



## **AGENDA AND NOTICE**

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**Board of Commissioners Meeting**  
**Tuesday, May 23, 2017**



**Spartanburg Housing Authority  
Regular Board Meeting  
Tuesday, May 23, 2017  
04:00 P.M.**

**NOTICE**

The Housing Authority of the City of Spartanburg will hold its regularly scheduled meeting at 04:00 P.M. Tuesday, May 23, 2017, 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. Photographs of the Board of Commissioners**
- IV. Approval of Agenda**
- V. Approval of Minutes—Regular Board Meeting April 25, 2017**
- VI. Commission Comments**
- VII. Public Comments on Agenda & Action Items**
- VIII. Action Items and Resolutions**
  - 1. Resolution 2017-18 EMG Change Order #3
  - 2. Resolution 2017-19: Maintenance Materials Contracts Change Order #1
  - 3. Resolution 2017-20: Board of Commissioner By Laws
  - 4. Resolution 2017-21: Commissioner Recognition (Mac Hogan)
  - 5. Resolution 2017-22: DOL-Governance and Federal Match & Leverage
  - 6. Resolution 2017-23: Unit Turns Contract Change Order #1
- IX. Executive Session to discuss a personnel matter pursuant to Section 30-4-70 (a) 1 of the South Carolina Code.**
- X. Information Item(s)**
  - 1. Annual & Five Year Plan
- XI. Resident Services Presentation**
- XII. Monthly Reports**
  - 1. Executive Director (Ms. Bates)
  - 2. Finance (Joe Calicdan)
  - 3. Human Resources (Shannell Hardwick)
  - 4. Community and Supportive Services (Shannell Hardwick)
  - 5. Housing Choice Voucher (Tiffany Askew)
  - 6. Asset Management (Jessica M. Holcomb)
  - 7. Development (Joseph Jackson)
  - 8. Capital Funds – No Report
  - 9. RAD – No Report
- XIII. SHA Staff Comments**
- XIV. Public Comments**
- Adjournment**



**Approval of Minutes –  
Regular Board Meeting  
April 25, 2017**

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**Board of Commissioners Meeting  
Tuesday, May 23, 2017**



**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG  
SPARTANBURG, SOUTH CAROLINA  
April 25, 2017**

**MOMENT OF SILENCE: - *observed***

**PRESENT:** Matthew Myers, Andrew Poliakoff, Thomas Lounds, Jr., Chuck White, Brenda Thomas\*

**ABSENT:** Kittie Collins-Tullis and Molly Talbot-Metz

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

Vice-Chair Thomas Lounds called the meeting to order at 4:07 p.m. After administering the roll call, Commissioner Lounds stated the number of Commissioners present does not constitute a quorum; therefore, no agenda items can be officially approved. He stated that the meeting could continue for informational purposes only.

The Vice-Chair declared an executive session.

\*Commissioner Thomas arrived during the executive session, constituting a quorum.

The Board went on record to officially vote to go into the executive session. A motion was made by Commissioner White, and seconded by Commissioner Poliakoff. The motion was unanimously carried.

The Board ended executive session with a motion by Commissioner White, seconded by Commissioner Thomas. No decisions were made in the executive session.

Ms. Bates asked the Board for a change in the agenda to allow the auditor's presentation to move ahead of all agenda items ahead of it. No motion or vote occurred.

Mike Stephens of Rubino & Company presented the 2016 audit. Emphasis was made that there were zero findings in the audit. Information regarding accounting standards relating to the state pension plan was provided. The audit was presented in draft format. The final audit statement will be submitted to HUD during the month of May.

Ms. Bates asked for an additional change to add an extension of the Executive Session to the agenda in order to accommodate the auditor and attorneys schedules. A motion was made to add the session by Commissioner Thomas, and seconded by Commissioner Poliakoff. The motion was unanimously carried.

**APPROVAL OF THE AGENDA:**

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



### **APPROVAL OF THE PREVIOUS MEETING MINUTES:**

A motion to approve the minutes of the March 28, 2017 Board meeting was made by Commissioner Thomas, seconded by Commissioner White, and unanimously carried.

### **COMMISSION COMMENTS:**

None

### **PUBLIC COMMENTS ON AGENDA ACTION ITEMS:**

None

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

#### **1. Resolution 2017-15 – FY2016 Audit**

A motion to approve **Resolution 2017-15** – as presented was made by Commissioner White, seconded by Commissioner Thomas.

Commissioner Lounds emphasized the positive audit results.

The motion was unanimously carried.

#### **2. Resolution 2017-11 Revised – Commissioner Emeritus**

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

A motion to approve **Amended Resolution 2017-11 Revised** made by Commissioner Myers, seconded by Commissioner White, and unanimously carried.

Commissioner White posed a question as to the Commissioner Emeritus attendance and participation in meetings. Ms. Bates stated that the Commissioner Emeritus may attend the meeting and be a part of the conversation at the pleasure of the Board, but is not entitled to vote.

#### **3. Resolution 2017-12 – Whistle Blower**

Shannell Hardwick gave a brief overview of the action item.

A motion to approve **Amended Resolution 2017-12 Whistle Blower** was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

#### **4. Resolution 2017-16 – Bad Debt Write-Off**

Joe Calicdan gave a brief overview of the action item. Deputy Director Jessica Holcomb gave a brief overview of SHA's 2016 leasing rates and clarified the eviction process. She reported that bad debts are often collected at a future date through state taxes filed by the former residents.

A motion to approve **Amended Resolution 2017-16 Bad Debt Write-Off** was made by Commissioner Thomas, seconded by Commissioner White, and unanimously carried.



**5. Resolution 2017-17 – GreenEarth Change Order #2**

Joseph Jackson gave a brief overview of the action item.

A motion to approve **Amended Resolution 2017-16 GreenEarth Change Order #2** was made by Commissioner White, seconded by Commissioner Thomas, and unanimously carried.

**2<sup>nd</sup> EXECUTIVE SESSION:**

A motion to enter the Executive Session was made by Commissioner Myers, and seconded by Commissioner Thomas and unanimously carried.

The Board entered into Executive Session.

A motion to conclude Executive Session was made by Commissioner Thomas, and seconded by Commissioner Myers, and unanimously carried.

*It should be noted that Commissioner White left the meeting before the vote to end the Executive Session. The Board no longer maintained a quorum.*

**INFORMATION ITEMS:**

**1. Norris Ridge**

Ms. Bates gave brief comments about the item concerning the status of SHA's role as contract administrator and crime data.

**Discussion:**

Commissioner Myers raised a question about SHA's liability if the Authority is no longer the contract administrator. Ms. Bates stated if someone else is the contract administrator, SHA will be no longer liable.

Commissioner Myers also asked if the City of Spartanburg could be involved with management of Norris Ridge. Ms. Bates stated the City is not involved on advice of their Counsel.

**2. Vehicle Disposition- Information Item**

Ms. Bates gave brief over of the disposition of fleet vehicles.

**MONTHLY REPORTS:**

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

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



- b. Ms. Bates noted that the candidate for the Director of Finance position initially accepted the position, but due to personal reasons has decided to decline. Another qualified candidate will be interviewed in May.

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

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

*It should be noted that Commissioner Poliakoff exited the meeting at the end of this report.*

**3. RAD Report (Cindi Herrera):**

Ms. Bates stated the report presented is for informational purposes with no recent changes to emphasize.

**4. Planning & Development (Joseph Jackson):**

- a. Joseph Jackson provided a brief overview of his written report.
- b. SHA7 has completed its projects.
- c. Commissioner Lounds asked about the objective of the work to be done on some of the Scattered Sites homes. Ms. Bates stated that the homes are severely in need of repairs. Future actions regarding disposition are being researched.

**5. Capital Funds (Joseph Jackson):**

Joseph Jackson provided a brief overview of his written report.

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

- a. Tiffany Askew provided a brief overview of her written report.
- b. Ms. Bates advised that the Homeownership Grant will be ending in September. SHA must continue to service participants who are enrolled in the program after the grant ends, but will not accept new applicants.

**7. Asset Management (Jessica Holcomb)**

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

**8. Human Resources (Shannell Hardwick):**

Shannell Hardwick provided a brief overview of her written report.

**9. Resident Services (Shannell Hardwick):**

Shannell Hardwick provided a brief overview of her written report.

**SHA STAFF COMMENTS:**

- Ms. Bates reported a planned event entitled “Shooting Stars Celebration” scheduled on May 8<sup>th</sup> intended to acknowledge resident achievements.



- Ms. Bates also shared that Seeing Spartanburg In A New Light would be closing.

**PUBLIC COMMENTS:**


- None

**ADJOURN:**

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

Meeting Adjourned at 6:47PM.

*It should be noted that The Board did not have a quorum at the adjournment of the meeting.*

Respectfully Submitted,   
Rickie D. Sarratt, Executive Assistant  
The Housing Authority of the City of Spartanburg





**Action Items & Resolution**  
**2017-18**  
**EMG**

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**Board of Commissioners Meeting**  
**Tuesday, May 23, 2017**



**May 23, 2017**

**The Housing of Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HNONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Change Order #3 to EMG Inc. contract  
Resolution # 2017-18**

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**RECOMMENDATION:**

Authorize the Executive Director to execute a change order to the EMG Inc. contract for an amount not to exceed \$20,000, for provisions related to performing Rental Assistance Demonstration (RAD) Physical Condition Assessment Services (RAD PCA). The new contract value will be \$79,825.

**SUMMARY:**

This change order request contains terms related to the contract between the Housing Authority of the City of Spartanburg and Clampett Industries, LLC dba EMG, dated March 26, 2016 and expiring on September 27, 2017. RAD PCA activities will take place at Prince Hall, Archibald Rutledge, Camp Croft, and Victoria Gardens properties. The assessments are required as a part of the RAD procedures. EMG has done a good job with prior work. They maintain data regarding the SHA portfolio which contributes to efficiencies in completing required processes.

**BACKGROUND:**

The Housing Authority of the City of Spartanburg has submitted two previous Change Orders with EMG since the original 18 month contract was issued on March 28, 2016. The original contract amount was not to exceed \$30,325. Change Order 1 increased the contract value to \$39,825. Change Order 2 increased the contract value to \$59,825.

**FINANCIAL CONSIDERATIONS:**

The RAD PCA costs are an allowable expense in the Capital Fund Budget. The Capital Fund is able to support this request.



**POLICY CONSIDERATIONS:**

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$35,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$35,000, or will exceed \$35,000 if such change order is approved.
- b. Any change order that would increase the contract to an amount that exceeds \$35,000.

Respectfully submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
The Housing Authority of the City of Spartanburg



**EMG**  
Corporate Headquarters  
10461 Mill Run Circle, Suite 1100  
Owings Mills, Maryland 21117  
800.733.0660  
www.EMGcorp.com

April 17, 2017

cindiher@aol.com

c/o Ms. Cindi Herrera  
Housing Authority of the City of Spartanburg  
2271 Pine Street  
Spartanburg, SC 29302

**RE: 4 properties, Spartanburg Housing Authority  
South Carolina**  
EMG Proposal No: 125953.17P

Dear Ms. Herrera:

We are pleased to provide Spartanburg Housing Authority (hereinafter referred to as "Client") with the following proposal. If accepted, EMG will perform the services listed below (collectively, the "Services") meeting the specifications hereafter described.

**PROPERTY(IES)**

Archibald Rutledge Village  
764 North Church Street  
Spartanburg, SC 29303  
200 Units: 25% Unit Access : 50 units

Victoria Gardens  
695 Howard Street  
Spartanburg, SC 29303  
80 Units: 25% Unit Access : 20 Units

Camp Croft Courts  
111 Hanover Place  
Spartanburg, SC 29306  
96 Units: 25% Unit Access : 24 units

Prince Hall  
100 Prince Hall Lane  
Spartanburg, SC 29306  
100 Units : 10% Unit Access

**PROPOSED SERVICE(S) & FEE(S)**

**RAD Physical Condition Assessment**

Archibald Rutledge Village  
Camp Croft Courts  
Victoria Gardens

\$19,455.00

**Update PNA in support of Section 18 demo/dispo application**

Prince Hall

The proposed fees are limited to the specific Services described in this Proposal, performed according to the requirements of the corresponding ASTM standard practices, or Client-specified Protocols. The fee includes up to one (1) hour of post-delivery consulting time (per report) to discuss findings and/or make requested revisions.

**DELIVERABLE(S)**

The quoted price includes the delivery of:

| # of | Report Type | Method of Delivery      |
|------|-------------|-------------------------|
| 1    | Draft       | Email Full Report (PDF) |
| 1    | Final       | Email Full Report (PDF) |

Unless otherwise specified, EMG will submit all reports in Final format. Timing for completion of any requested post-delivery modifications to the report will be determined at the time of the request. Factors affecting this timing include (but are not limited to): (a) Complexity of the requested modification(s); (b) Number of reports affected by the request, and (c) EMG's capacity at the time of the request. In order to serve you best, we require that all requests for changes to reports be submitted within 30 days of initial delivery. Additional charges may be requested for report changes after 30 days.



If different deliverables are required, please indicate the correct quantities, types and methods of delivery on the Project Authorization page of this proposal.

#### **TIMING**

EMG's report(s) will be delivered within 40 full business/working days (8 weeks) after receipt and approval of the signed proposal document. EMG reserves the right to extend the report delivery schedule as a result of any delay caused by:

- a delay by Client in providing EMG an acceptable written authorization to proceed; or
- a failure by Client to provide an accurate site address or an accurately identified and cooperative point of contact for access to the property, where applicable.

During the course of the assignment, a call will be placed to the designated onsite Point of Contact (POC) provided by the Client in order to schedule the site visit(s), where applicable. The Client acknowledges that the Point of Contact provided shall be deemed an agent of the Client for the purposes of providing access and conveying information pertaining to the Site.

#### **PROJECTS PLACED ON HOLD OR CANCELED**

Should the Client place the awarded project on hold or cancel the engagement after contract execution, the Client agrees to pay project-specific costs incurred by EMG, such as administrative processing, regulatory database searches and non-recoverable travel fees, as well as a percentage of the project fee, depending upon the time the project is placed on hold or cancelled. Please note that EMG invoices canceled jobs at the time of cancellation. Jobs on hold will be automatically invoiced 30 days from the date of the hold request. Requests to cancel or place projects on or off hold must be received by EMG in writing (email acceptable) from the Client. Invoices billed as a result of projects being placed on hold or canceled are fully collectible.

#### **PAYMENT DETAILS**

**An invoice for payment will be submitted with the initial report deliverable(s), and will be payable within 30 days or upon the closing of the transaction, whichever comes first. Upon receipt of the initial report deliverable(s); the invoice is fully collectible.** Please forward payments to: Accounting Department, EMG, PO Box 62974, Baltimore, MD 21264-2974 or contact your EMG administrator to pay via credit card or to receive wiring instructions. **Please ensure that EMG Proposal #125953.17P or invoice number is clearly identified on all payments and correspondence for proper credit.**

#### **DOCUMENTS TO BE FURNISHED BY CLIENT**

In order to facilitate a cursory review of pre-existing documents for each Project, EMG asks to be furnished with electronic or printed copies of **readily available** site information. Documents shown in **bold** print below are required. Such documents may include:

#### **PNA/CNA/PCNA SERVICES:**

- |  |   |
|--|---|
| • Inspection Reports (sewer, boiler, chiller, etc) | • Building Systems Maintenance Records            |
| • REAC Report (most recent, if applicable)         | • Owner Elected Repair list (if available)        |
| • Zoning Reports                                   | • Original Building Plans (can be viewed on-site) |
| • Capital Expenditure Schedules (prior or planned) | • Fire Protection/Life Safety Plans               |
| • Rehabilitation budget & scope (draft or final)   | • Certificates of Occupancy/Facility License      |
| • Prior Assessments (CNA, PNA, PCA, etc.)          | • Site Plan/Floor Plans                           |
| • Current Rent Roll/Room List                      | • Accessibility Transition Plans/Self Evaluations |

**Note:** Documents to be reviewed should be provided to EMG within five (5) business days and not less than one (1) day prior to the onsite. In the event that documents can only be made available at the Site, EMG will perform a cursory review during the site visit as time permits. Any additional review fees will be mutually agreed upon by EMG and the Client at the time of review request, and will be authorized using a Change Order.

#### **TERMS & CONDITIONS**

EMG will perform its Services subject to the attached "Terms & Conditions", which are incorporated by reference and made a part of this Proposal. Please indicate your acceptance of this Proposal by signing the attached "Project Authorization" page where indicated, and return it to EMG.



This Proposal will be valid for five (5) business days from the date of this letter.

Please feel free to contact me at (800) 733-0660 x.6683 should you have any questions. EMG welcomes the opportunity to be of service.

Sincerely,

**EMG**

A handwritten signature in blue ink, appearing to read 'J. Fox'.

Jeffrey F. Fox  
Senior Vice President

Attachments:  
*Description of Services*  
*Terms & Conditions*  
*Project Authorization*



## **DESCRIPTION OF SERVICES**

### **RAD Physical Condition Assessment**

The goal of this project is to prepare a HUD Rental Assistance Demonstration (RAD) Physical Condition Assessment (PCA) report that complies with HUD guidelines:

#### **Part 1: Physical Condition Assessment**

(25% of occupied units, 100% of vacant units and common areas)

The traditional PCA identifies repairs necessary in the first year following restructuring and the repairs and replacements during the next 20 years; only offering “traditional” and “green” components that meet local building code; and cost estimates using both “traditional” and “green” principles. This assessment report provides comments on the benefits (financial and otherwise) of the green alternative.

#### **Part 2: Energy Audit**

This component consists of the preparation of an energy audit and completion of the energy portion of the RAD Excel Tool for each component and energy conservation measure (ECM).

#### **Part 3: Utility Consumption Baseline**

This component contains data on all utility usage at the property, both tenant-paid and owner-paid, including all common areas for a full 12-month period. It establishes a baseline to allow for benchmarking and future measurement of consumption and costs. The utility baseline creates a whole building consumption profile, addressing missing utility data, vacancies, and weather patterns in achieving establishing a standard on which future consumption can be compared.

### **Physical Condition Assessment**

The assessment shall be conducted, at a minimum, in accordance with the HUD specified RAD workbook requirements and Fannie Mae Physical Needs Assessment Guidance. The additional services to be performed shall include the following:

- Visit the subject property to observe the current general condition of the building and site improvements, interview on-site personnel about the property, and review available construction documents to become generally familiar with the depicted construction, life safety, mechanical, electrical and plumbing systems, and general building environment.
- Provide a general description of the property and improvements, including flood-zone designation, and comment generally on observed conditions.
- EMG will assess the condition and remaining useful life of major building components such as roof, exterior finish and waterproofing, doors and windows, landscape, fencing/railings, walkways/parking areas, major utilities, electrical systems, lighting, mechanical, plumbing, finishes, and common areas.
- Observe and generally comment upon the condition of approximately 25% of the units. This is typically sufficient to comment on the condition of the property.
- Identify those components observed that are exhibiting deferred maintenance issues and provide estimates for “immediate” and “replacement reserve” costs based on observed conditions, available maintenance history and industry-standard useful life estimates. Replacement reserve term will be **20** years. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five (5)-year period, or currently under contract. EMG shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.



- Provide a limited statement of observations regarding the property's general compliance with Title III of the Americans with Disabilities Act. This will *not* constitute a full ADA survey, but will help to indicate whether the Client is exposed to accessibility issues and whether a more comprehensive review is advisable.
- List the current utility service providers, and inquire as to whether there are any documented life safety/code violations on record with local building, zoning and fire departments.
- EMG will perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.

### **Energy Audit**

Prior to conducting the Energy Audit, EMG proposes to complete the following tasks for all Client locations:

- Obtain and review the previous 12 months (or as available) of utility bills including electricity, natural gas, fuel oils, and water.
- Establish base year consumption and review base year costs and utility rates.
- Enter utility data into HUD energy and water benchmarking system, and obtain a benchmark score for each development compared to other HUD public housing authority sites.
- Analyze benchmark scores and establish performance targets for each development.

EMG will collect and analyze utility data for the properties for the past 12 months, and review the prior property condition assessment or applicable engineering study, if available. In addition, EMG will interview Client Property Managers and Facility Engineers with knowledge of the property, notably building systems and components, to provide a general overview of the facilities and identify opportunities for energy cost savings.

The facility utility data will be entered into the HUD energy and water benchmarking tools and a separate benchmark score will be obtained for each development. The benchmarking tools will compare the subject property to a large, national database of data for similar multi-family properties. The database normalizes factors such as weather (general regional weather patterns), occupancy, conditioned area, and other building-specific characteristics. Seasonal trends are evaluated and a calculated peer-comparative HUD benchmark score is obtained by evaluating actual building consumption versus national average.

The Energy Audits consist of an on-site assessment to determine current conditions; itemization of energy consuming equipment (boilers, air conditioning equipment, air handlers, domestic hot water); review of interior and exterior lighting systems; review of appliances; and review of efficiency of all such equipment. In addition, EMG will review structural and envelope components, such as building construction, windows, type of glass, insulation levels of walls and roof, building air tightness, and air infiltration.

EMG will make recommendations on identified Energy Conservation Measures (ECMs) with detailed cost estimates and cost savings. We will p rate all projects based on the SIR. The Energy Audit will consist of the following:





- Comprehensive field audit of all Client sites, including common areas and apartment spaces (typically 10% of each type and size of apartment), community spaces, administrative and management offices, storage spaces, mechanical rooms, and metering rooms.
- Review of all available modernization plans implemented in the last 20 years.
- Evaluation of all HVAC equipment, boilers, furnaces, air conditioning equipment, pumps, fans, motors, and irrigation systems.
- Evaluation of the apartment appliances and lighting.
- Evaluation of the type and condition of heat/cooling controls/thermostats and recommendations to upgrade with digital programmable or smart thermostats.
- Inventory of common area or apartment laundry systems.
- Review of energy metering systems and evaluation of potential for check meters/sub meters.
- Audit of apartment appliances and laundry systems, central laundry systems, and incinerators, individually.
- Evaluation of condition and energy efficiency levels of refrigerators, domestic water heaters, air conditioners, and other project-furnished and tenant-furnished utilities; and recommendations for upgrades to Energy Star appliances and advanced controls.
- Review of current maintenance and operations procedures, and recommendations to optimize maintenance.
- Evaluation of the type and condition of roof, walls, windows, doors, insulation levels, weather-stripping, and heat loss from units.
- Evaluation of the type of window glazing, U-value, heat loss, and glazing/solar shading; and identification of opportunities to add storm windows or replace windows (if economically feasible based on condition), and solar films and shading/overhangs to reduce solar gain during the summer.
- Evaluation of the condition of doors and weather-stripping, crack length of doors and windows, and overall heat loss factor.
- Thermal insulation levels and R-values of roof, attic, floor, crawl space, and wall insulation levels and opportunities to reduce heat loss.
- Audit of all water-using equipment and identification of opportunities for upgrade with water efficient fixtures in kitchens and bathrooms.
- Lighting system audit of common areas, apartments, administrative office spaces, and community rooms; and audit and identification of energy savings opportunities for exterior building and parking lot lighting systems.
- Survey, recording, and evaluation of the EER/SEER of the window and split unit air conditioners serving the units and other areas to identify opportunities to replace older units with Energy Star alternatives; and identification of opportunities for centralized systems, as applicable.
- Evaluation of the efficiency, sizing, and performance of all motors and pumps in the entire facility, and identification of opportunities for VFD controls.
- Evaluation of existing (or potential new installation of) Energy Management and Control System (EMS).



- Evaluation of the feasibility of distributed generation systems including cogeneration/CHP for the facility.
- Prioritization of energy efficiency projects based on project effective payback.
- Development of detailed cost to implement each energy retrofit or improvement.

If EMG encounters any perceived hazardous materials at the site during the energy audits, it will be brought to the attention of the Client.

### **Utility Consumption Baseline**

EMG will review existing utility consumption data for a twelve month period from which a weather normalized baseline will be developed using ASHRAE approved methods. EMG will visit a representative sample of the units and determine utility uses such as for space heating, hot water production, cooking, air conditioning, lighting, electronics, and miscellaneous equipment. Usage will be adjusted to a pro-forma 100% occupancy based on available utility bills. Where the RAD transaction involves proposed changes in services, such as the addition of air conditioning, EMG will evaluate the impact on utility consumption.

### **Populate the RAD PCA Workbook**

Using the RPCA model2 provided by the Lender/Owner, EMG will complete the Component Replacement Summary, Cap Needs Input, and the Reserves 20 Year Schedule worksheets, considering the factors described below. By completing the herein named worksheets in the RPCA model, the 20 Year Schedule and Detailed 20 Year Schedule worksheets will automatically be populated. The Contractor is to review that worksheet to ensure the data inputs on the other worksheets are generating the desired results.

The report shall include:

- a. Long-term Physical Needs/ Reserve Items: Identify and provide an estimate of the major maintenance and replacement items that are required to maintain the project's physical integrity over the next twenty (20) years. The recommended items are documented in the Cap Needs Input worksheet of the RPCA model. That data input automatically generates the 20 Year Schedule worksheet of the RPCA model. Review that worksheet to ensure the data input generated the correct result.
- b. Reserve Costs. The Contractor shall estimate the Initial Deposit to the Reserve for Replacement Account and the Annual Deposit to the Reserve for Replacement Account based on the cost of "Near Term" replacement and major maintenance needs of the Project.



## **EMG TERMS & CONDITIONS**

1. **Billings, Payment and Credit.** The Client shall pay EMG for the Services performed in accordance with the prices set forth in the Proposal. Invoices shall be submitted in accordance with the Proposal. Payment of the EMG invoices shall be the primary, absolute and non-contingent obligation of the Client, and shall not be conditioned upon the closing of a loan transaction or any other event. PAYMENT IS DUE WITHIN 30 DAYS OF THE DATE OF THE INVOICE OR UPON THE CLOSING OF THE TRANSACTION, WHICHEVER OCCURS FIRST. Upon receipt of the initial report deliverable(s), the invoice is fully collectible. If EMG does not receive payment in full within thirty (30) calendar days of the date of the invoice, the account shall be deemed delinquent. Unpaid delinquent balances shall bear interest from the invoice date at one and one-half percent (1.5%) per month, or at the maximum lawful interest rate (whichever rate is less). If a delinquency occurs, EMG may, at its option (and without relieving the Client from its payment obligation), revoke and disclaim the Client's right to rely on any report delivered pursuant to the Proposal, until payment in full is made.  
  
The Client shall be liable to EMG for all costs and expenses of collection, including reasonable attorney and paralegal fees, and court costs. Time is of the essence with respect to this provision. EMG's non-exercise of any rights or remedies, whether specified herein or as otherwise provided by law, shall not be deemed a waiver of any rights or remedies, nor preclude EMG from the future exercise of such rights or remedies. If a third party is accepting a Proposal as agent for the Client, such third party represents and warrants to EMG that it is duly authorized to bind the Client to the terms of the Proposal and guarantees payment for services.
2. **Right of Entry; Force Majeure.** The Client shall arrange for the right of entry to the subject property ("Site") by EMG, its agents, employees, consultants, contractors and subcontractors, for the purpose of performing all acts as may be reasonably necessary to perform the Services within the agreed scope of work. EMG may require that an authorized knowledgeable representative of the owner be present at the Site as a condition to the performance of the Services and may require that site personnel operate major building systems and equipment at the time the Services are performed. EMG's ability to comply with the schedule for performance described in the Proposal is contingent upon timely Site access. EMG shall not be responsible for damages or delays in performance caused by force majeure, acts of God, events beyond the control of EMG, or events that could not have been reasonably foreseen and prevented.
3. **Documents; Samples.** All field notes, calculations, estimates and other documents, data or information prepared by or on behalf of EMG in connection with the performance of its Service (collectively, "Documents"), shall remain the sole property of EMG. All Documents prepared by EMG for the Client with respect to any Site shall be used solely for the intended purposes described in the Proposal, and solely with respect to the subject Site. Unless otherwise agreed, EMG shall retain all Documents for three (3) years following submission of EMG's report to the Client. In its sole discretion and without prior notice to the Client, EMG may dispose of all field samples within thirty (30) calendar days after submission of EMG's report to the Client.
4. **Matters Known to Client.** The Client, itself or through the site owner, shall provide EMG with any and all information known to the Client, or suspected by the Client, which pertains to: (a) the existence or possible existence at, on, under or in the vicinity of the Site, of any hazardous materials, pollutants, lead-based paint, radon or asbestos; (b) any conditions at, on, under or in the vicinity of the Site, which might represent a potential safety hazard or danger to human health or the environment; (c) any permit, manifest, title record, or other record of compliance or non-compliance with any federal, state or local laws, or court or administrative order or decrees; (d) known or suspected deficiencies or adverse conditions associated with structures or other physical improvements on Site; or (e) modifications or changes from the original plans and specifications of Site improvements which could affect the recommendations or conclusions reached by EMG in the performance of its Services.
5. **Preliminary Findings.** Preliminary findings (often referred to as verbals) can be provided to the client in order to quickly apprise them of **preliminary** data obtained as a result of EMG's visual observations at the project site. They are not intended to be exhaustive or conclusive or to substitute for the final written report; as they do not include the information obtained from a number of other equally important and necessary elements of the complete assessment report. EMG recommends against making any decisions based upon such limited, preliminary, verbal results.
6. **WARRANTIES AND INDEMNIFICATION.** In performing the Services, EMG shall exercise the degree of skill and care ordinarily exercised by consultants in the same community and in the same time frame providing similar services for projects of comparable size, complexity, schedule and other characteristics of the Project (the "Standard of Care"). **EXCEPT AS SET FORTH IN THE IMMEDIATELY PRECEDING SENTENCE, EMG MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES OR ANY OF ITS ORAL OR WRITTEN REPORTS. CLIENT ACKNOWLEDGES AND AGREES THAT (I) THE SERVICES MAY REQUIRE JUDGMENTS TO BE MADE BY EMG THAT ARE BASED UPON LIMITED DATA RATHER THAN UPON SCIENTIFIC CERTAINTIES; (II) EMG'S APPROACH, RECOMMENDATIONS, AND ASSOCIATED COST ESTIMATES, IF ANY, ARE BASED ON INDUSTRY PRACTICES AND AVERAGES; (III) PROFESSIONAL OPINIONS ARE RENDERED WITH RESPECT TO OBSERVATIONS MADE AND DATA OBTAINED AT THE TIME OF ASSESSMENT; AND (IV) ULTIMATE OUTCOMES COULD BE INCONSISTENT WITH THE CONCLUSIONS, RESULTS AND PROJECTIONS OF EMG.. ALL INFORMATION REGARDING OPERATIONS, PLANS, SPECIFICATIONS, CONDITIONS OR TEST DATA WHICH IS PROVIDED TO EMG BY CLIENT, OWNERS OR THIRD PARTIES (INCLUDING WITHOUT LIMITATION, ANY POINT**



OF CONTACT AT THE SITE), IS DEEMED BY EMG TO BE CORRECT AND COMPLETE WITHOUT INDEPENDENT VERIFICATION BY EMG. EMG ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF SUCH INFORMATION AND SHALL NOT BE LIABLE IF RELIANCE ON SUCH INFORMATION RESULTS IN INCORRECT CONCLUSIONS OR RESULTS. CLIENT SHALL RELEASE EMG FROM ANY AND ALL LIABILITIES, LOSSES, COSTS, DAMAGES, CLAIMS, OBLIGATIONS, FEES AND EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) (COLLECTIVELY, "LOSSES"), IF RELYING ON SUCH INFORMATION RESULTS IN INCORRECT CONCLUSIONS OR RESULTS.

7. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL EMG BE LIABLE FOR LATENT OR HIDDEN CONDITIONS, CONDITIONS NOT ACTUALLY OBSERVED BY EMG WITHIN THE LIMITED SCOPE OF WORK, THE POTENTIAL CONSEQUENCES OF OBSERVABLE CONDITIONS, CONDITIONS OF WHICH CLIENT HAD KNOWLEDGE OF AT THE TIME OF THE ASSESSMENT, OR ANY UNAUTHORIZED ASSIGNMENT OF OR RELIANCE UPON THE REPORTS. THE LIABILITY OF EMG, AND THAT OF ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND SUBCONTRACTORS, TO CLIENT OR TO ANY THIRD PARTY, INCLUDING ANY COMPANY AFFILIATED WITH SUCH PARTIES, OR ANY OFFICER, DIRECTOR, EMPLOYEE, AGENT, SUBCONTRACTOR, SUCCESSOR, OR ASSIGN OF SUCH PARTIES, FOR ANY LOSSES, WHETHER IN CONTRACT OR TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), RELATED TO THE SERVICES, THE AGREEMENT OR OTHERWISE, SHALL NOT EXCEED AN AGGREGATE OF \$25,000.00 PER PROJECT. IN NO EVENT SHALL EMG BE LIABLE TO CLIENT FOR ANY EXEMPLARY, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOST PROFITS) ARISING FROM OR IN ANY WAY CONNECTED WITH ITS PERFORMANCE OR FAILURE TO PERFORM UNDER THE AGREEMENT, EVEN IF THE AFFECTED PARTY HAS KNOWLEDGE OF THE POSSIBILITY OF SUCH DAMAGES.
8. **WAIVER OF JURY TRIAL.** THE CLIENT AND EMG HEREBY KNOWINGLY, VOLUNTARILY AND IRREVOCABLY WAIVE ANY AND ALL RIGHTS TO A TRIAL BY JURY IN ANY ACTION, PROCEEDING, CLAIM, OR COUNTERCLAIM, WHETHER IN CONTRACT OR TORT, AT LAW OR IN EQUITY, ARISING OUT OF OR IN ANY WAY RELATED TO THE SERVICES OR THIS AGREEMENT.
9. **RELIANCE AND ASSIGNMENT.** EMG'S WRITTEN REPORT SHALL CONTAIN EMG'S STANDARD RELIANCE LANGUAGE UNLESS ALTERNATE LANGUAGE HAS BEEN PRE-APPROVED BY THE CLIENT AND EMG. IF NO PRE-APPROVED ALTERNATE LANGUAGE EXISTS, THE SERVICES, THE REPORTS AND OTHER RELATED WORK PRODUCT PROVIDED BY EMG MAY BE RELIED UPON BY THE CLIENT, ITS SUCCESSORS AND ASSIGNS WITH RESPECT TO A LOAN SECURED BY THE SUBJECT PROPERTY, AND ANY RATING AGENCY RATING, OR ANY ISSUER OR PURCHASER OF, ANY SECURITY COLLATERALIZED OR OTHERWISE BACKED BY SUCH LOAN. NO OTHER PERSON OR ENTITY MAY RELY ON THE REPORT WITHOUT THE ADVANCE WRITTEN CONSENT OF EMG, AND NO OTHER THIRD PARTY BENEFICIARIES ARE INTENDED. EXCEPT AS DESCRIBED ABOVE, THE CLIENT SHALL NOT ASSIGN THE PROPOSAL, ANY REPORT OR ANY RELATED WORK PRODUCT, WITHOUT THE PRIOR WRITTEN CONSENT OF EMG. ANY UNAUTHORIZED REUSE OR REDISTRIBUTION OF EMG'S WORK PRODUCT OR REPORTS SHALL BE AT THE CLIENT'S AND RECIPIENT'S SOLE RISK, WITHOUT LIABILITY TO EMG. CLIENT WILL HOLD EMG HARMLESS FROM ANY AND ALL LIABILITY, OBLIGATION, COST AND EXPENSE ARISING FROM OR RELATED TO ANY UNAUTHORIZED DISTRIBUTION OR USE BY CLIENT OF EMG'S WORK PRODUCT OR REPORTS. EMG SHALL NOT ASSIGN ITS OBLIGATIONS UNDER THE PROPOSAL; HOWEVER, EMG MAY EMPLOY, BY SUBCONTRACT, SUITABLY TRAINED PERSONS OR ENTITIES ACCEPTABLE TO EMG TO PERFORM THE SERVICES.
10. **Confidentiality.** EMG shall not disclose information regarding the Proposal, the Services or any Documents, except to the Client, employees, consultants, subcontractors, or other persons engaged by EMG to perform the Services, third parties designated by the Client (subject to the reliance limitations described herein), or as required by law. Notwithstanding the terms of this Section, EMG shall comply with all judicial orders, government directives, and laws, regulations and ordinances, regarding the reporting to appropriate public agencies of potential dangers to public health, safety or the environment.
11. **Miscellaneous.** EMG is an independent contractor of Client, and not Client's agent, employee or partner. The Agreement shall be governed by the laws of the State of Maryland and the parties irrevocably consent to the jurisdiction of the courts of the State of Maryland and of the United States District Court for the District of Maryland, if a basis for federal jurisdiction exists. In the event a dispute relating to an EMG report results in litigation, and the claimant does not prevail at trial, then the claimant shall pay all costs incurred by EMG in the defense of the claim, including reasonable attorney's fees. Each provision of the Agreement shall be considered separable, and if, for any reason, any provision or provisions herein are determined to be invalid and contrary to any existing or future law, such invalidity shall not affect those portions of this Agreement that are valid. This Agreement constitutes the entire agreement, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the Services to be provided pursuant to this Agreement. The provisions of the Agreement may only be modified by a written instrument signed by an authorized representative of each party.



### **PROJECT AUTHORIZATION**

To contract with EMG for this project, please review and edit the information below, sign, and return the entire agreement to EMG.

**Client Contact & Report Addressee:**

**Address:** c/o Ms. Cindi Herrera  
Housing Authority of the City of Spartanburg  
2271 Pine Street  
Spartanburg, SC 29302

**Phone:** (843) 810-5073  
**Email:** cindiher@aol.com

**Project Information:**

Archibald Rutledge Village  
764 North Church Street  
Spartanburg, SC 29303  
200 Units: 25% Unit Access : 50 units

Camp Croft Courts  
111 Hanover Place  
Spartanburg, SC 29306  
96 Units: 25% Unit Access : 24 units

**Report & Invoice Recipient:**

c/o Ms. Cindi Herrera  
Housing Authority of the City of Spartanburg  
2271 Pine Street  
Spartanburg, SC 29302

Victoria Gardens  
695 Howard Street  
Spartanburg, SC 29303  
80 Units: 25% Unit Access : 20 Units

Prince Hall  
100 Prince Hall Lane  
Spartanburg, SC 29306  
100 Units : 10% Unit Access

| Service(s)  | Related Protocol(s) | Fee(s)      |
|---|---------------------|-------------|
| <b>RAD Physical Condition Assessment</b><br>Archibald Rutledge Village; Camp Croft Courts; Victoria Gardens | HUD                 | \$19,455.00 |
| <b>Update PNA in support of Section 18 demo/dispo application</b><br>Prince Hall                            |                     |             |

**Report Delivery Date:** 40 business days from receipt of signed "Project Authorization" to proceed and mobilization fee, if required.

| # of Reports | Report Type | Delivery Method         |
|--------------|-------------|-------------------------|
| 1            | Draft       | Email Full Report (PDF) |
| 1            | Final       | Email Full Report (PDF) |

**Electronic Report Deliverables:** EMG's standard electronic delivery is through automated email links to our reports. If you prefer an alternate delivery method, please select one of our options listed below:

☐ Dropbox™ ☐ Posted to EMG Website ☐ Posted to Your Website

**Site Point of Contact:** (the POC shall be deemed an agent of the client for providing access and conveying site data)

|             |            |
|-------------|------------|
| POC:        | POC Phone: |
| POC E-mail: | POC Cell:  |

**Invoicing Requirements:** (Select ONE of the following to assure invoices appear as required by your Accounts Payable Department)

Consolidated Invoicing by: ☐ One (1) Consolidated Invoice (e.g. 1 invoice per signed Engagement)

Individual Invoicing by: ☐ Property(ies) ☐ Service Type(s) ☐ Property and Service Type

I have read and verified the accuracy of the information set forth above, and in Proposal No. 125953.17P, including the legal name of the Client. I hereby certify that I am an employee authorized to sign this contract on behalf of the Client, and by my signature below I hereby accept the Proposal, as addressed to my company, including the attached Terms and Conditions, and authorize EMG to proceed with the Services as described. Should any project information change, I understand that additional fees may accrue and the due date may be extended.

Authorized Signature

(Printed Name)

Phone #

Company Name

Title

Date



**RESOLUTION NO: 2017-18**

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

**May 23, 2017**

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

Staff recommends adoption of Resolution No: 2017-18, authorizing the Executive Director, to execute Change Order #3 to Clampett Industries, LLC dba EMG in an amount NTE \$20,000.

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2017-18

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



# **Action Items & Resolution 2017-19**

## **Maintenance Materials Contract Change Order #1**

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**Board of Commissioners Meeting  
Tuesday, May 23, 2017**





**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of Maintenance Materials Contracts Change Order #1  
Resolution 2017-19**

**RECOMMENDATION:**

Authorize the Executive Director to enter a change order for \$140,000 for maintenance materials with the following vendors:

- Add \$65,000 to the existing HD Supply contract—Total contract amount \$80,000
- Add \$65,000 to the existing Home Depot contract—Total contract amount \$80,000
- An additional \$10,000 to the existing Lowe's contract—Total contract amount \$25,000

**CONTACT PERSON:**

Jessica M. Holcomb  
Deputy Director  
864-598-6023

**SUMMARY:**

SHA continues to improve management of the public housing portfolio, which includes routine and non-routine maintenance, replacement of appliances and preparation for REAC. (Real Estate Assessment Center). Various vendors have been utilized for procurement of necessary materials, parts, equipment and appliances. An adjustment to Cooperative Purchasing Agreements is necessary in order to insure compliance with SHA Procurement policies.

**BACKGROUND:**

On September 15, 2015, the SHA Board of Commissioners approved Resolutions 2015-35, 2015-36, and 2015-37 authorizing the Executive Director to enter into contracts with four vendors for purchasing of maintenance materials to assist with the day-to-day operations costs of our public housing properties.





The contracts were as follows:

| Resolution # | Vendor     | Contract Amount                    | Cooperative Purchasing Agreement |
|--------------|------------|------------------------------------|----------------------------------|
| 2015-35      | Grainger   | National Joint Powers Alliance     | \$30,000                         |
| 2015-36      | Home Depot | US Governments Purchasing Alliance | \$15,000                         |
| 2015-36      | HD Supply  | US Governments Purchasing Alliance | \$15,000                         |
| 2015-37      | Lowe's     | Cooperative Purchasing Network     | \$15,000                         |

| Contractor   | FY 2016           | FY2017           | Orig. Resolution Amount | Proposed Amount  |
|--------------|-------------------|------------------|-------------------------|------------------|
| HD Supply    | \$102,301.84      | \$55,307         | \$15,000                | <b>\$80,000</b>  |
| Grainger     | \$667.60          | \$1,914.73       | \$30,000                | <b>\$15,000</b>  |
| Lowe's       | \$22,981.53       | \$5,604.45       | \$15,000                | <b>\$25,000</b>  |
| Home Depot   | \$65,604.71       | \$31,717.65      | \$15,000                | <b>\$80,000</b>  |
| <b>TOTAL</b> | <b>191,555.68</b> | <b>94,543.83</b> | <b>\$75,000</b>         | <b>\$200,000</b> |

### **FINANCIAL CONSIDERATIONS:**

In FY16, maintenance completed 4,638 work orders, which generated \$31,263.70 in maintenance charges to our residents. Maintenance has completed 3,469 work orders in FY17, which have generated \$15,697.13 in maintenance charges. Residents are charged for damages that beyond the normal wear and tear during the time of completed work orders and/or during move-out inspections.

SHA has budgeted \$223,101.90 in this BLI for FY 2017.

### **POLICY CONSIDERATIONS:**

The SHA Procurement Policy allows SHA to purchase 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.

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$35,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceed \$35,000, or will exceed \$35,000 if such change order is approved.



b. Any change order that would increase the contract to an amount that exceeds \$35,000.

Respectfully Submitted, Jessica M. Holcomb  
Jessica Holcomb, Deputy Director  
The Housing Authority of the City of Spartanburg



**RESOLUTION NO. 2017-19**

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

**May 23, 2017**

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

Staff recommends adoption of Resolution No: 2017-19, authorizing the Executive Director, to enter a change order for \$140,000 for maintenance materials with the following vendors:

- Add \$65,000 to the existing HD Supply contract—Total contract amount \$80,000
- Add \$65,000 to the existing Home Depot contract—Total contract amount \$80,000
- An additional \$10,000 to the existing Lowe's contract—Total contract amount \$25,000

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2017-19

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



# **Action Items & Resolution**

**2017-20**

**Board of Commissioner**

**By Laws**

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**Board of Commissioners Meeting  
Tuesday, May 23, 2017**



May 23, 2017

The Housing of Authority of the City of Spartanburg  
Spartanburg, SC 29302

**HNONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Board of Commissioner By Laws  
Resolution 2017-20

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**RECOMMENDATION:**

Authorize the Executive Director to amend the By Laws to reflect language governing public comments at SHA, Board of Commission meeting(s).

**SUMMARY:**

The SHA Board of Commissioners wishes to amend its By Laws as follows:

Members of the public may address the SHA Board of Commissioners for a maximum of five (5) minutes during the “Public Comment” section of the meeting agenda. Any member of the public wishing to make remarks, shall begin by providing their name and address for the record. Time will begin once this information has been provided. All remarks shall be addressed to the Commission as a whole. The Commission will consider providing remarks regarding the public comments during the portion of the agenda, “Commissioner Comments”. No person shall enter into any discussion regarding the public comment, except in the manner prescribed.

**BACKGROUND:**

The Spartanburg Housing Authority’s, Board of Commission adheres to governance established in its By Laws. The By Laws do not currently address the issue of public comments. All Commission meeting are open to the public. SHA recognizes that a policy should be established to insure fair and consistent response to public comments.

**FINANCIAL CONSIDERATIONS:**

None.

Respectfully submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
The Housing Authority of the City of Spartanburg



**RESOLUTION NO.2017-20**

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

**May 23, 2017**

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

Adopts an amendment to its By Laws with regard to public comment. Members of the public may address the SHA Board of Commissioners for a maximum of five (5) minutes during the "Public Comment" section of the meeting agenda. Any member of the public wishing to make remarks, shall begin by providing their name and address for the record. Time will begin once this information has been provided. All remarks shall be addressed to the Commission as a whole. The Commission will consider providing remarks regarding the public comments during the portion of the agenda, "Commissioner Comments". No person shall enter into any discussion regarding the public comment, except in the manner prescribed.

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2017-20

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



## **Action Items & Resolution**

**2017-21**

## **Commissioner Recognition**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**



**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:  
Commissioner Recognition  
Resolution #2017-21**

**CONTACT PERSON:**  
Terril Bates  
Executive Director  
864-598-6010

**RECOMMENDATION:**  
Mac Hogan joined the board of the City of Spartanburg in August 2013. During his term he has offered numerous recommendations and observations that have advanced the mission of the SHA. Most recently, he assisted SHA in providing contacts associated with its move to 2271 S. Pine St. Commissioner Hogan experienced a change in his career which prevents him from continued service. SHA appreciates the commitment and dedication that Commissioner Hogan has provided during his term. We would therefore like to recognize Commissioner Mac Hogan for four 4 years of service to the Board of Commissioners of the Housing Authority of the City of Spartanburg.

**POLICY CONSIDERATIONS:**

None.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
The Housing Authority of the City of Spartanburg





**RESOLUTION NO. 2017-21**  
**ADOPTED BY THE BOARD OF COMMISSIONERS OF**  
**THE CITY OF SPARTANBURG HOUSING AUTHORITY**  
**May 23, 2017**

**WHEREAS**, Mac Hogan was appointed to serve his first term on The Housing Authority of the City of Spartanburg Board of Commissioners on August 26, 2013; and,

**WHEREAS**, Mac Hogan dutifully served The Housing Authority of the City of Spartanburg providing sound leadership to provide fiscal responsibility and valuable insight for 4 years; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution reaffirms and declares its recognition and acknowledgment of the service and support provided by Mac Hogan, on the Board of Commissioners of the Housing Authority of the City of Spartanburg.

**Adopted this 23<sup>rd</sup> day of May, 2017**

**RECORDING OFFICER'S CERTIFICATION**

I, Molly Talbot-Metz., the duly appointed Chairman of The Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on May 23, 2017.

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY



## **Action Items & Resolution**

**2017-22**

## **DOL – Governance and Federal Match & Leverage**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**



May 23, 2017

The Housing of Authority of the City of Spartanburg  
Spartanburg, SC 29302

**HNONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

U. S. Department of Labor-Governance  
U. S. Department of Labor Federal Match and Leverage  
Resolution # 2017-22

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**RECOMMENDATION:**

Authorize the Executive Director to administer the YouthBuild Program Governance in accordance with requirements established by the Department of Labor (DOL).

Authorize the Executive Director to administer the YouthBuild Program Federal Match and Leverage activities in accordance with requirements established by the Department of Labor.

**SUMMARY:**

The SHA entered into an agreement to receive Technical Assistance in the preparation of Policies and Procedures for the Youthbuild program, in order to ensure compliance with Department of Labor requirements. Within the Policies and Procedures, there are two specific policies which must be adopted by the Board of Commissioners.

The first involves governance of the program in accordance with DOL requirements. The Policies and Procedures Manual have been prepared by a provider experienced in the technical assistance aspects of the YouthBuild Program.

Secondly, SHA is required to have the approval of the Board of Commissioners in the adoption of a policy related to Federal Match and Leverage.

**BACKGROUND:**

The Housing Authority of the City of Spartanburg was awarded \$994,474 by the Department of Labor in 2016. SHA in its application for the award included a match of \$248,681. DOL requires a match of 25% for an award in the YouthBuild Program. During a recent review, it was determined that the YouthBuild policies and procedures required an update, to include two policies requiring board approval.

**FINANCIAL CONSIDERATIONS:**

None.

Respectfully submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
The Housing Authority of the City of Spartanburg



**RESOLUTION NO. 2017-22**  
**ADOPTED BY THE BOARD OF COMMISSIONERS OF**  
**THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG**  
**May 23, 2017**

**WHEREAS**, the Housing Authority of the City of the Spartanburg (SHA), Board of Commissioners, recognizes SHA's responsibility to administer grants awarded by the U. S. Department of Labor (DOL); and,

**WHEREAS**, the DOL requires a policy of Governance of the YouthBuild Spartanburg program; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution, hereby approve the following:

1. The YouthBuild Spartanburg Policies and Procedures Manual shall act as an addendum to the ratified and executed Policies of the Housing Authority of the City of Spartanburg.
2. As employees of the Housing Authority of the City of Spartanburg, YouthBuild Spartanburg staff will operate under the organizational policies of SHA in all matters not outlined in specificity in the YouthBuild Spartanburg Policy and Procedures Manual.
3. The YouthBuild Spartanburg Policies and Procedures Manual is intended as a program operational guide and shall not supersede SHA personnel policies and/or guidelines.
4. The YouthBuild Spartanburg program will operate under current SHA fiscal policies and cost controls in accordance with Department of Labor regulations and Federal Uniform Guidance. A copy of SHA Fiscal policies will act as the governing fiscal policy guide to the YouthBuild Policies and Procedures Manual and,

**WHEREAS**, the DOL requires a policy of Youthbuild Spartanburg that the YouthBuild Spartanburg Program (YBS) has a funding match requirement as part of its grantee agreement with DOL.

The YouthBuild Spartanburg Program will follow Federal Uniform Guidance regarding Match and Leveraged Resources as outlined below:

1. All contributions, including cash and third party in-kind, shall be accepted as part of YouthBuild Spartanburg's match requirement when such contributions meet all the following criteria:
  - a. Are tracked and verifiable through YBS and/or Spartanburg Housing Authority records
  - b. Are not included as contributions for any other Federally-assisted project or program
  - c. Are necessary and reasonable for proper and efficient accomplishment of project or program objectives
  - d. Are allowable under the applicable cost principles of the YouthBuild grant
  - e. Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching



2. Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching. Rates for volunteer services shall be consistent with those paid for the services or gain delivered, not simply the volunteers profession. Rates shall be consistent with those paid for similar work in the labor market in which YBS operates. Paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.
3. When an employer other than YBS furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable, but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.
4. Donated supplies may include such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to donated supplies included in the cost sharing or matching share shall be reasonable and shall not exceed the fair market value of the property at the time of the donation.

### **Match Definitions and Guidelines**

Match can include both cash contributions and in-kind contributions. Cash match includes all of the additional funds that YouthBuild Spartanburg expends for allowable goods and services needed for the program. It also includes any cash contributions, which YBS receives from an outside or third party and spends for any allowable grant activity.

Examples of cash match include:

- a. Services provided to YBS by staff of the Spartanburg Housing Authority and/or any sub-recipient(s), which are not paid for with YouthBuild grant funds.
- b. Equipment and supplies used by YBS, but not paid for with YouthBuild grant funds.
- c. Space used for the operation of any part of the YBS project which is not paid for with YouthBuild grant funds.
- d. All expenditures and costs incurred which are counted as match are subject to the same documentation requirements as those paid for with YBS grant funds.
- e. All expenditures and costs incurred which are counted as match are subject to the same documentation requirements as those paid for with YBS grant funds.

### **In-kind Contributions Definitions and Guidelines**

In-kind contributions do not involve any cost being incurred by or paid by YouthBuild Spartanburg. These are allowable goods and services contributed by an outside entity or 3<sup>rd</sup> party at no cost for use in the YBS grant program.



Examples of in-kind contributions include:

- a. The personnel services performed for the grant program by volunteers or individuals paid by entities other than YouthBuild Spartanburg.
- b. Services provided to YBS by a third party organization.
- c. Equipment and supplies donated by an outside entity and used for YBS purposes.
- d. Space provided by an outside organization to be used for YBS activities.

### **Personnel Services**

The valuation of personnel services depends upon the nature of what the individual is doing for the YouthBuild Spartanburg program.

- a. When an individual is providing YBS the same job activity which the individual performs for employer, the donated services are valued at the individual's regular rate of pay plus reasonable and allocable fringe benefits. An example might be when a local business provides one of its accountants to perform accounting services for the grantee.
- b. When an individual is performing services other than his normal job activity [e.g., a doctor who volunteers to drive a participant van for a YBS program activity], the time is valued at rates consistent with what YBS would pay for like work or rates that others in Spartanburg Housing Authority's regional area pay for such work.

### **Equipment**

- a. Equipment which is loaned for use in the YBS program is valued at fair market rental rates for like equipment.
- b. Equipment or supplies that are donated to the YBS program are valued at the fair market value at the time of donation. However, when a donated item has long term value, the fair market value at the time of donation is to be depreciated over its useful life and the depreciation for the period of use is counted or a use allowance type of charge may be used. The fiscal department at Spartanburg Housing Authority will assess both fair market value and depreciation rates based on SHASC fiscal policies and in accordance with DOL regulations.

### **Building or Space**

- a. Donated space is valued at the fair rental value of comparable space established by an independent or verifiable appraisal.
- b. The value of donated buildings and land should be established through an independent appraisal, but the amount to be counted as the value of the match is either the depreciation or use allowance attributable to the period for which the building is used for YouthBuild Spartanburg program activities.

### **Leveraged Resources**

Leveraged resources consist of funds made available and used for the YBS program which do not meet the criteria for match. They include other federally funded resources provided by Spartanburg Housing



WWW.SHASC.ORG

Authority or a sub-recipient, or other federally funded resources that are provided to help accomplish the goals of the YBS program by partner organizations, whom are not also sub-recipients.

Examples of non-match portion of leveraged resources are as follows.

- a. The costs of additional allowable YBS goods and services paid for by the Spartanburg Housing Authority or a sub-recipient with federal funds.
- b. The costs of additional allowable YBS goods and services paid for with federal grant funds by a partner organization which is not an YBS sub-recipient.

#### **RECORDING OFFICER'S CERTIFICATION**

I, Molly Talbot-Metz, the duly appointed Chairman of The Housing Authority of the City of Spartanburg Housing Authority, do hereby certify that this resolution was properly adopted at a regular meeting of The Spartanburg Housing Authority held on May 23, 2017.

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Molly Talbot-Metz, Chairperson

ATTEST:

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SECRETARY  
FOR CLERK USE ONLY  
RESOLUTION NO. 2017-22



# **Action Items & Resolution**

**2017-23**

**Unit Turns Contract**

**Change Order #1**

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**Board of Commissioners Meeting  
Tuesday, May 23, 2017**





May 23, 2017

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Authorization of Unit Turns Contract Change Order #1  
Resolution 2017-23**

**RECOMMENDATION:**

Authorize the Executive Director to enter a change order for unit turn contracts with the following vendors: Milton Turn Key, NTE \$25,000 annually for year two; Upstate Multi-Service, NTE \$75,000 annually for year two; and TLAQK, NTE \$25,000 annually for year two. The total not to exceed cost adds an additional \$50,000 to Upstate Multi-Service's year two contract.

**CONTACT PERSON:**

Jessica M. Holcomb  
Deputy Director  
864-598-6023

**SUMMARY:**

On February 16, 2016, the SHA Board of Commissioners approved Resolution 2016-15 awarding three Unit Turn Contractors a cumulative contract not to exceed \$150,000 for the first year of the contract and NTE \$75,000 in the second year. In March 2017, we entered year two of this contract with the anticipation that our year two will reflect similar totals as year one.

| <b>Contractor</b>      | <b>Year One Total Spent</b> | <b>Year Two Total Spent</b> | <b>Additional Request</b> |
|------------------------|-----------------------------|-----------------------------|---------------------------|
| Milton's Turn Key Pros | \$10,468.37*                | \$16,038.11^                | No Change                 |
| Upstate Multi-Service  | \$117,935.50**              | \$26,115^^                  | \$50,000                  |
| TLAQK                  | \$16,177.59***              | \$725                       | No Change                 |
| <b>TOTALS</b>          | \$144,581.46                | \$42,878.11                 | \$50,000                  |

\*Includes extensive repair to deteriorated walls at Camp Croft Courts apartments, cleaning of tile at YouthBuild Training Center.

\*\*Includes \$22,096.50 of repair work completed in preparation for REAC which included, sheetrock repair, hanging of doors, painting, etc.

\*\*\*Includes \$7,467.59 of repair work completed on Collins Ave. Homes.

^Includes \$9,305 of repair work completed in preparation for REAC which included painting of exterior rails, columns, and doors.

^^Includes \$24,390 of repair work as a result of the Archibald Fire.



### **BACKGROUND:**

SHA occasionally relies on contractors to assist with the preparation of units for re-leasing when move-out conditions exist that exceed the skill of SHA staff. Additionally, there are needs for repair or construction in occupied units when a major plumbing, cabinetry, or carpentry issue arises. Repairs or modifications to common areas or AMP offices may also require contractor services.

### **FINANCIAL CONSIDERATIONS:**

SHA has budgeted \$63, 278.26 in this BLI for FY 2017. Amounts in excess of the budgeted amount will be reflected in an internal budget adjustment. Revenue from RAD proceeds was budgeted for the Camp Croft and Prince Hall communities. In addition, proceeds from insurance claims due to the Archibald Fire, Prince Hall and Camp Croft roofs will also be utilized to complete various projects.

### **POLICY CONSIDERATIONS:**

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$35,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceeds \$35,000, or will exceed \$35,000 if such change order is approved.
- b. Any change order that would increase the contract to an amount that exceeds \$35,000.

Respectfully Submitted, Jessica M. Holcomb  
Jessica Holcomb, Deputy Director  
The Housing Authority of the City of Spartanburg



**RESOLUTION NO: 2017-23**

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

**May 23, 2017**

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

Authorize the Executive Director to enter a change order for unit turn contracts with the following vendors: Milton Turn Key, NTE \$25,000 annually for year two; Upstate Multi-Service, NTE \$75,000 annually for year two; and TLAQK, NTE \$25,000 annually for year two. The total not to exceed cost adds an additional \$50,000 to Upstate Multi-Service's year two contract.

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Molly Talbot-Metz, CHAIR

ATTEST:

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SECRETARY

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FOR CLERK USE ONLY

RESOLUTION NO. 2017-23

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



**Information Item:**  
**Annual & Five Year Plan**  
**Ms. Terril Bates**

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**Board of Commissioners Meeting**  
**Tuesday, May 23, 2017**



**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT: INFORMATION ITEM – Annual & Five Year Plan**

**CONTACT PERSON:**

Terril Bates  
Executive Director  
864-598-6010

**SUMMARY:**

The PHA Plan is a comprehensive guide to public housing agency (PHA) policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which may be submitted and updated annually, or once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year.

SHA conducted a review of the draft 5 Year Plan with the Board of Commissioners on February 28, 2017. The plan was reviewed with the Resident Advisory Board on April 28, 2017. A public hearing will be held on June 19, 2017. The plan will be submitted to the Board of Commissioners for approval at the June 27, 2017 board meeting. The plan is available for review on the SHA website at [www.shasc.org](http://www.shasc.org).

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
The Housing Authority of the City of Spartanburg



# **Monthly Reports:**

**Executive Director**

**Ms. Terril Bates**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**



**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:  
EXECUTIVE DIRECTOR REPORT FOR THE MONTH OF APRIL 2017**

**CONTACT PERSON:**  
Terril Bates  
Executive Director  
864-598-6010

**OVERVIEW:**  
This report provides an update of activities of the Executive Director during the month of April. The month's activity included conversations with the attorney representing Norris Ridge. There were in person meetings and several conversations with the attorneys from the McNair Law firm, this included the scheduling of an executive session during the April board meeting.

On April 4<sup>th</sup>, I conducted a staff retreat for the Resident Service Department, designed to create organizational tools and to review objectives. I prepared an application for \$1,943,000 for the 2018 Youthbuild Grant. There were interviews conducted for candidates for the positions of Director of Finance and Youthbuild Coordinator.

Other meetings included Habitat, Carey Rothschild, a Domestic Violence Townhall meeting, sponsored by City Councilwoman Myers, a tour of Meeting Street Academy and a meeting with Kerry Easler, Spartanburg County. Additionally, I participated in the weekly Northside Development meetings, hosted a Resident Council meeting at Camp Croft and attended the closing ceremony of Seeing Spartanburg In A New Light at the Bethlehem Center. A meeting with the Resident Advisory Board was conducted on April 28<sup>th</sup> as a part of the 5 Year Plan Process. A tour of SHA properties was provided for SHA's Commissioner Myers.

The firm contracted to conduct Strategic Planning sessions for SHA held an all staff meeting on April 18, 2017. Senior staff were not involved in this session. Staff that attended provided very favorable feedback. Plans were finalized for the senior staff and Board of Commissioners portion of this process which will be held at the Milliken Center on June 23, 2017 and at the Chapman Cultural Center on June 24, 2017.

Respectfully Submitted, \_\_\_\_\_  
Terril Bates, Executive Director  
The Housing Authority of the City of Spartanburg



# **Monthly Reports:**

## **FINANCE**

**Joe Calicdan**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**





May 23, 2017

The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**APRIL 2017 - MONTHLY FINANCIAL AND CASH FLOW REPORTS**

**CONTACT PERSON:**

Joe Gomez Calicdan  
Accounting Manager  
864-598-6041

**OVERVIEW:**

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

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

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

Cash flow report shows the sources and uses of cash by major programs. In April, the total Inflows amounted to \$1,708,359 and the total Outflow was \$1,722,217 resulting in a net outflow of \$13,857.

**III: Restricted Cash Position**

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

**Reserve Cash in Bank**

|                                    |                    |
|------------------------------------|--------------------|
| HCVP (Sec8) HAP Savings + Checking | \$ 601,469         |
| Sec 8 - HAP -NRP                   | 538,433            |
| Sec 8 Adm. Fees                    | 241,381            |
| MOD Rehab Adm. Fees                | 92,399             |
| <b>Total</b>                       | <b>\$1,473,682</b> |



**IV: Overall, Asset Management Properties on a PTD basis had losses (NOL) in 6 properties, and 7 properties had a NOI. The details are as follows:**

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

|    | PROPERTY<br>(AMP)   | MTD<br>Actual<br>Income | PTD<br>Actual<br>Income | PTD<br>Budget<br>Income | PTD<br>Variance |
|----|---------------------|-------------------------|-------------------------|-------------------------|-----------------|
| 1  | Appian              | (\$0.3)                 | (\$1.6)                 | 0                       | (\$1.6)         |
| 2  | Archibald Hi-Rise   | (3.7)                   | 2.3                     | 51.0                    | (48.7)          |
| 3  | Archibald Village   | 1.4                     | 14.8                    | 13.4                    | 1.4             |
| 4  | Cammie Clagett      | 49.2                    | 169.0                   | (3.0)                   | 172.0           |
| 5  | Camp Croft          | (13.6)                  | (9.6)                   | 17.9                    | (27.5)          |
| 6  | Prince Hall         | (12.5)                  | (48.2)                  | 11.7                    | (59.9)          |
| 7  | Scattered Sites     | 0.6                     | 1.0                     | 9.6                     | (8.6)           |
| 8  | Victoria Gardens    | (0.2)                   | (21.0)                  | 5.0                     | (26.0)          |
| 9  | JC Bull (100 units) | 23.8                    | 149.6                   | 85.4                    | 64.2            |
| 10 | SLHC (32 units)     | 5.8                     | 6.0                     | (6.7)                   | 12.7            |
| 11 | Cambridge Place     | 2.4                     | 18.1                    | 16.2                    | 1.9             |
| 12 | Liberty             | (1.2)                   | (0.8)                   | 0                       | (0.8)           |
| 13 | Page Lake           | 0.2                     | (2.3)                   | 0                       | (2.3)           |

**V: Status of Grants Programs – April, 2017**

SHA's open/unspent *capital fund grant awards* total \$2,018,114 dollars of which \$509,238 has been drawdown to date. The remaining balance of all capital grants funds totals \$1,508,876 or 75.0 % of the total balance.

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

- 1) **Open Replacement Housing Factor funds (RHF)** total awarded was \$728,472 and \$176,103 drawn against these grants leaving about \$552,369 available to spend.
- 2) There are currently three **ROSS** grant and Multi-family awards totaling \$1,345,793. The balance remaining unspent is \$354,439.



- 3) The YOUTH BUILD grant of \$994,474 for the year 2016-2019 and fund expended \$289,289.
- 4) The **Face Forward Grant** award totaled \$999,923 and fund expended \$864,622.

Respectfully Submitted, \_\_\_\_\_  
Joe Calicdan, Accounting Manager  
The Housing Authority of the City of Spartanburg

## SHA - Summary of Financial Results - April, 2017

| SHA - Summary of Financial Results - April, 2017 |  |                               |              |            |             |      |              |              |              |
|--|--|-------------------------------|--------------|------------|-------------|------|--------------|--------------|--------------|
|  |  |                               | MTD          | MTD        | MTD         |      | 7 months     | 7 months     | 7 months     |
|  |  |                               | Actual       | Budget     | Variance    | Note | PTD          | PTD          | PTD          |
|  |  |                               |              |            |             |      | Actual       | Budget       | Variance     |
| 1  | <b>Public Housing</b>  |                               |              |            |             |      |              |              |              |
|  |  | Total Revenue                 | \$ 284,864   | \$ 236,544 | \$ 48,320   |      | \$ 2,290,783 | \$ 1,823,879 | \$ 466,904   |
|  |  | Total Operating Expenses      | 261,217      | 237,912    | 23,305      |      | 1,896,374    | 1,701,637    | 194,737      |
|  |  | Total Non- operating Expenses | -            | -          | -           |      | 282,000      | -            | 282,000      |
|  |  | Net Operating Income          | \$ 23,647    | \$ (1,368) | \$ 25,015   | 1    | \$ 112,409   | \$ 122,242   | \$ (9,833)   |
|  | Note (1) - Revenue for April is \$48k higher than budget primarily due to Cammie Claggett subsidy . The YTD revenue is \$10K lower than budgeted due to conservative assumptions in the FY 2017 budget and the timing of HUD funding of subsidy for the fiscal year. |                               |              |            |             |      |              |              |              |
| 2  | <b>HCV Program - HAP Only</b>  |                               |              |            |             |      |              |              |              |
|  |  | Total Revenue                 | \$ 1,009,000 | \$ 997,000 | \$ 12,000   |      | \$ 6,100,832 | \$ 5,935,065 | \$ 165,767   |
|  |  | Total Expenses                | \$ 920,808   | \$ 956,600 | \$ (35,792) |      | \$ 5,966,911 | \$ 6,130,215 | \$ (163,304) |
|  |  | Net Operating Income          | \$ 88,192    | \$ 40,400  | \$ 47,792   |      | \$ 133,921   | \$ (195,150) | \$ 329,071   |
|  | 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. Due to voucher under utilization, the YTD excess cash received is \$134K.                       |                               |              |            |             |      |              |              |              |
| 3  | <b>HCV Program - Admin Only</b>  |                               |              |            |             |      |              |              |              |
|  |  | Total Revenue                 | \$ 112,100   | \$ 109,000 | \$ 3,100    |      | \$ 644,700   | \$ 648,145   | \$ (3,445)   |
|  |  | Total Expenses                | \$ 100,200   | \$ 92,000  | \$ 8,200    |      | \$ 693,000   | \$ 677,000   | \$ 16,000    |
|  |  | Net Operating Income          | \$ 11,900    | \$ 17,000  | \$ (5,100)  |      | \$ (48,300)  | \$ (28,855)  | \$ (19,445)  |
|  | For the month of April admin revenue received was \$112k as compared to total expenses of \$100K resulting to net income of \$12K . The YTD net loss is \$48K.   |                               |              |            |             |      |              |              |              |
| 4  | <b>COCC Program Only</b>   |                               |              |            |             |      |              |              |              |
|  |  | Total Revenue                 | \$ 114,385   | \$ 140,000 | \$ (25,615) |      | \$ 936,125   | \$ 882,560   | \$ 53,565    |
|  |  | Total Expenses                | \$ 127,971   | \$ 121,690 | \$ 6,281    |      | \$ 855,339   | \$ 852,730   | \$ 2,609     |
|  |  | Net Operating Income          | \$ (13,586)  | \$ 18,310  | \$ (31,896) | (2)  | \$ 80,786    | \$ 29,830    | \$ 50,956    |
|  | Note (2) - The YTD net income is higher by \$51K than budget primarily due to tax credit cash distribution .   |                               |              |            |             |      |              |              |              |
| 5  | <b>JC BULLS ( 100 &amp; 32 units)</b>  |                               |              |            |             |      |              |              |              |
|  |  | Total Revenue                 | \$ 80,805    | \$ 86,000  | \$ (5,195)  |      | \$ 618,010   | \$ 607,545   | \$ 10,465    |
|  |  | Total Operating Expenses      | \$ 50,993    | \$ 81,000  | \$ (30,007) |      | \$ 422,307   | \$ 488,929   | \$ (66,622)  |
|  |  | Net Operating Income          | \$ 29,812    | \$ 5,000   | \$ 24,812   | (3)  | \$ 195,704   | \$ 118,616   | \$ 77,088    |
|  | Note (3) - Revenue is higher than budgeted due to lower operating expenses incurred.   |                               |              |            |             |      |              |              |              |

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

Actual to Budget Variance Comparison

April 30, 2017

|            |                                   | MTD Actual   | MTD Budget   | Variance     | % Var   | PTD Actual    | PTD Budget    | Variance    | % Var  |
|------------|-----------------------------------|--------------|--------------|--------------|---------|---------------|---------------|-------------|--------|
| 310000-000 | TENANT INCOME                     |              |              |              |         |               |               |             |        |
| 310100-000 | Rental Income                     |              |              |              |         |               |               |             |        |
| 311100-000 | Tenant Rent                       | 143,547.17   | 135,893.00   | 7,654.17     | 5.63    | 1,004,499.64  | 970,853.00    | 33,646.64   | 3.47   |
| 311900-000 | Total Rental Income               | 143,547.17   | 135,893.00   | 7,654.17     | 5.63    | 1,004,499.64  | 970,853.00    | 33,646.64   | 3.47   |
| 312000-000 | Other Tenant Income               |              |              |              |         |               |               |             |        |
| 312003-000 | Damages                           | 3,225.10     | 1,851.00     | 1,374.10     | 74.24   | 15,897.58     | 14,469.00     | 1,428.58    | 9.87   |
| 312004-000 | Late Charges                      | 905.00       | 1,196.00     | (291.00)     | -24.33  | 9,337.50      | 9,275.00      | 62.50       | 0.67   |
| 312005-000 | Legal Fees - Tenant               | 75.00        | 651.00       | (576.00)     | -88.48  | 5,405.00      | 5,493.00      | (88.00)     | -1.60  |
| 312006-000 | NSF Charges                       | 195.00       | 19.00        | 176.00       | 926.32  | 755.00        | 492.00        | 263.00      | 53.46  |
| 312007-000 | Tenant Owed Utilities - Excess    | 9,195.71     | 6,764.00     | 2,431.71     | 35.95   | 45,241.52     | 47,024.00     | (1,782.48)  | -3.79  |
| 312009-000 | Misc.Tenant Income                | 170.57       | 69.00        | 101.57       | 147.20  | 3,031.97      | 2,415.00      | 616.97      | 25.55  |
| 312900-000 | Total Other Tenant Income         | 13,766.38    | 10,550.00    | 3,216.38     | 30.49   | 79,668.57     | 79,168.00     | 500.57      | 0.63   |
| 319900-000 | NET TENANT INCOME                 | 157,313.55   | 146,443.00   | 10,870.55    | 7.42    | 1,084,168.21  | 1,050,021.00  | 34,147.21   | 3.25   |
| 340000-000 | GRANT INCOME                      |              |              |              |         |               |               |             |        |
| 340100-000 | HUD Subsidy                       | 166,276.00   | 125,147.00   | 41,129.00    | 32.86   | 1,449,360.00  | 994,144.00    | 455,216.00  | 45.79  |
| 340111-000 | Pet Fee Income                    | 110.00       | -            | 110.00       | N/A     | 853.00        | 512.00        | 341.00      | 66.60  |
| 341001-000 | Section 8 HAP Earned              | 1,008,297.00 | 995,820.00   | 12,477.00    | 1.25    | 6,099,895.00  | 5,934,344.00  | 165,551.00  | 2.79   |
| 341002-000 | Sec 8 Admin. Fee Inc-HCV          | 110,896.00   | 106,669.00   | 4,227.00     | 3.96    | 637,034.00    | 638,608.00    | (1,574.00)  | -0.25  |
| 341004-000 | Section 8 Port-In Admin Fees      | -            | -            | -            | N/A     | (750.00)      | (750.00)      | -           | 0.00   |
| 341006-000 | Port In HAP Earned                | -            | -            | -            | N/A     | (6,782.00)    | (6,782.00)    | -           | 0.00   |
| 341010-000 | Section 8 Admin Fee -Mod Rehab    | -            | 13,703.00    | (13,703.00)  | -100.00 | 82,218.00     | 95,921.00     | (13,703.00) | -14.29 |
| 341011-000 | Mod Rehab- HAP EARNED             | -            | 103,612.00   | (103,612.00) | -100.00 | 714,726.00    | 787,320.00    | (72,594.00) | -9.22  |
| 341500-000 | Other Govt and Private Grants     | 50,097.00    | 50,691.00    | (594.00)     | -1.17   | 354,153.00    | 354,836.00    | (683.00)    | -0.19  |
| 349900-000 | TOTAL GRANT INCOME                | 1,335,676.00 | 1,395,642.00 | (59,966.00)  | -4.30   | 9,330,707.00  | 8,798,153.00  | 532,554.00  | 6.05   |
| 360000-000 | OTHER INCOME                      |              |              |              |         |               |               |             |        |
| 362000-000 | Management Fee Income             | 69,546.56    | 65,266.00    | 4,280.56     | 6.56    | 487,453.65    | 476,387.00    | 11,066.65   | 2.32   |
| 362001-000 | Bookkeeping fee income            | 22,162.50    | 22,234.00    | (71.50)      | -0.32   | 152,962.50    | 153,679.00    | (716.50)    | -0.47  |
| 364000-000 | Fraud Recovery Income-Admin       | 1,223.44     | 750.00       | 473.44       | 63.13   | 7,718.63      | 6,537.00      | 1,181.63    | 18.08  |
| 364001-000 | Fraud Recovery - HAP              | 1,223.44     | 1,072.00     | 151.44       | 14.13   | 7,718.61      | 7,503.00      | 215.61      | 2.87   |
| 364002-000 | TBRA -HAP Earned                  | 462.00       | -            | 462.00       | N/A     | 1,386.00      | -             | 1,386.00    | N/A    |
| 365000-000 | Miscellaneous Other Income        | 19,491.15    | 54,293.00    | (34,801.85)  | -64.10  | 336,094.77    | 281,592.00    | 54,502.77   | 19.36  |
| 365002-000 | Bad Debt Recovery                 | 1,100.92     | 500.00       | 600.92       | 120.18  | 18,225.16     | 6,563.00      | 11,662.16   | 177.70 |
| 369900-000 | TOTAL OTHER INCOME                | 115,210.01   | 144,115.00   | (28,904.99)  | -20.06  | 1,011,559.32  | 932,261.00    | 79,298.32   | 8.51   |
| 399900-000 | TOTAL INCOME                      | 1,608,199.56 | 1,686,200.00 | (78,000.44)  | -4.63   | 11,426,434.53 | 10,780,435.00 | 645,999.53  | 5.99   |
| 410000-000 | ADMINISTRATIVE                    |              |              |              |         |               |               |             |        |
| 410099-000 | Administrative Salaries           |              |              |              |         |               |               |             |        |
| 411000-000 | Administrative Salaries and Wages | 118,674.07   | 126,325.00   | 7,650.93     | 6.06    | 833,809.15    | 832,989.00    | (820.15)    | -0.10  |

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

Actual to Budget Variance Comparison

April 30, 2017

|            |   | MTD Actual | MTD Budget | Variance    | % Var     | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|---|------------|------------|-------------|-----------|--------------|--------------|-------------|---------|
| 411002-000 | Administrative Overtime                   | 1,803.46   | 1,077.00   | (726.46)    | -67.45    | 13,996.16    | 8,813.00     | (5,183.16)  | -58.81  |
| 411003-000 | Administrative: Employer FICA/SUI         | 12,794.68  | 14,207.00  | 1,412.32    | 9.94      | 79,282.52    | 79,506.00    | 223.48      | 0.28    |
| 411004-000 | Administrative: Employee Benefits         | 34,117.65  | 30,524.00  | (3,593.65)  | -11.77    | 223,030.95   | 211,850.00   | (11,180.95) | -5.28   |
| 411005-000 | Administrative: Retirees Medical ER share | 3,009.28   | 3,108.00   | 98.72       | 3.18      | 21,154.54    | 21,460.00    | 305.46      | 1.42    |
| 411006-000 | Administrative: Emp Incentive             | 5,463.34   | 1,892.00   | (3,571.34)  | -188.76   | 7,865.49     | 6,605.00     | (1,260.49)  | -19.08  |
| 411099-000 | Total Administrative Salaries             | 175,862.48 | 177,133.00 | 1,270.52    | 0.72      | 1,179,138.81 | 1,161,223.00 | (17,915.81) | -1.54   |
| 413000-000 | Legal Expense                             |            |            |             |           |              |              |             |         |
| 413001-000 | Legal Expense                             | 5.00       | -          | (5.00)      | N/A       | 340.00       | 335.00       | (5.00)      | -1.49   |
| 413003-000 | Credit Reports                            | 557.00     | 376.00     | (181.00)    | -48.14    | 3,905.50     | 2,484.00     | (1,421.50)  | -57.23  |
| 413100-000 | Total Legal Expense                       | 562.00     | 376.00     | (186.00)    | -49.47    | 4,245.50     | 2,819.00     | (1,426.50)  | -50.60  |
| 413900-000 | Other Admin Expenses                      |            |            |             |           |              |              |             |         |
| 414000-000 | Staff Training                            | -          | 527.00     | 527.00      | 100.00    | 4,483.89     | 4,075.00     | (408.89)    | -10.03  |
| 415000-000 | Travel                                    | 100.51     | 597.00     | 496.49      | 83.16     | 1,204.37     | 2,121.00     | 916.63      | 43.22   |
| 417000-000 | Bookkeeping Fees                          | 21,270.00  | 20,673.00  | (597.00)    | -2.89     | 143,115.00   | 142,649.00   | (466.00)    | -0.33   |
| 417001-000 | Bookkeeping Fees-MOD Rehab                | 1,492.50   | 1,675.00   | 182.50      | 10.90     | 10,447.50    | 10,951.00    | 503.50      | 4.60    |
| 417100-000 | Auditing Fees                             | 19,475.00  | 4,632.00   | (14,843.00) | -320.44   | 25,975.00    | 15,396.00    | (10,579.00) | -68.71  |
| 417200-000 | Port Out Admin Fee                        | 899.75     | 552.00     | (347.75)    | -63.00    | 6,073.35     | 5,240.00     | (833.35)    | -15.90  |
| 417300-000 | Management Fee                            | 59,398.56  | 58,599.00  | (799.56)    | -1.36     | 413,233.65   | 407,274.00   | (5,959.65)  | -1.46   |
| 417302-000 | Asset Management Fee                      | 6,560.00   | 5,961.00   | (599.00)    | -10.05    | 45,920.00    | 43,443.00    | (2,477.00)  | -5.70   |
| 417303-000 | Management Fee- MOD Rehab                 | 2,388.00   | 2,969.00   | 581.00      | 19.57     | 14,400.00    | 18,387.00    | 3,987.00    | 21.68   |
| 418000-000 | Office Rent                               | 11,889.38  | 11,919.00  | 29.62       | 0.25      | 82,526.27    | 82,381.00    | (145.27)    | -0.18   |
| 418900-000 | Total Other Admin Expenses                | 123,473.70 | 108,104.00 | (15,369.70) | -14.22    | 747,379.03   | 731,917.00   | (15,462.03) | -2.11   |
| 419000-000 | Miscellaneous Admin Expenses              |            |            |             |           |              |              |             |         |
| 419001-000 | Office Expense                            | 3,283.10   | 1,559.00   | (1,724.10)  | -110.59   | 22,169.25    | 14,195.00    | (7,974.25)  | -56.18  |
| 419003-000 | Printing                                  | 1,334.42   | 63.00      | (1,271.42)  | -2,018.13 | 9,370.43     | 3,085.00     | (6,285.43)  | -203.74 |
| 419004-000 | Telephone                                 | 8,392.52   | 6,549.00   | (1,843.52)  | -28.15    | 43,318.69    | 42,359.00    | (959.69)    | -2.27   |
| 419005-000 | Postage                                   | 2,016.88   | 2,034.00   | 17.12       | 0.84      | 16,318.62    | 18,275.00    | 1,956.38    | 10.71   |
| 419006-000 | Forms and Computer Supplies               | 835.65     | -          | (835.65)    | N/A       | 1,298.23     | -            | (1,298.23)  | N/A     |
| 419007-000 | Court Costs                               | 365.00     | 888.00     | 523.00      | 58.90     | 5,755.00     | 6,464.00     | 709.00      | 10.97   |
| 419008-000 | Subscriptions and Fees                    | 216.00     | -          | (216.00)    | N/A       | 7,859.88     | 6,595.00     | (1,264.88)  | -19.18  |
| 419009-000 | Sundry Miscellaneous                      | 1,730.07   | 3,296.00   | 1,565.93    | 47.51     | 25,957.10    | 29,474.00    | 3,516.90    | 11.93   |
| 419010-000 | Newspaper ADS (Advertising)               | 270.15     | 126.00     | (144.15)    | -114.40   | 1,377.11     | 1,452.00     | 74.89       | 5.16    |
| 419011-000 | Sundry Service Contracts                  | 20,556.37  | 14,421.00  | (6,135.37)  | -42.54    | 171,880.61   | 132,029.00   | (39,851.61) | -30.18  |
| 419012-000 | Software                                  | 229.59     | -          | (229.59)    | N/A       | 2,001.50     | 669.00       | (1,332.50)  | -199.18 |
| 419017-000 | Temporary Administrative Labor            | 1,160.85   | 2,393.00   | 1,232.15    | 51.49     | 40,753.78    | 37,235.00    | (3,518.78)  | -9.45   |
| 419018-000 | False Alarms                              | -          | -          | -           | N/A       | 240.00       | 230.00       | (10.00)     | -4.35   |
| 419020-000 | Bank Fees                                 | -          | 90.00      | 90.00       | 100.00    | 3,313.45     | 400.00       | (2,913.45)  | -728.36 |
| 419021-000 | Discretionary                             | -          | 63.00      | 63.00       | 100.00    | -            | 189.00       | 189.00      | 100.00  |
| 419022-000 | Other Misc Admin Expenses                 | 642.31     | 201.00     | (441.31)    | -219.56   | 6,394.13     | 5,409.00     | (985.13)    | -18.21  |
| 419023-000 | Supportive Services                       | 60.00      | -          | (60.00)     | N/A       | 60.00        | -            | (60.00)     | N/A     |
| 419100-000 | Total Miscellaneous Admin Expenses        | 41,092.91  | 31,683.00  | (9,409.91)  | -29.70    | 358,067.78   | 298,060.00   | (60,007.78) | -20.13  |

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

Actual to Budget Variance Comparison

April 30, 2017

|            |                                     | MTD Actual | MTD Budget | Variance    | % Var   | PTD Actual   | PTD Budget   | Variance    | % Var     |
|------------|-------------------------------------|------------|------------|-------------|---------|--------------|--------------|-------------|-----------|
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES       | 340,991.09 | 317,296.00 | (23,695.09) | -7.47   | 2,288,831.12 | 2,194,019.00 | (94,812.12) | -4.32     |
| 420000-000 | TENANT SERVICES                     |            |            |             |         |              |              |             |           |
| 422000-000 | Tenant Svcs-Participation Fund \$15 | 300.00     | 707.00     | 407.00      | 57.57   | 5,269.68     | 6,759.00     | 1,489.32    | 22.03     |
| 422001-000 | Tenant Svcs.-Stipend only \$10      | 240.00     | 485.00     | 245.00      | 50.52   | 2,731.24     | 2,580.00     | (151.24)    | -5.86     |
| 423000-000 | Tenant Svcs-PH ESDC                 | 925.00     | 1,289.00   | 364.00      | 28.24   | 5,972.49     | 6,928.00     | 955.51      | 13.79     |
| 423001-000 | Tenant Relocation                   | 1,793.00   | -          | (1,793.00)  | N/A     | 1,793.00     | -            | (1,793.00)  | N/A       |
| 429900-000 | TOTAL TENANT SERVICES EXPENSES      | 3,258.00   | 2,481.00   | (777.00)    | -31.32  | 15,766.41    | 16,267.00    | 500.59      | 3.08      |
| 430000-000 | UTILITIES                           |            |            |             |         |              |              |             |           |
| 431000-000 | Water                               | 16,673.94  | 10,478.00  | (6,195.94)  | -59.13  | 99,023.58    | 72,714.00    | (26,309.58) | -36.18    |
| 432000-000 | Electricity                         | 27,170.44  | 38,710.00  | 11,539.56   | 29.81   | 244,172.48   | 273,566.00   | 29,393.52   | 10.74     |
| 433000-000 | Gas                                 | 15,134.44  | 17,301.00  | 2,166.56    | 12.52   | 135,446.98   | 129,809.00   | (5,637.98)  | -4.34     |
| 439000-000 | Sewer                               | 24,572.19  | 15,313.00  | (9,259.19)  | -60.47  | 135,956.97   | 107,724.00   | (28,232.97) | -26.21    |
| 439900-000 | TOTAL UTILITY EXPENSES              | 83,551.01  | 81,802.00  | (1,749.01)  | -2.14   | 614,600.01   | 583,813.00   | (30,787.01) | -5.27     |
| 440000-000 | MAINTENANCE AND OPERATIONS          |            |            |             |         |              |              |             |           |
| 440099-000 | General Maint Expense               |            |            |             |         |              |              |             |           |
| 441000-000 | Labor Maintenance                   | 17,444.78  | 24,364.00  | 6,919.22    | 28.40   | 138,613.41   | 147,134.00   | 8,520.59    | 5.79      |
| 441002-000 | Maintenance: Overtime               | 1,450.37   | 903.00     | (547.37)    | -60.62  | 13,521.72    | 8,896.00     | (4,625.72)  | -52.00    |
| 441003-000 | Maintenance: Employer FICA/SUI      | 1,759.44   | 2,489.00   | 729.56      | 29.31   | 14,157.95    | 13,931.00    | (226.95)    | -1.63     |
| 441004-000 | Temp Maintenance Labor              | 6,038.49   | 1,467.00   | (4,571.49)  | -311.62 | 47,197.60    | 21,919.00    | (25,278.60) | -115.33   |
| 441005-000 | Maintenance: Employee Benefits      | 4,293.96   | 7,400.00   | 3,106.04    | 41.97   | 34,814.42    | 42,839.00    | 8,024.58    | 18.73     |
| 441100-000 | Maintenace Uniforms                 | (14.36)    | -          | 14.36       | N/A     | 86.32        | -            | (86.32)     | N/A       |
| 441200-000 | Vehicle Repair                      | 2,343.25   | 2,730.00   | 386.75      | 14.17   | 17,562.47    | 18,601.00    | 1,038.53    | 5.58      |
| 441210-000 | Equipment Repair                    | -          | 375.00     | 375.00      | 100.00  | 1,747.80     | 1,125.00     | (622.80)    | -55.36    |
| 441300-000 | Gasoline Purchases                  | 1,776.06   | 1,727.00   | (49.06)     | -2.84   | 11,444.46    | 11,427.00    | (17.46)     | -0.15     |
| 441900-000 | Total General Maint Expense         | 35,091.99  | 41,455.00  | 6,363.01    | 15.35   | 279,146.15   | 265,872.00   | (13,274.15) | -4.99     |
| 442000-000 | Materials                           |            |            |             |         |              |              |             |           |
| 442002-000 | Appliance-Maint Materials           | 1,030.35   | 1,025.00   | (5.35)      | -0.52   | 7,557.90     | 4,975.00     | (2,582.90)  | -51.92    |
| 442003-000 | Painting-Maint Materials            | 1,127.22   | 276.00     | (851.22)    | -308.41 | 6,847.81     | 2,281.00     | (4,566.81)  | -200.21   |
| 442004-000 | Electrical-Maint Materials          | 857.16     | 301.00     | (556.16)    | -184.77 | 7,998.09     | 1,858.00     | (6,140.09)  | -330.47   |
| 442005-000 | Heating/AC-Maint Materials          | 232.88     | 613.00     | 380.12      | 62.01   | 6,893.77     | 6,335.00     | (558.77)    | -8.82     |
| 442006-000 | Janitorial Supplies                 | 742.98     | 194.00     | (548.98)    | -282.98 | 3,462.00     | 1,247.00     | (2,215.00)  | -177.63   |
| 442008-000 | Plumbing-Maint Materials            | 284.87     | 1,238.00   | 953.13      | 76.99   | 15,732.47    | 9,624.00     | (6,108.47)  | -63.47    |
| 442009-000 | Hand Tools-Maint Materials          | -          | 13.00      | 13.00       | 100.00  | 491.22       | 67.00        | (424.22)    | -633.16   |
| 442010-000 | Maintenance Materials               | 5,451.38   | 3,970.00   | (1,481.38)  | -37.31  | 38,232.58    | 29,548.00    | (8,684.58)  | -29.39    |
| 442011-000 | Work Supplies/Safety/Materials      | 450.00     | 64.00      | (386.00)    | -603.12 | 1,566.23     | 109.00       | (1,457.23)  | -1,336.91 |
| 442900-000 | Total Materials                     | 10,176.84  | 7,694.00   | (2,482.84)  | -32.27  | 88,782.07    | 56,044.00    | (32,738.07) | -58.41    |
| 443000-000 | Contract Costs                      |            |            |             |         |              |              |             |           |
| 443001-000 | Alarm/Extinguisher Contract         | 939.98     | 407.00     | (532.98)    | -130.95 | 8,045.23     | 4,402.00     | (3,643.23)  | -82.76    |

| SPARTANBURG HOUSING AUTHORITY               |                                   |                     |                     |                  |              |                      |                      |                     |               |
|---|-----------------------------------|---------------------|---------------------|------------------|--------------|----------------------|----------------------|---------------------|---------------|
| AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS |                                   |                     |                     |                  |              |                      |                      |                     |               |
| Actual to Budget Variance Comparison        |                                   |                     |                     |                  |              |                      |                      |                     |               |
| April 30, 2017                              |                                   |                     |                     |                  |              |                      |                      |                     |               |
|   |                                   | MTD Actual          | MTD Budget          | Variance         | % Var        | PTD Actual           | PTD Budget           | Variance            | % Var         |
| 443002-000                                  | Extermination Contract            | 2,843.00            | 2,976.00            | 133.00           | 4.47         | 24,087.30            | 22,547.00            | (1,540.30)          | -6.83         |
| 443003-000                                  | Tenant Repairs-Contract           | 625.00              | -                   | (625.00)         | N/A          | 625.00               | -                    | (625.00)            | N/A           |
| 443005-000                                  | Unit Turnaround-Contract          | 10,341.25           | 2,625.00            | (7,716.25)       | -293.95      | 41,731.25            | 34,115.00            | (7,616.25)          | -22.33        |
| 443006-000                                  | Electrical-Contract               | 690.85              | 250.00              | (440.85)         | -176.34      | 2,065.35             | 840.00               | (1,225.35)          | -145.88       |
| 443007-000                                  | Disposal Contract                 | 2,922.54            | 2,777.00            | (145.54)         | -5.24        | 23,774.32            | 19,760.00            | (4,014.32)          | -20.32        |
| 443009-000                                  | Landscaping-Contract              | 21,845.75           | 11,830.00           | (10,015.75)      | -84.66       | 149,497.42           | 114,531.00           | (34,966.42)         | -30.53        |
| 443010-000                                  | Contract:                         | -                   | -                   | -                | N/A          | 119.96               | -                    | (119.96)            | N/A           |
| 443011-000                                  | Heating/AC-Contract               | 2,500.50            | 2,813.00            | 312.50           | 11.11        | 14,155.26            | 15,210.00            | 1,054.74            | 6.93          |
| 443013-000                                  | Contract: Uniform Rental          | 217.08              | 524.00              | 306.92           | 58.57        | 2,002.67             | 2,488.00             | 485.33              | 19.51         |
| 443015-000                                  | Janitorial-Contract               | 2,685.54            | 1,446.00            | (1,239.54)       | -85.72       | 10,476.25            | 8,932.00             | (1,544.25)          | -17.29        |
| 443017-000                                  | Elevator-Contract                 | 3,799.11            | 2,700.00            | (1,099.11)       | -40.71       | 20,216.23            | 18,905.00            | (1,311.23)          | -6.94         |
| 443018-000                                  | Plumbing-Contract                 | 4,507.49            | 4,313.00            | (194.49)         | -4.51        | 57,152.94            | 40,549.00            | (16,603.94)         | -40.95        |
| 443019-000                                  | Miscellaneous Contracts           | 1,336.80            | 23,969.00           | 22,632.20        | 94.42        | 25,642.45            | 80,837.00            | 55,194.55           | 68.28         |
| 443023-000                                  | Con:Consultant/Mentoring          | 13,052.24           | 14,336.00           | 1,283.76         | 8.95         | 120,448.23           | 118,288.00           | (2,160.23)          | -1.83         |
| 443099-000                                  | Maintenance Misc- Contracts       | 538.84              | 3,438.00            | 2,899.16         | 84.33        | 49,299.04            | 29,203.00            | (20,096.04)         | -68.82        |
| 443900-000                                  | Total Contract Costs              | 68,845.97           | 74,404.00           | 5,558.03         | 7.47         | 549,338.90           | 510,607.00           | (38,731.90)         | -7.59         |
| 449900-000                                  | TOTAL MAINTENACE EXPENSES         | 114,114.80          | 123,553.00          | 9,438.20         | 7.64         | 917,267.12           | 832,523.00           | (84,744.12)         | -10.18        |
| 450000-000                                  | GENERAL EXPENSES                  |                     |                     |                  |              |                      |                      |                     |               |
| 451000-000                                  | General Liability Insurance       | 5,314.18            | 12,830.00           | 7,515.82         | 58.58        | 78,865.32            | 81,696.00            | 2,830.68            | 3.46          |
| 451100-000                                  | Property Tax                      | -                   | -                   | -                | N/A          | 64,872.91            | 60,358.00            | (4,514.91)          | -7.48         |
| 452100-000                                  | Workers Comp Insurance            | 15,896.19           | 6,477.00            | (9,419.19)       | -145.43      | 34,782.01            | 32,497.00            | (2,285.01)          | -7.03         |
| 453010-000                                  | SHA-Board/Commissioner exp        | -                   | 1,250.00            | 1,250.00         | 100.00       | 1,436.69             | 4,594.00             | 3,157.31            | 68.73         |
| 457000-000                                  | Bad Debt-Tenant Rents             | -                   | 1,769.00            | 1,769.00         | 100.00       | 21,785.09            | 16,671.00            | (5,114.09)          | -30.68        |
| 458000-000                                  | All Protective Services           | 909.00              | -                   | (909.00)         | N/A          | 6,879.03             | 3,333.00             | (3,546.03)          | -106.39       |
| 459900-000                                  | TOTAL GENERAL EXPENSES            | 22,119.37           | 22,326.00           | 206.63           | 0.93         | 208,621.05           | 199,149.00           | (9,472.05)          | -4.76         |
| 470000-000                                  | HOUSING ASSISTANCE PAYMENTS       |                     |                     |                  |              |                      |                      |                     |               |
| 471500-000                                  | Housing Assistance Payments       | 966,967.00          | 1,016,436.00        | 49,469.00        | 4.87         | 6,626,899.00         | 6,521,798.00         | (105,101.00)        | -1.61         |
| 471501-000                                  | Tenant Utility Payments           | 37,158.00           | 29,843.00           | (7,315.00)       | -24.51       | 247,913.00           | 230,419.00           | (17,494.00)         | -7.59         |
| 471502-000                                  | Portable Out HAP Payments         | 16,855.89           | 17,776.00           | 920.11           | 5.18         | 123,483.89           | 124,686.00           | 1,202.11            | 0.96          |
| 471503-000                                  | FSS Escrow Payments               | 5,886.00            | 1,744.00            | (4,142.00)       | -237.50      | 29,529.00            | 18,852.00            | (10,677.00)         | -56.64        |
| 479900-000                                  | TOTAL HOUSING ASSISTANCE PAYMENTS | 1,026,866.89        | 1,065,799.00        | 38,932.11        | 3.65         | 7,027,824.89         | 6,895,755.00         | (132,069.89)        | -1.92         |
| 480000-000                                  | FINANCING EXPENSE                 |                     |                     |                  |              |                      |                      |                     |               |
| 485100-000                                  | Interest Expense-BBT SL           | 252.77              | -                   | (252.77)         | N/A          | 1,632.09             | -                    | (1,632.09)          | N/A           |
| 485500-000                                  | Interest Expense-Mortgage Payable | (1,586.26)          | -                   | 1,586.26         | N/A          | (5,179.02)           | -                    | 5,179.02            | N/A           |
| 489900-000                                  | TOTAL FINANCING EXPENSES          | (1,333.49)          | -                   | 1,333.49         | N/A          | (3,546.93)           | -                    | 3,546.93            | N/A           |
|   | <b>TOTAL OPERATING EXPENSES</b>   | <b>1,589,567.67</b> | <b>1,613,257.00</b> | <b>23,689.33</b> | <b>1.47%</b> | <b>11,069,363.67</b> | <b>10,721,526.00</b> | <b>(347,837.67)</b> | <b>-3.24%</b> |
| 500000-000                                  | NON-OPERATING ITEMS               |                     |                     |                  |              |                      |                      |                     |               |



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

Actual to Budget Variance Comparison

April 30, 2017

|            |  | MTD Actual        | MTD Budget       | Variance         | % Var          | PTD Actual        | PTD Budget       | Variance          | % Var           |
|------------|--|-------------------|------------------|------------------|----------------|-------------------|------------------|-------------------|-----------------|
| 523200-000 | Gain/Loss from Sale Disposition of Real Property | -                 | -                | -                | N/A            | (48,350.00)       | 14,200.00        | 62,550.00         | 440.49          |
| 523401-000 | Bedbug expense                                   | 66.00             | -                | (66.00)          | N/A            | 555.94            | 490.00           | (65.94)           | -13.46          |
| 523405-000 | Flow Through Subsidy remitted to RAD             | -                 | -                | -                | N/A            | 280,842.79        | -                | (280,842.79)      | N/A             |
| 523406-000 | Mold Assessment and Abatement                    | -                 | -                | -                | N/A            | 550.00            | -                | (550.00)          | N/A             |
| 523409-000 | RAD SUBSIDY-LIHTC-PBV                            | -                 | -                | -                | N/A            | (260,676.00)      | -                | 260,676.00        | N/A             |
| 523410-000 | Pinnacle shortfall                               | -                 | -                | -                | N/A            | (20,166.79)       | -                | 20,166.79         | N/A             |
| 523413-000 | Appliances Replacement                           | -                 | -                | -                | N/A            | 25,822.37         | 25,822.00        | (0.37)            | 0.00            |
| 523418-000 | Settlement offset due to HUD overpayment -HAP    | (119,121.00)      | -                | 119,121.00       | N/A            | (119,121.00)      | -                | 119,121.00        | N/A             |
| 523419-000 | Settlement offset due to HUD overpayment -ADMIN  | (13,703.00)       | -                | 13,703.00        | N/A            | (13,703.00)       | -                | 13,703.00         | N/A             |
| 599900-000 | TOTAL NON-OPERATING ITEMS                        | (132,758.00)      | -                | 132,758.00       | N/A            | (154,245.69)      | 40,512.00        | 194,757.69        | 480.74          |
| 900000-000 | <b>NET INCOME</b>                                | <b>151,389.89</b> | <b>72,943.00</b> | <b>78,446.89</b> | <b>107.55%</b> | <b>511,316.55</b> | <b>18,397.00</b> | <b>492,919.55</b> | <b>2679.35%</b> |
|            |  |                   |                  |                  |                |                   |                  |                   |                 |
|            | <b>PROOF:</b>                                    |                   |                  |                  |                |                   |                  |                   |                 |
|            | Sec 8 All  | 112,430.90        |                  |                  |                | 132,322.45        |                  |                   |                 |
|            | Conventional PH                                  | 23,646.91         |                  |                  |                | 112,526.23        |                  |                   |                 |
|            | COCC   | (13,586.17)       |                  |                  |                | 80,785.96         |                  |                   |                 |
|            | JC BULL  | 29,745.92         |                  |                  |                | 155,615.32        |                  |                   |                 |
|            |  | 152,237.56        |                  |                  |                | 481,249.96        |                  |                   |                 |
|            |  |                   |                  |                  |                |                   |                  |                   |                 |
|            | 025-bac  | 374.53            |                  |                  |                | 34,934.46         |                  |                   |                 |
|            | 181-page   | 298.34            |                  |                  |                | (2,348.72)        |                  |                   |                 |
|            | Appian   | (315.16)          |                  |                  |                | (1,643.57)        |                  |                   |                 |
|            | Liberty  | (1,205.38)        |                  |                  |                | (875.58)          |                  |                   |                 |
|            |  | 151,389.89        |                  |                  |                | 511,316.55        |                  |                   |                 |
|            |  |                   |                  |                  |                |                   |                  |                   |                 |
|            |  | -                 | checked          |                  |                | (0.00)            | checked          |                   |                 |

| SPARTANBURG HOUSING AUTHORITY        |                                   |            |            |            |          |              |              |             |        |
|--------------------------------------|-----------------------------------|------------|------------|------------|----------|--------------|--------------|-------------|--------|
| CONVENTIONAL PUBLIC HOUSING          |                                   |            |            |            |          |              |              |             |        |
| Actual to Budget Variance Comparison |                                   |            |            |            |          |              |              |             |        |
| April 30, 2017                       |                                   |            |            |            |          |              |              |             |        |
|                                      |                                   | MTD Actual | MTD Budget | Variance   | % Var    | PTD Actual   | PTD Budget   | Variance    | % Var  |
| 310000-000                           | TENANT INCOME                     |            |            |            |          |              |              |             |        |
| 310100-000                           | Rental Income                     |            |            |            |          |              |              |             |        |
| 311100-000                           | Tenant Rent                       | 103,634.03 | 100,605.00 | 3,029.03   | 3.01     | 720,223.64   | 721,956.00   | (1,732.36)  | -0.24  |
| 311900-000                           | Total Rental Income               | 103,634.03 | 100,605.00 | 3,029.03   | 3.01     | 720,223.64   | 721,956.00   | (1,732.36)  | -0.24  |
| 312000-000                           | Other Tenant Income               |            |            |            |          |              |              |             |        |
| 312003-000                           | Damages                           | 3,215.10   | 1,826.00   | 1,389.10   | 76.07    | 15,732.58    | 14,382.00    | 1,350.58    | 9.39   |
| 312004-000                           | Late Charges                      | 855.00     | 1,183.00   | (328.00)   | -27.73   | 9,087.50     | 9,096.00     | (8.50)      | -0.09  |
| 312005-000                           | Legal Fees - Tenant               | 75.00      | 638.00     | (563.00)   | -88.24   | 5,080.00     | 5,274.00     | (194.00)    | -3.68  |
| 312006-000                           | NSF Charges                       | 75.00      | 6.00       | 69.00      | 1,150.00 | 575.00       | 393.00       | 182.00      | 46.31  |
| 312007-000                           | Tenant Owed Utilities - Excess    | 9,195.71   | 6,576.00   | 2,619.71   | 39.84    | 43,806.88    | 45,046.00    | (1,239.12)  | -2.75  |
| 312009-000                           | Misc.Tenant Income                | 170.57     | 63.00      | 107.57     | 170.75   | 3,025.09     | 2,354.00     | 671.09      | 28.51  |
| 312900-000                           | Total Other Tenant Income         | 13,586.38  | 10,292.00  | 3,294.38   | 32.01    | 77,307.05    | 76,545.00    | 762.05      | 1.00   |
| 319900-000                           | NET TENANT INCOME                 | 117,220.41 | 110,897.00 | 6,323.41   | 5.70     | 797,530.69   | 798,501.00   | (970.31)    | -0.12  |
| 340000-000                           | GRANT INCOME                      |            |            |            |          |              |              |             |        |
| 340100-000                           | HUD Subsidy                       | 166,276.00 | 125,147.00 | 41,129.00  | 32.86    | 1,449,360.00 | 994,144.00   | 455,216.00  | 45.79  |
| 340111-000                           | Pet Fee Income                    | 110.00     | -          | 110.00     | N/A      | 853.00       | 512.00       | 341.00      | 66.60  |
| 349900-000                           | TOTAL GRANT INCOME                | 166,386.00 | 125,147.00 | 41,239.00  | 32.95    | 1,450,213.00 | 994,656.00   | 455,557.00  | 45.80  |
| 360000-000                           | OTHER INCOME                      |            |            |            |          |              |              |             |        |
| 365000-000                           | Miscellaneous Other Income        | 156.70     | -          | 156.70     | N/A      | 24,955.46    | 24,159.00    | 796.46      | 3.30   |
| 365002-000                           | Bad Debt Recovery                 | 1,100.92   | 500.00     | 600.92     | 120.18   | 18,084.16    | 6,563.00     | 11,521.16   | 175.55 |
| 369900-000                           | TOTAL OTHER INCOME                | 1,257.62   | 500.00     | 757.62     | 151.52   | 43,039.62    | 30,722.00    | 12,317.62   | 40.09  |
| 399900-000                           | TOTAL INCOME                      | 284,864.03 | 236,544.00 | 48,320.03  | 20.43    | 2,290,783.31 | 1,823,879.00 | 466,904.31  | 25.60  |
| 410000-000                           | ADMINISTRATIVE                    |            |            |            |          |              |              |             |        |
| 410099-000                           | Administrative Salaries           |            |            |            |          |              |              |             |        |
| 411000-000                           | Administrative Salaries and Wages | 34,419.44  | 39,265.00  | 4,845.56   | 12.34    | 230,432.69   | 231,006.00   | 573.31      | 0.25   |
| 411002-000                           | Administrative Overtime           | 892.51     | 581.00     | (311.51)   | -53.62   | 10,342.37    | 5,984.00     | (4,358.37)  | -72.83 |
| 411003-000                           | Administrative: Employer FICA/SUI | 3,464.97   | 4,457.00   | 992.03     | 22.26    | 22,698.45    | 23,300.00    | 601.55      | 2.58   |
| 411004-000                           | Administrative: Employee Benefits | 10,404.47  | 8,758.00   | (1,646.47) | -18.80   | 67,369.78    | 60,684.00    | (6,685.78)  | -11.02 |
| 411006-000                           | Administrative: Emp Incentive     | 462.00     | 63.00      | (399.00)   | -633.33  | 1,452.00     | 750.00       | (702.00)    | -93.60 |
| 411099-000                           | Total Administrative Salaries     | 49,643.39  | 53,124.00  | 3,480.61   | 6.55     | 332,295.29   | 321,724.00   | (10,571.29) | -3.29  |
| 413000-000                           | Legal Expense                     |            |            |            |          |              |              |             |        |
| 413001-000                           | Legal Expense                     | -          | -          | -          | N/A      | 335.00       | 335.00       | -           | 0.00   |
| 413003-000                           | Credit Reports                    | 382.00     | 263.00     | (119.00)   | -45.25   | 2,137.50     | 1,597.00     | (540.50)    | -33.84 |
| 413100-000                           | Total Legal Expense               | 382.00     | 263.00     | (119.00)   | -45.25   | 2,472.50     | 1,932.00     | (540.50)    | -27.98 |
| 413900-000                           | Other Admin Expenses              |            |            |            |          |              |              |             |        |
| 414000-000                           | Staff Training                    | -          | 63.00      | 63.00      | 100.00   | 2,055.85     | 1,447.00     | (608.85)    | -42.08 |

| SPARTANBURG HOUSING AUTHORITY        |                                     |            |            |            |         |            |            |             |         |
|--------------------------------------|-------------------------------------|------------|------------|------------|---------|------------|------------|-------------|---------|
| CONVENTIONAL PUBLIC HOUSING          |                                     |            |            |            |         |            |            |             |         |
| Actual to Budget Variance Comparison |                                     |            |            |            |         |            |            |             |         |
| April 30, 2017                       |                                     |            |            |            |         |            |            |             |         |
|                                      |                                     | MTD Actual | MTD Budget | Variance   | % Var   | PTD Actual | PTD Budget | Variance    | % Var   |
| 415000-000                           | Travel                              | 55.69      | 125.00     | 69.31      | 55.45   | 1,133.63   | 679.00     | (454.63)    | -66.96  |
| 417000-000                           | Bookkeeping Fees                    | 3,600.00   | 3,630.00   | 30.00      | 0.83    | 25,020.00  | 25,278.00  | 258.00      | 1.02    |
| 417100-000                           | Auditing Fees                       | 9,556.00   | 2,329.00   | (7,227.00) | -310.30 | 12,009.00  | 6,987.00   | (5,022.00)  | -71.88  |
| 417300-000                           | Management Fee                      | 26,011.20  | 26,221.00  | 209.80     | 0.80    | 180,777.84 | 182,598.00 | 1,820.16    | 1.00    |
| 417302-000                           | Asset Management Fee                | 5,070.00   | 4,702.00   | (368.00)   | -7.83   | 35,490.00  | 34,386.00  | (1,104.00)  | -3.21   |
| 418900-000                           | Total Other Admin Expenses          | 44,292.89  | 37,070.00  | (7,222.89) | -19.48  | 256,486.32 | 251,375.00 | (5,111.32)  | -2.03   |
| 419000-000                           | Miscellaneous Admin Expenses        |            |            |            |         |            |            |             |         |
| 419001-000                           | Office Expense                      | 395.90     | 627.00     | 231.10     | 36.86   | 5,551.23   | 3,678.00   | (1,873.23)  | -50.93  |
| 419003-000                           | Printing                            | 283.04     | -          | (283.04)   | N/A     | 1,981.28   | 566.00     | (1,415.28)  | -250.05 |
| 419004-000                           | Telephone                           | 3,051.32   | 1,801.00   | (1,250.32) | -69.42  | 14,496.72  | 12,359.00  | (2,137.72)  | -17.30  |
| 419005-000                           | Postage                             | 7.08       | 258.00     | 250.92     | 97.26   | 903.49     | 1,670.00   | 766.51      | 45.90   |
| 419007-000                           | Court Costs                         | 365.00     | 794.00     | 429.00     | 54.03   | 5,385.00   | 6,092.00   | 707.00      | 11.61   |
| 419009-000                           | Sundry Miscellaneous                | 446.40     | 1,214.00   | 767.60     | 63.23   | 5,921.50   | 7,345.00   | 1,423.50    | 19.38   |
| 419010-000                           | Newspaper ADS (Advertising)         | -          | -          | -          | N/A     | 99.30      | 99.00      | (0.30)      | -0.30   |
| 419011-000                           | Sundry Service Contracts            | 9,272.61   | 6,583.00   | (2,689.61) | -40.86  | 75,735.28  | 50,259.00  | (25,476.28) | -50.69  |
| 419017-000                           | Temporary Administrative Labor      | -          | -          | -          | N/A     | 11,739.00  | 7,376.00   | (4,363.00)  | -59.15  |
| 419018-000                           | False Alarms                        | -          | -          | -          | N/A     | 180.00     | 170.00     | (10.00)     | -5.88   |
| 419022-000                           | Other Misc Admin Expenses           | 600.00     | -          | (600.00)   | N/A     | 1,400.00   | -          | (1,400.00)  | N/A     |
| 419100-000                           | Total Miscellaneous Admin Expenses  | 14,421.35  | 11,277.00  | (3,144.35) | -27.88  | 123,392.80 | 89,614.00  | (33,778.80) | -37.69  |
| 419900-000                           | TOTAL ADMINISTRATIVE EXPENSES       | 108,739.63 | 101,734.00 | (7,005.63) | -6.89   | 714,646.91 | 664,645.00 | (50,001.91) | -7.52   |
| 420000-000                           | TENANT SERVICES                     |            |            |            |         |            |            |             |         |
| 422000-000                           | Tenant Svcs-Participation Fund \$15 | 200.00     | 447.00     | 247.00     | 55.26   | 3,349.56   | 4,855.00   | 1,505.44    | 31.01   |
| 422001-000                           | Tenant Svcs.-Stipend only \$10      | 240.00     | 485.00     | 245.00     | 50.52   | 1,995.00   | 2,355.00   | 360.00      | 15.29   |
| 423000-000                           | Tenant Svcs-PH ESDC                 | 600.00     | 1,164.00   | 564.00     | 48.45   | 3,775.67   | 4,778.00   | 1,002.33    | 20.98   |
| 423001-000                           | Tenant Relocation                   | 1,551.00   | -          | (1,551.00) | N/A     | 1,551.00   | -          | (1,551.00)  | N/A     |
| 429900-000                           | TOTAL TENANT SERVICES EXPENSES      | 2,591.00   | 2,096.00   | (495.00)   | -23.62  | 10,671.23  | 11,988.00  | 1,316.77    | 10.98   |
| 430000-000                           | UTILITIES                           |            |            |            |         |            |            |             |         |
| 431000-000                           | Water                               | 11,952.29  | 8,603.00   | (3,349.29) | -38.93  | 71,909.01  | 59,051.00  | (12,858.01) | -21.77  |
| 432000-000                           | Electricity                         | 20,857.20  | 29,085.00  | 8,227.80   | 28.29   | 192,957.76 | 212,199.00 | 19,241.24   | 9.07    |
| 433000-000                           | Gas                                 | 11,007.19  | 13,051.00  | 2,043.81   | 15.66   | 100,263.06 | 96,246.00  | (4,017.06)  | -4.17   |
| 439000-000                           | Sewer                               | 18,844.97  | 13,000.00  | (5,844.97) | -44.96  | 113,272.88 | 90,315.00  | (22,957.88) | -25.42  |
| 439900-000                           | TOTAL UTILITY EXPENSES              | 62,661.65  | 63,739.00  | 1,077.35   | 1.69    | 478,402.71 | 457,811.00 | (20,591.71) | -4.50   |
| 440000-000                           | MAINTENANCE AND OPERATIONS          |            |            |            |         |            |            |             |         |
| 440099-000                           | General Maint Expense               |            |            |            |         |            |            |             |         |
| 441000-000                           | Labor Maintenance                   | 13,193.91  | 20,225.00  | 7,031.09   | 34.76   | 113,134.37 | 121,546.00 | 8,411.63    | 6.92    |
| 441002-000                           | Maintenance: Overtime               | 1,322.63   | 761.00     | (561.63)   | -73.80  | 12,280.99  | 7,850.00   | (4,430.99)  | -56.45  |
| 441003-000                           | Maintenance: Employer FICA/SUI      | 1,462.14   | 2,248.00   | 785.86     | 34.96   | 11,964.38  | 12,134.00  | 169.62      | 1.40    |

| SPARTANBURG HOUSING AUTHORITY        |                                |            |            |             |         |            |            |              |         |
|--------------------------------------|--------------------------------|------------|------------|-------------|---------|------------|------------|--------------|---------|
| CONVENTIONAL PUBLIC HOUSING          |                                |            |            |             |         |            |            |              |         |
| Actual to Budget Variance Comparison |                                |            |            |             |         |            |            |              |         |
| April 30, 2017                       |                                |            |            |             |         |            |            |              |         |
|                                      |                                | MTD Actual | MTD Budget | Variance    | % Var   | PTD Actual | PTD Budget | Variance     | % Var   |
| 441004-000                           | Temp Maintenance Labor         | 6,038.49   | 1,467.00   | (4,571.49)  | -311.62 | 41,853.95  | 16,575.00  | (25,278.95)  | -152.51 |
| 441005-000                           | Maintenance: Employee Benefits | 3,343.89   | 6,165.00   | 2,821.11    | 45.76   | 30,849.41  | 38,281.00  | 7,431.59     | 19.41   |
| 441100-000                           | Maintenace Uniforms            | (14.36)    | -          | 14.36       | N/A     | (14.36)    | -          | 14.36        | N/A     |
| 441200-000                           | Vehicle Repair                 | 171.93     | 702.00     | 530.07      | 75.51   | 4,274.79   | 4,934.00   | 659.21       | 13.36   |
| 441300-000                           | Gasoline Purchases             | 621.62     | 674.00     | 52.38       | 7.77    | 4,821.22   | 4,766.00   | (55.22)      | -1.16   |
| 441900-000                           | Total General Maint Expense    | 26,140.25  | 32,242.00  | 6,101.75    | 18.92   | 219,164.75 | 206,086.00 | (13,078.75)  | -6.35   |
| 442000-000                           | Materials                      |            |            |             |         |            |            |              |         |
| 442002-000                           | Appliance-Maint Materials      | 1,030.35   | 150.00     | (880.35)    | -586.90 | 5,530.68   | 1,022.00   | (4,508.68)   | -441.16 |
| 442003-000                           | Painting-Maint Materials       | 1,127.22   | 276.00     | (851.22)    | -308.41 | 6,847.81   | 2,281.00   | (4,566.81)   | -200.21 |
| 442004-000                           | Electrical-Maint Materials     | 857.16     | 301.00     | (556.16)    | -184.77 | 7,916.71   | 1,858.00   | (6,058.71)   | -326.09 |
| 442005-000                           | Heating/AC-Maint Materials     | 232.88     | 613.00     | 380.12      | 62.01   | 5,980.77   | 6,335.00   | 354.23       | 5.59    |
| 442006-000                           | Janitorial Supplies            | 727.00     | 194.00     | (533.00)    | -274.74 | 2,551.14   | 1,247.00   | (1,304.14)   | -104.58 |
| 442008-000                           | Plumbing-Maint Materials       | 284.87     | 925.00     | 640.13      | 69.20   | 11,665.53  | 5,843.00   | (5,822.53)   | -99.65  |
| 442009-000                           | Hand Tools-Maint Materials     | -          | 13.00      | 13.00       | 100.00  | 491.22     | 67.00      | (424.22)     | -633.16 |
| 442010-000                           | Maintenance Materials          | 3,222.89   | 2,532.00   | (690.89)    | -27.29  | 28,207.84  | 18,508.00  | (9,699.84)   | -52.41  |
| 442011-000                           | Work Supplies/Safety/Materials | 150.00     | 26.00      | (124.00)    | -476.92 | 1,113.59   | 142.00     | (971.59)     | -684.22 |
| 442900-000                           | Total Materials                | 7,632.37   | 5,030.00   | (2,602.37)  | -51.74  | 70,305.29  | 37,303.00  | (33,002.29)  | -88.47  |
| 443000-000                           | Contract Costs                 |            |            |             |         |            |            |              |         |
| 443001-000                           | Alarm/Extinguisher Contract    | 899.98     | 219.00     | (680.98)    | -310.95 | 5,820.73   | 3,790.00   | (2,030.73)   | -53.58  |
| 443002-000                           | Extermination Contract         | 2,448.00   | 2,376.00   | (72.00)     | -3.03   | 17,610.30  | 18,181.00  | 570.70       | 3.14    |
| 443003-000                           | Tenant Repairs-Contract        | 625.00     | -          | (625.00)    | N/A     | 625.00     | -          | (625.00)     | N/A     |
| 443005-000                           | Unit Turnaround-Contract       | 10,341.25  | 2,375.00   | (7,966.25)  | -335.42 | 40,546.25  | 32,580.00  | (7,966.25)   | -24.45  |
| 443006-000                           | Electrical-Contract            | 690.85     | 250.00     | (440.85)    | -176.34 | 2,065.35   | 840.00     | (1,225.35)   | -145.88 |
| 443007-000                           | Disposal Contract              | 2,148.00   | 2,101.00   | (47.00)     | -2.24   | 18,466.45  | 14,813.00  | (3,653.45)   | -24.66  |
| 443009-000                           | Landscaping-Contract           | 15,819.25  | 7,772.00   | (8,047.25)  | -103.54 | 111,807.17 | 86,951.00  | (24,856.17)  | -28.59  |
| 443011-000                           | Heating/AC-Contract            | 850.50     | 313.00     | (537.50)    | -171.73 | 2,745.76   | 2,198.00   | (547.76)     | -24.92  |
| 443013-000                           | Contract: Uniform Rental       | 156.60     | 297.00     | 140.40      | 47.27   | 1,407.74   | 1,526.00   | 118.26       | 7.75    |
| 443015-000                           | Janitorial-Contract            | 285.54     | 126.00     | (159.54)    | -126.62 | 2,476.25   | 1,772.00   | (704.25)     | -39.74  |
| 443017-000                           | Elevator-Contract              | 3,799.11   | 2,700.00   | (1,099.11)  | -40.71  | 20,216.23  | 18,905.00  | (1,311.23)   | -6.94   |
| 443018-000                           | Plumbing-Contract              | 4,454.39   | 3,563.00   | (891.39)    | -25.02  | 44,231.22  | 32,947.00  | (11,284.22)  | -34.25  |
| 443019-000                           | Miscellaneous Contracts        | 900.00     | 1,344.00   | 444.00      | 33.04   | 20,688.67  | 9,559.00   | (11,129.67)  | -116.43 |
| 443023-000                           | Con:Consultant/Mentoring       | -          | 375.00     | 375.00      | 100.00  | 3,276.01   | 4,401.00   | 1,124.99     | 25.56   |
| 443099-000                           | Maintenance Misc-Contracts     | 372.30     | 3,313.00   | 2,940.70    | 88.76   | 29,046.72  | 26,231.00  | (2,815.72)   | -10.73  |
| 443900-000                           | Total Contract Costs           | 43,790.77  | 27,124.00  | (16,666.77) | -61.45  | 321,029.85 | 254,694.00 | (66,335.85)  | -26.05  |
| 449900-000                           | TOTAL MAINTENACE EXPENSES      | 77,563.39  | 64,396.00  | (13,167.39) | -20.45  | 610,499.89 | 498,083.00 | (112,416.89) | -22.57  |
| 450000-000                           | GENERAL EXPENSES               |            |            |             |         |            |            |              |         |
| 451000-000                           | General Liability Insurance    | 2,571.91   | 2,676.00   | 104.09      | 3.89    | 18,145.27  | 18,412.00  | 266.73       | 1.45    |
| 451100-000                           | Property Tax                   | -          | -          | -           | N/A     | 19,080.00  | 19,080.00  | -            | 0.00    |
| 452100-000                           | Workers Comp Insurance         | 5,707.54   | 1,127.00   | (4,580.54)  | -406.44 | 11,949.22  | 7,541.00   | (4,408.22)   | -58.46  |

| SPARTANBURG HOUSING AUTHORITY        |                                      |                   |                   |                    |                  |                     |                     |                     |                |
|--------------------------------------|--------------------------------------|-------------------|-------------------|--------------------|------------------|---------------------|---------------------|---------------------|----------------|
| CONVENTIONAL PUBLIC HOUSING          |                                      |                   |                   |                    |                  |                     |                     |                     |                |
| Actual to Budget Variance Comparison |                                      |                   |                   |                    |                  |                     |                     |                     |                |
| April 30, 2017                       |                                      |                   |                   |                    |                  |                     |                     |                     |                |
|                                      |                                      | MTD Actual        | MTD Budget        | Variance           | % Var            | PTD Actual          | PTD Budget          | Variance            | % Var          |
| 457000-000                           | Bad Debt-Tenant Rents                | -                 | 1,769.00          | 1,769.00           | 100.00           | 21,785.09           | 16,671.00           | (5,114.09)          | -30.68         |
| 471503-000                           | FSS Escrow Payments                  | 473.00            | 375.00            | (98.00)            | -26.13           | 4,315.00            | 4,073.00            | (242.00)            | -5.94          |
| 458000-000                           | All Protective Services              | 909.00            | -                 | (909.00)           | N/A              | 6,879.03            | 3,333.00            | (3,546.03)          | -106.39        |
| 459900-000                           | TOTAL GENERAL EXPENSES               | 9,661.45          | 5,947.00          | (3,714.45)         | -62.46%          | 82,153.61           | 69,110.00           | (13,043.61)         | -18.87%        |
|                                      | <b>TOTAL OPERATING EXPENSES</b>      | <b>261,217.12</b> | <b>237,912.00</b> | <b>(23,305.12)</b> | <b>-9.80%</b>    | <b>1,896,374.35</b> | <b>1,701,637.00</b> | <b>(194,737.35)</b> | <b>-11.44%</b> |
| 500000-000                           | NON-OPERATING ITEMS                  |                   |                   |                    |                  |                     |                     |                     |                |
| 523401-000                           | Bedbug expense                       | -                 | -                 | -                  | N/A              | 489.94              | 490.00              | 0.06                | 0.01           |
| 523405-000                           | Flow Through Subsidy remitted to RAD | -                 | -                 | -                  | N/A              | 280,842.79          | -                   | (280,842.79)        | N/A            |
| 523406-000                           | Mold Assessment and Abatement        | -                 | -                 | -                  | N/A              | 550.00              | -                   | (550.00)            | N/A            |
| 599900-000                           | TOTAL NON-OPERATING ITEMS            | -                 | -                 | -                  | N/A              | 281,882.73          | 490.00              | (281,392.73)        | -57,427.09     |
| 900000-000                           | <b>NET INCOME</b>                    | <b>23,646.91</b>  | <b>(1,368.00)</b> | <b>25,014.91</b>   | <b>-1828.58%</b> | <b>112,526.23</b>   | <b>121,752.00</b>   | <b>(9,225.77)</b>   | <b>-7.58%</b>  |
|                                      | <b>PROOF:</b>                        |                   |                   |                    |                  |                     |                     |                     |                |
|                                      | Archibald hi-Rise                    | (3,690.18)        |                   |                    |                  | 2,333.53            |                     |                     |                |
|                                      | Archibald Village                    | 1,421.43          |                   |                    |                  | 14,834.51           |                     |                     |                |
|                                      | Cammie Clagget                       | 49,253.43         |                   |                    |                  | 168,952.24          |                     |                     |                |
|                                      | Camp Croft                           | (13,644.76)       |                   |                    |                  | (9,658.28)          |                     |                     |                |
|                                      | Prince Hall                          | (12,520.62)       |                   |                    |                  | (48,247.41)         |                     |                     |                |
|                                      | Scattered Sites                      | 617.82            |                   |                    |                  | 1,045.41            |                     |                     |                |
|                                      | Victoria Gardens                     | (230.93)          |                   |                    |                  | (20,991.10)         |                     |                     |                |
|                                      | Cambridge Place                      | 2,440.72          |                   |                    |                  | 18,075.55           |                     |                     |                |
|                                      | Sub-total                            | 23,646.91         |                   |                    |                  | 126,344.45          |                     |                     |                |
|                                      | RAD SITES:                           |                   |                   |                    |                  |                     |                     |                     |                |
|                                      | Tobias                               |                   |                   |                    |                  | (4,824.21)          |                     |                     |                |
|                                      | Ellen C. Watson                      |                   |                   |                    |                  | (1,144.72)          |                     |                     |                |
|                                      | Frank Gooch                          |                   |                   |                    |                  | (1,471.80)          |                     |                     |                |
|                                      | JC Anderson                          |                   |                   |                    |                  | (2,207.70)          |                     |                     |                |
|                                      | Barksdale                            |                   |                   |                    |                  | (1,798.58)          |                     |                     |                |
|                                      | Leland                               |                   |                   |                    |                  | (1,880.62)          |                     |                     |                |
|                                      | Spruce                               |                   |                   |                    |                  | (490.59)            |                     |                     |                |
|                                      | Sub-total                            | -                 |                   |                    |                  | (13,818.22)         |                     |                     |                |
|                                      | <b>Grand total</b>                   | <b>23,646.91</b>  |                   |                    |                  | <b>112,526.23</b>   |                     |                     |                |
|                                      |                                      | 0.00              | check             |                    |                  | (0.00)              | check               |                     |                |

## SPARTANBURG HOUSING AUTHORITY

## HCV PROGRAM INCLUDING MOD REHAB

## Actual to Budget Variance Comparison

April 30, 2017

|            |                                   | MTD Actual   | MTD Budget   | Variance     | % Var   | PTD Actual   | PTD Budget   | Variance    | % Var   |
|------------|-----------------------------------|--------------|--------------|--------------|---------|--------------|--------------|-------------|---------|
| 340000-000 | GRANT INCOME                      |              |              |              |         |              |              |             |         |
| 341001-000 | Section 8 HAP Earned              | 1,008,297.00 | 995,820.00   | 12,477.00    | 1.25    | 6,099,895.00 | 5,934,344.00 | 165,551.00  | 2.79    |
| 341002-000 | Sec 8 Admin. Fee Inc-HCV          | 110,896.00   | 106,669.00   | 4,227.00     | 3.96    | 637,034.00   | 638,608.00   | (1,574.00)  | -0.25   |
| 341004-000 | Section 8 Port-In Admin Fees      | -            | -            | -            | N/A     | (750.00)     | (750.00)     | -           | 0.00    |
| 341006-000 | Port In HAP Earned                | -            | -            | -            | N/A     | (6,782.00)   | (6,782.00)   | -           | 0.00    |
| 341010-000 | Section 8 Admin Fee -Mod Rehab    | -            | 13,703.00    | (13,703.00)  | -100.00 | 82,218.00    | 95,921.00    | (13,703.00) | -14.29  |
| 341011-000 | Mod Rehab- HAP EARNED             | -            | 103,612.00   | (103,612.00) | -100.00 | 714,726.00   | 787,320.00   | (72,594.00) | -9.22   |
| 349900-000 | TOTAL GRANT INCOME                | 1,119,193.00 | 1,219,804.00 | (100,611.00) | -8.25   | 7,526,341.00 | 7,448,661.00 | 77,680.00   | 1.04    |
| 360000-000 | OTHER INCOME                      |              |              |              |         |              |              |             |         |
| 364000-000 | Fraud Recovery Income-Admin       | 1,223.44     | 750.00       | 473.44       | 63.13   | 7,718.63     | 6,537.00     | 1,181.63    | 18.08   |
| 364001-000 | Fraud Recovery - HAP              | 1,223.44     | 1,072.00     | 151.44       | 14.13   | 7,718.61     | 7,503.00     | 215.61      | 2.87    |
| 364002-000 | TBRA -HAP Earned                  | 462.00       | -            | 462.00       | N/A     | 1,386.00     | -            | 1,386.00    | N/A     |
| 365000-000 | Miscellaneous Other Income        | 46.20        | 1,250.00     | (1,203.80)   | -96.30  | 838.60       | 3,750.00     | (2,911.40)  | -77.64  |
| 369900-000 | TOTAL OTHER INCOME                | 2,955.08     | 3,072.00     | (116.92)     | -3.81   | 17,661.84    | 17,790.00    | (128.16)    | -0.72   |
| 399900-000 | TOTAL INCOME                      | 1,122,148.08 | 1,222,876.00 | (100,727.92) | -8.24   | 7,544,002.84 | 7,466,451.00 | 77,551.84   | 1.04    |
| 410000-000 | ADMINISTRATIVE                    |              |              |              |         |              |              |             |         |
| 410099-000 | Administrative Salaries           |              |              |              |         |              |              |             |         |
| 411000-000 | Administrative Salaries and Wages | 32,203.21    | 30,724.00    | (1,479.21)   | -4.81   | 236,282.18   | 234,102.00   | (2,180.18)  | -0.93   |
| 411002-000 | Administrative Overtime           | 88.69        | 126.00       | 37.31        | 29.61   | 602.38       | 602.00       | (0.38)      | -0.06   |
| 411003-000 | Administrative: Employer FICA/SUI | 3,310.16     | 3,715.00     | 404.84       | 10.90   | 22,114.88    | 22,638.00    | 523.12      | 2.31    |
| 411004-000 | Administrative: Employee Benefits | 8,676.17     | 9,718.00     | 1,041.83     | 10.72   | 59,652.40    | 63,384.00    | 3,731.60    | 5.89    |
| 411006-000 | Administrative: Emp Incentive     | 476.34       | -            | (476.34)     | N/A     | 476.34       | -            | (476.34)    | N/A     |
| 411099-000 | Total Administrative Salaries     | 44,754.57    | 44,283.00    | (471.57)     | -1.06   | 319,128.18   | 320,726.00   | 1,597.82    | 0.50    |
| 413000-000 | Legal Expense                     |              |              |              |         |              |              |             |         |
| 413003-000 | Credit Reports                    | 175.00       | 75.00        | (100.00)     | -133.33 | 1,366.50     | 625.00       | (741.50)    | -118.64 |
| 413100-000 | Total Legal Expense               | 175.00       | 75.00        | (100.00)     | -133.33 | 1,366.50     | 625.00       | (741.50)    | -118.64 |
| 413900-000 | Other Admin Expenses              |              |              |              |         |              |              |             |         |
| 414000-000 | Staff Training                    | -            | -            | -            | N/A     | 1,152.00     | -            | (1,152.00)  | N/A     |
| 417000-000 | Bookkeeping Fees                  | 15,990.00    | 16,083.00    | 93.00        | 0.58    | 110,002.50   | 110,657.00   | 654.50      | 0.59    |
| 417001-000 | Bookkeeping Fees-MOD Rehab        | 1,492.50     | 1,675.00     | 182.50       | 10.90   | 10,447.50    | 10,951.00    | 503.50      | 4.60    |
| 417100-000 | Auditing Fees                     | 3,590.00     | 875.00       | (2,715.00)   | -310.29 | 4,512.00     | 2,625.00     | (1,887.00)  | -71.89  |
| 417200-000 | Port Out Admin Fee                | 899.75       | 552.00       | (347.75)     | -63.00  | 6,073.35     | 5,240.00     | (833.35)    | -15.90  |
| 417300-000 | Management Fee                    | 25,584.00    | 25,442.00    | (142.00)     | -0.56   | 178,320.00   | 176,178.00   | (2,142.00)  | -1.22   |
| 417303-000 | Management Fee- MOD Rehab         | 2,388.00     | 2,969.00     | 581.00       | 19.57   | 14,400.00    | 18,387.00    | 3,987.00    | 21.68   |
| 418000-000 | Office Rent                       | 3,570.00     | 3,579.00     | 9.00         | 0.25    | 24,710.00    | 24,737.00    | 27.00       | 0.11    |
| 418900-000 | Total Other Admin Expenses        | 53,514.25    | 51,175.00    | (2,339.25)   | -4.57   | 349,617.35   | 348,775.00   | (842.35)    | -0.24   |
| 419000-000 | Miscellaneous Admin Expenses      |              |              |              |         |              |              |             |         |

**SPARTANBURG HOUSING AUTHORITY****HCV PROGRAM INCLUDING MOD REHAB****Actual to Budget Variance Comparison****April 30, 2017**

|            |                                    | <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>  |
|------------|------------------------------------|---------------------|---------------------|------------------|--------------|---------------------|---------------------|---------------------|---------------|
| 419001-000 | Office Expense                     | 547.78              | 626.00              | 78.22            | 12.50        | 2,735.55            | 3,622.00            | 886.45              | 24.47         |
| 419003-000 | Printing                           | 356.68              | -                   | (356.68)         | N/A          | 2,899.56            | 1,116.00            | (1,783.56)          | -159.82       |
| 419004-000 | Telephone                          | 1,820.01            | 1,322.00            | (498.01)         | -37.67       | 9,311.81            | 8,395.00            | (916.81)            | -10.92        |
| 419005-000 | Postage                            | 1,000.00            | 1,250.00            | 250.00           | 20.00        | 7,534.21            | 9,284.00            | 1,749.79            | 18.85         |
| 419006-000 | Forms and Computer Supplies        | 91.12               | -                   | (91.12)          | N/A          | 91.12               | -                   | (91.12)             | N/A           |
| 419009-000 | Sundry Miscellaneous               | -                   | 188.00              | 188.00           | 100.00       | 142.48              | 584.00              | 441.52              | 75.60         |
| 419010-000 | Newspaper ADS (Advertising)        | 44.23               | 63.00               | 18.77            | 29.79        | 654.58              | 799.00              | 144.42              | 18.08         |
| 419011-000 | Sundry Service Contracts           | 7,569.36            | 3,502.00            | (4,067.36)       | -116.14      | 56,880.21           | 49,286.00           | (7,594.21)          | -15.41        |
| 419017-000 | Temporary Administrative Labor     | -                   | -                   | -                | N/A          | 2,753.10            | 2,753.00            | (0.10)              | 0.00          |
| 419100-000 | Total Miscellaneous Admin Expenses | 11,429.18           | 6,951.00            | (4,478.18)       | -64.42       | 83,002.62           | 75,839.00           | (7,163.62)          | -9.45         |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 109,873.00          | 102,484.00          | (7,389.00)       | -7.21        | 753,114.65          | 745,965.00          | (7,149.65)          | -0.96         |
| 440000-000 | MAINTENANCE AND OPERATIONS         |                     |                     |                  |              |                     |                     |                     |               |
| 440099-000 | General Maint Expense              |                     |                     |                  |              |                     |                     |                     |               |
| 441200-000 | Vehicle Repair                     | 193.06              | 313.00              | 119.94           | 38.32        | 1,298.82            | 1,246.00            | (52.82)             | -4.24         |
| 441300-000 | Gasoline Purchases                 | 251.73              | 150.00              | (101.73)         | -67.82       | 1,568.50            | 1,330.00            | (238.50)            | -17.93        |
| 441900-000 | Total General Maint Expense        | 444.79              | 463.00              | 18.21            | 3.93         | 2,867.32            | 2,576.00            | (291.32)            | -11.31        |
| 443000-000 | Contract Costs                     |                     |                     |                  |              |                     |                     |                     |               |
| 443015-000 | Janitorial-Contract                | 480.00              | 120.00              | (360.00)         | -300.00      | 1,920.00            | 840.00              | (1,080.00)          | -128.57       |
| 443023-000 | Con:Consultant/Mentoring           | -                   | -                   | -                | N/A          | 24,903.33           | 15,689.00           | (9,214.33)          | -58.73        |
| 443099-000 | Maintenance Misc-Contracts         | 66.62               | -                   | (66.62)          | N/A          | 482.99              | 267.00              | (215.99)            | -80.90        |
| 443900-000 | Total Contract Costs               | 546.62              | 120.00              | (426.62)         | -355.52      | 27,306.32           | 16,796.00           | (10,510.32)         | -62.58        |
| 449900-000 | TOTAL MAINTENANCE EXPENSES         | 991.41              | 583.00              | (408.41)         | -70.05       | 30,173.64           | 19,372.00           | (10,801.64)         | -55.76        |
| 450000-000 | GENERAL EXPENSES                   |                     |                     |                  |              |                     |                     |                     |               |
| 451000-000 | General Liability Insurance        | 1,643.25            | 2,428.00            | 784.75           | 32.32        | 11,113.71           | 13,599.00           | 2,485.29            | 18.28         |
| 452100-000 | Workers Comp Insurance             | 3,639.63            | 1,694.00            | (1,945.63)       | -114.85      | 7,435.29            | 7,612.00            | 176.71              | 2.32          |
| 459900-000 | TOTAL GENERAL EXPENSES             | 5,282.88            | 4,122.00            | (1,160.88)       | -28.16       | 18,549.00           | 21,211.00           | 2,662.00            | 12.55         |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS        |                     |                     |                  |              |                     |                     |                     |               |
| 471500-000 | Housing Assistance Payments        | 966,967.00          | 1,016,436.00        | 49,469.00        | 4.87         | 6,626,899.00        | 6,521,798.00        | (105,101.00)        | -1.61         |
| 471501-000 | Tenant Utility Payments            | 37,158.00           | 29,843.00           | (7,315.00)       | -24.51       | 247,913.00          | 230,419.00          | (17,494.00)         | -7.59         |
| 471502-000 | Portable Out HAP Payments          | 16,855.89           | 17,776.00           | 920.11           | 5.18         | 123,483.89          | 124,686.00          | 1,202.11            | 0.96          |
| 471503-000 | FSS Escrow Payments                | 5,413.00            | 1,369.00            | (4,044.00)       | -295.40      | 25,214.00           | 14,779.00           | (10,435.00)         | -70.61        |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS  | 1,026,393.89        | 1,065,424.00        | 39,030.11        | 3.66         | 7,023,509.89        | 6,891,682.00        | (131,827.89)        | -1.91         |
|            | <b>TOTAL OPERATING EXPENSES</b>    | <b>1,142,541.18</b> | <b>1,172,613.00</b> | <b>30,071.82</b> | <b>2.56%</b> | <b>7,825,347.18</b> | <b>7,678,230.00</b> | <b>(147,117.18)</b> | <b>-1.92%</b> |
| 500000-000 | NON-OPERATING ITEMS                |                     |                     |                  |              |                     |                     |                     |               |
| 523409-000 | RAD SUBSIDY-LIHTC-PBV              | -                   | -                   | -                | N/A          | (260,676.00)        | -                   | 260,676.00          | N/A           |
| 523410-000 | Pinnacle shortfall                 | -                   | -                   | -                | N/A          | (20,166.79)         | -                   | 20,166.79           | N/A           |

| SPARTANBURG HOUSING AUTHORITY        |   |                   |                  |                  |                |                   |                     |                   |                 |
|--------------------------------------|---|-------------------|------------------|------------------|----------------|-------------------|---------------------|-------------------|-----------------|
| HCV PROGRAM INCLUDING MOD REHAB      |   |                   |                  |                  |                |                   |                     |                   |                 |
| Actual to Budget Variance Comparison |   |                   |                  |                  |                |                   |                     |                   |                 |
| April 30, 2017                       |   |                   |                  |                  |                |                   |                     |                   |                 |
|                                      |   | MTD Actual        | MTD Budget       | Variance         | % Var          | PTD Actual        | PTD Budget          | Variance          | % Var           |
| 523418-000                           | Settlement offset due to HUD overpayment -HAP   | (119,121.00)      | -                | 119,121.00       | N/A            | (119,121.00)      | -                   | 119,121.00        | N/A             |
| 523419-000                           | Settlement offset due to HUD overpayment -ADMIN | (13,703.00)       | -                | 13,703.00        | N/A            | (13,703.00)       | -                   | 13,703.00         | N/A             |
| 599900-000                           | TOTAL NON-OPERATING ITEMS                       | (132,824.00)      | -                | 132,824.00       | N/A            | (413,666.79)      | -                   | 413,666.79        | N/A             |
| 900000-000                           | <b>NET INCOME</b>                               | <b>112,430.90</b> | <b>50,263.00</b> | <b>62,167.90</b> | <b>123.69%</b> | <b>132,322.45</b> | <b>(211,779.00)</b> | <b>344,101.45</b> | <b>-162.48%</b> |
|                                      | PROOF:  |                   |                  |                  |                |                   |                     |                   |                 |
|                                      | HAP   | 88,712.55         |                  |                  |                | 133,963.51        |                     |                   |                 |
|                                      | HAP ADMIN                                       | 11,919.62         |                  |                  |                | (48,597.52)       |                     |                   |                 |
|                                      | Mod Rehab HAP                                   | 13,997.00         |                  |                  |                | 59,434.00         |                     |                   |                 |
|                                      | Mod Rehab Admin                                 | (2,244.47)        |                  |                  |                |                   |                     |                   |                 |
|                                      | TBRA  | 46.20             |                  |                  |                | 138.60            |                     |                   |                 |
|                                      |   | 112,430.90        |                  |                  |                | 144,938.59        |                     |                   |                 |
|                                      |   | 0.00              | CHECK            |                  |                | (12,616.14)       | CHECK               |                   |                 |



**SPARTANBURG HOUSING AUTHORITY**

**HCV PROGRAM - HAP**

Actual to Budget Variance Comparison

4/30/2017

|            |                                   | MTD Actual   | MTD Budget | Variance   | % Var   | PTD Actual   | PTD Budget   | Variance     | % Var    |
|------------|-----------------------------------|--------------|------------|------------|---------|--------------|--------------|--------------|----------|
| 340000-000 | GRANT INCOME                      |              |            |            |         |              |              |              |          |
| 341001-000 | Section 8 HAP Earned              | 1,008,297.00 | 995,820.00 | 12,477.00  | 1.25    | 6,099,895.00 | 5,934,344.00 | 165,551.00   | 2.79     |
| 341006-000 | Port In HAP Earned                | -            | -          | -          | N/A     | (6,782.00)   | (6,782.00)   | -            | 0.00     |
| 364001-000 | Fraud Recovery - HAP              | 1,223.44     | 1,072.00   | 151.44     | 14.13   | 7,718.61     | 7,503.00     | 215.61       | 2.87     |
| 399900-000 | TOTAL INCOME                      | 1,009,520.44 | 996,892.00 | 12,628.44  | 1.27%   | 6,100,831.61 | 5,935,065.00 | 165,766.61   | 2.79%    |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |              |            |            |         |              |              |              |          |
| 471500-000 | Housing Assistance Payments       | 862,191.00   | 908,335.00 | 46,144.00  | 5.08    | 5,856,101.00 | 5,765,090.00 | (91,011.00)  | -1.58    |
| 471501-000 | Tenant Utility Payments           | 36,348.00    | 29,163.00  | (7,185.00) | -24.64  | 242,912.00   | 225,660.00   | (17,252.00)  | -7.65    |
| 471502-000 | Portable Out HAP Payments         | 16,855.89    | 17,776.00  | 920.11     | 5.18    | 123,483.89   | 124,686.00   | 1,202.11     | 0.96     |
| 471503-000 | FSS Escrow Payments               | 5,413.00     | 1,369.00   | (4,044.00) | -295.40 | 25,214.00    | 14,779.00    | (10,435.00)  | -70.61   |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 920,807.89   | 956,643.00 | 35,835.11  | 3.75    | 6,247,710.89 | 6,130,215.00 | (117,495.89) | -1.92    |
| 500000-000 | NON-OPERATING ITEMS               |              |            |            |         |              |              |              |          |
| 523409-000 | RAD SUBSIDY-LIHTC-PBV             | -            | -          | -          | N/A     | (260,676.00) | -            | 260,676.00   | N/A      |
| 523410-000 | Pinnacle shortfall                | -            | -          | -          | N/A     | (20,166.79)  | -            | 20,166.79    | N/A      |
| 599900-000 | TOTAL NON-OPERATING ITEMS         | -            | -          | -          | N/A     | (280,842.79) | -            | 280,842.79   | N/A      |
| 900000-000 | NET INCOME                        | 88,712.55    | 40,249.00  | 48,463.55  | 120.41% | 133,963.51   | (195,150.00) | 329,113.51   | -168.65% |

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

**Actual to Budget Variance Comparison**

**4/30/2017**

|            |                                   | <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>  |
|------------|-----------------------------------|-------------------|-------------------|-----------------|--------------|-------------------|-------------------|-------------------|---------------|
| 340000-000 | GRANT INCOME                      |                   |                   |                 |              |                   |                   |                   |               |
| 341002-000 | Sec 8 Admin. Fee Inc-HCV          | 110,896.00        | 106,669.00        | 4,227.00        | 3.96         | 637,034.00        | 638,608.00        | (1,574.00)        | -0.25         |
| 341004-000 | Section 8 Port-In Admin Fees      | -                 | -                 | -               | N/A          | (750.00)          | (750.00)          | -                 | 0.00          |
| 364000-000 | Fraud Recovery Income-Admin       | 1,223.44          | 750.00            | 473.44          | 63.13        | 7,718.63          | 6,537.00          | 1,181.63          | 18.08         |
| 365000-000 | Miscellaneous Other Income        | -                 | 1,250.00          | (1,250.00)      | -100.00      | 700.00            | 3,750.00          | (3,050.00)        | -81.33        |
| 399900-000 | <b>TOTAL INCOME</b>               | <b>112,119.44</b> | <b>108,669.00</b> | <b>3,450.44</b> | <b>3.18%</b> | <b>644,702.63</b> | <b>648,145.00</b> | <b>(3,442.37)</b> | <b>-0.53%</b> |
| 410000-000 | ADMINISTRATIVE                    |                   |                   |                 |              |                   |                   |                   |               |
| 410099-000 | Administrative Salaries           |                   |                   |                 |              |                   |                   |                   |               |
| 411000-000 | Administrative Salaries and Wages | 26,357.44         | 25,193.00         | (1,164.44)      | -4.62        | 193,657.96        | 191,639.00        | (2,018.96)        | -1.05         |
| 411002-000 | Administrative Overtime           | 72.73             | 103.00            | 30.27           | 29.39        | 492.89            | 492.00            | (0.89)            | -0.18         |
| 411003-000 | Administrative: Employer FICA/SUI | 2,709.39          | 3,046.00          | 336.61          | 11.05        | 18,147.03         | 18,550.00         | 402.97            | 2.17          |
| 411004-000 | Administrative: Employee Benefits | 7,114.07          | 7,969.00          | 854.93          | 10.73        | 47,305.57         | 50,294.00         | 2,988.43          | 5.94          |
| 411006-000 | Administrative: Emp Incentive     | 476.34            | -                 | (476.34)        | N/A          | 476.34            | -                 | (476.34)          | N/A           |
| 411099-000 | Total Administrative Salaries     | 36,729.97         | 36,311.00         | (418.97)        | -1.15        | 260,079.79        | 260,975.00        | 895.21            | 0.34          |
| 413000-000 | Legal Expense                     |                   |                   |                 |              |                   |                   |                   |               |
| 413003-000 | Credit Reports                    | 175.00            | 75.00             | (100.00)        | -133.33      | 1,366.50          | 625.00            | (741.50)          | -118.64       |
| 413100-000 | Total Legal Expense               | 175.00            | 75.00             | (100.00)        | -133.33      | 1,366.50          | 625.00            | (741.50)          | -118.64       |
| 413900-000 | Other Admin Expenses              |                   |                   |                 |              |                   |                   |                   |               |
| 414000-000 | Staff Training                    | -                 | -                 | -               | N/A          | 1,152.00          | -                 | (1,152.00)        | N/A           |
| 417000-000 | Bookkeeping Fees                  | 15,990.00         | 16,083.00         | 93.00           | 0.58         | 110,002.50        | 110,657.00        | 654.50            | 0.59          |
| 417100-000 | Auditing Fees                     | 2,564.00          | 625.00            | (1,939.00)      | -310.24      | 3,222.00          | 1,875.00          | (1,347.00)        | -71.84        |
| 417200-000 | Port Out Admin Fee                | 899.75            | 552.00            | (347.75)        | -63.00       | 6,073.35          | 5,240.00          | (833.35)          | -15.90        |
| 417300-000 | Management Fee                    | 25,584.00         | 25,442.00         | (142.00)        | -0.56        | 176,004.00        | 176,178.00        | 174.00            | 0.10          |
| 418000-000 | Office Rent                       | 3,570.00          | 3,579.00          | 9.00            | 0.25         | 24,710.00         | 24,737.00         | 27.00             | 0.11          |
| 418900-000 | Total Other Admin Expenses        | 48,607.75         | 46,281.00         | (2,326.75)      | -5.03        | 321,163.85        | 318,687.00        | (2,476.85)        | -0.78         |
| 419000-000 | Miscellaneous Admin Expenses      |                   |                   |                 |              |                   |                   |                   |               |
| 419001-000 | Office Expense                    | 449.18            | 513.00            | 63.82           | 12.44        | 2,130.80          | 2,857.00          | 726.20            | 25.42         |
| 419003-000 | Printing                          | 292.48            | -                 | (292.48)        | N/A          | 2,578.55          | 1,116.00          | (1,462.55)        | -131.05       |
| 419004-000 | Telephone                         | 1,492.41          | 1,084.00          | (408.41)        | -37.68       | 7,421.51          | 6,670.00          | (751.51)          | -11.27        |
| 419005-000 | Postage                           | 820.00            | 1,025.00          | 205.00          | 20.00        | 3,457.58          | 4,893.00          | 1,435.42          | 29.34         |
| 419006-000 | Forms and Computer Supplies       | 74.72             | -                 | (74.72)         | N/A          | 74.72             | -                 | (74.72)           | N/A           |
| 419009-000 | Sundry Miscellaneous              | -                 | 154.00            | 154.00          | 100.00       | 2,837.30          | 3,198.00          | 360.70            | 11.28         |
| 419010-000 | Newspaper ADS (Advertising)       | 36.27             | 63.00             | 26.73           | 42.43        | 646.62            | 799.00            | 152.38            | 19.07         |
| 419011-000 | Sundry Service Contracts          | 6,206.88          | 2,872.00          | (3,334.88)      | -116.12      | 43,552.13         | 38,218.00         | (5,334.13)        | -13.96        |
| 419017-000 | Temporary Administrative Labor    | -                 | -                 | -               | N/A          | 2,634.97          | 2,635.00          | 0.03              | 0.00          |

**SPARTANBURG HOUSING AUTHORITY  
HCV PROGRAM - ADMINISTRATIVE**

Actual to Budget Variance Comparison

4/30/2017

|            |                                    | MTD Actual        | MTD Budget       | Variance          | % Var          | PTD Actual         | PTD Budget         | Variance           | % Var         |
|------------|------------------------------------|-------------------|------------------|-------------------|----------------|--------------------|--------------------|--------------------|---------------|
| 419100-000 | Total Miscellaneous Admin Expenses | 9,371.94          | 5,711.00         | (3,660.94)        | -64.10         | 65,334.18          | 60,386.00          | (4,948.18)         | -8.19         |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 94,884.66         | 88,378.00        | (6,506.66)        | -7.36          | 647,944.32         | 640,673.00         | (7,271.32)         | -1.14         |
| 440000-000 | MAINTENANCE AND OPERATIONS         |                   |                  |                   |                |                    |                    |                    |               |
| 440099-000 | General Maint Expense              |                   |                  |                   |                |                    |                    |                    |               |
| 441200-000 | Vehicle Repair                     | 193.06            | 313.00           | 119.94            | 38.32          | 1,298.82           | 1,246.00           | (52.82)            | -4.24         |
| 441300-000 | Gasoline Purchases                 | 251.73            | 150.00           | (101.73)          | -67.82         | 1,568.50           | 1,330.00           | (238.50)           | -17.93        |
| 441900-000 | Total General Maint Expense        | 444.79            | 463.00           | 18.21             | 3.93           | 2,867.32           | 2,576.00           | (291.32)           | -11.31        |
| 443000-000 | Contract Costs                     |                   |                  |                   |                |                    |                    |                    |               |
| 443015-000 | Janitorial-Contract                | 480.00            | 120.00           | (360.00)          | -300.00        | 1,920.00           | 840.00             | (1,080.00)         | -128.57       |
| 443023-000 | Con:Consultant/Mentoring           | -                 | -                | -                 | N/A            | 24,903.33          | 15,689.00          | (9,214.33)         | -58.73        |
| 443099-000 | Maintenance Misc-Contracts         | 66.62             | -                | (66.62)           | N/A            | 482.99             | 267.00             | (215.99)           | -80.90        |
| 443900-000 | Total Contract Costs               | 546.62            | 120.00           | (426.62)          | -355.52        | 27,306.32          | 16,796.00          | (10,510.32)        | -62.58        |
| 449900-000 | TOTAL MAINTENANCE EXPENSES         | 991.41            | 583.00           | (408.41)          | -70.05         | 30,173.64          | 19,372.00          | (10,801.64)        | -55.76        |
| 450000-000 | GENERAL EXPENSES                   |                   |                  |                   |                |                    |                    |                    |               |
| 451000-000 | General Liability Insurance        | 1,344.91          | 1,991.00         | 646.09            | 32.45          | 9,096.55           | 11,141.00          | 2,044.45           | 18.35         |
| 452100-000 | Workers Comp Insurance             | 2,978.84          | 1,389.00         | (1,589.84)        | -114.46        | 6,085.64           | 6,239.00           | 153.36             | 2.46          |
| 459900-000 | TOTAL GENERAL EXPENSES             | 4,323.75          | 3,380.00         | (943.75)          | -27.92         | 15,182.19          | 17,380.00          | 2,197.81           | 12.65         |
|            | <b>TOTAL OPERATING EXPENSES</b>    | <b>100,199.82</b> | <b>92,341.00</b> | <b>(7,858.82)</b> | <b>-8.51%</b>  | <b>693,300.15</b>  | <b>677,425.00</b>  | <b>(15,875.15)</b> | <b>-2.34%</b> |
| 900000-000 | <b>NET INCOME</b>                  | <b>11,919.62</b>  | <b>16,328.00</b> | <b>(4,408.38)</b> | <b>-27.00%</b> | <b>(48,597.52)</b> | <b>(29,280.00)</b> | <b>(19,317.52)</b> | <b>65.98%</b> |
|            |                                    |                   |                  |                   |                |                    |                    |                    |               |

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

Actual to Budget Variance Comparison

4/30/2017

|            |   | MTD Actual   | MTD Budget | Variance     | % Var    | PTD Actual   | PTD Budget | Variance    | % Var   |
|------------|---|--------------|------------|--------------|----------|--------------|------------|-------------|---------|
| 340000-000 | GRANT INCOME                                  |              |            |              |          |              |            |             |         |
| 341011-000 | Mod Rehab- HAP EARNED                         | -            | 103,612.00 | (103,612.00) | -100.00  | 714,726.00   | 787,320.00 | (72,594.00) | -9.22   |
| 399900-000 | TOTAL INCOME                                  | -            | 103,612.00 | (103,612.00) | -100.00  | 714,726.00   | 787,320.00 | (72,594.00) | -9.22   |
|            |   |              |            |              |          |              |            |             |         |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS                   |              |            |              |          |              |            |             |         |
| 471500-000 | Housing Assistance Payments                   | 104,351.00   | 108,101.00 | 3,750.00     | 3.47     | 769,523.00   | 756,708.00 | (12,815.00) | -1.69   |
| 471501-000 | Tenant Utility Payments                       | 773.00       | 680.00     | (93.00)      | -13.68   | 4,890.00     | 4,759.00   | (131.00)    | -2.75   |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS             | 105,124.00   | 108,781.00 | 3,657.00     | 3.36     | 774,413.00   | 761,467.00 | (12,946.00) | -1.70   |
|            |   |              |            |              |          |              |            |             |         |
| 500000-000 | NON-OPERATING ITEMS                           |              |            |              |          |              |            |             |         |
| 523418-000 | Settlement offset due to HUD overpayment -HAP | (119,121.00) | -          | 119,121.00   | N/A      | (119,121.00) | -          | 119,121.00  | N/A     |
| 599900-000 | TOTAL NON-OPERATING ITEMS                     | (119,121.00) | -          | 119,121.00   | N/A      | (119,121.00) | -          | 119,121.00  | N/A     |
|            |   |              |            |              |          |              |            |             |         |
| 900000-000 | NET INCOME                                    | 13,997.00    | (5,169.00) | 19,166.00    | -370.79% | 59,434.00    | 25,853.00  | 33,581.00   | 129.89% |

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

Actual to Budget Variance Comparison

4/30/2017

|            |   | MTD Actual        | MTD Budget        | Variance          | % Var         | PTD Actual         | PTD Budget         | Variance      | % Var         |
|------------|---|-------------------|-------------------|-------------------|---------------|--------------------|--------------------|---------------|---------------|
| 340000-000 | GRANT INCOME                                    |                   |                   |                   |               |                    |                    |               |               |
| 341010-000 | Section 8 Admin Fee -Mod Rehab                  | -                 | 13,703.00         | (13,703.00)       | -100.00       | 82,218.00          | 95,921.00          | (13,703.00)   | -14.29        |
| 399900-000 | TOTAL INCOME                                    | -                 | 13,703.00         | (13,703.00)       | -100.00       | 82,218.00          | 95,921.00          | (13,703.00)   | -14.29        |
| 410000-000 | ADMINISTRATIVE                                  |                   |                   |                   |               |                    |                    |               |               |
| 410099-000 | Administrative Salaries                         |                   |                   |                   |               |                    |                    |               |               |
| 411000-000 | Administrative Salaries and Wages               | 5,845.77          | 5,531.00          | (314.77)          | -5.69         | 42,624.22          | 42,463.00          | (161.22)      | -0.38         |
| 411002-000 | Administrative Overtime                         | 15.96             | 23.00             | 7.04              | 30.61         | 109.49             | 110.00             | 0.51          | 0.46          |
| 411003-000 | Administrative: Employer FICA/SUI               | 600.77            | 669.00            | 68.23             | 10.20         | 3,967.85           | 4,088.00           | 120.15        | 2.94          |
| 411004-000 | Administrative: Employee Benefits               | 1,562.10          | 1,749.00          | 186.90            | 10.69         | 12,346.83          | 13,090.00          | 743.17        | 5.68          |
| 411099-000 | Total Administrative Salaries                   | 8,024.60          | 7,972.00          | (52.60)           | -0.66         | 59,048.39          | 59,751.00          | 702.61        | 1.18          |
| 413900-000 | Other Admin Expenses                            |                   |                   |                   |               |                    |                    |               |               |
| 417001-000 | Bookkeeping Fees-MOD Rehab                      | 1,492.50          | 1,675.00          | 182.50            | 10.90         | 10,447.50          | 10,951.00          | 503.50        | 4.60          |
| 417100-000 | Auditing Fees                                   | 1,026.00          | 250.00            | (776.00)          | -310.40       | 1,290.00           | 750.00             | (540.00)      | -72.00        |
| 417300-000 | Management Fee                                  | -                 | -                 | -                 | N/A           | 2,316.00           | -                  | (2,316.00)    | N/A           |
| 417303-000 | Management Fee- MOD Rehab                       | 2,388.00          | 2,969.00          | 581.00            | 19.57         | 14,400.00          | 18,387.00          | 3,987.00      | 21.68         |
| 418900-000 | Total Other Admin Expenses                      | 4,906.50          | 4,894.00          | (12.50)           | -0.26         | 28,453.50          | 30,088.00          | 1,634.50      | 5.43          |
| 419000-000 | Miscellaneous Admin Expenses                    |                   |                   |                   |               |                    |                    |               |               |
| 419001-000 | Office Expense                                  | 98.60             | 113.00            | 14.40             | 12.74         | 604.75             | 765.00             | 160.25        | 20.95         |
| 419003-000 | Printing  | 64.20             | -                 | (64.20)           | N/A           | 321.01             | -                  | (321.01)      | N/A           |
| 419004-000 | Telephone                                       | 327.60            | 238.00            | (89.60)           | -37.65        | 1,890.30           | 1,725.00           | (165.30)      | -9.58         |
| 419005-000 | Postage   | 180.00            | 225.00            | 45.00             | 20.00         | 4,076.63           | 4,391.00           | 314.37        | 7.16          |
| 419006-000 | Forms and Computer Supplies                     | 16.40             | -                 | (16.40)           | N/A           | 16.40              | -                  | (16.40)       | N/A           |
| 419009-000 | Sundry Miscellaneous                            | -                 | 34.00             | 34.00             | 100.00        | (2,694.82)         | (2,614.00)         | 80.82         | 3.09          |
| 419010-000 | Newspaper ADS (Advertising)                     | 7.96              | -                 | (7.96)            | N/A           | 7.96               | -                  | (7.96)        | N/A           |
| 419011-000 | Sundry Service Contracts                        | 1,362.48          | 630.00            | (732.48)          | -116.27       | 13,328.08          | 11,068.00          | (2,260.08)    | -20.42        |
| 419017-000 | Temporary Administrative Labor                  | -                 | -                 | -                 | N/A           | 118.13             | 118.00             | (0.13)        | -0.11         |
| 419100-000 | Total Miscellaneous Admin Expenses              | 2,057.24          | 1,240.00          | (817.24)          | -65.91        | 17,668.44          | 15,453.00          | (2,215.44)    | -14.34        |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES                   | 14,988.34         | 14,106.00         | (882.34)          | -6.26         | 105,170.33         | 105,292.00         | 121.67        | 0.12          |
| 450000-000 | GENERAL EXPENSES                                |                   |                   |                   |               |                    |                    |               |               |
| 451000-000 | General Liability Insurance                     | 298.34            | 437.00            | 138.66            | 31.73         | 2,017.16           | 2,458.00           | 440.84        | 17.93         |
| 452100-000 | Workers Comp Insurance                          | 660.79            | 305.00            | (355.79)          | -116.65       | 1,349.65           | 1,373.00           | 23.35         | 1.70          |
| 459900-000 | TOTAL GENERAL EXPENSES                          | 959.13            | 742.00            | (217.13)          | -29.26        | 3,366.81           | 3,831.00           | 464.19        | 12.12         |
|            | <b>TOTAL OPERATING EXPENSES</b>                 | <b>15,947.47</b>  | <b>14,848.00</b>  | <b>(1,099.47)</b> | <b>-7.40%</b> | <b>108,537.14</b>  | <b>109,123.00</b>  | <b>585.86</b> | <b>0.54%</b>  |
| 500000-000 | NON-OPERATING ITEMS                             |                   |                   |                   |               |                    |                    |               |               |
| 523419-000 | Settlement offset due to HUD overpayment -ADMIN | (13,703.00)       | -                 | 13,703.00         | N/A           | (13,703.00)        | -                  | 13,703.00     | N/A           |
| 599900-000 | TOTAL NON-OPERATING ITEMS                       | (13,703.00)       | -                 | 13,703.00         | N/A           | (13,703.00)        | -                  | 13,703.00     | N/A           |
| 900000-000 | <b>NET INCOME</b>                               | <b>(2,244.47)</b> | <b>(1,145.00)</b> | <b>(1,099.47)</b> | <b>96.02%</b> | <b>(12,616.14)</b> | <b>(13,202.00)</b> | <b>585.86</b> | <b>-4.44%</b> |

| All voucher properties (.hcv_all)   |   |                            |              |               |                               |
|-------------------------------------|---|----------------------------|--------------|---------------|-------------------------------|
| <b>Trial Balance Cr, Dr Details</b> |   |                            |              |               |                               |
| Period = Apr 2017                   |   |                            |              |               |                               |
| Book = Accrual ; Tree = ysl_tb      |   |                            |              |               |                               |
|                                     |   | <b>Forward<br/>Balance</b> | <b>Debit</b> | <b>Credit</b> | <b>April<br/>transactions</b> |
| 111102-000                          | Cash - Restricted                       | 537,804.84                 | 1,291.99     | 663.49        |                               |
| 111111-000                          | Cash -Unrestricted                      | 241,381.00                 | -            | -             |                               |
| 111117-000                          | HAP Disbursement Fund                   | (129,790.23)               | 1,289,993.11 | 1,241,827.42  |                               |
| 111120-000                          | General Fund Operating                  | (25,957.46)                | -            | -             |                               |
| 111124-000                          | Cash - FSS Escrow                       | 23,660.85                  | -            | -             |                               |
| 112200-000                          | A/R-Tenants                             | 52,311.28                  | 2,647.30     | 1,024.96      |                               |
| 112201-000                          | Allowance for Doubtful Accounts-Tenants | (16,058.13)                | -            | -             |                               |
| 112928-000                          | A/R from Developers -TC 4%              | 189.75                     | -            | -             |                               |
| 113503-000                          | A/R-Other Government                    | 79.26                      | -            | -             |                               |
| 129500-000                          | Interprogram-Due From                   | 132,708.86                 | 150,965.30   | 101,357.31    |                               |
| 145001-000                          | Accum Depreciation-Site Improvement     | (125,922.83)               | -            | -             |                               |
| 147501-000                          | Non Dwelling Equip                      | 133,977.43                 | -            | -             |                               |
| 211100-000                          | A/P Vendors and Contractors             | (100,617.18)               | 1,285,419.81 | 1,279,795.62  |                               |
| 211750-000                          | A/P-Medical Insurance                   | (3.85)                     | -            | -             |                               |
| 211758-000                          | A/P-Mutual of America Retirement        | (1,107.88)                 | -            | -             |                               |
| 211761-000                          | SRS-401-A Retirement Plan               | (321.31)                   | -            | -             |                               |
| 224000-000                          | Tenant Prepaid Rents                    | (1,311.81)                 | 663.49       | 267.03        |                               |
| 226000-000                          | Accrued Paid Leave-Current              | (5,068.65)                 | -            | -             |                               |
| 230500-000                          | Accrued Paid Leave-LT                   | (28,722.36)                | -            | -             |                               |
| 230700-000                          | A/P FSS Escrow                          | (60,100.94)                | -            | 5,413.00      |                               |
| 280902-000                          | Unrestricted Net Assets (UNA)           | (642,396.82)               | -            | -             |                               |
| 311400-000                          | Less: Non Move Out Refunds              | -                          | 200.42       | 200.42        |                               |
|                                     |   |                            |              |               |                               |
| 341001-000                          | Section 8 HAP Earned                    | (5,091,598.00)             | -            | 1,008,297.00  | (1,008,297.00)                |
| 341002-000                          | Sec 8 Admin. Fee Inc-HCV                | (526,138.00)               | -            | 110,896.00    | (110,896.00)                  |
| 341004-000                          | Section 8 Port-In Admin Fees            | 750.00                     | -            | -             | -                             |
| 341006-000                          | Port In HAP Earned                      | 6,782.00                   | -            | -             | -                             |
| 364000-000                          | Fraud Recovery Income-Admin             | (6,495.19)                 | -            | 1,223.44      | (1,223.44)                    |
| 364001-000                          | Fraud Recovery - HAP                    | (6,495.17)                 | 1,223.44     | 2,446.88      | (1,223.44)                    |
| 365000-000                          | Miscellaneous Other Income              | (700.00)                   | -            | -             |                               |
|                                     |   |                            |              |               |                               |
| 411000-000                          | Administrative Salaries and Wages       | 167,300.52                 | 26,357.44    | -             | 26,357.44                     |
| 411002-000                          | Administrative Overtime                 | 420.16                     | 72.73        | -             | 72.73                         |
| 411003-000                          | Administrative: Employer FICA/SUI       | 15,437.64                  | 2,709.39     | -             | 2,709.39                      |
| 411004-000                          | Administrative: Employee Benefits       | 40,191.50                  | 7,114.07     | -             | 7,114.07                      |
| 411006-000                          | Administrative: Emp Incentive           | -                          | 476.34       | -             | 476.34                        |
| 413003-000                          | Credit Reports                          | 1,191.50                   | 175.00       | -             | 175.00                        |
| 414000-000                          | Staff Training                          | 1,152.00                   | -            | -             | -                             |
| 417000-000                          | Bookkeeping Fees                        | 94,012.50                  | 15,990.00    | -             | 15,990.00                     |
| 417100-000                          | Auditing Fees                           | 658.00                     | 2,564.00     | -             | 2,564.00                      |
| 417200-000                          | Port Out Admin Fee                      | 5,173.60                   | 899.75       | -             | 899.75                        |
| 417300-000                          | Management Fee                          | 150,420.00                 | 25,584.00    | -             | 25,584.00                     |
| 418000-000                          | Office Rent                             | 21,140.00                  | 3,570.00     | -             | 3,570.00                      |
| 419001-000                          | Office Expense                          | 1,681.62                   | 547.78       | 98.60         | 449.18                        |
| 419003-000                          | Printing                                | 2,286.07                   | 356.68       | 64.20         | 292.48                        |
| 419004-000                          | Telephone                               | 5,929.10                   | 1,820.01     | 327.60        | 1,492.41                      |
| 419005-000                          | Postage                                 | 2,637.58                   | 1,000.00     | 180.00        | 820.00                        |
| 419006-000                          | Forms and Computer Supplies             | -                          | 91.12        | 16.40         | 74.72                         |
| 419009-000                          | Sundry Miscellaneous                    | 2,837.30                   | -            | -             | -                             |
| 419010-000                          | Newspaper ADS (Advertising)             | 610.35                     | 44.23        | 7.96          | 36.27                         |
| 419011-000                          | Sundry Service Contracts                | 37,345.25                  | 7,569.36     | 1,362.48      | 6,206.88                      |
| 419017-000                          | Temporary Administrative Labor          | 2,634.97                   | -            | -             | -                             |
| 441200-000                          | Vehicle Repair                          | 1,105.76                   | 193.06       | -             | 193.06                        |
| 441300-000                          | Gasoline Purchases                      | 1,316.77                   | 251.73       | -             | 251.73                        |

|                                     |                             |                            |                     |                     |                               |
|-------------------------------------|-----------------------------|----------------------------|---------------------|---------------------|-------------------------------|
| All voucher properties (.hcv_all)   |                             |                            |                     |                     |                               |
| <b>Trial Balance Cr, Dr Details</b> |                             |                            |                     |                     |                               |
| Period = Apr 2017                   |                             |                            |                     |                     |                               |
| Book = Accrual ; Tree = ysl_tb      |                             |                            |                     |                     |                               |
|                                     |                             | <b>Forward<br/>Balance</b> | <b>Debit</b>        | <b>Credit</b>       | <b>April<br/>transactions</b> |
| 443015-000                          | Janitorial-Contract         | 1,440.00                   | 480.00              | -                   | 480.00                        |
| 443023-000                          | Con:Consultant/Mentoring    | 24,903.33                  | -                   | -                   | -                             |
| 443099-000                          | Maintenance Misc-Contracts  | 416.37                     | 66.62               | -                   | 66.62                         |
| 451000-000                          | General Liability Insurance | 7,751.64                   | 1,344.91            | -                   | 1,344.91                      |
| 452100-000                          | Workers Comp Insurance      | 3,106.80                   | 2,978.84            | -                   | 2,978.84                      |
|                                     |                             |                            |                     |                     | 100,199.82                    |
|                                     |                             |                            |                     | Less: Audit fees    | (2,564.00)                    |
|                                     |                             |                            |                     |                     | 97,635.82                     |
|                                     |                             |                            |                     |                     |                               |
|                                     |                             |                            |                     |                     |                               |
|                                     |                             |                            |                     |                     |                               |
| 471500-000                          | Housing Assistance Payments | 4,993,910.00               | 1,027,133.00        | 164,942.00          | 862,191.00                    |
| 471501-000                          | Tenant Utility Payments     | 206,564.00                 | 38,612.00           | 2,264.00            | 36,348.00                     |
| 471502-000                          | Portable Out HAP Payments   | 106,628.00                 | 25,972.11           | 9,116.22            | 16,855.89                     |
| 471503-000                          | FSS Escrow Payments         | 19,801.00                  | 5,413.00            | -                   | 5,413.00                      |
| 523409-000                          | RAD SUBSIDY-LIHTC-PBV       | (260,676.00)               | -                   | -                   | -                             |
| 523410-000                          | Pinnacle shortfall          | (20,166.79)                | -                   | -                   | -                             |
|                                     | <b>Total</b>                | <b>-</b>                   | <b>3,931,792.03</b> | <b>3,931,792.03</b> | <b>920,807.89</b>             |

TBRA-HCV Program (075-tbra)

## Budget Comparison (with PTD)

Period = Oct 2016-Apr 2017

Book = Accrual ; Tree = ysi\_is

|            |                                   | MTD Actual | MTD Budget | Variance | % Var | PTD Actual | PTD Budget | Variance   | % Var |
|------------|-----------------------------------|------------|------------|----------|-------|------------|------------|------------|-------|
| 360000-000 | OTHER INCOME                      |            |            |          |       |            |            |            |       |
| 364002-000 | TBRA -HAP Earned                  | 462.00     | -          | 462.00   | N/A   | 1,386.00   | -          | 1,386.00   | N/A   |
| 365000-000 | Miscellaneous Other Income        | 46.20      | -          | 46.20    | N/A   | 138.60     | -          | 138.60     | N/A   |
| 369900-000 | TOTAL OTHER INCOME                | 508.20     | -          | 508.20   | N/A   | 1,524.60   | -          | 1,524.60   | N/A   |
|            |                                   |            |            |          |       |            |            |            |       |
| 399900-000 | TOTAL INCOME                      | 508.20     | -          | 508.20   | N/A   | 1,524.60   | -          | 1,524.60   | N/A   |
|            |                                   |            |            |          |       |            |            |            |       |
| 470000-000 | HOUSING ASSISTANCE PAYMENTS       |            |            |          |       |            |            |            |       |
| 471500-000 | Housing Assistance Payments       | 425.00     | -          | (425.00) | N/A   | 1,275.00   | -          | (1,275.00) | N/A   |
| 471501-000 | Tenant Utility Payments           | 37.00      | -          | (37.00)  | N/A   | 111.00     | -          | (111.00)   | N/A   |
| 479900-000 | TOTAL HOUSING ASSISTANCE PAYMENTS | 462.00     | -          | (462.00) | N/A   | 1,386.00   | -          | (1,386.00) | N/A   |
|            |                                   |            |            |          |       |            |            |            |       |
| 900000-000 | NET INCOME                        | 46.20      | -          | 46.20    | N/A   | 138.60     | -          | 138.60     | N/A   |



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

Actual to Budget Variance Comparison

April 30, 2017

|            |   | MTD Actual | MTD Budget | Variance    | % Var     | PTD Actual | PTD Budget | Variance   | % Var   |
|------------|---|------------|------------|-------------|-----------|------------|------------|------------|---------|
| 360000-000 | OTHER INCOME                              |            |            |             |           |            |            |            |         |
| 362000-000 | Management Fee Income                     | 69,546.56  | 65,266.00  | 4,280.56    | 6.56      | 487,453.65 | 476,387.00 | 11,066.65  | 2.32    |
| 362001-000 | Bookkeeping fee income                    | 22,162.50  | 22,234.00  | (71.50)     | -0.32     | 152,962.50 | 153,679.00 | (716.50)   | -0.47   |
| 365000-000 | Miscellaneous Other Income                | 22,676.25  | 53,043.00  | (30,366.75) | -57.25    | 295,708.99 | 252,494.00 | 43,214.99  | 17.12   |
| 369900-000 | TOTAL OTHER INCOME                        | 114,385.31 | 140,543.00 | (26,157.69) | -18.61    | 936,125.14 | 882,560.00 | 53,565.14  | 6.07    |
|            |   |            |            |             |           |            |            |            |         |
| 399900-000 | TOTAL INCOME                              | 114,385.31 | 140,543.00 | (26,157.69) | -18.61    | 936,125.14 | 882,560.00 | 53,565.14  | 6.07    |
|            |   |            |            |             |           |            |            |            |         |
| 410000-000 | ADMINISTRATIVE                            |            |            |             |           |            |            |            |         |
| 410099-000 | Administrative Salaries                   |            |            |             |           |            |            |            |         |
| 411000-000 | Administrative Salaries and Wages         | 43,148.48  | 46,955.00  | 3,806.52    | 8.11      | 309,150.43 | 313,911.00 | 4,760.57   | 1.52    |
| 411002-000 | Administrative Overtime                   | 674.78     | 250.00     | (424.78)    | -169.91   | 2,224.41   | 1,578.00   | (646.41)   | -40.96  |
| 411003-000 | Administrative: Employer FICA/SUI         | 5,136.74   | 5,070.00   | (66.74)     | -1.32     | 29,132.98  | 28,546.00  | (586.98)   | -2.06   |
| 411004-000 | Administrative: Employee Benefits         | 13,428.13  | 9,882.00   | (3,546.13)  | -35.88    | 85,061.12  | 75,806.00  | (9,255.12) | -12.21  |
| 411005-000 | Administrative: Retirees Medical ER share | 3,009.28   | 3,108.00   | 98.72       | 3.18      | 21,154.54  | 21,460.00  | 305.46     | 1.42    |
| 411006-000 | Administrative: Emp Incentive             | 4,525.00   | 1,829.00   | (2,696.00)  | -147.40   | 5,904.15   | 5,855.00   | (49.15)    | -0.84   |
| 411099-000 | Total Administrative Salaries             | 69,922.41  | 67,094.00  | (2,828.41)  | -4.22     | 452,627.63 | 447,156.00 | (5,471.63) | -1.22   |
| 413000-000 | Legal Expense                             |            |            |             |           |            |            |            |         |
| 413003-000 | Credit Reports                            | -          | 25.00      | 25.00       | 100.00    | 119.00     | 194.00     | 75.00      | 38.66   |
| 413100-000 | Total Legal Expense                       | -          | 25.00      | 25.00       | 100.00    | 119.00     | 194.00     | 75.00      | 38.66   |
| 413900-000 | Other Admin Expenses                      |            |            |             |           |            |            |            |         |
| 414000-000 | Staff Training                            | -          | 44.00      | 44.00       | 100.00    | 45.00      | 177.00     | 132.00     | 74.58   |
| 415000-000 | Travel                                    | -          | 75.00      | 75.00       | 100.00    | -          | 225.00     | 225.00     | 100.00  |
| 417000-000 | Bookkeeping Fees                          | 600.00     | -          | (600.00)    | N/A       | 600.00     | -          | (600.00)   | N/A     |
| 417100-000 | Auditing Fees                             | 3,910.00   | 872.00     | (3,038.00)  | -348.39   | 5,564.00   | 3,266.00   | (2,298.00) | -70.36  |
| 418000-000 | Office Rent                               | 8,319.38   | 8,340.00   | 20.62       | 0.25      | 57,816.27  | 57,644.00  | (172.27)   | -0.30   |
| 418900-000 | Total Other Admin Expenses                | 12,829.38  | 9,331.00   | (3,498.38)  | -37.49    | 64,025.27  | 61,312.00  | (2,713.27) | -4.43   |
| 419000-000 | Miscellaneous Admin Expenses              |            |            |             |           |            |            |            |         |
| 419001-000 | Office Expense                            | 2,129.08   | 187.00     | (1,942.08)  | -1,038.55 | 12,957.17  | 6,226.00   | (6,731.17) | -108.11 |
| 419003-000 | Printing                                  | 630.24     | 63.00      | (567.24)    | -900.38   | 4,038.37   | 1,283.00   | (2,755.37) | -214.76 |
| 419004-000 | Telephone                                 | 2,960.74   | 2,826.00   | (134.74)    | -4.77     | 16,811.49  | 18,628.00  | 1,816.51   | 9.75    |
| 419005-000 | Postage                                   | 1,009.80   | 500.00     | (509.80)    | -101.96   | 7,880.92   | 7,153.00   | (727.92)   | -10.18  |
| 419006-000 | Forms and Computer Supplies               | 744.53     | -          | (744.53)    | N/A       | 1,207.11   | -          | (1,207.11) | N/A     |
| 419008-000 | Subscriptions and Fees                    | 216.00     | -          | (216.00)    | N/A       | 7,859.88   | 6,595.00   | (1,264.88) | -19.18  |

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

Actual to Budget Variance Comparison

April 30, 2017

|            |                                    | MTD Actual | MTD Budget | Variance   | % Var   | PTD Actual | PTD Budget | Variance    | % Var     |
|------------|------------------------------------|------------|------------|------------|---------|------------|------------|-------------|-----------|
| 419009-000 | Sundry Miscellaneous               | 1,257.09   | 1,331.00   | 73.91      | 5.55    | 14,444.84  | 14,554.00  | 109.16      | 0.75      |
| 419010-000 | Newspaper ADS (Advertising)        | 225.92     | 63.00      | (162.92)   | -258.60 | 623.23     | 554.00     | (69.23)     | -12.50    |
| 419011-000 | Sundry Service Contracts           | 1,884.90   | 3,148.00   | 1,263.10   | 40.12   | 24,893.96  | 21,871.00  | (3,022.96)  | -13.82    |
| 419012-000 | Software                           | 229.59     | -          | (229.59)   | N/A     | 1,575.18   | 669.00     | (906.18)    | -135.45   |
| 419017-000 | Temporary Administrative Labor     | 1,160.85   | 2,393.00   | 1,232.15   | 51.49   | 26,261.68  | 27,106.00  | 844.32      | 3.11      |
| 419020-000 | Bank Fees                          | -          | 81.00      | 81.00      | 100.00  | 276.19     | 338.00     | 61.81       | 18.29     |
| 419021-000 | Discretionary                      | -          | 63.00      | 63.00      | 100.00  | -          | 189.00     | 189.00      | 100.00    |
| 419022-000 | Other Misc Admin Expenses          | 42.31      | 201.00     | 158.69     | 78.95   | 4,899.13   | 5,409.00   | 509.87      | 9.43      |
| 419100-000 | Total Miscellaneous Admin Expenses | 12,491.05  | 10,856.00  | (1,635.05) | -15.06  | 123,729.15 | 110,575.00 | (13,154.15) | -11.90    |
| 419900-000 | TOTAL ADMINISTRATIVE EXPENSES      | 95,242.84  | 87,306.00  | (7,936.84) | -9.09   | 640,501.05 | 619,237.00 | (21,264.05) | -3.43     |
| 430000-000 | UTILITIES                          |            |            |            |         |            |            |             |           |
| 431000-000 | Water                              | -          | 125.00     | 125.00     | 100.00  | 859.49     | 681.00     | (178.49)    | -26.21    |
| 432000-000 | Electricity                        | 1,701.69   | 2,750.00   | 1,048.31   | 38.12   | 9,600.95   | 13,268.00  | 3,667.05    | 27.64     |
| 433000-000 | Gas                                | 87.24      | 125.00     | 37.76      | 30.21   | 1,723.04   | 1,164.00   | (559.04)    | -48.03    |
| 439000-000 | Sewer                              | -          | 188.00     | 188.00     | 100.00  | 350.72     | 759.00     | 408.28      | 53.79     |
| 439900-000 | TOTAL UTILITY EXPENSES             | 1,788.93   | 3,188.00   | 1,399.07   | 43.89   | 12,534.20  | 15,872.00  | 3,337.80    | 21.03     |
| 440000-000 | MAINTENANCE AND OPERATIONS         |            |            |            |         |            |            |             |           |
| 440099-000 | General Maint Expense              |            |            |            |         |            |            |             |           |
| 441200-000 | Vehicle Repair                     | 1,978.26   | 1,158.00   | (820.26)   | -70.83  | 11,809.91  | 10,704.00  | (1,105.91)  | -10.33    |
| 441210-000 | Equipment Repair                   | -          | 375.00     | 375.00     | 100.00  | 1,758.26   | 1,125.00   | (633.26)    | -56.29    |
| 441300-000 | Gasoline Purchases                 | 795.46     | 788.00     | (7.46)     | -0.95   | 4,389.50   | 4,607.00   | 217.50      | 4.72      |
| 441900-000 | Total General Maint Expense        | 2,773.72   | 2,321.00   | (452.72)   | -19.51  | 17,957.67  | 16,436.00  | (1,521.67)  | -9.26     |
| 442000-000 | Materials                          |            |            |            |         |            |            |             |           |
| 442006-000 | Janitorial Supplies                | -          | -          | -          | N/A     | 845.45     | -          | (845.45)    | N/A       |
| 442010-000 | Maintenance Materials              | 826.80     | 563.00     | (263.80)   | -46.86  | 3,873.32   | 4,327.00   | 453.68      | 10.48     |
| 442011-000 | Work Supplies/Safety/Materials     | 300.00     | 38.00      | (262.00)   | -689.47 | 452.64     | (33.00)    | (485.64)    | -1,471.64 |
| 442900-000 | Total Materials                    | 1,126.80   | 601.00     | (525.80)   | -87.49  | 5,171.41   | 4,294.00   | (877.41)    | -20.43    |
| 443000-000 | Contract Costs                     |            |            |            |         |            |            |             |           |
| 443001-000 | Alarm/Extinguisher Contract        | 40.00      | -          | (40.00)    | N/A     | 477.75     | -          | (477.75)    | N/A       |
| 443007-000 | Disposal Contract                  | 249.90     | 88.00      | (161.90)   | -183.98 | 1,346.06   | 738.00     | (608.06)    | -82.39    |
| 443009-000 | Landscaping-Contract               | 1,850.25   | 2,033.00   | 182.75     | 8.99    | 9,802.50   | 10,879.00  | 1,076.50    | 9.90      |
| 443013-000 | Contract: Uniform Rental           | 3.54       | 73.00      | 69.46      | 95.15   | 155.62     | 358.00     | 202.38      | 56.53     |
| 443015-000 | Janitorial-Contract                | 1,920.00   | 1,200.00   | (720.00)   | -60.00  | 6,080.00   | 6,320.00   | 240.00      | 3.80      |
| 443019-000 | Miscellaneous Contracts            | 436.80     | 125.00     | (311.80)   | -249.44 | 4,653.78   | 3,478.00   | (1,175.78)  | -33.81    |
| 443023-000 | Con:Consultant/Mentoring           | 13,052.24  | 13,961.00  | 908.76     | 6.51    | 92,268.89  | 98,198.00  | 5,929.11    | 6.04      |
| 443099-000 | Maintenance Misc-Contracts         | 99.92      | 125.00     | 25.08      | 20.06   | 2,744.33   | 2,705.00   | (39.33)     | -1.45     |

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

Actual to Budget Variance Comparison

April 30, 2017

|            |                                 | MTD Actual         | MTD Budget        | Variance           | % Var           | PTD Actual         | PTD Budget        | Variance          | % Var          |
|------------|---------------------------------|--------------------|-------------------|--------------------|-----------------|--------------------|-------------------|-------------------|----------------|
| 443900-000 | Total Contract Costs            | 17,652.65          | 17,605.00         | (47.65)            | -0.27           | 117,528.93         | 122,676.00        | 5,147.07          | 4.20           |
| 449900-000 | TOTAL MAINTENACE EXPENSES       | 21,553.17          | 20,527.00         | (1,026.17)         | -5.00           | 140,658.01         | 143,406.00        | 2,747.99          | 1.92           |
| 450000-000 | GENERAL EXPENSES                |                    |                   |                    |                 |                    |                   |                   |                |
| 451000-000 | General Liability Insurance     | 4,278.24           | 6,101.00          | 1,822.76           | 29.88           | 26,641.50          | 33,211.00         | 6,569.50          | 19.78          |
| 451100-000 | Property Tax                    | -                  | -                 | -                  | N/A             | 22,452.35          | 22,452.00         | (0.35)            | 0.00           |
| 452100-000 | Workers Comp Insurance          | 5,108.30           | 3,318.00          | (1,790.30)         | -53.96          | 11,115.38          | 13,958.00         | 2,842.62          | 20.37          |
| 453010-000 | SHA-Board/Commissioner exp      | -                  | 1,250.00          | 1,250.00           | 100.00          | 1,436.69           | 4,594.00          | 3,157.31          | 68.73          |
| 459900-000 | TOTAL GENERAL EXPENSES          | 9,386.54           | 10,669.00         | 1,282.46           | 12.02           | 61,645.92          | 74,215.00         | 12,569.08         | 16.94          |
|            | <b>TOTAL OPERATING EXPENSES</b> | <b>127,971.48</b>  | <b>121,690.00</b> | <b>(6,281.48)</b>  | <b>-5.16%</b>   | <b>855,339.18</b>  | <b>852,730.00</b> | <b>(2,609.18)</b> | <b>-0.31%</b>  |
| 900000-000 | <b>NET INCOME</b>               | <b>(13,586.17)</b> | <b>18,853.00</b>  | <b>(32,439.17)</b> | <b>-172.06%</b> | <b>80,785.96</b>   | <b>29,830.00</b>  | <b>50,955.96</b>  | <b>170.82%</b> |
|            |                                 |                    |                   |                    |                 |                    |                   |                   |                |
|            |                                 |                    |                   |                    |                 |                    |                   |                   |                |
|            | <b>Proof</b>                    |                    |                   |                    |                 |                    |                   |                   |                |
|            | <b>COCC</b>                     | <b>(28,600.50)</b> |                   |                    |                 | <b>(28,558.10)</b> |                   |                   |                |
|            | <b>Landscape</b>                | <b>15,014.33</b>   |                   |                    |                 | <b>109,344.06</b>  |                   |                   |                |
|            |                                 | <b>(13,586.17)</b> |                   |                    |                 | <b>80,785.96</b>   |                   |                   |                |

| SPARTANBURG HOUSING AUTHORITY         |                                   |            |            |            |         |            |            |            |          |
|---------------------------------------|-----------------------------------|------------|------------|------------|---------|------------|------------|------------|----------|
| JC BULL (100 units) & SLHC (32 units) |                                   |            |            |            |         |            |            |            |          |
| Actual to Budget Variance Comparison  |                                   |            |            |            |         |            |            |            |          |
| April 30, 2017                        |                                   |            |            |            |         |            |            |            |          |
|                                       |                                   | MTD Actual | MTD Budget | Variance   | % Var   | PTD Actual | PTD Budget | Variance   | % Var    |
| 310000-000                            | TENANT INCOME                     |            |            |            |         |            |            |            |          |
| 310100-000                            | Rental Income                     |            |            |            |         |            |            |            |          |
| 311100-000                            | Tenant Rent                       | 33,956.14  | 35,288.00  | (1,331.86) | -3.77   | 247,094.00 | 248,897.00 | (1,803.00) | -0.72    |
| 311900-000                            | Total Rental Income               | 33,956.14  | 35,288.00  | (1,331.86) | -3.77   | 247,094.00 | 248,897.00 | (1,803.00) | -0.72    |
| 312000-000                            | Other Tenant Income               |            |            |            |         |            |            |            |          |
| 312003-000                            | Damages                           | 10.00      | 25.00      | (15.00)    | -60.00  | 165.00     | 87.00      | 78.00      | 89.66    |
| 312004-000                            | Late Charges                      | 40.00      | 13.00      | 27.00      | 207.69  | 190.00     | 179.00     | 11.00      | 6.15     |
| 312005-000                            | Legal Fees - Tenant               | -          | 13.00      | (13.00)    | -100.00 | 225.00     | 219.00     | 6.00       | 2.74     |
| 312006-000                            | NSF Charges                       | 90.00      | 13.00      | 77.00      | 592.31  | 150.00     | 99.00      | 51.00      | 51.52    |
| 312007-000                            | Tenant Owed Utilities - Excess    | -          | 188.00     | (188.00)   | -100.00 | 1,434.64   | 1,978.00   | (543.36)   | -27.47   |
| 312009-000                            | Misc. Tenant Income               | -          | 6.00       | (6.00)     | -100.00 | 6.88       | 61.00      | (54.12)    | -88.72   |
| 312900-000                            | Total Other Tenant Income         | 140.00     | 258.00     | (118.00)   | -45.74  | 2,171.52   | 2,623.00   | (451.48)   | -17.21   |
| 319900-000                            | NET TENANT INCOME                 | 34,096.14  | 35,546.00  | (1,449.86) | -4.08   | 249,265.52 | 251,520.00 | (2,254.48) | -0.90    |
| 340000-000                            | GRANT INCOME                      |            |            |            |         |            |            |            |          |
| 341500-000                            | Other Govt and Private Grants     | 50,097.00  | 50,691.00  | (594.00)   | -1.17   | 354,153.00 | 354,836.00 | (683.00)   | -0.19    |
| 349900-000                            | TOTAL GRANT INCOME                | 50,097.00  | 50,691.00  | (594.00)   | -1.17   | 354,153.00 | 354,836.00 | (683.00)   | -0.19    |
| 360000-000                            | OTHER INCOME                      |            |            |            |         |            |            |            |          |
| 365000-000                            | Miscellaneous Other Income        | (3,388.00) | -          | (3,388.00) | N/A     | 14,591.72  | 1,189.00   | 13,402.72  | 1,127.23 |
| 369900-000                            | TOTAL OTHER INCOME                | (3,388.00) | -          | (3,388.00) | N/A     | 14,591.72  | 1,189.00   | 13,402.72  | 1,127.23 |
| 399900-000                            | TOTAL INCOME                      | 80,805.14  | 86,237.00  | (5,431.86) | -6.30   | 618,010.24 | 607,545.00 | 10,465.24  | 1.72     |
| 410000-000                            | ADMINISTRATIVE                    |            |            |            |         |            |            |            |          |
| 410099-000                            | Administrative Salaries           |            |            |            |         |            |            |            |          |
| 411000-000                            | Administrative Salaries and Wages | 7,990.76   | 9,381.00   | 1,390.24   | 14.82   | 54,210.17  | 53,970.00  | (240.17)   | -0.44    |
| 411002-000                            | Administrative Overtime           | 127.82     | 120.00     | (7.82)     | -6.52   | 745.00     | 649.00     | (96.00)    | -14.79   |
| 411003-000                            | Administrative: Employer FICA/SUI | 787.50     | 965.00     | 177.50     | 18.39   | 4,940.42   | 5,022.00   | 81.58      | 1.62     |
| 411004-000                            | Administrative: Employee Benefits | 1,298.19   | 2,166.00   | 867.81     | 40.07   | 9,653.38   | 11,976.00  | 2,322.62   | 19.39    |
| 411006-000                            | Administrative: Emp Incentive     | -          | -          | -          | N/A     | 33.00      | -          | (33.00)    | N/A      |
| 411099-000                            | Total Administrative Salaries     | 10,204.27  | 12,632.00  | 2,427.73   | 19.22   | 69,581.97  | 71,617.00  | 2,035.03   | 2.84     |
| 413000-000                            | Legal Expense                     |            |            |            |         |            |            |            |          |
| 413003-000                            | Credit Reports                    | -          | 13.00      | 13.00      | 100.00  | 58.00      | 68.00      | 10.00      | 14.71    |
| 413100-000                            | Total Legal Expense               | -          | 13.00      | 13.00      | 100.00  | 58.00      | 68.00      | 10.00      | 14.71    |
| 413900-000                            | Other Admin Expenses              |            |            |            |         |            |            |            |          |
| 414000-000                            | Staff Training                    | -          | 420.00     | 420.00     | 100.00  | 1,191.04   | 2,451.00   | 1,259.96   | 51.41    |
| 415000-000                            | Travel                            | 44.82      | 397.00     | 352.18     | 88.71   | 70.74      | 1,217.00   | 1,146.26   | 94.19    |

| SPARTANBURG HOUSING AUTHORITY         |                                     |            |            |            |         |            |            |            |         |
|---------------------------------------|-------------------------------------|------------|------------|------------|---------|------------|------------|------------|---------|
| JC BULL (100 units) & SLHC (32 units) |                                     |            |            |            |         |            |            |            |         |
| Actual to Budget Variance Comparison  |                                     |            |            |            |         |            |            |            |         |
| April 30, 2017                        |                                     |            |            |            |         |            |            |            |         |
|                                       |                                     | MTD Actual | MTD Budget | Variance   | % Var   | PTD Actual | PTD Budget | Variance   | % Var   |
| 417000-000                            | Bookkeeping Fees                    | 952.50     | 960.00     | 7.50       | 0.78    | 6,682.50   | 6,714.00   | 31.50      | 0.47    |
| 417100-000                            | Auditing Fees                       | 2,281.00   | 556.00     | (1,725.00) | -310.25 | 3,717.00   | 2,518.00   | (1,199.00) | -47.62  |
| 417300-000                            | Management Fee                      | 6,882.13   | 6,936.00   | 53.87      | 0.78    | 48,283.29  | 48,498.00  | 214.71     | 0.44    |
| 417302-000                            | Asset Management Fee                | 1,320.00   | 1,259.00   | (61.00)    | -4.85   | 9,240.00   | 9,057.00   | (183.00)   | -2.02   |
| 418900-000                            | Total Other Admin Expenses          | 11,480.45  | 10,528.00  | (952.45)   | -9.05   | 69,184.57  | 70,455.00  | 1,270.43   | 1.80    |
| 419000-000                            | Miscellaneous Admin Expenses        |            |            |            |         |            |            |            |         |
| 419001-000                            | Office Expense                      | 210.34     | 119.00     | (91.34)    | -76.76  | 918.56     | 669.00     | (249.56)   | -37.30  |
| 419003-000                            | Printing                            | 60.35      | -          | (60.35)    | N/A     | 422.45     | 120.00     | (302.45)   | -252.04 |
| 419004-000                            | Telephone                           | 560.45     | 600.00     | 39.55      | 6.59    | 2,460.91   | 2,977.00   | 516.09     | 17.34   |
| 419005-000                            | Postage                             | -          | 26.00      | 26.00      | 100.00  | -          | 168.00     | 168.00     | 100.00  |
| 419007-000                            | Court Costs                         | -          | 94.00      | 94.00      | 100.00  | 225.00     | 372.00     | 147.00     | 39.52   |
| 419009-000                            | Sundry Miscellaneous                | 24.88      | 563.00     | 538.12     | 95.58   | 5,378.27   | 6,991.00   | 1,612.73   | 23.07   |
| 419011-000                            | Sundry Service Contracts            | 1,633.72   | 1,188.00   | (445.72)   | -37.52  | 13,200.34  | 10,613.00  | (2,587.34) | -24.38  |
| 419012-000                            | Software                            | -          | -          | -          | N/A     | 426.32     | -          | (426.32)   | N/A     |
| 419018-000                            | False Alarms                        | -          | -          | -          | N/A     | 60.00      | 60.00      | -          | 0.00    |
| 419020-000                            | Bank Fees                           | -          | 9.00       | 9.00       | 100.00  | 35.00      | 62.00      | 27.00      | 43.55   |
| 419022-000                            | Other Misc Admin Expenses           | -          | -          | -          | N/A     | 95.00      | -          | (95.00)    | N/A     |
| 419023-000                            | Supportive Services                 | 60.00      | -          | (60.00)    | N/A     | 60.00      | -          | (60.00)    | N/A     |
| 419100-000                            | Total Miscellaneous Admin Expenses  | 2,549.74   | 2,599.00   | 49.26      | 1.90    | 23,281.85  | 22,032.00  | (1,249.85) | -5.67   |
| 419900-000                            | TOTAL ADMINISTRATIVE EXPENSES       | 24,234.46  | 25,772.00  | 1,537.54   | 5.97    | 162,106.39 | 164,172.00 | 2,065.61   | 1.26    |
| 420000-000                            | TENANT SERVICES                     |            |            |            |         |            |            |            |         |
| 422000-000                            | Tenant Svcs-Participation Fund \$15 | 100.00     | 260.00     | 160.00     | 61.54   | 1,920.12   | 1,904.00   | (16.12)    | -0.85   |
| 422001-000                            | Tenant Svcs.-Stipend only \$10      | -          | -          | -          | N/A     | 736.24     | 225.00     | (511.24)   | -227.22 |
| 423000-000                            | Tenant Svcs-PH ESDC                 | 325.00     | 125.00     | (200.00)   | -160.00 | 2,196.82   | 2,150.00   | (46.82)    | -2.18   |
| 429900-000                            | TOTAL TENANT SERVICES EXPENSES      | 425.00     | 385.00     | (40.00)    | -10.39  | 4,853.18   | 4,279.00   | (574.18)   | -13.42  |
| 430000-000                            | UTILITIES                           |            |            |            |         |            |            |            |         |
| 431000-000                            | Water                               | 3,995.75   | 1,750.00   | (2,245.75) | -128.33 | 15,859.86  | 12,982.00  | (2,877.86) | -22.17  |
| 432000-000                            | Electricity                         | 4,580.69   | 6,875.00   | 2,294.31   | 33.37   | 40,805.84  | 48,099.00  | 7,293.16   | 15.16   |
| 433000-000                            | Gas                                 | 4,040.01   | 4,125.00   | 84.99      | 2.06    | 33,460.88  | 32,399.00  | (1,061.88) | -3.28   |
| 439000-000                            | Sewer                               | 5,358.30   | 2,125.00   | (3,233.30) | -152.16 | 21,294.47  | 16,650.00  | (4,644.47) | -27.89  |
| 439900-000                            | TOTAL UTILITY EXPENSES              | 17,974.75  | 14,875.00  | (3,099.75) | -20.84  | 111,421.05 | 110,130.00 | (1,291.05) | -1.17   |
| 440000-000                            | MAINTENANCE AND OPERATIONS          |            |            |            |         |            |            |            |         |
| 440099-000                            | General Maint Expense               |            |            |            |         |            |            |            |         |
| 441000-000                            | Labor Maintenance                   | 4,250.87   | 4,139.00   | (111.87)   | -2.70   | 25,479.04  | 25,588.00  | 108.96     | 0.43    |
| 441002-000                            | Maintenance: Overtime               | 127.74     | 142.00     | 14.26      | 10.04   | 1,240.73   | 1,046.00   | (194.73)   | -18.62  |

| SPARTANBURG HOUSING AUTHORITY         |  |                  |                  |                  |               |                   |                   |                  |               |
|---------------------------------------|--|------------------|------------------|------------------|---------------|-------------------|-------------------|------------------|---------------|
| JC BULL (100 units) & SLHC (32 units) |  |                  |                  |                  |               |                   |                   |                  |               |
| Actual to Budget Variance Comparison  |  |                  |                  |                  |               |                   |                   |                  |               |
| April 30, 2017                        |  |                  |                  |                  |               |                   |                   |                  |               |
|                                       |  | MTD Actual       | MTD Budget       | Variance         | % Var         | PTD Actual        | PTD Budget        | Variance         | % Var         |
| 441003-000                            | Maintenance: Employer FICA/SUI                   | 297.30           | 241.00           | (56.30)          | -23.36        | 2,193.57          | 1,797.00          | (396.57)         | -22.07        |
| 441004-000                            | Temp Maintenance Labor                           | -                | -                | -                | N/A           | 5,343.65          | 5,344.00          | 0.35             | 0.01          |
| 441005-000                            | Maintenance: Employee Benefits                   | 904.44           | 1,235.00         | 330.56           | 26.77         | 3,757.38          | 4,558.00          | 800.62           | 17.57         |
| 441100-000                            | Maintenace Uniforms                              | -                | -                | -                | N/A           | 100.68            | -                 | (100.68)         | N/A           |
| 441200-000                            | Vehicle Repair                                   | -                | 557.00           | 557.00           | 100.00        | 160.99            | 1,717.00          | 1,556.01         | 90.62         |
| 441210-000                            | Equipment Repair                                 | -                | -                | -                | N/A           | (10.46)           | -                 | 10.46            | N/A           |
| 441300-000                            | Gasoline Purchases                               | 95.01            | 115.00           | 19.99            | 17.38         | 613.14            | 724.00            | 110.86           | 15.31         |
| 441900-000                            | Total General Maint Expense                      | 5,675.36         | 6,429.00         | 753.64           | 11.72         | 38,878.72         | 40,774.00         | 1,895.28         | 4.65          |
| 442000-000                            | Materials  |                  |                  |                  |               |                   |                   |                  |               |
| 442002-000                            | Appliance-Maint Materials                        | -                | 875.00           | 875.00           | 100.00        | 1,579.41          | 3,953.00          | 2,373.59         | 60.05         |
| 442004-000                            | Electrical-Maint Materials                       | -                | -                | -                | N/A           | 81.38             | -                 | (81.38)          | N/A           |
| 442005-000                            | Heating/AC-Maint Materials                       | -                | -                | -                | N/A           | 868.00            | -                 | (868.00)         | N/A           |
| 442006-000                            | Janitorial Supplies                              | 15.98            | -                | (15.98)          | N/A           | 65.41             | -                 | (65.41)          | N/A           |
| 442008-000                            | Plumbing-Maint Materials                         | -                | 313.00           | 313.00           | 100.00        | 3,744.32          | 3,781.00          | 36.68            | 0.97          |
| 442010-000                            | Maintenance Materials                            | 1,350.70         | 875.00           | (475.70)         | -54.37        | 6,313.00          | 6,713.00          | 400.00           | 5.96          |
| 442900-000                            | Total Materials                                  | 1,366.68         | 2,063.00         | 696.32           | 33.75         | 12,651.52         | 14,447.00         | 1,795.48         | 12.43         |
| 443000-000                            | Contract Costs                                   |                  |                  |                  |               |                   |                   |                  |               |
| 443001-000                            | Alarm/Extinguisher Contract                      | -                | 188.00           | 188.00           | 100.00        | 845.99            | 612.00            | (233.99)         | -38.23        |
| 443002-000                            | Extermination Contract                           | -                | 600.00           | 600.00           | 100.00        | 5,697.00          | 4,366.00          | (1,331.00)       | -30.49        |
| 443005-000                            | Unit Turnaround-Contract                         | -                | 250.00           | 250.00           | 100.00        | 1,185.00          | 1,535.00          | 350.00           | 22.80         |
| 443007-000                            | Disposal Contract                                | 524.64           | 588.00           | 63.36            | 10.78         | 3,961.81          | 4,209.00          | 247.19           | 5.87          |
| 443009-000                            | Landscaping-Contract                             | 2,630.50         | 2,025.00         | (605.50)         | -29.90        | 18,741.25         | 16,701.00         | (2,040.25)       | -12.22        |
| 443011-000                            | Heating/AC-Contract                              | -                | 2,500.00         | 2,500.00         | 100.00        | 5,512.50          | 13,012.00         | 7,499.50         | 57.64         |
| 443013-000                            | Contract: Uniform Rental                         | 50.16            | 154.00           | 103.84           | 67.43         | 392.65            | 604.00            | 211.35           | 34.99         |
| 443018-000                            | Plumbing-Contract                                | 53.10            | 750.00           | 696.90           | 92.92         | 12,921.72         | 7,602.00          | (5,319.72)       | -69.98        |
| 443019-000                            | Miscellaneous Contracts                          | -                | 22,500.00        | 22,500.00        | 100.00        | 300.00            | 67,800.00         | 67,500.00        | 99.56         |
| 443900-000                            | Total Contract Costs                             | 3,258.40         | 29,555.00        | 26,296.60        | 88.98         | 49,557.92         | 116,441.00        | 66,883.08        | 57.44         |
| 449900-000                            | TOTAL MAINTENACE EXPENSES                        | 10,300.44        | 38,047.00        | 27,746.56        | 72.93         | 101,088.16        | 171,662.00        | 70,573.84        | 41.11         |
| 450000-000                            | GENERAL EXPENSES                                 |                  |                  |                  |               |                   |                   |                  |               |
| 451000-000                            | General Liability Insurance                      | (3,242.35)       | 1,625.00         | 4,867.35         | 299.53        | 20,755.61         | 16,474.00         | (4,281.61)       | -25.99        |
| 451100-000                            | Property Tax                                     | -                | -                | -                | N/A           | 17,992.82         | 18,826.00         | 833.18           | 4.43          |
| 452100-000                            | Workers Comp Insurance                           | 1,300.92         | 338.00           | (962.92)         | -284.89       | 4,089.34          | 3,386.00          | (703.34)         | -20.77        |
| 459900-000                            | TOTAL GENERAL EXPENSES                           | (1,941.43)       | 1,963.00         | 3,904.43         | 198.90        | 42,837.77         | 38,686.00         | (4,151.77)       | -10.73        |
|                                       | <b>TOTAL OPERATING EXPENSES</b>                  | <b>50,993.22</b> | <b>81,042.00</b> | <b>30,048.78</b> | <b>37.08%</b> | <b>422,306.55</b> | <b>488,929.00</b> | <b>66,622.45</b> | <b>13.63%</b> |
| 500000-000                            | NON-OPERATING ITEMS                              |                  |                  |                  |               |                   |                   |                  |               |
| 523200-000                            | Gain/Loss from Sale Disposition of Real Property | -                | -                | -                | N/A           | 14,200.00         | 14,200.00         | -                | 0.00          |

| SPARTANBURG HOUSING AUTHORITY         |                           |                  |                 |                  |                |                   |                  |                  |               |
|---------------------------------------|---------------------------|------------------|-----------------|------------------|----------------|-------------------|------------------|------------------|---------------|
| JC BULL (100 units) & SLHC (32 units) |                           |                  |                 |                  |                |                   |                  |                  |               |
| Actual to Budget Variance Comparison  |                           |                  |                 |                  |                |                   |                  |                  |               |
| April 30, 2017                        |                           |                  |                 |                  |                |                   |                  |                  |               |
|                                       |                           | MTD Actual       | MTD Budget      | Variance         | % Var          | PTD Actual        | PTD Budget       | Variance         | % Var         |
| 523401-000                            | Bedbug expense            | 66.00            | -               | (66.00)          | N/A            | 66.00             | -                | (66.00)          | N/A           |
| 523413-000                            | Appliances Replacement    | -                | -               | -                | N/A            | 25,822.37         | 25,822.00        | (0.37)           | 0.00          |
| 599900-000                            | TOTAL NON-OPERATING ITEMS | 66.00            | -               | (66.00)          | N/A            | 40,088.37         | 40,022.00        | (66.37)          | -0.17         |
| 900000-000                            | <b>NET INCOME</b>         | <b>29,745.92</b> | <b>5,195.00</b> | <b>24,550.92</b> | <b>472.59%</b> | <b>155,615.32</b> | <b>78,594.00</b> | <b>77,021.32</b> | <b>98.00%</b> |
|                                       |                           |                  |                 |                  |                |                   |                  |                  |               |
|                                       |                           |                  |                 |                  |                |                   |                  |                  |               |
|                                       | <b>PROOF</b>              |                  |                 |                  |                |                   |                  |                  |               |
|                                       | JC Bull -100 units        | 23,890.42        |                 |                  |                | 149,627.90        |                  |                  |               |
|                                       | JC Bull -32 units         | 5,855.50         |                 |                  |                | 5,987.42          |                  |                  |               |
|                                       |                           | 29,745.92        |                 |                  |                | 155,615.32        |                  |                  |               |
|                                       |                           |                  |                 |                  |                |                   |                  |                  |               |
|                                       |                           | -                | CHECK           |                  |                | -                 | CHECK            |                  |               |
|                                       |                           |                  |                 |                  |                |                   |                  |                  |               |
|                                       |                           |                  |                 |                  |                |                   |                  |                  |               |

**SPARTANBURG HOUSING AUTHORITY**

**Cash Flow**

**April 30, 2017**

| <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> | <b>Actual</b> |                   |     |
| Section 8 HAP Subsidy  | 796,758          | 451,778          | 841,047          | 857,301          | 1,136,417        | 1,008,297        | 1,008,297        |               |               |               |               |               | 6,099,895         | 927 |
| Section 8 Admin Subsidy  | 88,796           | 74,354           | 74,354           | 81,097           | 81,097           | 126,440          | 110,896          |               |               |               |               |               | 637,034           |     |
| Mod Rehab HAP  | 119,121          | 119,121          | 119,121          | 119,121          | 119,121          | 119,121          | 0                |               |               |               |               |               | 714,726           |     |
| Mod Rehab Admin  | 13,703           | 13,703           | 13,703           | 13,703           | 13,703           | 13,703           | 0                |               |               |               |               |               | 82,218            |     |
| Public Housing Subsidy   | 233,887          | 258,120          | 288,411          | 152,164          | 213,311          | 137,191          | 166,276          |               |               |               |               |               | 1,449,360         |     |
| Tax Credit Properties Subsidy  | 96,330           | 24,402           | 27,649           | 24,330           | 23,860           | 23,860           | 37,978           |               |               |               |               |               | 258,409           |     |
| SLHC PBV Subsidy   | 8,086            | 9,482            | 9,238            | 9,320            | 10,559           | 8,522            | 8,521            |               |               |               |               |               | 63,728            |     |
| SC State Grant for JCB   | 42,964           | 41,817           | 41,030           | 40,826           | 41,699           | 40,513           | 41,576           |               |               |               |               |               | 290,425           |     |
| 1) HUD & State Subsidy   | 1,399,645        | 992,777          | 1,414,553        | 1,297,862        | 1,639,767        | 1,477,647        | 1,373,544        | -             | -             | -             | -             | -             | 9,595,795         |     |
| ROSS   | 17,836           | 23,590           | 22,229           | 104,394          | 28,557           | 32,693           | 21,901           |               |               |               |               |               | 251,199           |     |
| Youthbuild - 022-yb -NEW GRANT   | 16,940           | 42,841           | 25,222           | 36,606           | 17,543           | 49,777           | 25,316           |               |               |               |               |               | 214,246           |     |
| YB -Face Forward   | 15,742           | 15,432           | 16,319           | 13,692           | 11,787           | -                | 7,571            |               |               |               |               |               | 80,543            |     |
| CFP and RHF  | 98,964           | -                | -                | -                | -                | 204,170          | -                |               | -             |               |               |               | 303,134           |     |
| 2) Other Grant Revenue   | 149,482          | 81,864           | 63,770           | 154,691          | 57,887           | 286,641          | 54,788           | -             | -             | -             | -             | -             | 849,123           |     |
| Public Housing Rents   | 102,395          | 100,189          | 104,567          | 112,991          | 93,230           | 103,218          | 103,634          |               |               |               |               |               | 720,224           |     |
| JC Bull Rents  | 26,002           | 26,288           | 24,974           | 29,635           | 25,772           | 26,240           | 25,005           |               |               |               |               |               | 183,916           |     |
| SLHC Rents   | 8,906            | 9,241            | 9,241            | 8,746            | 9,197            | 8,896            | 8,951            |               |               |               |               |               | 63,178            |     |
| 3) Rent Revenue  | 137,302          | 135,718          | 138,782          | 151,372          | 128,199          | 138,354          | 137,590          | -             | -             | -             | -             | -             | 967,318           |     |
| 4) Misc Receipts   | 24,630           | 69,238           | 5,461            | 3,852            | 57,186           | 143,247          | 142,437          |               |               |               |               |               | 446,050           |     |
| 5) Other Cash-In   |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                   |     |
| Section 8 Reserves Transfer In   |                  |                  |                  | -                | -                | -                |                  |               |               |               | -             | -             | -                 |     |
| Working Capital Adjustment/Inter fund settlement   | -                | -                | -                | -                | -                | -                | -                | -             | -             | -             | -             | -             | -                 |     |
| <b>TOTAL CASH INFLOW</b>   | <b>1,711,059</b> | <b>1,279,596</b> | <b>1,622,566</b> | <b>1,607,777</b> | <b>1,883,040</b> | <b>2,045,888</b> | <b>1,708,359</b> | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>11,858,285</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**

**April 30, 2017**

| <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>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> | <b>Actual</b> |              |              |
| Section 8:   |               |               |               |               |               |               |               |               |               |               |               |               |              |              |
| Housing Assistance                                     | 780,888       | 800,714       | 797,382       | 881,302       | 892,221       | 893,553       | 920,808       |               |               |               |               |               | 5,966,868    | 5,966,868.10 |
| Mod Rehab Vouchers                                     | 118,791       | 108,112       | 99,805        | 109,561       | 114,352       | 118,668       | 105,124       |               |               |               |               |               | 774,413      |              |
| HAP Payments   | 899,679       | 908,826       | 897,187       | 990,863       | 1,006,573     | 1,012,221     | 1,025,932     | -             | -             | -             | -             | -             | 6,741,281    |              |
| Payroll  | 166,126       | 194,412       | 169,628       | 172,893       | 168,097       | 266,634       | 174,932       |               |               |               |               |               | 1,312,722    |              |
| Benefits/Deductions                                    | 3,146         | 3,126         | 2,966         | 2,966         | 2,966         | 2,925         | 2,974         |               |               |               |               |               | 21,068       |              |
| Payroll & Benefits                                     | 169,272       | 197,538       | 172,593       | 175,859       | 171,063       | 269,559       | 177,906       | -             | -             | -             | -             | -             | 1,333,790    |              |
| State Insurance  | 38,753        | 37,716        | 37,977        | 39,102        | 37,992        | 40,904        | 40,384        |               |               |               |               |               | 272,827      |              |
| Rent   | 11,656        | 11,656        | 11,656        | 11,656        | 12,122        | 11,889        | 11,889        |               |               |               |               |               | 82,524       |              |
| Wright Center Payables ( 301-wc & 300-mrc)             | 0             | 0             | 0             | 0             | 0             | 0             | 0             |               |               |               |               |               | 0            |              |
| Debt/Insurance/Rent                                    | 50,409        | 49,372        | 49,633        | 50,758        | 50,114        | 52,793        | 52,273        | -             | -             | -             | -             | -             | 355,352      |              |
| Operating  | 509,946       | 567,905       | 601,359       | 311,599       | 517,475       | 461,612       | 431,931       | 0             | 0             | 0             | 0             | 0             | 3,401,826    |              |
| Capital Fund and RHF                                   | 15,854        | 0             | 11,643        | 0             | 0             | 132,635       | 20,101        |               |               |               |               |               | 180,233      |              |
| Ross   | 89            | 1,683         | 1,357         | 1,018         | 229           | 269           | 293           |               |               |               |               |               | 4,939        |              |
| Youth Build and Face Forward                           | 7,765         | 10,380        | 13,035        | 16,369        | 5,748         | 32,839        | 8,648         |               |               |               |               |               | 94,784       |              |
| Homeownership  | 237           | 1,020         | 2,635         | 630           | 1,107         | 1,824         | 1,261         |               |               |               |               |               | 8,715        |              |
| Other Transfers  | 0             | 0             | -             | -             | -             | -             | -             |               |               |               |               |               | 0            |              |
| HAP/ Admin Transfer                                    | -             | -             | -             | -             | -             | -             | -             |               |               |               |               |               | 0            |              |
| 1 Payables/Check Adjustment                            | 402,771       | 13,634        | (1,154,642)   | 1,172,861     | 178,205       | 105,645       | 3,872         |               |               |               |               |               | 722,346      |              |
| Capital & Program Expenses                             | 426,717       | 26,718        | (1,125,971)   | 1,190,878     | 185,290       | 273,212       | 34,175        | -             | -             | -             | -             | -             | 1,011,018    |              |
| TOTAL CASH OUTFLOW                                     | 2,056,022     | 1,750,359     | 594,801       | 2,719,957     | 1,930,514     | 2,069,397     | 1,722,217     | -             | -             | -             | -             | -             | 12,843,266   |              |
| Net Inflow(Outflow)                                    | (344,962)     | (470,763)     | 1,027,764     | (1,112,180)   | (47,474)      | (23,508)      | (13,857)      |               | -             | -             | -             | -             | (984,981)    |              |
| Net outflow offset by reserve                          | 344,962       | 470,763       |               | 1,027,764     |               |               |               |               |               |               |               |               | 1,843,489    |              |
| Total  | (0)           | 0             | 1,027,764     | (84,416)      | (47,474)      | (23,508)      | (13,857)      | -             | -             | -             | -             | -             | 858,508      |              |
| Beginning Cash : (Unrestricted)                        | 4,735,496     | 4,390,534     | 3,919,771     | 4,947,535     | 3,835,355     | 3,787,881     | 3,764,372     | 3,750,515     | 3,750,515     | 3,750,515     | 3,750,515     | 3,750,515     | 0            |              |
| Ending Cash  | 4,390,534     | 3,919,771     | 4,947,535     | 3,835,355     | 3,787,881     | 3,764,372     | 3,750,515     | 3,750,515     | 3,750,515     | 3,750,515     | 3,750,515     | 3,750,515     | (984,981)    | 3872         |
| Bank Account Balances-                                 |               |               |               |               |               |               |               |               |               |               |               |               |              |              |
| General A/C (Net of O/S Cks)                           | 2,120,085     | 2,104,573     | 2,069,739     | 2,016,438     | 1,995,561     | 1,795,757     | 1,812,650     |               |               |               |               |               |              |              |
| Section 8 HAP Disbursements                            | 1,284,678     | 859,242       | 1,830,621     | 278,588       | 510,321       | 656,023       | 601,469       |               |               |               |               |               |              |              |
| Transfer to UNA AND NRA                                |               |               |               | 456,579       | 0             | 0             | 0             |               |               |               |               |               |              |              |
| J C Bull Operating                                     | 758,511       | 728,567       | 750,856       | 780,791       | 975,725       | 1,002,346     | 1,020,574     |               |               |               |               |               |              |              |
| SLHC Operating   | 227,261       | 227,389       | 296,320       | 302,959       | 306,274       | 310,246       | 315,822       |               |               |               |               |               |              |              |
| Sub Total  | 4,390,534     | 3,919,771     | 4,947,535     | 3,835,355     | 3,787,881     | 3,764,372     | 3,750,515     | 0             | 0             | 0             | 0             | 0             |              |              |
| Coventional Housing Surplus                            | 4,874,290     | 4,890,942     | 4,930,490     | 4,952,366     | 4,929,716     | 4,866,144     | 4,889,791     |               |               |               |               |               |              |              |
| Average No. Of Months Cash Reserves                    | 14.13         | 10.83         | 10.92         | 10.97         | 10.92         | 10.78         | 10.83         | 0.00          | 0.00          | 0.00          | 0.00          | 0.00          |              |              |
| Footnotes:   |               |               |               |               |               |               |               |               |               |               |               |               |              |              |
| 1 Outstanding checks that were remaining at month end. |               |               |               |               |               |               |               |               |               |               |               |               |              |              |

**SPARTANBURG HOUSING AUTHORITY**  
**Section 8 Reserved & Restricted Cash Flow**

**April 30, 2017**

| <b>INFLOWS:</b>                             | <b>Oct</b>       | <b>Nov</b>       | <b>Dec</b>       | <b>Jan</b>       | <b>Feb</b>       | <b>Mar</b>       | <b>Apr</b>       | <b>May</b>    | <b>June</b>   | <b>July</b>   | <b>Aug</b>    | <b>Sept</b>   |                  |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|---------------|---------------|---------------|---------------|------------------|
|   | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>TOTAL</b>     |
| Section 8 HAP Subsidy                       | 796,758          | 451,778          | 841,047          | 857,301          | 1,136,417        | 1,008,297        | 1,008,297        |               |               |               |               |               | 6,099,895        |
| Inter fund settlement //HAP acct            | -                | -                | -                | -                | -                | -                | -                | -             | -             | -             | -             | -             | -                |
| Section 8 Admin Subsidy                     | 88,796           | 74,354           | 74,354           | 81,097           | 81,097           | 126,440          | 110,896          |               |               |               |               |               | 637,034          |
| Section 8 Port-In Admin Fees                | -                | (750)            | -                | -                | -                | -                | -                |               |               |               |               |               | (750)            |
| Mod Rehab HAP                               | 119,121          | 119,121          | 119,121          | 119,121          | 119,121          | 119,121          | -                |               |               |               |               |               | 714,726          |
| Mod Rehab Admin                             | 13,703           | 13,703           | 13,703           | 13,703           | 13,703           | 13,703           | -                |               |               |               |               |               | 82,218           |
| Port in -HAP Earned                         | -                | (6,782)          | -                | -                | -                | -                | -                |               |               |               |               |               | (6,782)          |
| HCV Refunds/Recovery/Interest               | 2,546            | 2,087            | 2,012            | 1,927            | 3,196            | 2,938            | 2,955            |               |               |               |               |               | 17,662           |
| <b>HUD Subsidy</b>                          | <b>1,020,924</b> | <b>653,511</b>   | <b>1,050,237</b> | <b>1,073,149</b> | <b>1,353,534</b> | <b>1,270,499</b> | <b>1,122,148</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>7,544,003</b> |
|   |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                  |
| <b>OUTFLOWS:</b>                            | <b>Oct</b>       | <b>Nov</b>       | <b>Dec</b>       | <b>Jan</b>       | <b>Feb</b>       | <b>Mar</b>       | <b>Apr</b>       | <b>May</b>    | <b>June</b>   | <b>July</b>   | <b>Aug</b>    | <b>Sept</b>   |                  |
|   | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b>    | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>Actual</b> | <b>TOTAL</b>     |
| Section 8:                                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                  |
| Housing Assistance                          | 780,888          | 800,714          | 797,382          | 881,302          | 892,221          | 893,553          | 920,808          |               |               |               |               |               | 5,966,868        |
| Mod Rehab Vouchers                          | 118,791          | 108,112          | 99,805           | 109,561          | 114,352          | 118,668          | 105,124          |               |               |               |               |               | 774,413          |
| Sec 8 Admin Expenses                        | 81,187           | 105,890          | 97,114           | 110,769          | 94,626           | 129,787          | 100,200          |               |               |               |               |               | 719,574          |
| Mod Rehab Admin                             | 12,597           | 17,963           | 17,401           | 13,975           | 13,998           | 16,656           | 15,947           |               |               |               |               |               | 108,537          |
| <b>Total Payments</b>                       | <b>993,463</b>   | <b>1,032,679</b> | <b>1,011,702</b> | <b>1,115,607</b> | <b>1,115,197</b> | <b>1,158,664</b> | <b>1,142,079</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>7,569,392</b> |
| <b>Net Inflow (Outflow)</b>                 | <b>27,462</b>    | <b>(379,168)</b> | <b>38,535</b>    | <b>(42,458)</b>  | <b>238,336</b>   | <b>111,835</b>   | <b>(19,931)</b>  | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>(25,389)</b>  |
|   |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                  |
| <b>Reserve Account INFLOW(OUTFLOW)</b>      |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                  |
| Net Section 8 HAP                           | 18,416           | (346,849)        | 45,677           | (22,074)         | 247,392          | 117,682          | 90,444           | -             | -             | -             | -             | -             |                  |
| Net Mod Rehab HAP                           | 330              | 11,009           | 19,316           | 9,560            | 4,769            | 453              | (105,124)        | -             | -             | -             | -             | -             |                  |
| Section 8 Admin                             | 7,609            | (31,536)         | (22,760)         | (29,672)         | (13,529)         | (3,347)          | 10,696           | -             | -             | -             | -             | -             |                  |
| Mod Rehab Admin                             | 1,106            | (4,260)          | (3,698)          | (272)            | (295)            | (2,953)          | (15,947)         | -             | -             | -             | -             | -             |                  |
|   | <b>27,462</b>    | <b>(371,636)</b> | <b>38,535</b>    | <b>(42,458)</b>  | <b>238,336</b>   | <b>111,835</b>   | <b>(19,931)</b>  | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>      |                  |
|   |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                  |
| <b>Reserve Bank Accounts</b>                |                  |                  |                  |                  |                  |                  |                  |               |               |               |               |               |                  |
| <b>Section 8 and Mod Rehab disbursement</b> | <b>1,284,678</b> | <b>859,242</b>   | <b>1,830,621</b> | <b>278,588</b>   | <b>510,321</b>   | <b>656,023</b>   | <b>601,469</b>   |               |               |               |               |               |                  |
| <b>Sec 8 HAP -NRA</b>                       | <b>87,708</b>    | <b>89,244</b>    | <b>90,354</b>    | <b>532,154</b>   | <b>535,846</b>   | <b>537,805</b>   | <b>538,433</b>   |               |               |               |               |               |                  |
| <b>Sec 8 - Operations -UNA</b>              | <b>225,716</b>   | <b>225,716</b>   | <b>225,716</b>   | <b>241,381</b>   | <b>241,381</b>   | <b>241,381</b>   | <b>241,381</b>   |               |               |               |               |               |                  |
| <b>Mod Rehab -ADMIN</b>                     | <b>92,399</b>    | <b>92,399</b>    | <b>92,399</b>    | <b>92,399</b>    | <b>92,399</b>    | <b>92,399</b>    | <b>92,399</b>    |               |               |               |               |               |                  |
|   | <b>1,690,501</b> | <b>1,266,601</b> | <b>2,239,090</b> | <b>1,144,522</b> | <b>1,379,947</b> | <b>1,527,608</b> | <b>1,473,682</b> | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      | <b>0</b>      |                  |

# Spartanburg Housing Authority

## Capital Grant Programs

April 30, 2017

| CAPITAL FUND 2016                            |  |            |         |           |              |
|--|--|------------|---------|-----------|--------------|
| Obligation Date: 4/13/2016                   |  | Budget     | Drawn   | Balance   | % Completion |
| End date : 12/2018                           |  |            |         |           |              |
| 1408 Management Improvement                  |  | 125,500    | -       | 125,500   |              |
| 1410 Administration                          |  | 128,964    | 128,964 | -         |              |
| 1430 Fees and Costs                          |  | 300,000    |         | 300,000   |              |
| 1460 Dwelling Structures                     |  | 310,726    | 30,395  | 280,331   |              |
| 1475 Non-Dwelling Structures                 |  | 110,000    |         | 110,000   |              |
| 1495 Relocation Costs                        |  | 45,000     |         | 45,000    |              |
| 1503 RAD-CFP                                 |  | 159,452    | 146,278 | 13,174    |              |
| 1504 RAD Investment Activity                 |  | 110,000    | 27,497  | 82,503    |              |
|  |  | 1,289,642  | 333,134 | 956,508   | 26%          |
| Replacement Housing Factor Funds             |  |            |         |           |              |
|  |  | Authorized | Draws   | Balance   | % Complete   |
| CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014 |  |            |         |           |              |
| Obligation Date:                             |  |            |         |           |              |
| Term Date:                                   |  |            |         |           |              |
| 1410 Administration                          |  | 17,051     | -       | 17,051    |              |
| 1499 Development Activity                    |  | 99,771     | 9,968   | 89,803    |              |
| 1501 Collateral Exp/Debt serv                |  | 167,360    | 166,135 | 1,225     |              |
|  |  | 284,182    | 176,103 | 108,079   |              |
| CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015 |  |            |         |           |              |
| Obligation Date:                             |  |            |         |           |              |
| Term Date:                                   |  |            |         |           |              |
| 1499 Development Activity                    |  | 218,757    | 0       | 218,757   | 0%           |
| CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016 |  |            |         |           |              |
| Obligation Date:                             |  |            |         |           |              |
| Term Date:                                   |  |            |         |           |              |
| 1499 Development Activity                    |  | 225,533    | 0       | 225,533   | 0%           |
| TOTAL RHF FUNDS                              |  |            |         |           |              |
|  |  | 728,472    | 176,103 | 552,369   | 24%          |
| TOTAL CAPITAL GRANTS                         |  |            |         |           |              |
|  |  | 2,018,114  | 509,238 | 1,508,876 | 25%          |

|  |                             |  |              |                |                   |
|--|-----------------------------|--|--------------|----------------|-------------------|
| <b>Spartanburg Housing Authority</b>                 |                             |  |              |                |                   |
| <b>Grant Programs</b>                                |                             |  |              |                |                   |
| <b>Period Ending April 30, 2017</b>                  |                             |  |              |                |                   |
| <b>SC003RPS030A012</b>                               |                             |  |              |                |                   |
| <b>ROSS - Resident Self Sufficiency ( \$480,000)</b> |                             | <b>Term Date:</b><br><b>9/28/2016</b>  |              |                | <b>%</b>          |
| <b>FUND 579-cnho</b>                                 |                             | <b>Budget</b>                          | <b>Drawn</b> | <b>Balance</b> | <b>Completion</b> |
|  | 1168 - Project Coordinator  | 408,000                                | 361,267      | 46,733         |                   |
|  | 1268 - Training Costs       | 12,000                                 | 3,808        | 8,192          |                   |
|  | 1868 - Administrative Costs | 60,000                                 | 51,692       | 8,308          |                   |
|  |                             | 480,000                                | 416,767      | 63,233         |                   |
| <b>SC003RPS111A015</b>                               |                             |  |              |                |                   |
| <b>ROSS - Resident Self Sufficiency ( \$229,293)</b> |                             | <b>Term Date:</b><br><b>12/20/2018</b> |              |                | <b>%</b>          |
| <b>FUND 579-cnho</b>                                 |                             | <b>Budget</b>                          | <b>Drawn</b> | <b>Balance</b> | <b>Completion</b> |
|  | 1168 - Project Coordinator  | 193,293                                | -            | 193,293        |                   |
|  | 1268 - Training Costs       | 6,000                                  | -            | 6,000          |                   |
|  | 1868 - Administrative Costs | 30,000                                 | -            | 30,000         |                   |
|  |                             | 229,293                                | -            | 229,293        |                   |
| <b>SC003FSH571A016</b>                               |                             |  |              |                |                   |
| <b>ROSS - Resident Self Sufficiency ( \$109,364)</b> |                             | <b>Term Date:</b><br><b>12/20/2018</b> |              |                | <b>%</b>          |
| <b>FUND 581</b>                                      |                             | <b>Budget</b>                          | <b>Drawn</b> | <b>Balance</b> | <b>Completion</b> |
|  | 1168 - Project Coordinator  | 109,364                                | 60,732       | 48,632         |                   |
| <b>SC16HS04003</b>                                   |                             |  |              |                |                   |
| <b>Service Coordinator Multifamily (\$527,136)</b>   |                             | <b>Term Date:</b><br><b>12/31/2016</b> |              |                | <b>%</b>          |
| <b>FUND 582</b>                                      |                             | <b>Budget</b>                          | <b>Drawn</b> | <b>Balance</b> | <b>Completion</b> |
|  | 1010 - Salary               | 391,514                                | 382,523      | 8,992          |                   |
|  | 1020 - Fringe Benefits      | 72,034                                 | 68,511       | 3,523          |                   |
|  | 1040 - Quality Assurance    | 8,405                                  | 8,405        | -              |                   |
|  | 1045 - Training             | 7,704                                  | 7,704        | -              |                   |

|                                      |                               |               |              |                |                                  |  |
|--------------------------------------|-------------------------------|---------------|--------------|----------------|----------------------------------|--|
| <b>Spartanburg Housing Authority</b> |                               |               |              |                |                                  |  |
| <b>Grant Programs</b>                |                               |               |              |                |                                  |  |
| <b>Period Ending April 30, 2017</b>  |                               |               |              |                |                                  |  |
|                                      | 1050 - Travel                 | 1,799         | 1,799        | -              |                                  |  |
|                                      | 1055 - Supplies and Materials | 35,406        | 35,140       | 266            |                                  |  |
|                                      | 1060 - Start-Up Costs         | -             | -            | -              |                                  |  |
|                                      | 1065 - Other Direct Costs     | 7,122         | 6,621        | 501            |                                  |  |
|                                      | 1070 - Indirect Costs         | 3,152         | 3,152        | -              |                                  |  |
|                                      |                               | 527,136       | 513,855      | 13,281         |                                  |  |
| <b>YOUTH BUILD ( \$994,474)</b>      |                               |               |              |                | <b>Obligation Date: 1/1/2016</b> |  |
| <b>FUND 22</b>                       |                               |               |              |                | <b>Term Date: 4/30/2019</b>      |  |
|                                      | <b>SUMMARY</b>                | <b>Budget</b> | <b>Drawn</b> | <b>Balance</b> |                                  |  |
|                                      | PERSONNEL                     | 359,143       | 113,251      | 245,892        |                                  |  |
|                                      | FRINGE BENEFITS               | 146,393       | 34,741       | 111,652        |                                  |  |
|                                      | TRAVEL                        | 7,000         | 5,566        | 1,434          |                                  |  |
|                                      | EQUIPMENT                     | 5,707         | 2,016        | 3,691          |                                  |  |
|                                      | STUDENT WORK SUPPLIES         | 115,306       | 36,960       | 78,346         |                                  |  |
|                                      | CONTRACTUAL                   | 50,000        | 1,484        | 48,516         |                                  |  |
|                                      | OTHER                         | 310,925       | 95,271       | 215,654        |                                  |  |
|                                      | TOTAL DIRECT                  | 994,474       | 289,289      | 705,185        |                                  |  |
|                                      | INDIRECT                      | -             | -            | -              |                                  |  |
|                                      | TOTALS                        | 994,474       | 289,289      | 705,185        |                                  |  |
| <b>FACE FORWARD ( \$999,923 )</b>    |                               |               |              |                | <b>Obligation Date: 7/1/2013</b> |  |
| <b>FUND 22</b>                       |                               |               |              |                | <b>Term Date: 9/30/2016</b>      |  |
|                                      | <b>SUMMARY</b>                | <b>Budget</b> | <b>Drawn</b> | <b>Balance</b> |                                  |  |
|                                      | PERSONNEL                     | 209,998       | 209,998      | -              |                                  |  |
|                                      | FRINGE BENEFITS               | 75,600        | 75,600       | -              |                                  |  |
|                                      | TRAVEL                        | 6,400         | 6,400        | -              |                                  |  |

|                                      |   |         |         |                  |  |
|--------------------------------------|---|---------|---------|------------------|--|
| <b>Spartanburg Housing Authority</b> |   |         |         |                  |  |
| <b>Grant Programs</b>                |   |         |         |                  |  |
| <b>Period Ending April 30, 2017</b>  |   |         |         |                  |  |
|                                      | SUPPLIES                                    | 36,338  | 32,135  | 4,203            |  |
|                                      | CONTRACTUAL                                 | 26,000  | 26,000  | -                |  |
|                                      | OTHER                                       | 545,595 | 415,257 | 130,338          |  |
|                                      | TOTAL DIRECT                                | 899,931 | 765,390 | 134,541          |  |
|                                      | ADMIN -10%                                  | 99,992  | 99,232  | 760              |  |
|                                      | TOTALS                                      | 999,923 | 864,622 | 135,301          |  |
|                                      |   |         |         |                  |  |
|                                      | <b>Total Money Remaining for all Grants</b> |         |         | <b>1,194,925</b> |  |



## **Monthly Reports:**

**Human Resources**

**Shannell Hardwick**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**



**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE  
MONTH OF APRIL 2017**

**CONTACT PERSON:**

**CONTACT PERSON:**

Shannell Hardwick  
Director of Administration  
864-598-6084

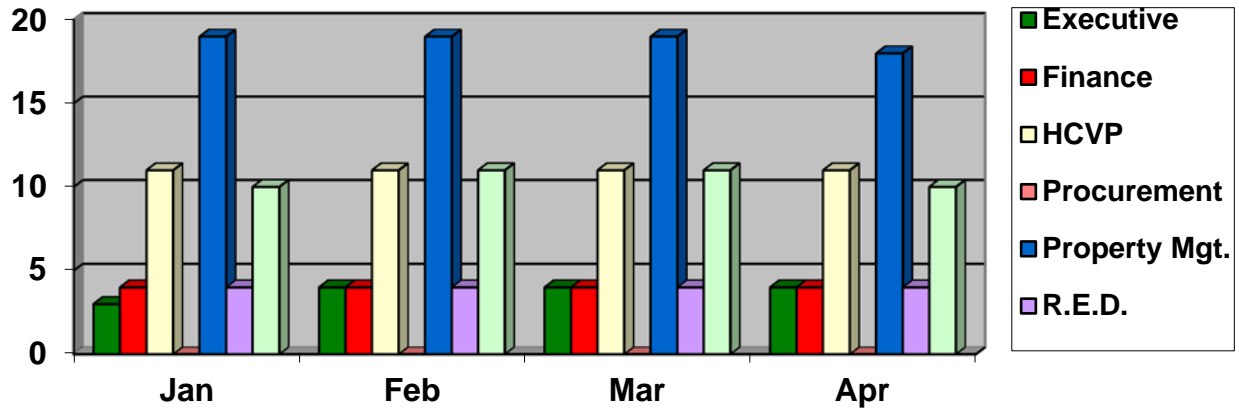
**SUMMARY:**

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

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



## STAFF COUNT (April 2017)



| <u>DEPT.</u>      | <u>FTE</u> | <u>TEMP</u> | <u>CONTRACT</u> |
|-------------------|------------|-------------|-----------------|
| Executive         | 4          | 0           | 1               |
| Finance           | 4          | 0           | 1               |
| HCVP              | 11         | 0           | 0               |
| Property Mgt.     | 19         | 4           | 0               |
| R.E.D.            | 2          | 0           | 0               |
| Resident Services | 10         | 0           | 0               |

**TOTAL FULL-TIME EMPLOYEES: 50**  
**TOTAL TEMP/CONTRACT EMPLOYEES: 6**

**NEW HIRE(S): 0**

**TERMINATION(S): 1**  
 Resident Services - 1

**RESIGNATION(S): 1**  
 Property Mgt. - 1

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

Shannell Hardwick, Director of Administration  
 The Housing Authority of the City of Spartanburg



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

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**Board of Commissioners Meeting**  
**Tuesday, May 23, 2017**



**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON RESIDENT SERVICES DEPARTMENT ACTIVITIES FOR  
THE MONTH OF APRIL 2017**

**CONTACT PERSON:**

Shannell Hardwick  
Director of Administration  
864-598-6084

**SUMMARY:**

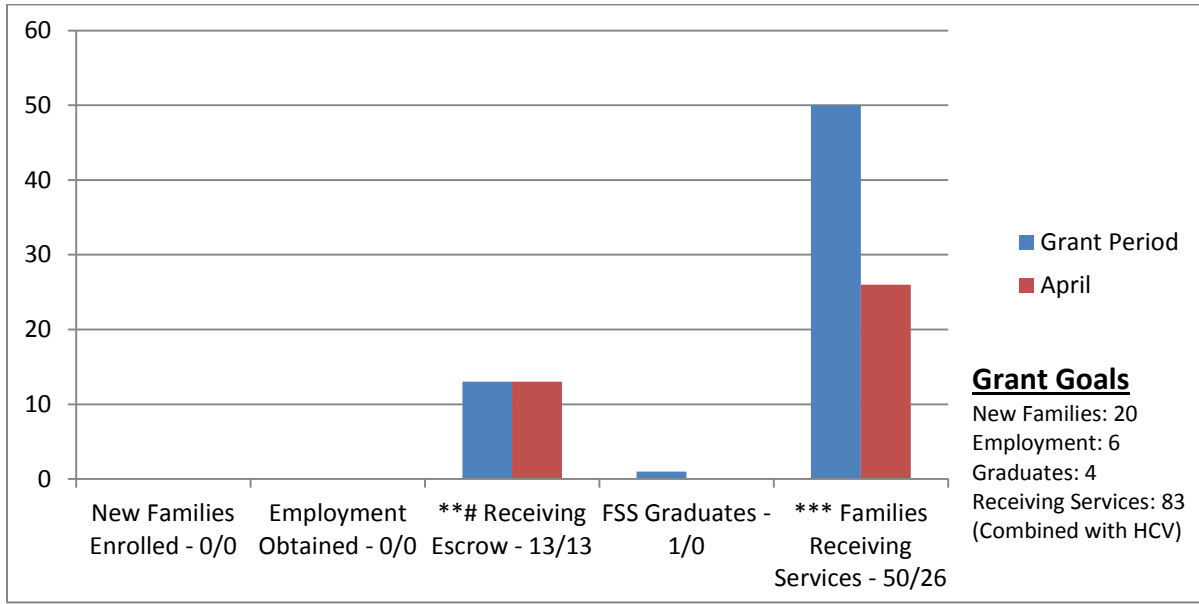
This report details activities, of the Resident Services Department, for the month of April 2017.

The Born Learning Centers remain open at Prince Hall and Victoria Gardens. New, monthly initiatives are underway, to encourage greater participation.

There was a Spring Fling Dance and Sing affair, on April 27, 2017, for the elderly and disabled. It was a huge success, as over 60 residents attended.



**PUBLIC HOUSING FSS PROGRAM**  
**Grant Period Totals to the end of March 2017, with April 2017 Additions**  
**(Grant Period runs from 1/1/17 to 12/31/17)**

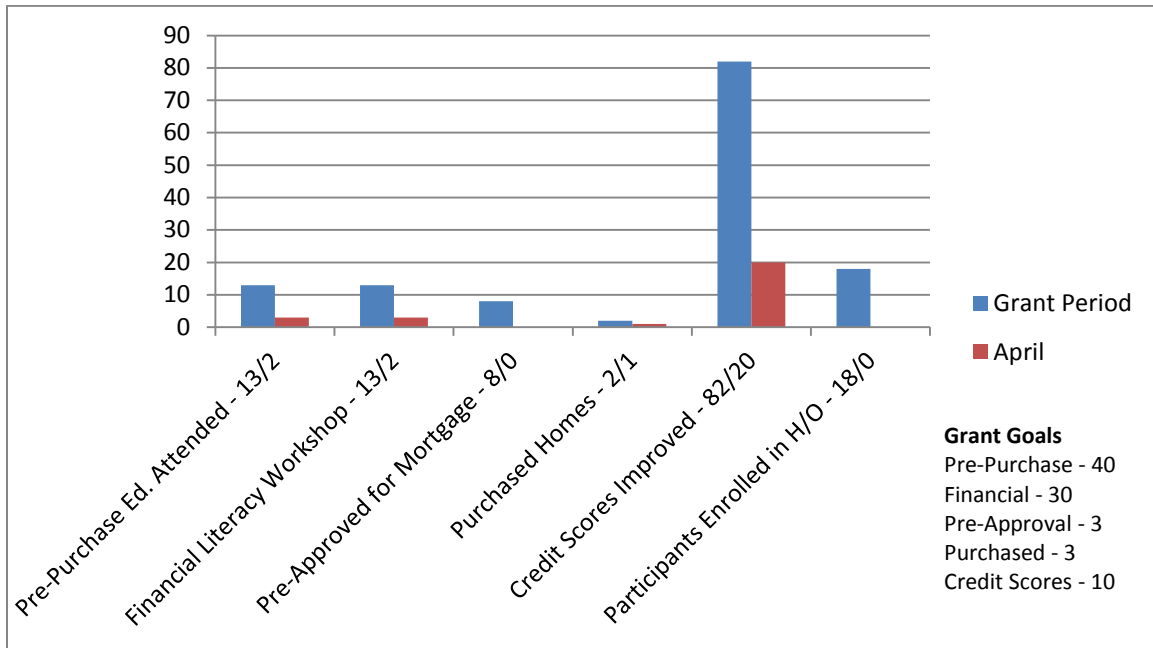


**\*\*This column indicates that 13, of the 13 escrow accounts opened during the grant cycle, received escrow funds, during the month of April 2017.**

**\*\*\*This column indicates that 26, of the 50 families enrolled, participated in FSS service(s) offered, during the month of April 2017.**

**HOMEOWNERSHIP PROGRAM:**

**Grant Period Totals to the end of March 2017, with April 2017 Additions  
(Grant Period runs from 8/28/16 to 8/27/17)**

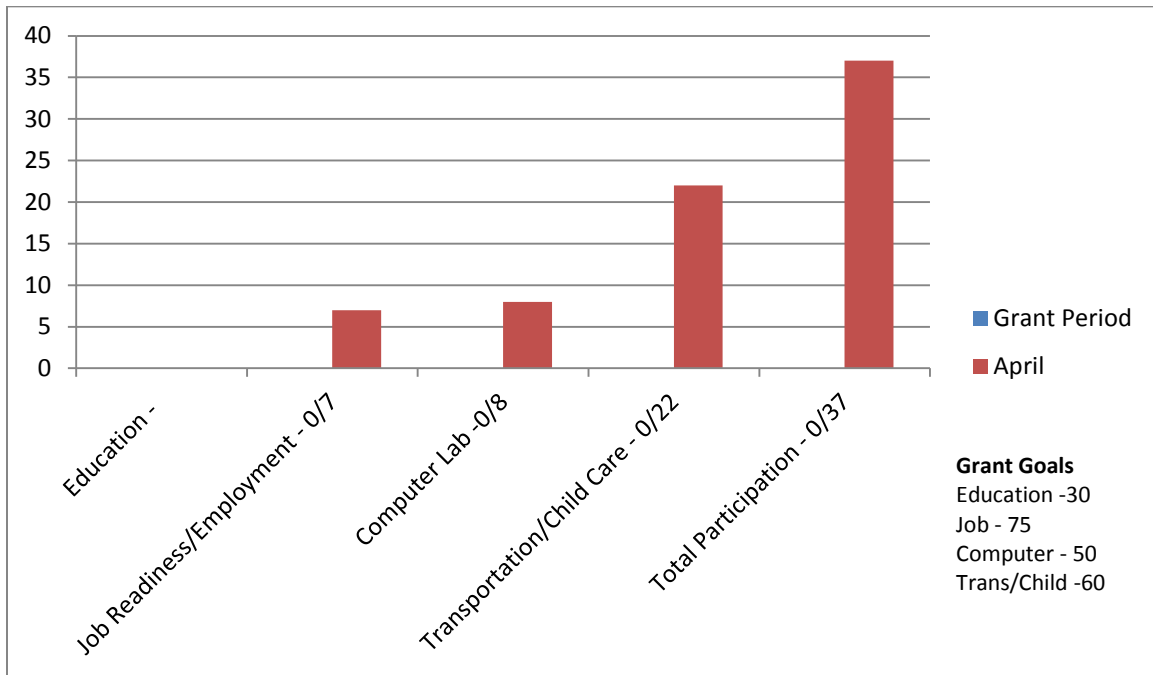


- The Coordinator is working with four families, currently in scattered-sites, to improve their credit scores to purchase their current residence
- Twenty participants improved their credit scores, by at least one point, this month
- The Coordinator counseled 26 residents on home ownership
- One participant purchased a home



### CONNECTIONS PROGRAM:

Grant Period Totals to the end of March 2017, with April 2017 Additions  
(\*Grant Period runs from 3/24/17 to 3/24/18)



*\*Entered into a new grant funding period on March 24, 2017*

- Seven residents received help with completing job applications and/or gathering needed information needed to enroll in training courses
- Twenty-two residents were assisted with planning for transportation/childcare needs, in an effort to gain employment
- Eight residents used the computer lab to research/apply for jobs, gather information about vocational training classes enrollment and/or do homework for enrolled classes



## ELDERLY AND DISABLED COORDINATOR PROGRAM:

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The Elderly and Disabled Coordinator staff hosted multiple, routine workshops and activities, during the month of April, to include:

- **Daily**: Computer Lab, Walk-In appointments and referrals for health care, general care and advocacy services
- **Weekly**: Blood Pressure Clinics, Basic Adult Education and Bible Study classes
- **Bi-Weekly**: Shopping Excursions
- **Quarterly**: SHA CA\$H store

Special Programs offered during the month included:

- Hot Dog sale by Resident Council – over \$100 raised
- Health Pointe Ortho Gear was on-site, assisting residents with free orthopedic braces and shoes

Respectfully Submitted,

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Shannell Hardwick, Director of Administration  
The Housing Authority of the City of Spartanburg



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

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**Board of Commissioners Meeting**  
**Tuesday, May 23, 2017**





**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29304**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**HOUSING CHOICE VOUCHER REPORT FOR THE MONTH OF APRIL 2017**

**CONTACT PERSON:**

Tiffany Askew  
HCV Administrator  
864-598-6053

**OVERVIEW:**

The Housing Authority of the City of Spartanburg'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, **226** Moderate Rehabilitation units at Morningside and Norris Ridge Apartments, and **338** Rental Demonstration Units. The Tenant Based Rental Assistance Program receives funding from the Department of Housing and Urban Development.

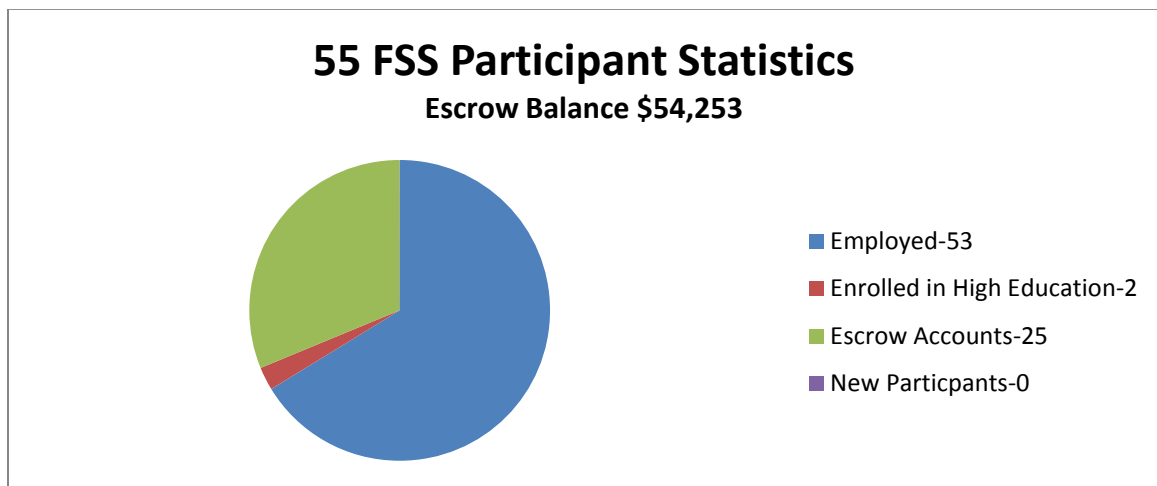
**Section 8 Programs**

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<br>STATUS REPORT<br>April 2017   |         |                     |
|---|---------|---------------------|
| SEMAP Indicators  | Current | HUD FYE Requirement |
| MTCS Reporting Rate   | 99%     | 95% or more         |
| Indicator 9 Timely Reexaminations   | 99%     | 96% or more         |
| Indicator 10 Correct Rent Calculations  | 99%     | 98% or more         |
| Indicator 11 Pre-Contract HQS Inspections   | 99%     | 98% or more         |
| Indicator 12 Annual HQS Inspections   | 99%     | 96% or more         |
| Indicator 13 Lease Up (Calendar Year 2015): The higher of Budget Utilization or Units Leased.   | 98      | 95% - 100%          |
|   | 97%     |                     |
| Indicator 14 Family Self Sufficiency  |         |                     |
| FSS Enrollment: # of SHA participants<br># of HUD required slots<br><small>*Total includes RAD participants, who were previous public housing families.</small> | 73*     | 80% or more         |
|   | 16      |                     |
| FSS Escrow Accounts   | 40%     | 30% or more         |

## 2. HCV Family Self-Sufficiency Program





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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            | 1679         | 98%              |
| Project Based Vouchers  | 232             | 229          | 98%              |
| <b>Voucher Total</b>    | <b>1952</b>     | 1908         | 97%              |
| <b>Mod Rehab</b>        | <b>228</b>      | 205          | 89%              |
| <b>RAD</b>              | <b>338</b>      | 251          | 74%              |
| <b>TBRA</b>             | <b>12</b>       | 1            | 8%               |

4. Budget Utilization- Actual / Forecast

**Budget Utilization Forecast CY 2017 Calendar Year Budget Authority:**

| Month        | Monthly Budget | HAP Actual | HAP Forecast | Variance<br>(Budget/<br>Forecast) | Variance<br>(Budget/<br>Actual) |
|--------------|----------------|------------|--------------|-----------------------------------|---------------------------------|
| Jan          | \$726,595      | \$787,016  | \$816,382    | \$29,366                          | (\$60,421)                      |
| Feb          | \$726,595      | \$786,188  | \$799,304    | (\$72,709)                        | (\$59,593)                      |
| Mar          | \$924,804*     | \$891,100  | \$891,338    | \$33,466                          | \$33,704                        |
| Apr          | \$924,804*     | \$913,117  | \$892,920    | \$31,884                          | \$11,687                        |
| May          |                |            |              |                                   |                                 |
| Jun          |                |            |              |                                   |                                 |
| Jul          |                |            |              |                                   |                                 |
| Aug          |                |            |              |                                   |                                 |
| Sept         |                |            |              |                                   |                                 |
| Oct          |                |            |              |                                   |                                 |
| Nov          |                |            |              |                                   |                                 |
| Dec          |                |            |              |                                   |                                 |
| <b>Total</b> |                |            |              |                                   |                                 |

\*Includes RAD funding

5. Homeownership

|   |    |
|---|----|
| <b>Current # of Participants</b>                                      | 30 |
| <b>Total Homeownership Information Request Received for the month</b> | 1  |
| <b>Total Closings for the month</b>                                   | 1  |

6. Summary for April 2017



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The Housing Choice Voucher Program's lease up rate increased slightly due to the RAD move ins. The current monthly lease up rate is 97%. There were twenty-nine (29) move ins and twenty-one (21) move outs this month. Sixteen vouchers (16) were issued and thirty-one (31) families are currently searching for housing. Ten vouchers expired. The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding. SHA cumulative budget utilization is 98.0%. The HCV Department is currently working to continue to increase leasing within the HCV program, the PBV and MOD Rehab programs to ensure that the program meets HUD requirements. The Tenant Based Rental Assistance Program (TBRA) has one participant and currently has six veterans searching for housing. Staff attended the 2017 SFC Charles A. Judge Jr. Memorial Stand Down and was able to schedule seven (7) intake interview appointments.

Respectfully Submitted, *Tiffany Askew*  
Tiffany Askew, HCV Program Administrator  
The Housing Authority of the City of Spartanburg



## **Monthly Reports:**

**Asset Management**

**Jessica M. Holcomb**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**



May 23, 2017

The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

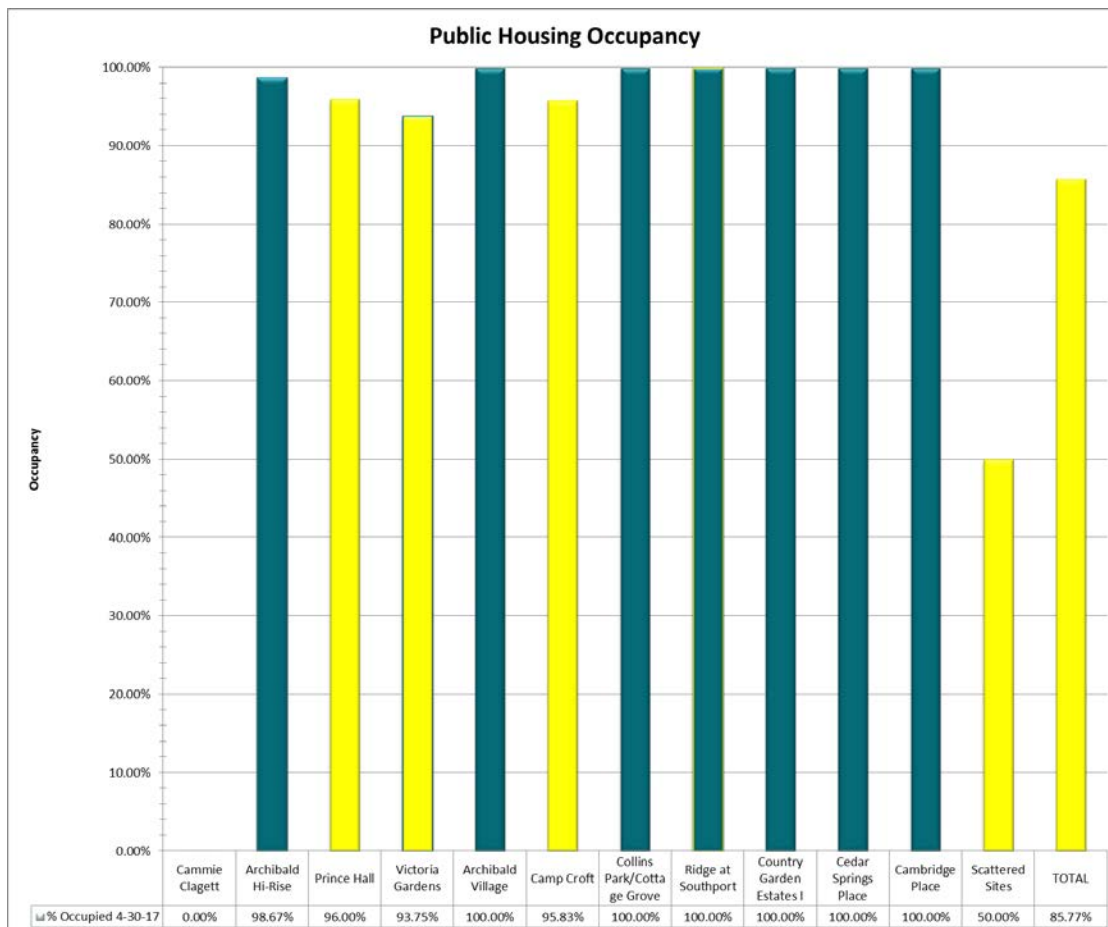
ASSET MANAGEMENT DEPARTMENT MONTHLY REPORT—APRIL 2017

**CONTACT PERSON:**

Jessica Holcomb  
Deputy Director  
864-598-6023

**OCCUPANCY**

The occupancy rate at the end of April 2017 for all of our Public Housing is 85.77% or 15 (102) vacant units. Excluding vacant units at Cammie Clagett Courts and the Scattered Sites, the occupancy rate would be 97.91%. The HUD required minimum occupancy rate is 98%.



**TENANT ACCOUNTS RECEIVABLE REPORTS:**



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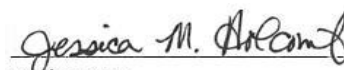
The tenant accounts receivable rate at the end of April 2017 is 94.09%. A total of 5.91% of rent went uncollected from 59 residents.

| <b>RENT ANALYSIS REPORT FOR APRIL 2017</b> |                      |                   |               |                    |                       |                                  |                 |                 |
|--|----------------------|-------------------|---------------|--------------------|-----------------------|----------------------------------|-----------------|-----------------|
| Property                                   |                      |                   |               |                    |                       | AGED TENANT ACCOUNTS RECEIVABLES |                 |                 |
|  | CHARGED              | COLLECTED         | % COLLECTED   | # Tenants Not Paid | % of Tenants Not Paid | ACTIVE                           | INACTIVE        | TOTAL           |
| Camp Croft                                 | \$ 21,876.00         | 20,306.80         | 92.83%        | 13                 | 14%                   | \$ (1,240.39)                    | 3,241.91        | \$2,001.52      |
| Archibald Village                          | 12,051.00            | 11,174.63         | 92.73%        | 2                  | 4%                    | 99.00                            | 1,878.87        | \$1,977.87      |
| Archibald Rutledge                         | 36,323.00            | 34,528.54         | 95.06%        | 7                  | 5%                    | (295.73)                         | (194.00)        | \$(489.73)      |
| Scattered Sites                            | 5,042.00             | 5,036.00          | 99.88%        | 1                  | 13%                   | (917.19)                         | -               | \$(917.19)      |
| Prince Hall                                | 8,053.00             | 7,375.11          | 91.58%        | 10                 | 10%                   | (555.57)                         | 281.87          | \$(273.70)      |
| Victoria Gardens                           | 16,681.00            | 14,023.70         | 84.07%        | 22                 | 28%                   | 7,132.74                         | (136.21)        | \$6,996.53      |
| Cambridge Place/Brawley                    | 2,735.00             | 2,566.75          | 93.85%        | 1                  | 17%                   | 99.27                            | -               | \$99.27         |
| Page Lake                                  | 3,038.00             | 3,038.00          | 100.00%       | 0                  | 0%                    | (15.00)                          | -               | \$(15.00)       |
| JC Bull                                    | 24,955.00            | 24,277.00         | 97.28%        | 3                  | 3%                    | 558.62                           | 19.00           | \$577.62        |
| Spartanburg Leased Housing                 | 8,916.00             | 8,916.00          | 100.00%       | 0                  | 0%                    | (470.84)                         | -               | \$(470.84)      |
| Liberty                                    | 2,207.00             | 2,207.00          | 100.00%       | 0                  | 0%                    | (15.00)                          | -               | \$(15.00)       |
| Appian                                     | 712.00               | 712.00            | 100.00%       | 0                  | 0%                    | (826.00)                         | -               | \$(826.00)      |
| <b>Total</b>                               | <b>\$ 142,589.00</b> | <b>134,161.53</b> | <b>94.09%</b> | <b>59</b>          | <b>8%</b>             | <b>3,553.91</b>                  | <b>5,091.44</b> | <b>8,645.35</b> |

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

| Month  | Percent Unpaid |
|--------|----------------|
| Apr-17 | 5.91%          |
| Mar-17 | 3.40%          |
| Feb-17 | 6.57%          |
| Jan-17 | 8.95%          |
| Dec-16 | 6.57%          |
| Nov-16 | 5.09%          |
| Oct-16 | 8.03%          |
| Sep-16 | 6.36%          |
| Aug-16 | 7.67%          |
| Jul-16 | 6.26%          |
| Jun-16 | 8.41%          |
| May-16 | 6.56%          |
| Apr-16 | 7.49%          |
| Mar-16 | 5.05%          |
| Feb-16 | 8.97%          |

| Month         | # of Residents W/ Unpaid Rent |
|---------------|-------------------------------|
| <b>Apr-17</b> | 59                            |
| <b>Mar-17</b> | 43                            |
| <b>Feb-17</b> | 45                            |
| <b>Jan-17</b> | 104                           |
| <b>Dec-16</b> | 80                            |
| <b>Nov-16</b> | 55                            |
| <b>Oct-16</b> | 66                            |

Respectfully Submitted,   
 Jessica Holcomb, Deputy Director  
 The Housing Authority of the City of Spartanburg



# **Monthly Reports:**

**Development**

**Joseph Jackson**

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**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**





**May 23, 2017**

**The Housing Authority of the City of Spartanburg  
Spartanburg, SC 29306**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**MONTHLY REPORT ON DEVELOPMENT DEPARTMENT ACTIVITIES FOR THE  
MONTH OF APRIL 2017**

**CONTACT PERSON:**

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

**OVERVIEW:**

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

**Project Development Activity:**

**Archibald Hi-Rise Offices**

GreenEarth Partners completed the construction of the new offices on time as scheduled. The City of Spartanburg building officials completed required permit documents. Duke Power has applied a rebate for the purchase of the new LED lights in the amount of \$825.

**Archibald Hi-Rise Fire**

Repairs have commenced to correct damage caused by a fire in February. The work is being completed by Upstate Multi Service, a contracted vendor. It is anticipated that the project will be complete by mid May. The scope of work includes repair of damages to caused by sprinkler system was activated at the time of the fire. The work involves floors 1-6, the main entrance, the community room, and bathrooms on the main floor. These repairs include replacing cove base, sheetrock repair, painting, and minor floor repairs.



### **Central Office Lighting Project**

SHA utilized a rebate program offered by Duke Power to upgrade lighting at 2271 S Pine St. The total cost of the project after rebates are applied is \$17,874.14 with, \$8,736.57 being paid by the property owner. The installation of LED lighting will create a brighter working environment. It is anticipated that there will be a 72.39% savings or reduction in future electric bills over ten months. SHA's electrical contractor will manage the installation process.

### **Northside Development**

I continue to participate in the weekly call to discuss the 78 RAD units on the Northside. The development group is preparing tax credit applications to be submitted in May.

### **JC Bull Office Upgrades**

The office upgrades are scheduled to begin in early May. It is expected that this project will be completed by the last week in May.

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



## **Monthly Reports:**

**Capital Funds**

**Joseph Jackson**

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**NO REPORT**

**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**



## **Monthly Reports:**

**RAD**

**Cindi Herrera**

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**NO REPORT**

**Board of Commissioners Meeting**

**Tuesday, May 23, 2017**