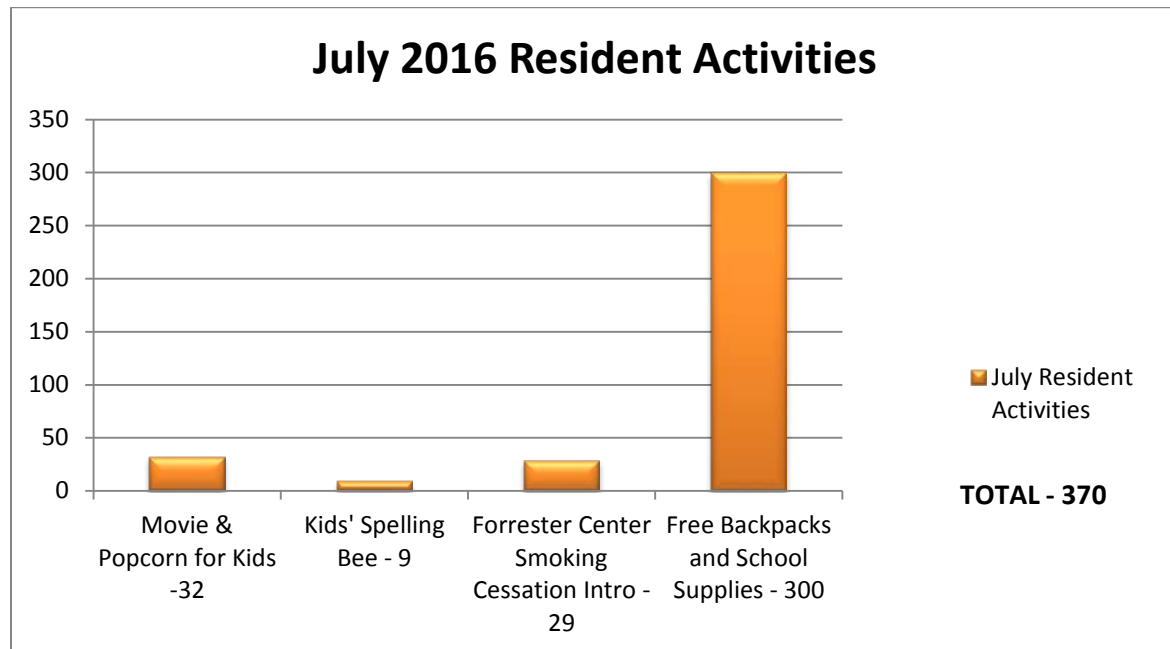
Valerie Forsberg  
Community and Supportive Services Manager  
864-598-6138

**SUMMARY:**

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

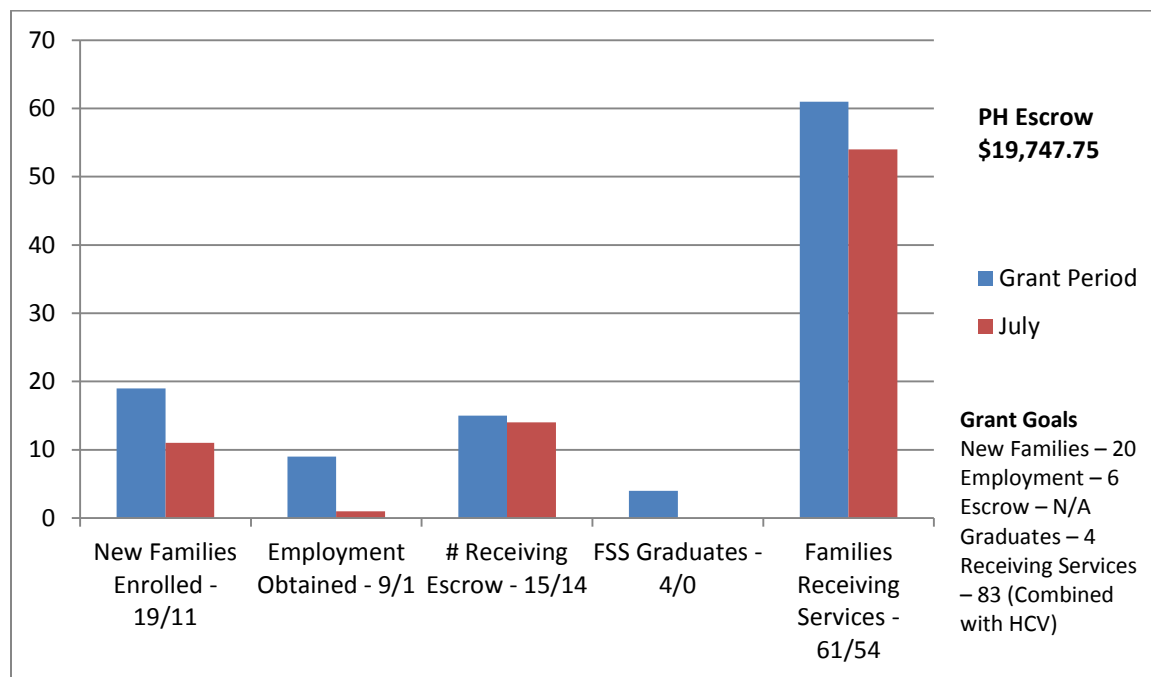
**BACKGROUND:**

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



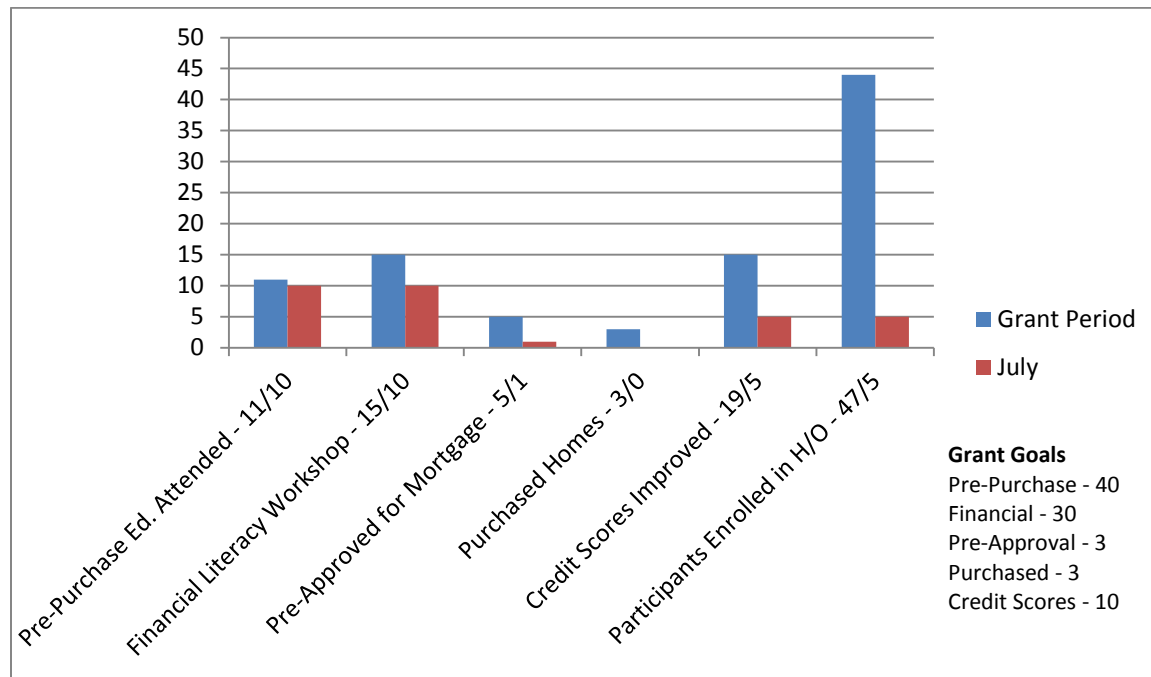
**Note:** Three winners of the Spelling Bee will attend the Greenville Housing Authority's Youth Summit and Spelling Bee for a weekend in the mountains 9/30 – 10/2. First Baptist Spartanburg sponsored the Back to School Bash on 7/30 at Green St. Church. They gave away 300 backpacks and school supplies. The event also included lunch and many fun activities. The Forrester Center introduced their Smoking Cessation Program in July; the program will begin at Archibald Rutledge on August 9<sup>th</sup>.

### PUBLIC HOUSING FSS PROGRAM – Grant Period Totals to end of June 2016 with July Additions (Grant Period is 1/1/16 to 12/31/16)

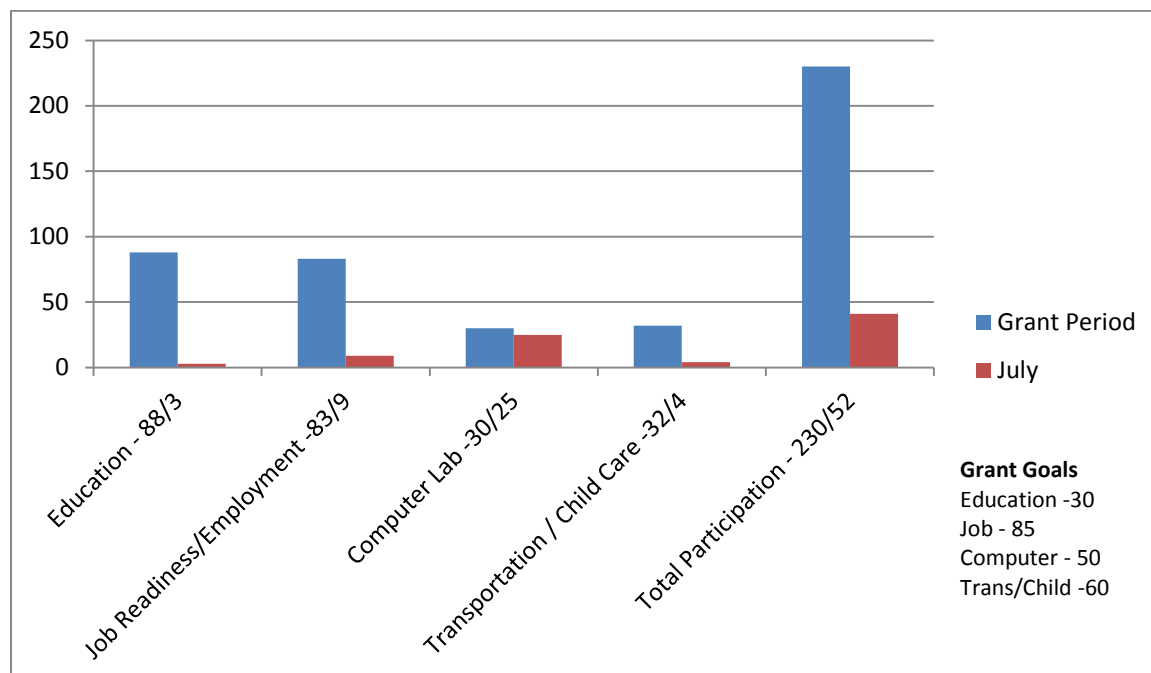


**PH FSS Program Note:** Three families withdrew from the program in July because they moved from RAD neighborhoods to market rate rental properties.

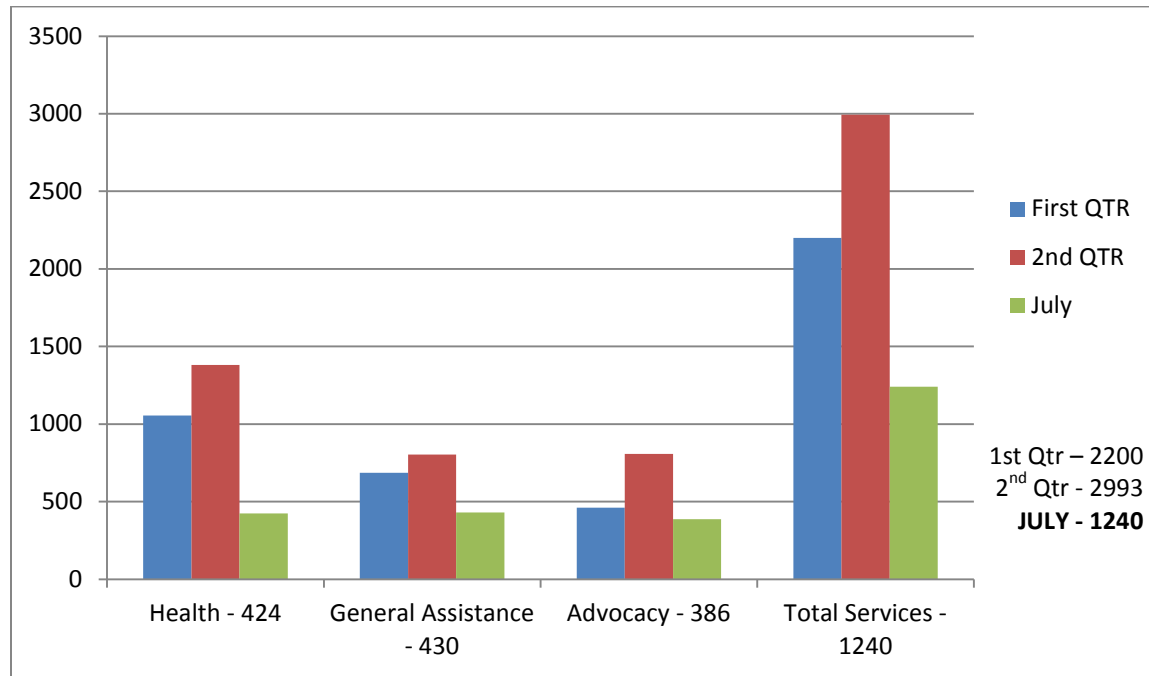
**HOMEOWNERSHIP PROGRAM – Grant Period Totals to end of June 2016 with July Additions (Grant Period is 8/28/15 to 8/27/16)**



**CONNECTIONS PROGRAM – Grant Period Totals to end of June 2016 with July Additions (Grant Period is 8/28/15 to 8/27/16)**



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



*Valerie Forsberg*

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

Valerie Forsberg, Community and Supportive Services Manager  
Spartanburg Housing Authority



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

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**





August 16, 2016

Spartanburg Housing Authority  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

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

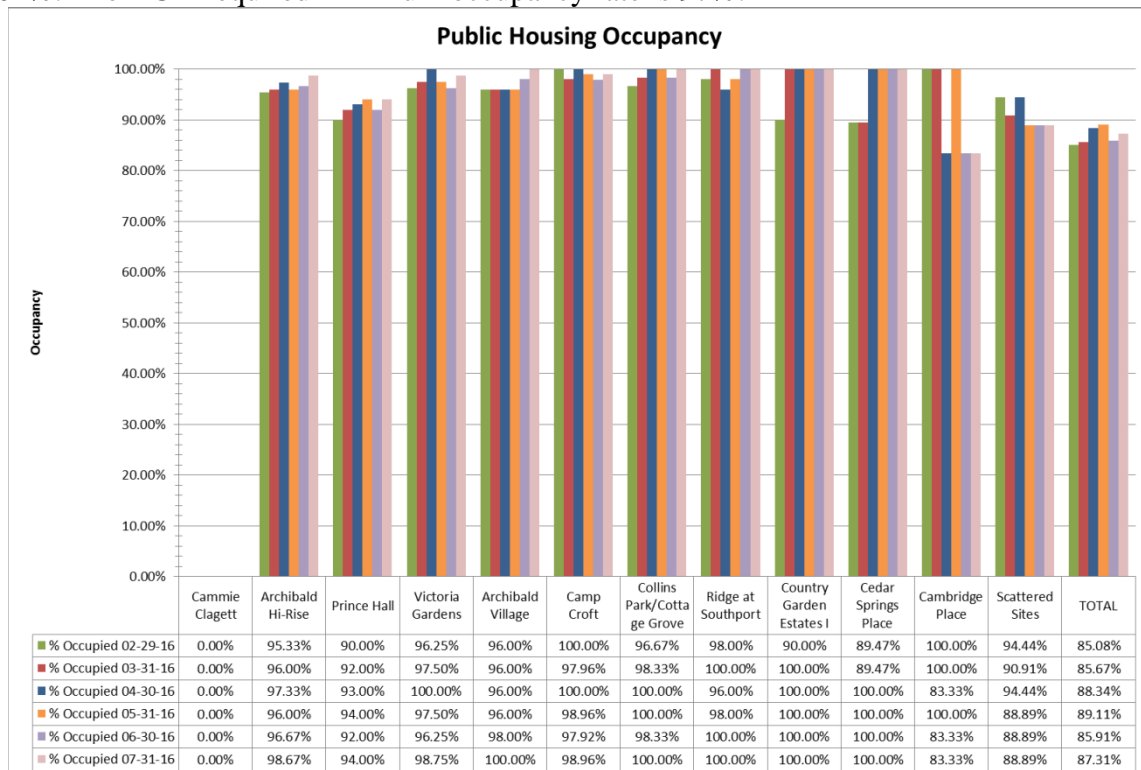
**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

**OVERVIEW:**

## 1. Occupancy Issues

The occupancy rate at the end of July 2016 for all of our Public Housing is 87.31%. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 97.04%. The HUD required minimum occupancy rate is 97%.

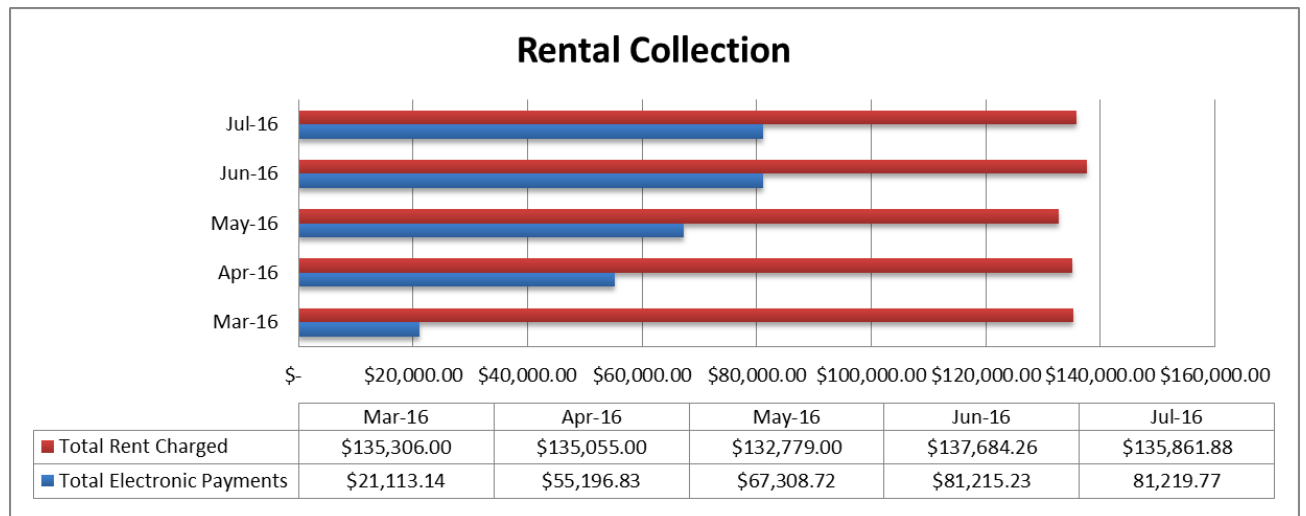
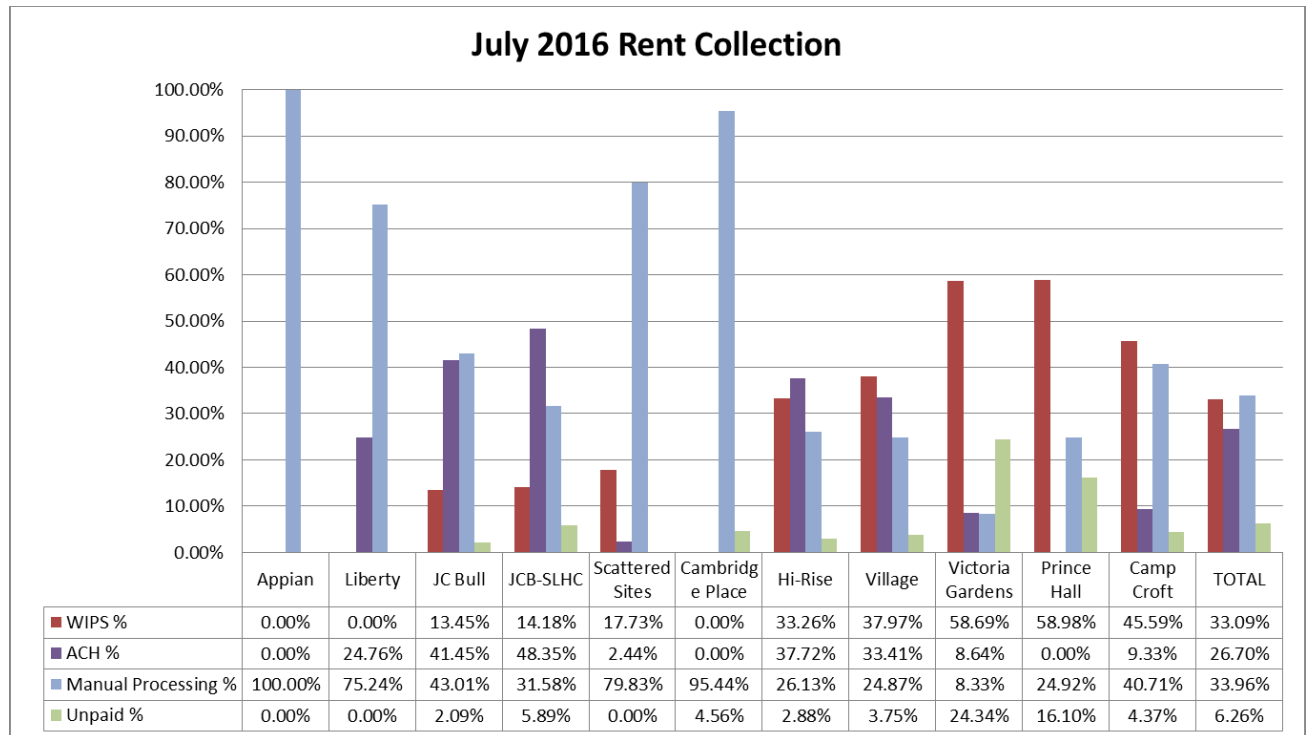


**Tenant Accounts Receivable Report:****JULY 2016 RENT ANALYSIS REPORT**

Property								AGED TENANT ACCOUNTS RECEIVABLES		
	CHARGED	COLLECTED	JULY 2016 % COLLECTED	JUNE 2016 % COLLECTED	MAY 2016 % COLLECTED	APRIL 2016 % COLLECTED	MARCH 2016 % COLLECTED	FEB. 2016 % COLLECTED	INACTIVE	TOTAL
Camp Croft	\$ 21,102.88	20,179.83	95.63%	99.16%	96.43%	97.21%	94.80%	93.72%	1,313.03	\$1,313.97
Archibald Village	12,306.00	11,844.44	96.25%	95.28%	93.06%	95.48%	94.98%	99.28%	(476.00)	\$(475.01)
Archibald Rutledge	33,784.00	32,810.00	97.12%	96.73%	99.07%	93.81%	96.97%	89.64%	(194.00)	\$(193.10)
Scattered Sites	4,585.00	4,585.00	100.00%	95.88%	94.40%	100.00%	100.00%	99.98%	-	\$1.00
Prince Hall	8,904.00	7,470.25	83.90%	91.81%	70.28%	83.19%	119.64%	72.99%	1,336.66	\$1,337.39
Victoria Gardens	14,375.00	10,875.82	75.66%	57.63%	83.00%	80.19%	85.55%	75.24%	4,182.69	\$4,183.44
Cambridge Place/Brawley	2,413.00	2,303.08	95.44%	87.19%	87.03%	72.12%	65.99%	87.23%	-	\$0.87
JC Bull	26,963.00	26,400.50	97.91%	97.56%	96.24%	94.82%	92.39%	96.07%	(1,349.00)	\$(1,348.04)
Spartanburg Leased Housing	9,112.00	8,575.00	94.11%	99.89%	99.92%	96.64%	94.29%	97.70%	-	\$0.98
Liberty	2,056.00	2,056.00	100.00%	100.00%	79.36%	79.40%	79.81%	100.00%	-	\$1.00
Appian	261.00	261.00	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	-	\$1.00
<b>Total</b>	<b>\$ 135,861.88</b>	<b>127,360.92</b>	<b>93.74%</b>	<b>91.59%</b>	<b>93.44%</b>	<b>92.51%</b>	<b>94.95%</b>	<b>91.03%</b>	<b>4,813.38</b>	<b>4,823.50</b>
Tenant Accts. Rec. includes outstanding rents and other charges (exc utilities etc.)										

The HUD required rent collection rate is 98.5%. The fields highlighted in yellow are the properties that are currently performing below the PHAS level. Management continues to work with residents on the on-time payment of their rent. Victoria Gardens' rental collection is substantially low due to a large sum owed by a single tenant due to unreported income. TARS increased slightly from the previous month.

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



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



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

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**Board of Commissioners Meeting**  
**Tuesday, August 16, 2016**



**August 16, 2016**

**Spartanburg Housing Authority  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF JULY 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 **228** 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.

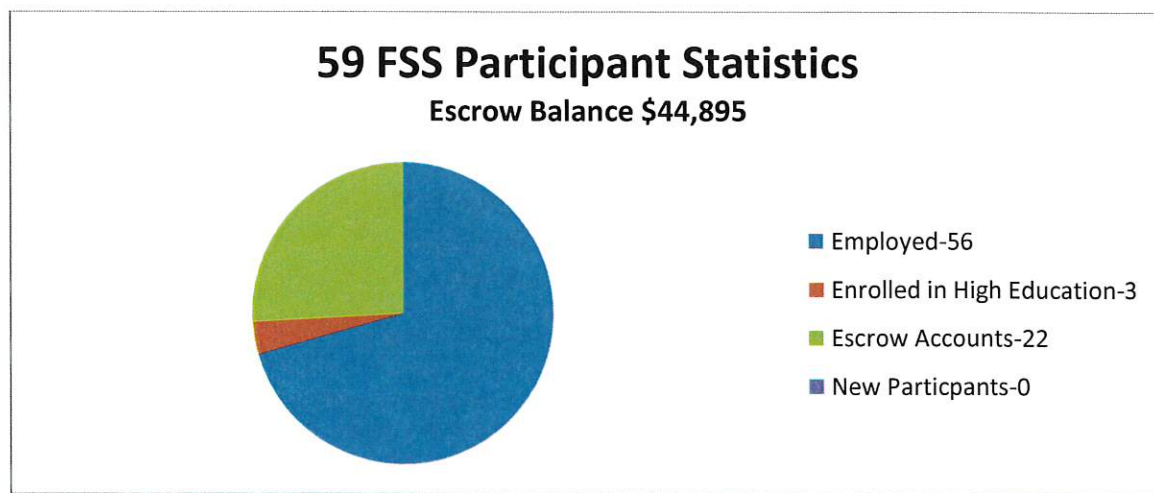
**Section 8 Programs**

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**
**June 2016** (This information will be the prior month due to PIC system update)

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.		95% - 100%
Indicator 14 Family Self Sufficiency		
FSS Enrollment: # of SHA participants and # of HUD required slots  *Total Includes RAD participants, who are were previous public housing families.	69*	80% or more
	19	
FSS Escrow Accounts	47%	30% or more

**2. HCV Family Self-Sufficiency Program**


3. Voucher/ Mod Rehab Utilization Report

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

Program	Units Allocated	Units Leased	Utilization Rate
Housing Choice Vouchers	1700	1607	95.42%
Project Based Vouchers	232	224	97%
<b>Voucher Total</b>	<b>1952</b>	<b>1831</b>	<b>93%</b>
<b>Mod Rehab</b>	<b>228</b>	<b>212</b>	<b>85%</b>
<b>RAD</b>	<b>338</b>	<b>263</b>	<b>78%</b>

4. Budget Utilization- Actual / Forecast

Budget Utilization Forecast CY 2016 Calendar Year Budget Authority:

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

\*HCV Program Disbursement Schedule for 1847 vouchers. HUD has not updated the 24 Month Tool.

4. Summary for July 2016

The Housing Choice Voucher Program lease up rate remains the same. The current monthly lease up rate is 95%. There were eleven (14) move ins and nine (9) move outs this month. Seventy-four (74) families are currently searching for housing. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 98.7%. The funding for the Mod Rehab Oakview property has been transferred to the HCV Program. This transition of 105 units will increase the allocation of vouchers to 1,952.

Respectfully Submitted, 

Tiffany Askew, HCV Program Administrator  
Spartanburg Housing Authority