



Board of Commissioners Orientation Guide



September 26, 2017

Dear Newly Appointed Commissioner,

I would like to take this opportunity to congratulate each of you on your recent appointment to serve as a Commissioner on the City of Spartanburg Housing Authority Board of Commissioners.

We have compiled a comprehensive packet of critical information to assist you in your transition to becoming a Commissioner on our SHA Board. Also, we have included the roles and responsibilities of Commissioners provided by the U.S. Department of Housing and Urban Development (HUD).

We look forward to working with you during your term and appreciate your willingness to serve on our Board. If I can be of any assistance, please feel free to contact me at your earliest convenience.

Sincerely,

Terril Bates
CEO

TB/rds



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



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



TABLE OF CONTENTS

ABOUT SHA

- Mission – Vision
- SHA Website
- Property Information
- Organization Chart
- Staff Directory
- SHA Affiliates



COMMISSIONERS' INFORMATION

- Board Meeting Schedule
- Board of Commissioners Contact Information
- Board Biographies
- SHA By-Laws
- Conflict of Interest Disclosure
- Code of Conduct Policy
- Training Items



FINANCIALS/OPERATIONS

- Current Budget
- Previous Audit
- Approved Annual Plan
- HCV Administration Plan
- Public Housing Admissions & Occupancy Policy
- Demographics



RAD

- CEO Letter
- RAD Flyer
- RIN Notice



SUNDRY

- HUD Acronyms
- Forms





VISION

Housing and programs as a pathway to success for individuals and families in Spartanburg, County

MISSION

The Spartanburg Housing Authority provides and develops affordable, quality housing options and programs that promote self-sufficiency.



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SHA Website

SHA has a comprehensive website filled with pertinent information for the public, staff, and Board members. There is a portal designed just for Board members to review important information. Instructions and credentials to login are below.

SPARTANBURG HOUSING AUTHORITY

Search this Site... | Select Language | Print | PDF | Email | Portal for: Apply • Landlord • Residents

HOME | ABOUT US | BUSINESS | NEWS & EVENTS | PHOTO GALLERY | CALENDAR | CONTACT US 864-598-6000

LOCATIONS
SHA serves the City & County of Spartanburg. Offices & properties can be found at various locations throughout our service area. Housing Choice Vouchers can be used anywhere in Spartanburg County.

HOUSING
SHA provides housing assistance to families, elderly & disabled individuals through programs like Public Housing, Housing Choice Vouchers, Low Income Housing Tax Credits, HOME & Homeownership.

RESIDENTS
SHA provides easy access to information & required forms needed by residents & program participants. Residents also have access to an array of supportive service programs designed to maximize individual potential.

VOUCHER PROGRAM
The Housing Choice Voucher Program is one of the best opportunities for lower income families to obtain decent, safe, & affordable housing. Families may choose from a broad variety of housing types and locations.

- In your web browser, type in www.shasc.org
- At the bottom of the home page, there is a link entitled **BOARD LOGIN** – click there
- Type in your Username and Password and click Login

Username: _____

Password: _____



SHA Properties

Public Housing

Archibald Rutledge Hi-Rise & Village

A total of 150 units consisting of Efficiency & 1 bedroom apartments located at 764 N. Church Street near Spartanburg Regional Healthcare Center. The apartments are fully equipped with range, refrigerator, garbage disposal, along with central heat and air conditioning. Laundry rooms, chapel and community room located in Hi-Rise. A Senior Center satellite office is located next door.



Cambridge Place

A total of three, two-unit townhomes on Brawley Street in Spartanburg's Northside. Cambridge Place is a modern complex, which consists of brightly colored, energy-efficient homes with large porches and state-of-the-art appliances.





Camp Croft Courts

A total of 96 renovated 1, 2 & 3 bedroom apartments located at 111 Hanover Place. The apartments are fully equipped with range, refrigerator, washer hook-ups along with central heat and air conditioning. A Computer center, laundry building and playground located on-site.



Prince Hall Apartments

A total of 100 Renovated 2 & 3 bedroom apartments located at 100 Prince Hall Lane. The apartments are fully equipped with range, refrigerator, washer hook-ups along with central heat and air conditioning. A computer center, complex library and playground located on site. Tenants pay electric utilities.





Victoria Garden Apartments

A total of 80 Renovated 1, 2, 3 & 4 bedroom apartments located at 695 Howard Street near Cleveland Elementary School. The apartments are fully equipped with range, refrigerator, washer hook-ups along with central heat and air conditioning. A Computer center, laundry building and playground located on-site.



Market, HOME and Section-8 Project Bases Properties

Appian

A total of three units located on Appian Drive, consists of a duplex and house. The apartments are fully equipped with range, refrigerator, washer hook-ups along with central heat and air conditioning. The rental amount is \$515 per month.

J.C. Bull

A total of 132 units located at 101 Marion Ave. The property serves near elderly (55+) and elderly (62+) residents. The apartments are fully equipped with range, refrigerator, washer hook-ups along with central heat and air conditioning. The rental amount is based on income.

Liberty

A total of 3 duplexes (6 units) located on S. Liberty Street. The apartments are fully equipped with range, refrigerator, washer hook-ups along with central heat and air conditioning. The rental amount is \$509 per month.

Page Lake Manor

Opening in July 2016, Page Lake Manor consists of 2 quadraplex HOME units that house elderly resident 62 years of age and older. The property is located in southern Spartanburg County off Southport Rd.



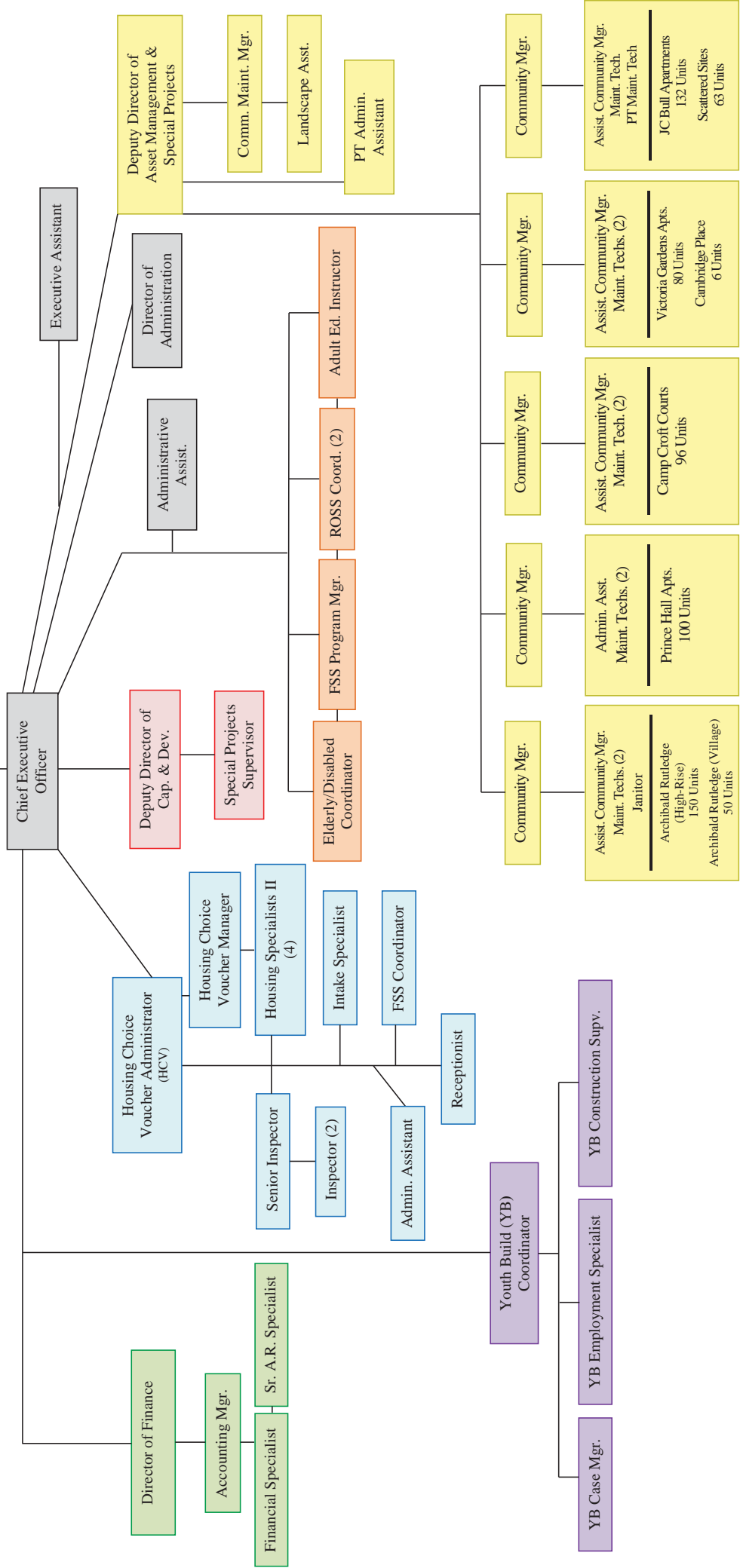
SHA Organization Chart & Staff Directory



ORGANIZATION CHART

Updated: 08-15-2017

BOARD OF COMMISSIONERS



POSITION DESCRIPTION LEGEND

Finance	HCV	Capital & Development	Executive	AM & Spcl. Projects	
Director of Finance	HCV Administrator	Deputy Director	Dir. of Administration	Manages all aspects of HR Functions; Assists with Affiliate Activities; Manages agency insurance obligations; Manages agency's procurement activities.	Oversees the management of Asset Management, RAD, ADA Section 504 process and Maintenance personnel Supervises all Asset Management Manages Information Technology purchases and user setup Manages vendor service contracts
Accounting Manager	HCV Manager	Special Projects Supervisor	Executive Assistant	- Provides administrative support to the CEO - Assist in coordinating & facilitating communication between CEO, Board, HUD, & Sr. Staff - Coordinates Sr. Staff & other meetings, agendas, & minutes	Supervises PHA landscape staff and inmates. Manages warehouse at COCC Prepares applied time reports for maintenance. Supports maintenance projects at sites
Financial Specialist	Housing Specialists II		Administrative Asst.	Vacant position	Landscape Asst. - Supervises inmate workers - Conducts landscape maintenance for public housing and other SHA and affiliate sites
Sr. Accounts Receivable Specialist	Intake Specialist	Resident Services			PT Administrative Asst. Provides a variety of administrative services to the Deputy Director
	Senior Inspector	Elderly/Disable Coordinator		Engages with community partners & resources that aid in assisting residents to live independently - Works as a resident advocate	- Supervises Admin. Assistants & Maintenance personnel - Conducts Move-ins, inspections, property budgets, lease violations - Counsels delinquent residents - Conducts eviction process - Reports improper and illegal behavior & activity
YouthBuild	Inspector	Family Self-Sufficiency (FSS) Program Mgr.		- Manages program participant's cases - Manages the Program Coordinating Committee PCC, which consists of community partners - Plans workshops/classes to meet client's needs	Provides admin assistance to Community Manager at a public housing community
YB Coordinator	Admin. Assistant	ROSS Coordinator		Coordinates Connections Program in accordance with grant goals	Assist Community Mgr. Provides support to Community Manager, may include recertification, inspections, move ins general customer service.

YB Case Manager	<p>leadership development, post-program placement, and retention</p> <p>Monitors partnerships, MOUs, service providers, vendors and training providers</p> <ul style="list-style-type: none"> - Provides counseling support, and advocacy to students with regard to personal, legal, and social needs - Maintains case files - Assists with marketing of the YB program 		<p>answering any of their questions,</p> <ul style="list-style-type: none"> - Process rent increases - Set up hearings, mail out correspondences & process closed files <ul style="list-style-type: none"> - Manages switchboard and walk-in clients - Mail sorting - File & Document organization for dept. 	Adult Ed. Instructor	<ul style="list-style-type: none"> - Provides educational opportunities to the residents of SHA and participants in SHA grant-funded programs - Offers on-site support for students at three properties - Provides basic computer classes, basic adult literacy classes, and book clubs for elderly/disabled residents 				Maintenance Tech.	Conducts a variety of repairs to public housing or multifamily units, property and grounds.
YB Employment Specialist	<ul style="list-style-type: none"> - Oversees case management for students in job training programs - Prepares students for the workforce 	FSS Coordinator	Administers a family self sufficient voluntary program in accordance with HUD regulations						PT Maintenance Tech.	Provides a variety of repairs to public housing or multifamily units, proper and grounds
YB Construction Supervisor	<ul style="list-style-type: none"> - Develops construction plans and schedules for YB students - Oversees on-site construction training - Certified NCCER instructor 								Janitor	Provides janitorial services at Archibald Rutledge.

Executive	Pos.	Svc. Date	Yrs of Svc.	Finance	Pos.	Svc. Date	Yrs of Svc.	Housing Choice Voucher (HCV)	Pos.	Svc. Date	Yrs of Svc.	Capital & Development	Pos.	Svc. Date	Yrs of Svc.	Asset Mgmt & Spl Prjcts	Pos.	Svc. Date	Yrs of Svc.
Terril Bates	CEO	6/8/15	2.1	Angela Leopard	Dir. Of Finance	6/12/17	0.25	Tiffany Askew	HCV Admin.	8/2/12	4.9	Joseph Jackson	Dept. Dir.	8/1/16	1	Jessica Holcomb	Dept. Dir.	3/16/12	5.3
Shannell Hardwick	Dir. Of Admin.	10/10/16	0.75	Joe Calicedan	Accntg. Mgr.	2/5/13	4.4	Teresa Moultrie	HCV Mgr	5/30/17	0.1	Tyrone Meadows	Spcl. Proj. Mgr.	9/22/00	16.8	Nathan Bragg	Comm. Maint. Mgr.	12/9/11	5.6
Rickie Surratt	Ex. Asst.	2/6/17	0.6	Tammy Murray	Sr. Accts. Rev Mgr	2/29/08	9.3	Everett Edwards	Sr. Insptr.	3/11/05	12.3					Anthony Proctor	Landscp Asst.	2/14/03	14.4
				Osazee Idehen	Fin. Spclst	3/23/16	1.3	Barney Rhinehart	Insptr.	10/7/85	31.75	Resident Services				Nadine West	Comm. Mgr.	7/16/79	38
								Terry Blackley	Insptr.	4/26/02	15.25	Jayne Floyd	Eldr/Disable Coord.	5/4/12	5.1	Rena Smith	Comm. Mgr.	2/11/16	1.4
				Youth Build				Lanise Dillard	Intake Spclst.	11/4/05	11.67	Ryan Grace	ROSS Coord.	7/13/15	2	Calandra Dendy	Comm. Mgr.	1/25/16	1.5
				Natalie Smith	YB Coord.	5/12/17	0.33	Stacey Henderson	Hsg. Spclst. 2	1/26/16	1.5	Natalie Hurd	ROSS Coord.	4/28/15	2.1	Jill O'Connell	Comm. Mgr.	5/30/17	0.33
				Dickie Adams	YB Case Mgr.	7/17/17	0.08	Meridith Vachon	Hsg. Spclst. 2	12/27/16	0.67	Suzanne Young	FSS Prog. Mgr.	2/6/17	0.6	Tanya Owens	Comm. Mgr.	8/14/17	
				Selena Smith	YB Empl. Spclst.	7/10/17	0.08	Latoya Robinson	Hsg. Spclst. 2	7/24/17	0.1	LouAnn Parris	Adult Ed. Instrctr.	8/4/14	3	Stephanie McDowell	Asst. Comm. Mgr.	2/16/16	1.4
								Ashley Campbell	Hsg. Spclst. 2	6/19/17	0.1					Mary Beth Parton	Asst. Comm. Mgr.	10/28/15	1.7
								Carolyn Wofford	Admin. Asst.	7/9/09	8					Welline Bowles	Asst. Comm. Mgr.	4/6/15	2.25
								Whitney Gaffney	Recptust.	3/16/12	5.3					Sierra Rookard	Asst. Comm. Mgr.	4/22/16	1.25
								Lorenzo Teasley	FSS Coord.	11/2/12	4.7					Sharie Adams	Asst. Comm. Mgr.	11/21/16	0.7
																John Prophette	Maint. Tech	5/30/08	9.08
																John Geddes	Maint. Tech	7/2/07	10
																Emory Burris	Maint. Tech	12/21/15	1.6
																Jerry Stapleton	Maint. Tech	11/10/92	24.7
																Jerried Littlejohn	Maint. Tech	5/12/17	0.33
																Richard Frye	Maint. Tech	8/31/17	
																Robert McCluney	Maint. Tech	6/5/17	
																Chavis Garner	PT Maint. Tech.	3/7/16	1.5

Spartanburg Housing Authority Telephone Director

Prefix is 598 unless otherwise noted. Area code is 864. Dial 91+area code + number for outside line.

Revised: Tuesday, September, 2017 3:00 pm

EXECUTIVE OFFICE

Bates, Terril - CEO/Executive Director	6010
Mobile Phone	316-3701
Sarratt, Rick - Executive Assistant	6080
Holcomb, Jessica -Deputy Director	6023
MobilePhone	809-0043
Hardwick, Shannell - Director of Administration	6084
Mobile	809-4484

Jackson, Joseph -Deputy Dir. of Cap. & Dev.	6052
Mobile Phone	612-1362

SPECIAL PROJECTS

Meadows, Tyrone - Special Projects Supervisor	6132
Mobile Phone	809-4961

FRONT DESK / RECEPTION

Gaffney, Whitney - Reception	6002
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INFORMATION TECHNOLOGY

IT Helpdesk - IT Helpdesk	6123
Email helpdesk@shasc.org for all requests.	

FINANCE & ACCOUNTING

Angela Leopard - Director of Finance	6138
Calicdan, Joe - Accounting Manager	6041
Idehen, Osazee - Procurement Mgr.	6030/6070
Murray, Tammy - Receivables	6027
Vacant - Accountant	6012

HOUSING CHOICE VOUCHER PROGRAM

Askew, Tiffany - HCV Administrator	6053
Edwards, Everett - Senior Inspector	6018
Mobile Phone	384-0773
Blackley, Terry - Inspector	6056
Mobile Phone	327-7389
Rhinehart, Barney - Inspector	6031
Mobile Phone	809-1785
Henderson, Stacey - Housing Specialist	6047
Vachon, Meridith - Housing Specialist	6054
Dillard, Lanise - Intake Specialist	6042
Moultrie, Teresa - HCV Manager	6038
Wofford, Carolyn - Admin Assistant	6015
Campbell, Ashley - Housing Specialist	6022
Robinson, Latoya - Housing Specialist	6055
Teasley, Lorenzo - Section 8 FSS	6017

ARCHIBALD HI-RISE, ARCHIBALD

Front Desk / Security	6005
O'Connell, Jill - Community Mgr.	6085
Mobile Phone	606-9183
Vacant - Night Manager	
Mobile Phone	809-2276
McDowell, Stephanie - Asst. Mgr.	6139
	612-1956

PRINCE HALL, CAMMIE CLAGETT

Dendy, Calandra - Community Mgr.	6095
Mobile Phone	606-9992
Rookard, Sade - Admin. Asst.	6096
	978-0764

CAMP CROFT

Smith, Rena - Community Mgr.	6075
Mobile Phone	764-5496
Bowles, Welline - Asst. Mgr.	6011
	612-1156

VICTORIA GARDENS, CAMBRIDGE

Owens, Latanya Community Mgr.	6133
Mobile Phone	606-9911
Pardon, Mary Beth - Asst. Mgr.	6090
	606-9184

J.C. BULL, APPIAN, LIBERTY, SCATTERED

West, Nadine - Prop. Mgr.	6100
Mobile Phone	809-1861
Adams, Sharie - Asst. Mgr.	6113
Mobile Phone	706-2314

LANDSCAPE

Bragg, Nathan -Community Maint. Mgr .	809-1405
Proctor, Anthony - Landscape Assistant	606-9425

HOUSING MAINTENANCE

Stapleton, Jerry "Billy"	606-1382
Prophette, John	606-1006
Burris, Emory	606-1136
Geddes, John "Scott"	606-1359
Frye, Richard	606-1137
Littlejohn, Jerried	606-1011
McCluney, Robert	606-1052
Cabell, Chris	606-1392

RESIDENT SERVICES

Floyd, Jayne - EDS Case Manager	6127
Mobile Phone	809-4390
Hurd, Natalie - Connections Coordinator	6064
Mobile Phone	641-9121
Grace, Ryan - Multi-Family Coordinator	6071
Mobile Phone	809-7745
Parris, LouAnn - Adult Ed Instructor	809-1856
Vacant - Home Ownership	6124
Mobile Phone	809-7950
Young, Suzanne - PH FSS	6016
Mobile Phone	809-0042

YOUTHBUILD

Smith, Natalie YouthBuild Coordinator	6008
Mobile Phone	612-1391
Adams, Dickie - YouthBuild Case Mgr.	6065
Mobile Phone	764-8413
Vacant - Construction Supervisor	398-8894
Selena Smith - Employment Specialist	6104
Mobile Phone	612-1482

MISCELLANEOUS

Public SHA Main Menu	6000
Main Office Reception Call Queue	9999
Internal Voicemail	899
After Hours Work Order Line	6128
Executive Board Room	6120
Conference Room A	6247
Conference Bridge	253-8447
Section 8 Fax	6154
Central (Executive) Fax	6155
Public Housing Fax	6156



SHA Affiliates

INFORMATION IN REGARDS TO SHA AFFILIATES, NON-PROFITS, CORPORATIONS, COMPANIES AND LIMITED LIABILITY CORPORATIONS

Date Last Revised: 8/21/17													
Number	1	2	3	4	5	6	7	8	9		10	12	13
Name	Spartanburg Housing Authority	Spartanburg Housing Development (REGENESIS)	Spartanburg Leased Housing Corporation	Hope VI Housing Corporation	Spartanburg Housing Limited Partnership	SHA-2 Limited Partnership	Collins Park, LLC	HC-1, LLC	CS-1, LLC	Cedar Springs Place, LLC	Page - 1, LLC	SHA Property Company	Spartanburg Area Local Housing Trust Fund
Also Known As	Housing Authority of the City of Spartanburg, SHA, HACS	Spartanburg Housing Authority Development, SHD, SHAD, Upstate Housing Partnership	SLHC	H6HC	SHLP, Country Gardens Estates I, CGE	SHA-2 LP, Country Garden Estates II, CGE 2		Summer Place	Southside Project			SHAPCO	
Federal Identification Number	57-6001369	20-0726974	90-0140291	74-3198070	56-2191176	20-0486955	30-0362218	20-4957173	20-8096428		None	20-5544300	26-0257889
Purpose	Provides affordable housing options in vibrant neighborhoods for the citizens of the Greater Spartanburg Community.	SHD was formed September of 2001 to at as the development arm of the Spartanburg Housing Authority. It's first work was with Country Garden Estates I and continued to perform as developer through both HOPE VI Grants. Served as developer for many SHA deals including tax credits.	SLHC was originally formed September 1979 with duties relative to the J. C. Bull properties. Bylaws say "The Corporation will seek to develop decent, safe and sanitary housing for person of low income, particularly the elderly and disabled in the City and County of Spartanburg, South Carolina."	H6HC was formed May 1999 to function as part of the ownership structure for various development components of the Tobias Booker Hartwell HOPE VI grant activities and later fulfilling that same mission for components of the Phyllis Goins HOPE VI grant. Holds various positions in bond and LIHTC deals.	SHLP was formed May 2001 as part of the Low Income Housing Tax Credit (LIHTC) application and ownership structure for Country Garden Estates I. This development consists of 50 affordable rental units, 10 of which also carry a second designation as public housing units.	SHA-2 LP was formed January 2003 as part of the Low Income Housing Tax Credit (LIHTC) application and ownership structure for Country Garden Estates II. This development consists of 50 affordable rental units and is immediately adjacent to Country Garden Estates I.	This entity was created, but not utilized. It was replaced by CS1-LLC that combined Collins Park and Page Lake (the Ridge) together to better serve the development structure.	HC-1, LLC was formed May 2006 as part of the LIHTC application and ownership structure of the Summer Place development. This 53 unit affordable housing community was built on the site of the old Hub City public housing site.	CS-1, LLC was formed May 2006 to function as part of the ownership structure for the Southside developments. This was part of the Phyllis Gains HOPE VI and consisted of three separate Bond and LIHTC rental communities. The three communities consisted of The Ridge, Collins Park, and Independence Place.		This entity was created, but not utilized. It was replaced by CS1-LLC that combined Collins Park and Page Lake (the Ridge) together to better serve the development structure.	This entity was formed September 2006 to act as a property holding company. It currently owns the previous SHA properties at 325 S. Church Street and 101 Deborah Street (shop building behind 325 S. Church). It also serves as the Managing Member for the Mary Wright Center and owns a vacant lot on S. Liberty Street.	Created to allow solicitation of charitable funds for future work
Status	Active	Active	Active	Active	Active	Active	No	Active	Active		No	Yes	No
Do we need this entity to remain?	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes		No	Yes	No
Current Legal Status	Political subdivision of the commonwealth of South Carolina	501(c)(3)	501(c)(3)	Corporation	Limited Partnership	Limited Partnership		Limited Partnership	Limited Partnership			Deficiency Judgement against it.	
Required Actions	1) SHA's bylaws are in need of update. In 2014 Commissioners Steed and Cole worked on a revision, but it was not completed.		SHA appoints 2 of 5 Board Members.	Serves as Managing Member or General Partner for all of SHA's Tax Credit Properties.								Board of Directors of SHA Property Co are appointed by Board of Commissioners of SHA	
	2) We have one Commissioner's position empty now. Ms. Tullis term expires in June 2015. City Council appoints Commissioners to Board.		Elect new board members each year at annual meeting to serve two year terms.	SHA appoints and / or ratifies appointment of 5 Directors.									
Required compliance with legal or regulatory matters	Annual Meeting is to be held with the regular meeting in April. Annually elect chair and vice-chair to serve term of 1 year at annual meeting.		Elect officers to serve term of 1 year beginning 07-01.	Annual Meeting first Monday in October, elect Officers for period of one year.									
Notes:		In February 2010, SHD separated itself from SHA. SHA no longer controls SHD, it has its own Board. Many of SHA's tax credit properties and HOPE VI development projects included SHD as the developer for SHA. These items have not yet been resolved.			Does not have a Board it is directed by its General Partner which is H6HC with 99% ownership.	Does not have a Board it is directed by its General Partner which is H6HC with 99% ownership.	Critical: We must keep.	Does not have a Board it is directed by its General Partner which is H6HC with 99% ownership.	Does not have a Board it is directed by its General Partner which is H6HC with 99% ownership.		WILL BE DISSOLVED	Dormant - No Action.	WILL BE DISSOLVED
Members			1)Suzy Cole:suzyboulwarecole@gmail.com/864-363-8350; 2)Mr. Chris Steed/864-316-1852; 3) Robert Hughes/864-542-1858	1)Thomas Lounds:tlounds@shasc.org/864-809-6479; 2)J. Wesley Corrothers, Jr:wcorrotherjr@gmail.com/864-316-7475; 3)Norma Pitts: 864-582-0955								1)Suzy Cole:suzyboulwarecole@gmail.com/864-363-8350; 2)Thomas Lounds:tlounds@shasc.org/864-809-6479; 3)Chris Steed/864-316-1852; 4)Irene Sims/864-585-2752; 5)Kittie Tullis:ktullis@shasc.org/864-583-7782; 6)Charles Love/864-357-5060; 7)Alexander Hray, Jr./864-583-9618	
Secretary of State Information	Not registered with the Secretary of the State	According to the SC Secretary of State there have been a number of changes to this entity as follows: 07/12/2011 changed address, 08/24/2011 changed agent from Roy Johnson to Liberty Canzater, 11/07/2013 changed agent from Liberty Canzater to Harold Mitchell, 11/07/2013 changed named from SHD to UHP and 11/25/2014 amendment: optional provisions	We do still need this entity. We do however need to update our records. This entity is still registered to HEADQUARTERS and the address is 764 N. Church Street.	We do still need this entity. We do however need to update our records. This entity is still registered to Roy Johnson at 201 Caulder Avenue.	We do still need this entity. We do however need to update our records. This entity is still registered to Roy Johnson at 201 Caulder Avenue.	We do still need this entity. We do however need to update our records. This entity is still registered to Roy Johnson at 201 Caulder Avenue.		We do still need this entity. We do however need to update our records. This entity is still registered to Roy Johnson at 201 Caulder Avenue.	We do still need this entity. We do however need to update our records. This entity is still registered to Roy Johnson at 201 Caulder Avenue.		We need to do away with this entity and notify the Secretary of State properly. This entity is still registered to Roy Johnson 201 Caulder Avenue.	This entity is still registered to Roy Johnson at 201 Caulder Avenue. We need to find out what we need to do with this entity.	We need to do away with this entity and notify the Secretary of State properly. This entity is still registered to Roy Johnson 201 Caulder Avenue.

INFORMATION IN REGAF

Date Last Revised: 8/21/17												
Number	14	16	17	18	19	20	21		22	23	24	25
Name	Spartanburg Housing Management	Mary Wright LLC	Wright Center LLC	Spartanburg Housing Opportunities	SHA7 LLC	SHA7 Managing Member Inc.	Highland Avenue. LLC	SHA Highland LLC	Spartanburg Housing Professionals Corp.	SHPC I, LLC	Spartanburg Area Housing Corp.	SAHC I, LLC
Also Known As	SHM			SHO								
Federal Identification Number	26-1124807	26-1523549	36-4630275	47-2369551	47-1090241	36-4809370	90-0140291		*NEEDS TO BE OBTAINED	*NEEDS TO BE OBTAINED	*NEEDS TO BE OBTAINED	82-2021554
Purpose	SHM was formed July 2007 to act as a property management company for the various existing and future affordable communities. SHM also has the potential to act as a for profit property manager of external communities.	Mary Wright LLC is a managed member which was created for the rehabilitation of the old Mary H Wright School and turn it in to an Office Complex. It is made up of the Wright Center LLC (99%) and SHA Property Company (1%), although SHA Property Company is the Managing Member.	Wight Center LLC is a managed member which was created to benefit from the historic and new market tax credits for the rehabilitation of the old Mary H Wright School and turn it in to an Office Complex. It is made up of Square D (99%) Investor Member and SHA Property Company (1%), which is the Managing Member		This is the ownership entity for JC Anderson, Gooch, Tobias, Barksdale, Leland, Spruce, Watson as LIHTC and HCV Section 8 Project Based Units.		This is the ownership entity for the new Highland Crossing Apartments under construction with Developer Partner CHP at former Cammie Clagett.		An affiliate arm of SHA that serves as a component for SHA's partnership communities (individual LLCs owned by SHPC hold ownership in partnerships related to tax credit developments).	Created to hold the Northside Development project limited partnership interest.	Affiliate arm of SHA that serves as the component unit for SHA's wholly owned developments (individual LLCs owned by SAHC are used in relation to RAD properties, etc.)	Member of RAD Project: Cammie Clagett Phase II
Status	No	Yes	Yes	No	Yes	Yes	Yes					
Do we need this entity to remain?	Yes	Yes	Yes	No	Yes	Yes	Yes					
Current Legal Status	501(c)(3)	Limited Partnership Deficiency Judgement against it.	Limited Partnership Deficiency Judgement against it.		Limited Liability	Limited Liability	Limited Liability		Prepare and file Form 1023 with IRS to seek 501(c)(3) status	Prepare and file Form 1023 with IRS to seek 501(c)(3) status	Prepare and file Form 1023 with IRS to seek 501(c)(3) status	Prepare and file Form 1023 with IRS to seek 501(c)(3) status
Required Actions	Must have minimum of 3 Directors. Began with 6 Directors, 2 appointed from SHA, 2 from SLHC and 2 from SHD.											
	Annual Meeting, month and day not specified											
Required compliance with legal or regulatory matters												
Notes:	Could possibly be used in the future for a management entity to manage LIHTC units and generate revenue for SHA.	Dormant - No Action.	Dormant - No Action.	WILL BE DISSOLVED			We do need this entity					
Members					1) Suzy Cole: Resigned on 8/7/17; 2) Mac Hogan : On 7/31/17, via declined meeting request, Mr. Hogan informed me that he was not a board member of SHA7							
Secretary of State Information	We may need this entity in the future to manage tax credit properties. We do however need to update the registration with the State as the registered agent is still Roy Johnson at 201 Caulder Avenue.	Mary Wright LLC is still registered to Roy Johnson with no address. We need to check and see what we need to do.	Wright Center LLC is still registered to Roy Johnson at 201 Caulder Avenue. We need to check and see what we need to do.	I believe that we can do away with this entity. We created it, but never utilized it. Harry Byrd is the registered agent at 201 Caulder Avenue. We need to dissolve it and properly notify the State.	For this entity Robert Nettles is our Registered Agent and the entity's address is Robert's address in Chalresloton. Robert is our Bond attorney we need to check with him to see what we need to do, if anything. We do still need this entity. This is for our SHA7 RAD Properties.	The entity is registered to Harry Byrd at 201 Caulder Avenue. We do still need this entity for our SHA7 RAD Deal. We need to check with Mr. Nettles to see how we need to update this entity and register it with the State.	Currently the Registered Agent and adress is Robert Nettles, 106 Broad Street, Charleston, SC 29401. Mr. Nettles is our Bond attorney. We need to check with him to see if this information is still correct and if not we will update.					



2017 Board of Commissioners Meeting Schedule

- **January 24th**
- **February 28th**
- **March 28th**
- **April 25th**
- **May 23rd**
- **June 27th**
- **July 25th**
- **August 22nd**
- **September 26th**
- **October 24th**
- **November 21st**
- **December – No Meeting**

All Board meetings, unless otherwise stated, take place in the Executive Board Room at the Central Office Cost Center (COCC) located at 2271 S. Pine St, Spartanburg, SC 29302.

Board meetings are held on the fourth
Tuesday of the month at 4:00 PM.

Housing Authority 2017-2018

State Regulated (Sec. 31-3-340 of State Code)

Pref First Name	MI	Last Name	Address	City & State	Zip	Bus/ Occup.	Bus. Phone	Home Phone	Date of Appt.	Term	Term Exp.	Bal. Info	Eligibility for reappt.	Personal Email	SHA Email
Mr. Bryant	A.	Boyd	102 Oxboro Court	Spartanburg, SC	29306	TD Bank Manager	864-591-8700	843-240-5933	Appt. 8/14/17	Oct 1, 2017 thru Sept 30, 2022	9/30/2022	MM		brvant.boyd@td.com	bboyd@shasc.org
Mr. John	O.	Fairey, Jr.	1560 Barberr Lane	Spartanburg, SC	29302	Johnson Development/Real Estate	864-594-5918	404-313-2740	Appt. 7/10/17	Oct 1, 2017 thru Sept 30, 2022	9/30/2022	WM		ifairey@johnsondevelopment.net	iofairey@shasc.org
Mr. Matthew		Myers	603 Weymouth Drive	city resident Spartanburg, SC	29302	Banker/South State Bank	864-342-4911	864-621-1870	Appt. 3/20/17 to fill unexpired term of Mac Hogan (6/30/18)	March-17 thru Sept-18	Sep-18	WM		matthew.mvers@southstatebank.com	mmvers@shasc.org
Mr. Andrew	N.	Poliakoff	1263 Shadowood Dr.	Spartanburg, SC	29301	Attorney	864-583-8212	864-574-5624	Appt. 7/27/15	July - 15 thru Sept-2020	Sep-20	WM		andrewpoliakoff@bellsouth.net	apoliakoff@shasc.org
Ms. Molly		Talbot-Metz	210 Heathwood Dr.	Spartanburg, SC	29307	VP of Programs - Mary Black Foundation	573-9500	494-0865	Appt. 7/14/14	June-14 thru Sept-19	Sep-19	WF		mmetz@maryblackfoundation.org	mmetz@shasc.org
Ms. Brenda		Thomas	11 Hanover St., Apt. 99	city resident SHA resident Spartanburg, SC	29306	MAAS Cleaning Services		864-208-5822	Appt. 7/14/14	June-14 thru Sept-19	Sep-19	MF		bythomas2121@yahoo.com	bthomas@shasc.org
Dr. Charles		White	530 Sherwood Circle	city resident Spartanburg, SC	29302	Retired Educator	706-8864	573-8866	Appt. 8/24/15	August - 15 thru Sept-2020	Sep-20	WF		chuckwhite61@att.net	cwhite@shasc.org
City Staff Contact - Ed Memmot- 596-2026															
Commissioner Emeritus															
Mr. Thomas	A.	Lounds, Jr.	32 Preswick Ct.	Spartanburg, SC	29301	Retired			Appt. 9/12/11 to fill the unexpired term of Dr. Frances L. Hardy/ reappt. 7/14/14	June-14 thru June-19	Jun-19	MM		tlounds@bellsouth.net	tlounds@shasc.org
Mrs. Kittie Collins		Tullis	488 Webber Road	city resident Spartanburg, SC	29307	Owner/Collins Funeral Home & Liberty Bonding Co.	583-7782	978-2192	6/28/2010/ reappt. 7/27/15	July-15 thru June-2020	Jun-20	MF			ktullis@shasc.org



Meet the Board of Commissioners

Dr. Charles “Chuck” White

Since retiring in 2006 as an administrator at the SC School for the Deaf and the Blind, I have served as a project manager for the Regional Hospital Foundation and Interim CEO for a number of local NFP organizations. These include the Chamber of Commerce, United Way, Children Shelter (now Hope Center for Children), Bethlehem Center, and Carolina Counseling. Additionally I was the first Head of School for the Spartanburg Preparatory School. As someone who served in Vietnam and Desert Storm, I am on the Advisory Board of the Upstate Warrior Solution. I am currently on the Boards of Regional Hospice, Chapman Cultural Center and the Spartanburg Housing Authority. Most recently I danced in the “Dancing With the Spartanburg Stars,” which jointly raised over \$600,000 for local cancer patients.

Bryant Boyd

Bryant has the honor for working for TD Bank for the past five years. His current role as a Store Manager offers the unique opportunity to balance customer satisfaction, employee development, and business development on a daily basis. As a store manager he serves as a gateway to all the bank has to offer from retail deposit accounts and investments to small business and commercial relationship development.

Current/ Past Projects

TD Bank (2012- Current)

During the five years with TD, he has had the privilege of serving in multiple capacities.

As a Phone Banking Specialist, he gladly interacted with up to 100 customers per day. He truly enjoyed this role as he could hear the impact he had on the lives of the customers.

After spending some time as a Phone Banking Specialist, he earned the opportunity to train contact center new hires as a Training Team Lead. It was in this capacity, that he received the greatest joy of helping others become successful within the organization.

As a Contact Center Team Manager, his aim was to help the Day-to-Day phone specialists provide customers with the most legendary experiences possible. Additionally he looked to ensure the balance between the bank’s three driving demands, Customer-Employee-Shareholder.

US Army (2009-2015)

Prior to TD, he began his professional career as a member of the US Army Corp of Engineers for six years. This time in service helped him to shape his outlook on life and has greatly impacted his career within TD.



Education

Bachelors of Science- Sociology- Clemson University, SC- 2012

TD Bank Team Manager Boot Camp- 2015

TD Bank Store Manager Boot Camp- 2017

Community Involvement

Urban League of the Upstate-Young Professionals Member (2017)

Thomas A. Lounds, Jr.

Thomas A. Lounds, Jr., a native of Cincinnati, OH and only child of Cora and Thomas Lounds is a graduate of Miami University, Oxford, OH.

He began his business career in 1962 at the height of the Civil Rights movement. He was the first African-American hired in management at the Procter & Gamble (P&G) company headquarters in Cincinnati. During his 10 years at P&G, he learned the skills of marketing while managing the media plans of a number of national brands, including Tide, Crest, Charmin and Safeguard.

In 1972, he was recruited away to the Grisnold-Eshleman Advertising Agency in Cleveland as Sr. Vice-President of marketing and research. There, he wrote and executed the marketing plans of industrial products and retail products, including McDonalds of Northeast Ohio.

Following his wife's death after a protracted illness, he was recruited to New York City to head the syndicated research division of Louis Harris and Associates. From his office in Rockefeller Center, he managed the gathering, summarizing and presenting of consumer research to a prestigious list of clients.

After approximately three years in New York City, he was recruited to join the fledgling Wendy's International Company in Dublin, Ohio as Director of International Marketing. As such, he was responsible for all of Wendy's sales outside the United States and Canada. Additionally, he was responsible for insuring that the Wendy's concept was maintained in Australia, The Far East and throughout Europe, including the United Kingdom, Germany, Spain, Italy, and Switzerland (accumulating over one-million frequent-flyer miles).

In order to relieve the pressure of considerable travel on his new marriage, he left Wendy's to form his own marketing consulting firm and taught marketing as an adjunct professor at Ohio State University for the next two years.

In 1993, he was asked by Jerry Richardson to come to Spartanburg, SC as Director of Public Affairs in Richardson's rapidly expanding quick-service restaurant company (2,000 + units). Mr. Lounds was very instrumental in settling the much publicized customer discrimination lawsuits against Denny's. Later, when Richardson left to create the Carolina Panthers, Lounds was instrumental in reengineering the company to consist only of Denny's.



After retiring from Denny's, Lounds formed a partnership with local realtor Arthur Cleveland. Together, they designed, built and were the original owners of the 250-room Spartanburg Marriott at Renaissance Park. This project is generally recognized as the catalyst that launched the revitalization of downtown Spartanburg.

Now fully retired, Lounds is married to Pacolet-native, Cynthia Shands, the father of three, grandfather of four and great-grandfather of one. He has served on the Spartanburg Housing Authority Board of Commissioners since 2009, having served two terms as its chair, and currently service as vice-chair.

Matthew Myers

With over 22 years of experience in the banking industry, Myers started his banking career at a small community bank in Spartanburg County as assistant vice president and branch manager. He later moved to a large regional bank in Spartanburg where he worked in commercial banking.

Myers is a graduate of the University of South Carolina where he earned a Bachelor of Science degree in Finance and Marketing. He is also a graduate of the South Carolina Bankers School, the Graduate School of Banking at Louisiana State University, and Leadership Spartanburg. During his career, Myers has been honored with the Uptown Sertoma Distinguished Service Award for significant and meritorious service to mankind for leadership in the Caroline's On My Mind events to benefit the Caroline Virginia Pulliam Mitochondrial Disease Fund. He also received the Walter S. Montgomery Award for Young Leaders which is given by the United Way to recognize and celebrate contributions to the community.

An active member of the community, Myers serves on the board of St. Luke's Free Medical Clinic and the City of Spartanburg Development Corporation. He also is a former Vestry member of the Episcopal Church of Advent and previously served as the Stewardship Commission chair. Myers is a member and past president of the Downtown Spartanburg Sertoma, and is a member of the Piedmont Club and the Country Club of Spartanburg.

Myers and his wife Nicole Nichols Myers have two children and live in Spartanburg.

John Fairy

John Fairey serves as Director of Operations of Johnson Development Associates Self-Storage Division. In this role, John manages the third-party relationships for the self-storage portfolio as well as oversees project underwriting and financial analysis for all new self-storage developments. Prior to joining JDA, John served as Partner and Director of Research for Pointer Capital, a private money management firm based in Atlanta. John began his career at Stephens, Inc., an investment bank in Little Rock, Ark, where he held positions in the Corporate Finance and Equity Research departments. John received a Bachelor of Arts degree from the University of the South and a Master's in Business Administration from the University of North Carolina.



In his spare time, John enjoys hunting, fishing, golfing and skiing (both water and snow). He also loves to make barbecue and in 2009, he and a friend organized the first-ever "Butt-Off" barbeque contest to help raise money for local flood victims. Over the next four years, Butt Off Charities, LLC, the fundraising arm John helped establish, raised more than \$20,000 for Children's Healthcare of Atlanta.

John and his wife Manning, a Spartanburg native, have three boys ages 6, 4 and 9 months.

Molly Talbot-Metz

Molly Talbot-Metz is the Vice President of Programs for the Mary Black Foundation, a health legacy foundation working to improve health and wellness in Spartanburg County, SC. Molly's responsibilities include overseeing a \$2.5 million grant-making budget, evaluating the Foundation's and its grantees' impact, providing leadership in the community on several strategic grant-making priorities, and maintaining relationships with the Foundation's grantees and Board of Trustees.

Molly has a Master of Public Health Degree from the University of South Carolina and a Bachelor of Science Degree in Health Education from the State University of New York at Cortland.

Brenda Thomas

Commissioner Thomas joined the authority as a Resident Commissioner in July 2014. Service to her community is an important factor in her involvement. She is the proud parent of a daughter Jacquelyn Thomas. Commissioner Thomas is a native of Spartanburg and has been a resident of the authority for approximately six years.



Bylaws

Bylaws of the Housing Authority of the City of Spartanburg, SC

ARTICLE I – THE AUTHORITY

Section 1 — Name.

The name of the Authority shall be THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, S.C.

Section 2 - Seal of the Authority.

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3 — Office of the Authority.

The Central Office Cost Center (COCC) of the Authority shall be located at 2271 S. Pine St. located in Spartanburg, SC. The Authority will maintain additional offices as needed in the conduct of SHA business.

Section 4. Composition of Authority

The Authority shall consist of seven (7) Commissioners and an Executive Director. The powers of the Authority shall be vested in the Commissioners. No fewer than one Commissioner shall be a resident/participant in a Housing Authority Program. The majority of Commissioners must live or work in the City of Spartanburg. All Commissioners must live or work in Spartanburg County.

ARTICLE II- COMMISSIONERS

Section 1. Appointment

The Commissioners shall be appointed by the City Council of the City of Spartanburg, SC.

Section 2. Term

Commissioners shall be appointed for a term of office of five years, except that all vacancies shall be filled for the unexpired term. The Commissioner who is directly assisted by the authority must remain as an assisted resident in order to continue service on the Board of Commissioners. Commissioners must be off of the board for at least one year before being considered for reappointment. If a Commissioner is filling the unexpired term of another Commissioner, he/she may be appointed to serve a five year term without waiting a year.

Section 3. Duties

The Commissioners shall perform such duties and functions as may from time to time be required by the Authority or by the Bylaws. The Commissioners will also perform such duties

which may arise by reason of their appointment to serve on committees functioning within the Authority.

Section 4. Compensation

The Commissioners shall serve without compensation other than the payment of necessary expenses as approved by the Authority.

Section 5. Resident Representation

No fewer than one Commissioner shall be a resident/participant in a Housing Authority program.

Section 6. Vacancies

In the event of a vacancy occurring in the Commission membership prior to the normal expiration of a term, the City Council of the City of Spartanburg, SC shall appoint a replacement who shall serve for the remaining portion of the vacated term.

Section 5 – Commissioner Emeritus

The SHA Board of Commissioner members serve a five year term. The Board of Commissioners would like for retiring Commissioners to have the opportunity to attend board meetings, share perspective and remain active in understanding the affairs of SHA. A Commissioner Emeritus would not have voting rights and may attend meetings in this capacity for up to twenty four months beyond retirement from active board service. Participation as a Commissioner Emeritus would require the approval of the Board of Commissioners.

ARTICLE III-ELECTIONS AND APPOINTMENTS

Section I. Board of Commissioners Officers.

The officers of the Authority's Board of Commissioners shall be Chairperson, Vice-Chairperson and Secretary.

Chairperson: The Chairperson shall preside at all meetings of the Board of Commissioners, in accordance with S.C. law. The Chairperson is responsible for assembling a committee of the board to conduct the Executive Director's annual review and any other matters related to the Executive Director. The Chairperson is responsible for board governance.

Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of the resignation, dismissal, or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board of Commissioners shall elect a new Chairperson.

Secretary: The Executive Director shall fill the position of Secretary and shall be responsible for keeping all records of the Authority, shall act as Secretary at meetings of the Board of Commissioners, record all votes, keep a record of proceedings of the Board of Commissioners in a journal, and perform all duties incidental to the office. The Secretary shall keep in safe custody, the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed.

Section 2 — Executive Director

The Board of Commissioners will employ an Executive Director who will also act as Secretary on the Board of Commissioners. The Executive Director shall have general supervision over the administration of the Authority operations.

Section 3 — Election or Appointment

The Chairperson and Vice-Chairperson shall be elected at the Annual Meeting of the Board of Commissioners and shall hold office for one (1) year. The office of Secretary shall be filled by the Executive Director. No Commissioner shall be eligible to fill this office except as a temporary appointee.

The City Council of the City of Spartanburg will appoint eligible residents to the of Spartanburg County Board of Commissioners for five (5) year terms or portions thereof to complete terms of Commissioners who have left the Board. The Board of Commissioners will advise City Council as to the skills required for the board appointments.

Section 4 — Vacancies

Should the offices of Chairperson and/or Vice-Chairperson become vacant, the Board of Commissioners shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Board of Commissioners shall appoint a successor as aforesaid.

ARTICLE IV — MEETINGS

Section 1 — Annual Meeting

The annual meeting shall be held in conjunction with the regular meeting in the month of September. This meeting shall include the purposes of electing officers, receiving the annual report of the Executive Director, recognition of retiring and/or newly appointed Commissioners, approval of the FY budget and for the conduct of such other business as may come before the meeting. Such meetings shall be held in a place and time as may be designated by the Authority.

Section 2 — Regular Meetings

Regular monthly meetings will be held each month at the Authority's central office. Meetings at other places as may be determined by the Board of Commissioners, in accordance with FOIA terms of notification.

Section 3 — Special Meetings

The Chairperson of the Board of Commissioners may, when deemed necessary, call a special meeting of the Board for the purpose of transacting any business designated in the call. Meeting will be subject to FOIA terms of notification.

Section 4 — Quorum

At all meetings of the Board of Commissioners a majority of the members shall constitute a quorum for the purpose of transacting business. A minority of members may meet to adjourn to some other time that a quorum may be present.

Section 5 — Order of Business

At the regular meetings of the Board of Commissioners the following shall be the order of business:

1. Moment of Silence
2. Roll Call
3. Approval of Agenda
4. Approval of the minutes of the previous meeting
5. Commission Comments
6. Public/Staff Comments
7. Action Items and Resolutions
8. Information Items
9. Monthly Reports
10. Adjournment

At the pleasure of the Commissioners, special reports may be added to the monthly agenda. All resolutions shall be in writing and shall be copied in a journal of the proceedings for the Board of Commissioners.

Section 6 — Manner of Voting

The voting on all questions coming before the Board of Commissioners shall be recorded . When a unanimous vote is not reached, a roll call of yeas and nays will occur.

Section 7 — Attendance at Meetings

Any Commissioner who fails to attend three (3) consecutive regular monthly meetings or more than fifty percent (50%) of the regular meetings during a twelve (12) month time period may be subject to dismissal from the Board of Commissioners.

ARTICLE IV— AMENDMENTS

Section 1 — Amendments to By-Laws

The By-Laws of the Board of Commissioners shall be amended only by resolution at a regular or special meeting. No such amendment shall be adopted unless written notice thereof has been previously given to all Commissione

CERTIFICATE

I certify that the attached is a true and correct copy of the By-Laws of the Housing
Authority of the City of Spartanburg in effect as of _____.

Terril Bates
Executive Director / Secretary
The Housing Authority of the City of Spartanburg, SC



Conflict of Interest Disclosure Statement



CONFLICT OF INTEREST DISCLOSURE STATEMENT

CONFLICT OF INTEREST STATEMENT

Spartanburg Housing Authority (SHA) strives to maintain the highest ethical standards in all of its policies, procedures and programs and to avoid conflicts of interest. All persons shall act in good faith, in all relationships touching upon their responsibilities to SHA, and shall avoid any conflict of interest. No person shall personally benefit from his/her relationship with SHA, other than by compensation for services approved by the Board and/or through established policy. No person shall accept any favor, gratuity or gift which might influence his/her actions concerning SHA.

CONFLICT OF INTEREST DEFINITIONS

Interested Person - Any trustee, officer, member of a committee with Board delegated powers and/or Commissioner who has, or may have, a direct or indirect financial interest in an entity and/or individual with which SHA has a transaction or arrangement, is an “Interested Person”.

Financial Interest - Any interest held, directly or indirectly, through business, employment, investment or family relationship, including but not limited to any of the following:

- (a) Any entity with which SHA has a transaction or arrangement
- (b) A compensation arrangement with SHA, or with any entity or individual with which SHA has a transaction or arrangement
- (c) A potential ownership or investment interest in, or compensation arrangement with, an entity or individual with which SHA is negotiating a transaction or arrangement

Conflict of Interest - The existence of a “Financial Interest” creates a Conflict of Interest. Receipt of compensation from an entity and/or individual, by a SHA Board Commissioner does not alone create a Conflict of Interest. A Conflict of Interest occurs when the Commissioner also has a “Financial Interest” in the entity and/or individual with which SHA has a transaction or arrangement.

CONFLICT OF INTEREST BEST PRACTICES

Disclosure and Determination: Every “Interested Person” shall disclose, at the earliest time possible, any actual or possible Conflict of Interest to SHA’s Executive Director. After disclosure and appropriate opportunity for discussion, the Executive Director shall determine whether a Conflict of Interest exists. The “Interested Person” and/or Commissioner shall not participate in that determination, but may be asked to provide factual information or respond to questions to assist in reaching an informed decision.

Action: If it is determined that a Conflict of Interest exists, the “Interested Person” and/or Commissioner will no longer participate in the SHA transaction or arrangement and shall physically withdraw from meetings during the voting sessions. The “Interested Person” and/or Commissioner, having such potential Conflict of Interest, will not seek to influence related decisions and will abstain from voting on the proposed matter. SHA will endeavor to avoid entering into any transaction or arrangement where a Conflict of Interest exists but if, after exercising due diligence, it determines that a more advantageous transaction or arrangement is not reasonably attainable and the transaction or arrangement is in the best interest of SHA, it may enter into it.

Enforcement: If SHA has reason to believe that a Board Commissioner has failed to disclose a Conflict of Interest, it shall inform that person of the basis of such belief and afford him/her an opportunity to explain the alleged failure to disclose. If SHA determines, in its sole discretion, that a Conflict of Interest exists, SHA shall take appropriate corrective action.

Records: Records and minutes shall be made and maintained of activities relating to Conflicts of Interest. Abstentions by “Interested Persons” will be reflected in the SHA’s Board of Commissioners’ meeting minutes.

ANNUAL STATEMENTS

Each Board Commissioner shall annually sign a statement that affirms that such person has received a copy of this Conflict of Interest Disclosure Statement, has read and understands it, has agreed to comply with it.



CONFLICT OF INTEREST DISCLOSURE FORM

I, _____, a Commissioner of the Spartanburg Housing Authority (SHA), hereby acknowledge that I have been furnished a copy of the *SHA's Conflict of Interest Disclosure Statement*. The Conflict of Interest Disclosure Statement has been reviewed by me. I agree to abide by all of the terms of the statement and agree to report, via this Conflict of Interest Disclosure Form, at least annually, any conflicts or potential conflicts to SHA's Executive Director. I further understand that violation of the Conflict of Interest Statement, as set forth by this document, will be subject to investigation and review by the Executive Director for appropriate action.

Select One (1):

☐ I do not have anything to disclose.

☐ Yes, I would like to declare the following so that the Executive Director can review and make a determination regarding possible conflict(s):

Any Board member, failing to disclose Conflicts of Interest or potential Conflicts of Interest, will be subjected to legal action, leading up to and including prosecution.

Signature _____

Date _____

Reminder

If at any time there is a matter under consideration which may constitute a direct or indirect Conflict of Interest, it is your obligation to disclose the facts to the Executive Director, to abstain from voting and to refrain from using your personal interest on the matter.



WWW.SHASC.ORG

CODE OF CONDUCT

The successful business operation and reputation of the Spartanburg Housing Authority (SHA) is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

Therefore, it is essential that the Authority establish appropriate ethical standards to guide its personnel in the performance of their duties, so that there will not exist, nor appear to exist, a conflict between private interest and public responsibilities

Employees will not solicit, nor accept, gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business of the Housing Authority. These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, nor prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers, and procurement officers guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

No employee is allowed to acquire an interest in any contract at a time when he/she has reason to believe that his/her interest will be affected either by his/her official actions or by the official actions of the Housing Authority.

An employee who has a financial interest in a business or activity that he/she has reason to believe may be affected by his/her official actions or by the actions of the Housing Authority will make disclosure of the exact nature and value of his/her interest in writing to the Executive Director in order that an opinion regarding the propriety of this interest can be officially obtained. Any employee who has such an interest shall disqualify himself/herself from participating in any official action directly affecting this interest.

Misconduct or violation of this code of conduct will not be tolerated and may result in disciplinary action, up to and including dismissal.

The Code of Conduct will be distributed to all SHA employees, will be incorporated into the employee personnel policy and distributed to new employees at hire date.

Authorized Official: Terril Bates, Executive Director



201 CAULDER AVENUE, SPARTANBURG, SC 29306

PHONE: 864.598.6000 FAX: 864-598-6155

INFO@SHASC.ORG



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





WWW.SHASC.ORG

CODE OF CONDUCT

Date: _____

I do acknowledge that on the above date, I, _____ *Please print your name here* _____, received the SHA Code of Conduct as printed below.

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Misconduct or violation of this code of conduct will not be tolerated and may result in disciplinary action, up to and including dismissal.

By signing this statement, I acknowledge that I:

- Have read and understand the Code of Conduct;
- Understand my responsibility not to engage in behavior mentioned in the Code of Conduct;
- I understand violation of the Code of Conduct will not be tolerated and may result in disciplinary action, up to and including dismissal.

Print name _____ Sign name _____



Commissioners Training



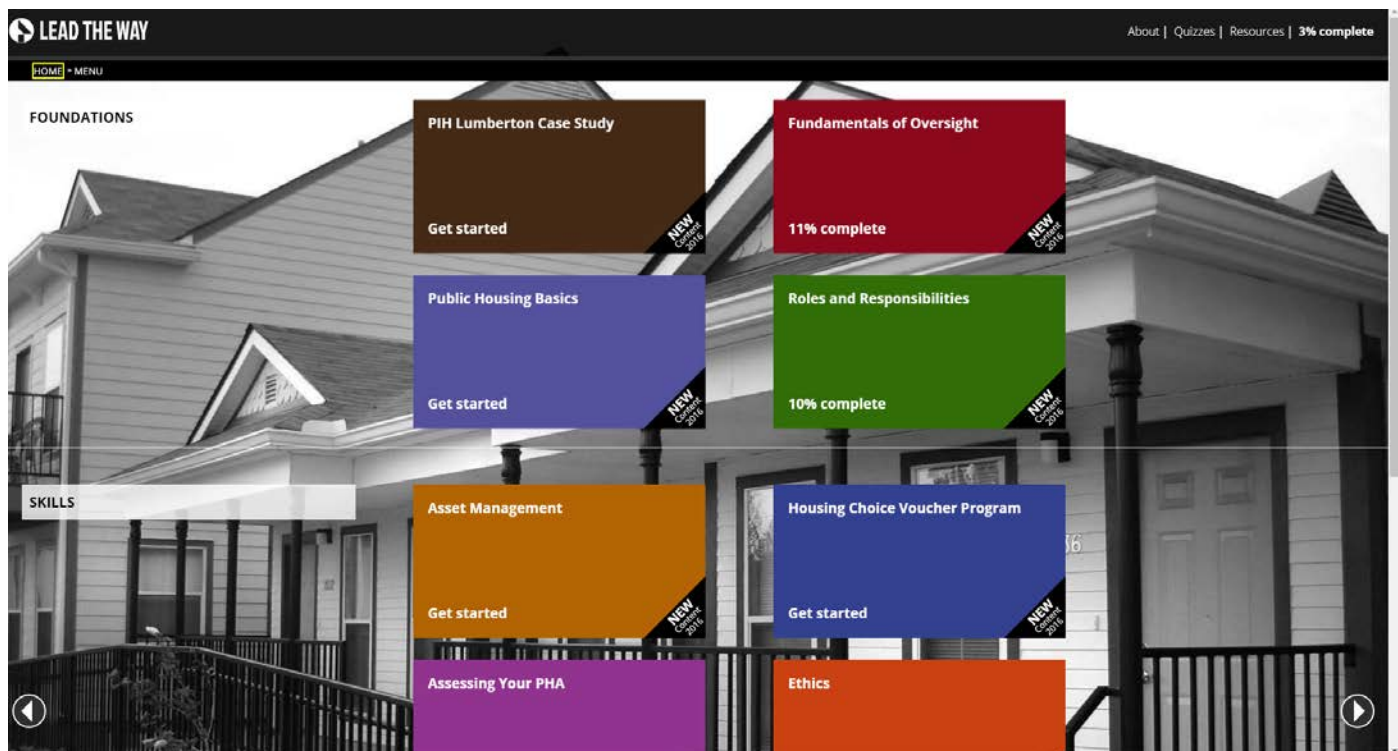
Training To Do's

Commissioners have a great responsibility in governing the Public Housing Authority (PHA). To do so, there are recommended trainings that each new appointed commissioner should take. Those courses are found on the HUD Exchange Learn website.

HUD Exchange Learn - <https://www.hudexchange.info/>

Required Training Courses


The first course a commissioner should take is entitled, “Lead the Way.” *Lead the Way* contains eight different sections that instruct commissioners on the ins and outs of a PHA.





To do's cont.

In addition to training courses, Commissioners have the option to attend housing industry conferences, such as the NAHRO Conference. These conferences deliver intensive sessions geared toward understanding the business and functions of HUD, PHA's, and Commissioners.



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Registration for the 2017 NAHRO National Conference & Exhibition is now open!

The conference will be held in downtown Pittsburgh, PA, at the David L. Lawrence Convention Center, October 27-29. The conference will feature focused learning sessions, thought-provoking speakers, a solution-filled exhibit hall, a housing and community development tour coordinated by our local host agencies, plenty of networking opportunities, and much more! Commissioners have a special opportunity to attend NAHRO's *Ethics for Commissioners* seminar while also attending the conference.

Pittsburgh is a city that's continually recognized as a must-see destination. Most recently, Harper's Bazaar named Pittsburgh one of the "Best Places to Travel in 2017." With outstanding attractions, award-winning restaurants and world-class accommodations and, add to that, the friendly people, affordability and walkability, it's the perfect recipe for a memorable conference experience.

Register today!



PHAs connect on Yardi



FY2018 Initial Budget
Assumptions

Budget Assumptions

1. Executive Summary
2. Housing Choice Voucher Assumptions
3. Central Office Cost Center Assumptions
4. Asset Management Assumptions
5. JC Bull Multi-Family Assumptions
6. Grants Assumptions

Graphs and Summary

1. FY 2018 Revenue Budget
2. FY 2018 Expense Budget
3. FY 2017 Actual verses FY 2018 Budget Revenue Comparison Chart
4. FY 2017 Actual verses FY 2018 Budget Expense Comparison Chart
5. FY 2017 Actual verses FY 2018 Budget Revenue Comparison Table
6. FY 2017 Actual verses FY 2018 Budget Expense Comparison Table
7. Fee Schedule

Executive Summary

The total proposed operating budget for 2018 is \$21,230,609; total operating expenses \$ \$21,487,320.

This budget has been balanced by the permissible use of the reserves. Contributors to the deficit include a reduction in housing choice voucher administrative fees. In 2017, the budget was prepared using a proration of 81%; the 2018 budget proposes an administrative fee of 70%, an 11% reduction. SHA received notification from HUD on August 28, 2017 of a retroactive reduction (January through June) to 77%, a decrease of 3% over the projected 2017 budget. SHA is awaiting final administrative fee approval for the remaining months of the HUD calendar year, even as we project our 2018 budget. Industry experts predict proration as low as 64%. SHA will prepare revisions as required.

The Asset Management budget was prepared using a proration on 85% in 2018. The current proration is 92%. There is no final Congressional approval of HUD appropriations. SHA has elected to utilize the 85% based on industry predictions that the final appropriations will provide somewhere between 70-85% proration.

The result of the impact of budgetary matters beyond the PHA's control has significantly affected our ability to conduct business responsibly.

Result in a bottom line operating budget deficit of \$256,711, offset by reserves as follows:

Fiscal Year 2018 Budget Summary						
Program Area	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus / Deficit	Reserves Budgeted	RAD COCC Proceeds Budgeted	Surplus After transfers
Asset Management	2,956,870	3,020,196	(63,326)	101,574		38,248
JC Bull -100 units (New Construction)	805,476	721,785	83,691			83,691
SLHC - JC Bull 32 units	217,320	189,905	27,415			27,415
HCV - HAP Payments	11,486,712	11,477,212	9,500			9,500
MOD Rehab - HAP Payments	1,431,914	1,431,914	-			
HCV -Admin	1,101,149	1,233,529	(132,380)	132,380		-
MOD Rehab - Admin	164,428	105,581	58,847			58,847
Central Office -Cost Center Federal	1,138,159	1,378,617	(240,458)		280,000	39,542
Central Office -Non Federal	285,236	285,236	-			
PHA GRANTS	1,643,345	1,643,345	-			
FISCAL YEAR 2018 TOTALS	21,230,609	21,487,320	(256,711)	233,954	280,000	257,243

SHA operates multiple programs whose funding is restricted. Some programs operate with a surplus, while others reflect a deficit. Regulatory restrictions apply which limit mixed utilization of funds. Each program however, has reserves which are allowed to offset these deficits. This budget requires transferring \$233,954 in reserves.

SHA holds funds an account labeled “RAD COCC Proceeds”. The \$280,000 in RAD COCC proceeds are applied to the COCC budget, resulting in a net operating income \$39,542. SHA has added a new category, “Business Activity” in anticipation of HUD’s re-federalization of COCC funds. PHA’s have been advised by auditors and HUD that there may be benefits to the COCC by reflecting this separation before pending regulation is final. This category reflects expenditures of the COCC, generally salaries and benefits and reclassified as business activity.

The net effect of these necessary transfers is a net operating income in the overall agency wide budget of \$257,243, again offset by the transfers. PHA grants are 100% reimbursed within the approved award and as such have no gain or loss.

HOUSING CHOICE VOUCHER PROGRAM (HCV) Assumptions

Proration for HOUSING CHOICE VOUCHER PROGRAM (HCV)- The 2018 budget is based on an estimated proration of 70%. The 2017 budget was prepared using a proration of 81%. SHA is currently operating based on a continuing resolution because Congress has not approved appropriations for HUD. Industry experts anticipate program fee reductions to as low as 64%, based on communication from industry experts.

The past five year’s actual proration’s are as follows:

ADMINISTRATIVE FEE

2017	77%
2016	85%
2015	79%
2014	74%
2013	69%

At the estimated proration of 70% there is a net operating loss of \$132,380, in the HCVP Admin program budget. The unrestricted reserve balance as of July 31, 2017 is \$187,000. After satisfying the operating deficit of \$132,380, in the FY 2018 HCVP Admin budget, the program will hold unrestricted net reserves of \$54,620. It should be noted that HUD recaptures unused administrative fee reserves. SHA will be operating at a critically low reserve in the HCV program if the proration does not begin to rise. SHA administration will continue to monitor the proration and reserve balances and adjust according to HUD guidelines and regulations.



Leasing has been projected at 95%, HUD scores HCV utilization on 98% of vouchers utilized or 98% of funds expended. SHA does not receive adequate funding for the current rent levels to utilize 98% of vouchers; however, we do utilize 98% of funding.

One additional position was added in 2017 to manage the 338 RAD vouchers that were assigned to the program in January 2017. HCV housing specialists have a case load of an estimated 400 families each.

Central Office Cost Center– Assumptions

In 2018, the COCC budget is broken down into the two budgets, non-federal and federal. This is due to the anticipation of regulatory changes that could jeopardize the COCC fund balances if not separated appropriately. This adjustment was made based upon industry expert advice.

Federal Assumptions:

The total projected revenue is \$1,138,159, total projected expenses of \$1,378,617, leaving a net operating deficit of \$240,458. After utilizing \$280,000 in RAD COCC Proceeds funds, there will be a net operating income of \$39,542 as of September 30, 2018. It should be noted that the RAD COCC Proceeds are non-recurring.

In 2018, the COCC added an executive assistant position which was reflected only partially in 2017. COCC added a 10-hour-per-week, procurement position and a Director of Finance position. A finance position formally incorrectly classified has been charged to the COCC. The COCC reduced the salary of two positions for a total \$41,025 and eliminated one position for a total of \$71,620. There are currently vacancies for one full-time and one part-time administrative assistant positions. These positions may remain vacant subject to budget availability and agency needs. The COCC has been under staffed for a considerable period of time. Legal fees in the amount of \$50,000 have been budgeted in 2018 to conclude realignment of affiliates and other matters that may arise.

Major sources of COCC revenue include

- \$706,638 of management fees earned from the administration of Asset Management, and HCVP programs as follows:
 - \$363,719 from Asset Management
 - \$342,919 from HCVP programs
- \$256,477 of bookkeeping fees earned from the administration of Asset Management, and HCVP programs as follows:
 - \$42,152 from Asset Management
 - \$214,325 from HCVP programs
- \$92,645 of administrative fees to operate the CFP (Capital Fund Program) program.

Non-Federal:

The total revenue is \$285,236; expenses of \$285,236, as such there will be no gain or loss.

Major sources of revenue include

- \$104,025 of management fees earned from the administration of JC Bull, Liberty, Appian and Page Lake.
 - \$6,640 from Liberty, Appian, and Page Lake
 - \$97,385 from JC Bull (Multi-Family)
- \$12,056 of bookkeeping fees earned from the administration of JC Bull, Liberty, Appian and Page Lake.
 - \$770 from Liberty, Appian, and Page Lake
 - \$11,286 from JC Bull (Multi-Family)
- \$169,155 of other income (consisting primarily of \$135,777 of distributions from tax credit properties, \$12,798 of rental income from grant programs and \$20,580 of bookkeeping and supervision fees from grant programs).

Asset Management Assumptions

The projected 2018 Asset Management revenue amount is \$2,956,870, with projected expenses of \$3,020,196, leaving a net operating deficit of \$63,326. Asset Management reserves of \$101,574 will be utilized leaving a net operating income of \$38,248. This budget is estimated on 85% proration for Public Housing Operating subsidy, which is estimated at \$1,599,354 based upon CY2017 adjusted eligibility, and a 98% occupancy rate. HUD requires an occupancy rate of 98% to earn PHAS points (Public Housing Assessment System), a HUD scoring mechanism.

In 2017, RAD proceeds, totaling \$336,417, were used for operating expenses for asset management properties. Prince Hall, Camp Croft, Victoria Gardens and Archibald High Rise were the properties that were directly affected. Some of the expenses included appliances, mold assessments, signage, REAC funding, Archibald High Rise office renovation and HVAC unit.

JC Bull Multi-Family

The projected 2018 Multi-family revenue is \$1,022,796 based on leasing rate of 98% of available units. The Multi-family expenses are \$911,690, with a net operating income of \$111,106. The funding stream for Multi-family is different than that of Asset Management or HCV.

Grant Assumptions

Capital Funds

The Capital Fund Program grant award amount in 2016 was \$1,289,642 of which \$645,694 was expended. In 2017, the capital fund award amount was \$926,447. There have been no expenditures



from this grant. Additionally replacement housing factor funds of \$552,369 are available for expenditure during FY2018. These funds have been committed to the 78 units in the Northside.

YouthBuild

SHA administers a YouthBuild grant awarded by the Department of Labor in the amount of \$994,474, with a remaining balance of approximately \$597,284. The grant period ends April 2019 with \$300,000 anticipated to be expended during FY2018 and the remaining balance in FY2019. This budget is operated on a grant cycle calendar not the SHA fiscal year calendar.

ROSS

The agency administers three ROSS Grants with total unexpended funds of \$277,579 as of September 1, 2017. Of which, \$123,286 is expected to be expended during FY2018. Three positions are funded in this grant, SHA has applied for grant renewal funding in August of 2017.

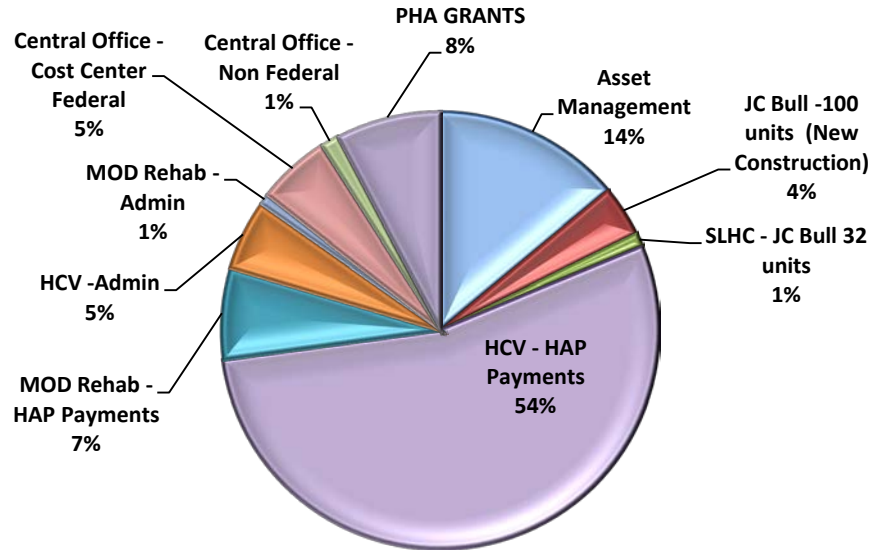
Multi-Family Resident Services

The Multi-Family Resident Services grant has a remaining balance of \$23,741, in 2015. The grant cycle is not concurrent with SHA's fiscal year. Grant funds of \$48,392 are available to be drawn down once the 2015 funds are fully expended.

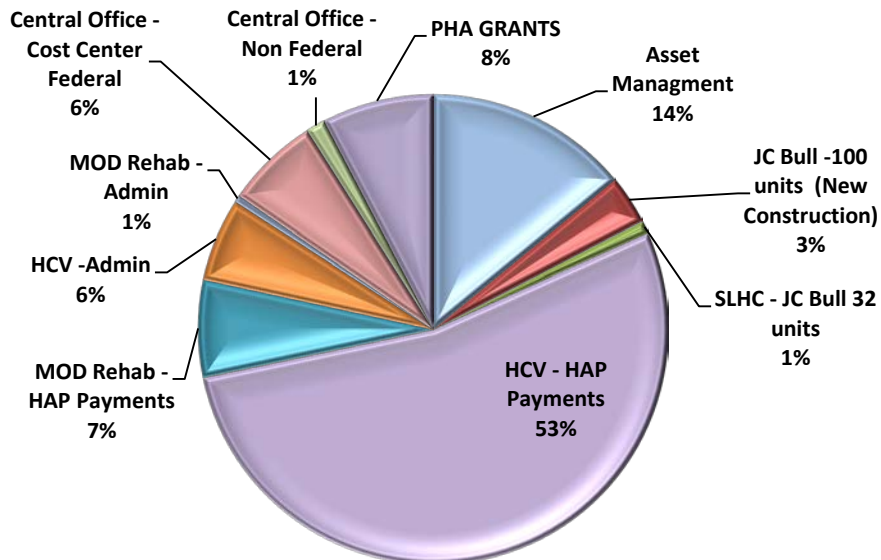
GRAPHS

Note: Graphs may not reflect immaterial variances and are presented only as a snapshot at a very high level.

FY2018 Proposed Revenue Budget



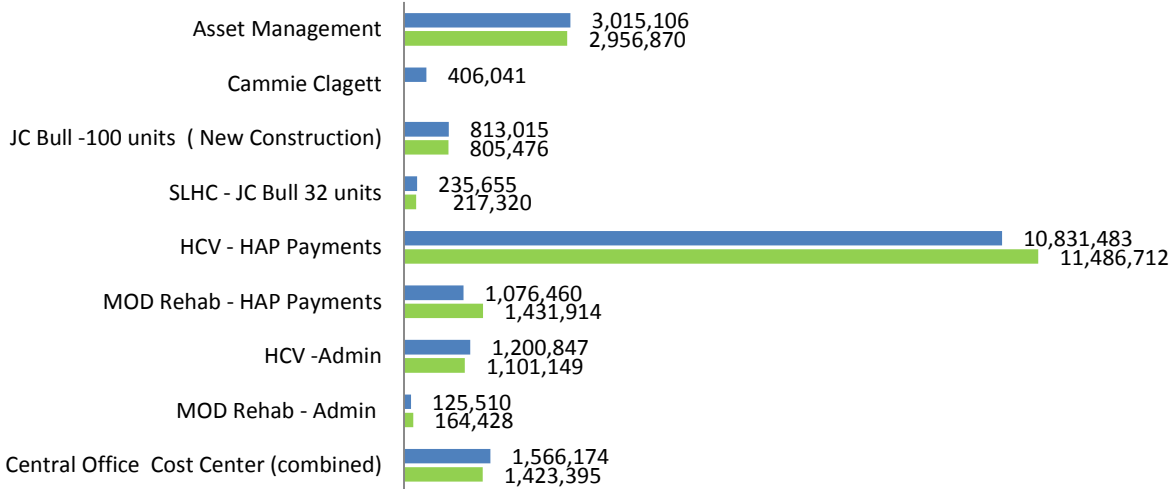
FY2018 Proposed Expense Budget



FY2017 Actual vs. FY2018 Budget

Revenue

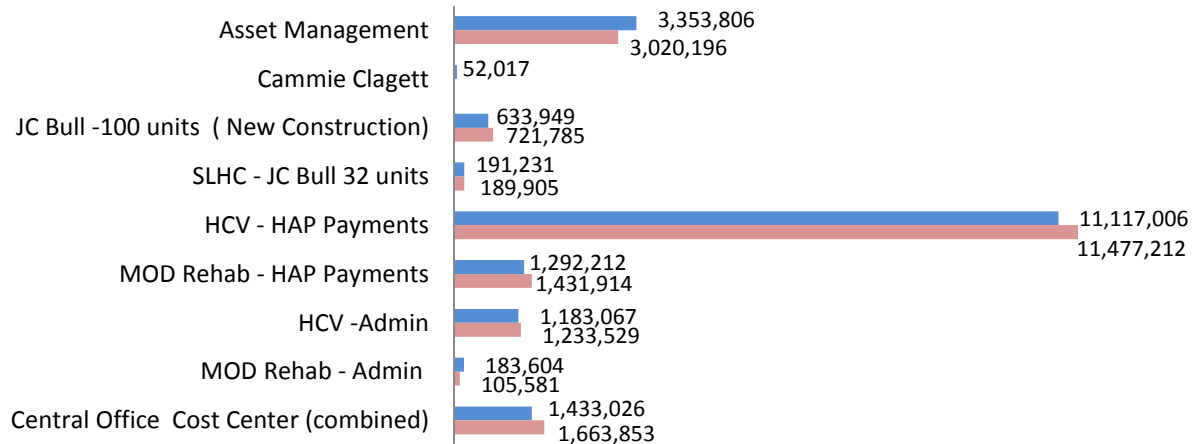
■ 2017 ACTUAL ■ 2018 BUDGET



FY2017 Actual vs. FY2018 Budget

Expense

■ 2017 ACTUAL ■ 2018 BUDGET



FY2017 Actual vs. FY2018 Budget Revenue Chart

REVENUES	2017 ACTUAL	2018 BUDGET
Asset Management	3,015,106	2,956,870
Cammie Clagett	406,041	
JC Bull -100 units (New Construction)	813,015	805,476
SLHC - JC Bull 32 units	235,655	217,320
HCV - HAP Payments	10,831,483	11,486,712
MOD Rehab - HAP Payments	1,076,460	1,431,914
HCV -Admin	1,200,847	1,101,149
MOD Rehab - Admin	125,510	164,428
Central Office Cost Center (combined)	1,566,174	1,423,395

FY2017 Actual vs. FY2018 Budget Expense Chart

EXPENSES	2017 ACTUAL	2018 BUDGET
Asset Management	3,353,806	3,020,196
Cammie Clagett	52,017	
JC Bull -100 units (New Construction)	633,949	721,785
SLHC - JC Bull 32 units	191,231	189,905
HCV - HAP Payments	11,117,006	11,477,212
MOD Rehab - HAP Payments	1,292,212	1,431,914
HCV -Admin	1,183,067	1,233,529
MOD Rehab - Admin	183,604	105,581
Central Office Cost Center (combined)	1,433,026	1,663,853

Fee Schedule Chart

Per Unit, Per Month Fee Schedule		
	PH	Section 8
Management Fee	54.19	12.00
Bookkeeping Fee	7.50	7.50
Asset Management Fee	10.00	N/A

[illegible]

SPARTANBURG HOUSING AUTHORITY

HAP PAYMENTS

FY 2018 BUDGET

HCV PROGRAM - HAP					
		Oct-July-Actual plus Budget			
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
340000-000	GRANT INCOME				
341001-000	Section 8 HAP Earned	10,538,746	11,477,212	938,466	8%
341006-000	Port In HAP Earned	384	-	(384)	-100%
341007-000	FSS Forfeitures-Income		-	-	
523409-000	LIHTC-RAD SUBSIDY-PBV-HAP	260,676		(260,676)	-100%
365003-000	Pinnacle subsidy for shortfall				
523410-000	Pinnacle Shortfall	20,167	-	(20,167)	-100%
364001-000	Fraud Recovery - HAP	11,510	9,500	(2,010)	-21%
399900-000	TOTAL INCOME	10,831,483	11,486,712	655,229	6%
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	10,371,302	10,806,442	435,140	4%
471501-000	Tenant Utility Payments	420,359	434,931	14,572	3%
471502-000	Portable Out HAP Payments	203,207	182,218	(20,989)	-12%
471503-000	FSS Escrow Payments	40,958	53,621	12,663	24%
471507-000	HAP Vacancy Unit Pymt	81,180		(81,180)	-100%
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	11,117,006	11,477,212	360,206	3%
	OFFSET TO RESERVE	(297,033)			
	TOTAL PASS THROUGH EXPENSES		11,477,212		
900000-000	NET INCOME	11,510	9,500	(2,010)	-21%

SPARTANBURG HOUSING AUTHORITY

ADMIN FEES

FY 2018 BUDGET

HCV PROGRAM - ADMINISTRATIVE					
		Oct-July-Actual plus Budget			
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
340000-000	GRANT INCOME				
*341002-000	Sec 8 Admin. Fee Inc-HCV	1,187,025	1,091,649	(95,376)	-9%
364000-000	Fraud Recovery Income-Admin	10,866	9,500	(1,366)	-14%
365000-000	Miscellaneous Other Income	2,956	-	(2,956)	-100%
399900-000	TOTAL INCOME	1,200,847	1,101,149	(99,698)	-9%
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	343,537	403,221	59,684	15%
411002-000	Administrative Overtime	1,180	-	(1,180)	-100%
411003-000	Administrative: Employer FICA/SUI	31,605	38,082	6,477	17%
411006-000	Administrative: Employee incentive	476	-	(476)	-100%
411004-000	Administrative: Employee Benefits	86,900	98,066	11,166	11%
*411099-000	Total Administrative Salaries	463,698	539,369	75,671	14%
413000-000	Legal Expense				
413001-000	Legal Expense	2,554	-	(2,554)	-100%
*413002-000	YARDI SCREENING BACKGROUND CHECK	1,756	3,500	1,744	50%
413003-000	Credit Reports	2,065	-	(2,065)	-100%
413100-000	Total Legal Expense	6,375	3,500	(2,875)	-82%
413900-000	Other Admin Expenses				
*414000-000	Staff Training	1,152	6,000	4,848	81%
*415000-000	Travel	-	4,000	4,000	100%
417000-000	Bookkeeping Fees	190,589	194,970	4,381	2%
417100-000	Auditing Fees	5,723	5,500	(223)	-4%
417200-000	Port Out Admin Fee	9,229	8,000	(1,229)	-15%
417300-000	Management Fee	304,360	311,952	7,592	2%
418000-000	Office Rent	42,578	42,840	262	1%
418900-000	Total Other Admin Expenses	553,631	573,262	19,631	3%
419000-000	Miscellaneous Admin Expenses				
419001-000	Office expense	4,904	4,100	(804)	-20%
419003-000	Printing	2,875	820	(2,055)	-251%
419004-000	Telephone	13,485	8,200	(5,285)	-64%
419005-000	Postage	9,150	6,560	(2,590)	-39%
419006-000	Forms and Computer Supplies	136	1,500	1,364	91%
419007-000	Court Costs	-	-	-	
419008-000	Membership and Fees	-	150	150	100%
419009-000	Sundry Miscellaneous	3,145	1,000	(2,145)	-215%
419010-000	Newspaper ADS (Advertising)	862	500	(362)	-72%
*419011-000	Sundry Service Contracts	43,863	34,440	(9,423)	-27%

SPARTANBURG HOUSING AUTHORITY

ADMIN FEES

FY 2018 BUDGET

HCV PROGRAM - ADMINISTRATIVE					
		Oct-July-Actual plus Budget			
419012-000	Software	-		-	
419017-000	Temporary Administrative Labor	2,634	300	(2,334)	-778%
419020-000	Bank Fees	-	-	-	
419021-000	Discretionary	-	-	-	
419022-000	Other Misc Admin Expenses	-	-	-	
419100-000	Total Miscellaneous Admin Expenses	81,054	57,570	(23,484)	-41%
419900-000	TOTAL ADMINISTRATIVE EXPENSES	1,104,758	1,173,701	68,943	6%
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441200-000	Vehicle Repair	2,433	2,500	67	3%
441300-000	Gasoline Purchases	2,559	2,100	(459)	-22%
441900-000	Total General Maint Expense	4,992	4,600	(392)	-9%
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	-			
443015-000	Janitorial-Contract (\$480 share)	3,600	5,760	2,160	38%
443019-000	Miscellaneous Contract	-		-	
443023-000	Contract: Consultants	41,545	14,100	(27,445)	-195%
443099-000	Maintenance Misc-Contracts	610	-	(610)	-100%
443900-000	Total Contract Costs	45,755	19,860	(25,895)	-130%
449900-000	TOTAL MAINTENACE EXPENSES	50,747	24,460	(26,287)	-107%
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	17,221	18,863	1,642	9%
452100-000	Workers Comp Insurance	10,341	16,505	6,164	37%
459000-000	Other General Expense				
459900-000	TOTAL GENERAL EXPENSES	27,562	35,368	7,806	22%
				-	
	TOTAL OPERATING EXPENSES	1,183,067	1,233,529	50,462	4%
900000-000	NET INCOME	17,780	(132,380)	(150,160)	-113%

Notes:

Admin fee Income is down 9% based on: Fixed amount based on utilization and proration

Total Administrative salaries up 14% due to one new staff position filled and benefits increases

YARDI background screening: required to do, fixed amount.

Staff travel and training increase due to 4 new staff members, requiring new training and travel is directly associated with training expenses

Sundry Service Contracts: Reduction due to number of move-ins. Nan McKay inspections are priced differently for move-ins verses standard annual inspections

**SPARTANBURG HOUSING AUTHORITY
MOD REHAB
FY 2018 BUDGET**

	MOD REHAB - 068-MR1 - NORRIS RIDGE				
		Oct-July-Actual plus Budget			
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
300000-000	INCOME				
341001-000	Section 8 HAP Earned	874,157	1,196,897	322,740	27%
364001-000	Fraud Recovery - HAP	-	-	-	
349900-000	TOTAL GRANT INCOME	874,157	1,196,897	322,740	27%
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	1,083,043	1,196,897	113,854	10%
471501-000	Tenant Utility Payments			-	
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,083,043	1,196,897	113,854	10%
523418-000	Settlemet offset due HUD overpayment last year	(298,099)		298,099	-100%
900000-000	Excess cash received	89,213	-	(89,213)	-100%
	MOD REHAB - 069-MR2 - MORNINGSIDE				
		Oct-July-Actual plus Budget			
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
300000-000	INCOME				
341001-000	Section 8 HAP Earned	202,303	235,017	32,714	14%
364001-000	Fraud Recovery - HAP	-	-	-	
349900-000	TOTAL GRANT INCOME	202,303	235,017	32,714	14%
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	200,082	223,538	23,456	10%
471501-000	Tenant Utility Payments	9,087	11,479	2,392	21%
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	209,169	235,017	25,848	11%
				-	
523418-000	Settlemet offset due HUD overpayment last year	(47,070)		47,070	-100%
900000-000	Excess cash received	40,204	-	(40,204)	-100%
	MOD REHAB-HAP COMBINED REVENUE AND EXPENSES				
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
300000-000	INCOME				
	NORRIS RIDGE	874,157	1,196,897	322,740	27%
	MORNINGSIDE	202,303.00	235,017	32,714	14%
349900-000	TOTAL GRANT INCOME	1,076,460	1,431,914	355,454	25%
470000-000	HOUSING ASSISTANCE PAYMENTS				
	NORRIS RIDGE	1,083,043	1,196,897	113,854	10%
	MORNINGSIDE	209,169	235,017	25,848	11%
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,292,212	1,431,914	139,702	10%

**SPARTANBURG HOUSING AUTHORITY
MOD REHAB ADMIN
FY 2018 -BUDGET**

HCV PROGRAM - MOD REHAB ADMIN					
		Oct-July-Actual			
		plus Budget			
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
340000-000	GRANT INCOME				
341010-000	Section 8 Admin Fee -Mod Rehab	125,510	164,428	38,918	24%
361000-000	Investment Income - Unrestricted	-	-	-	
364000-000	Fraud Recovery Income-Admin	-	-	-	
399900-000	TOTAL INCOME	125,510	164,428	38,918	24%
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	72,643	22,243	(50,400)	-227%
411002-000	Administrative Overtime	211	-	(211)	-100%
411003-000	Administrative: Employer FICA/SUI	6,626	2,016	(4,610)	-229%
411004-000	Administrative: Employee Benefits	20,301	5,715	(14,586)	-255%
411099-000	Total Administrative Salaries	99,781	29,974	(69,807)	-233%
413000-000	Legal Expense				
413001-000	Legal Expense	884	-	(884)	-100%
413003-000	Credit Reports	-	-		
413100-000	Total Legal Expense	884	-	(884)	-100%
413900-000	Other Admin Expenses				
417001-000	Bookkeeping Fees-MOD Rehab	18,260	19,350	1,090	6%
417100-000	Auditing Fees	2,290	-	(2,290)	-100%
417303-000	Management Fee- MOD Rehab	29,794	30,960	1,166	4%
418900-000	Total Other Admin Expenses	50,344	50,310	(34)	0%
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	1,153	900	(253)	-28%
419003-000	Printing	386	180	(206)	-114%
419004-000	Telephone	2,925	1,800	(1,125)	-63%
419005-000	Postage	5,107	1,440	(3,667)	-255%
419006-000	Forms and Computer Supplies	30	-	(30)	-100%
419009-000	Sundry Miscellaneous	94	-	(94)	-100%
419010-000	Newspaper ADS	16	-	(16)	-100%
419011-000	Sundry Service Contracts	16,669	7,560	(9,109)	-120%
419017-000	Temporary Administrative Labor	118	-	(118)	-100%
419020-000	Bank Fees		-	-	
443023-000	Contract: Consultants (Nan Mckay inspections)		10,000	10,000	100%
419100-000	Total Miscellaneous Admin Expenses	26,498	21,880	(4,618)	-21%
419900-000	TOTAL ADMINISTRATIVE EXPENSES	177,507	102,164	(75,343)	-74%
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	3,810	1,822	(1,988)	-109%
452100-000	Workers Comp Insurance	2,287	1,595	(692)	-43%

**SPARTANBURG HOUSING AUTHORITY
MOD REHAB ADMIN
FY 2018 -BUDGET**

HCV PROGRAM - MOD REHAB ADMIN					
		Oct-July-Actual			
		plus Budget			
		Projected- FY 2017	FY 2018 Proposed Budget	\$ Variance	% Variance
457001-000	Fraud Recovery	-	-		
459900-000	TOTAL GENERAL EXPENSES	6,097	3,417	(2,680)	-78%
TOTAL OPERATING EXPENSES		183,604	105,581	(78,023)	-74%
523418-000	Settlemet offset due HUD overpayment last year	(41,109)		41,109	-100%
900000-000	NET INCOME	(16,985)	58,847	75,832	129%

SPARTANBURG HOUSING AUTHORITY

CENTRAL OFFICE COST CENTER

2018 Initial Budget Submission

							FY2018	FY2018
							FEDERAL	NON-FEDERAL
							028-cocc	031-BA
		Consolidated Projected- FY 2017	Consolidated Projected- FY 2018	\$ Variance	% Variance			
300000-000	INCOME							
360000-000	OTHER INCOME							
362000-000	Management Fee Income	827,592	810,663	(16,929)	-2%	706,638	104,025	
362001-000	Bookkeeping fee income	264,391	268,532	4,141	2%	256,476	12,056	
365000-000	Miscellaneous Other Income - COCC	474,191	344,200	(129,991)	-38%	175,045	169,155	
399900-000	TOTAL INCOME	1,566,174	1,423,394	(142,780)	-10%	1,138,159	285,236	
410000-000	ADMINISTRATIVE							
410099-000	Administrative Salaries							
411000-000	Administrative Salaries and Wages	546,823	674,186	127,363	19%	468,280	205,906	
411002-000	Administrative Overtime	5,922	-	(5,922)	-100%	-		
411003-000	Administrative: Employer FICA/SUI	56,173	57,255	1,082	2%	39,035	18,220	
411004-000	Administrative: Employee Benefits	140,487	142,632	2,145	2%	101,522	41,110	
411005-000	Administrative: Retirees Medical ER share	36,389	37,000	611	2%	37,000		
411006-000	Administrative: Emp Incentive	10,232	5,000	(5,232)	-105%	5,000		
411099-000	Total Administrative Salaries	796,026	916,073	120,047	13%	650,837	265,236	
		50.83%	64.36%		21%			
413000-000	Legal Expense							
413001-000	Legal Expense		50,000	50,000	100%	50,000		
413003-000	Credit Reports	649	500	(149)	-30%	500		
413100-000	Total Legal Expense	649	50,500	49,851	99%	50,500	-	
413900-000	Other Admin Expenses							
414000-000	Staff Training	-	15,400	15,400	100%	15,400		
415000-000	Travel	-	8,600	8,600	100%	8,600		
417100-000	Auditing Fees	9,216	7,500	(1,716)	-23%	7,500		
418000-000	Office Rent	99,454	98,000	(1,454)	-1%	98,000		
418900-000	Total Other Admin Expenses	108,670	129,500	20,830	16%	129,500	-	
419000-000	Miscellaneous Admin Expenses							
419001-000	Office Expense	15,637	10,160	(5,477)	-54%	10,160		
419003-000	Printing	4,877	6,260	1,383	22%	6,260		
419004-000	Telephone	28,697	24,600	(4,097)	-17%	24,600		
419005-000	Postage	13,553	10,200	(3,353)	-33%	10,200		
419006-000	Forms and Computer Supplies	1,207	-	(1,207)	-100%			
419007-000	Court Costs	-	-	-				
419008-000	Subscriptions and Fees	11,008	18,400	7,392	40%	18,400		
419009-000	Sundry Miscellaneous	9,951	13,300	3,349	25%	13,300		
419010-000	Newspaper ADS (Advertising)	1,334	1,500	166	11%	1,500		
419011-000	Sundry Service Contracts	38,318	46,170	7,852	17%	46,170		
419012-000	Software	2,445	-	(2,445)	-100%			
419017-000	Temporary Administrative Labor	28,102	55,600	27,498	49%	55,600		
419021-000	False Alarms	-	-	-				
419020-000	Bank Fees	595	1,000	405	41%	1,000		
419021-000	Discretionary	290	500	210	42%	500		
419022-000	Other Misc Admin Expenses	6,391	3,050	(3,341)	-110%	3,050		
419100-000	Total Miscellaneous Admin Expenses	162,405	190,740	28,335	15%	190,740	-	
419900-000	TOTAL ADMINISTRATIVE EXPENSES	1,067,750	1,286,813	219,063	17%	1,021,577	265,236	
				-				
430000-000	UTILITIES							
431000-000	Water	1,675	2,000	325	16%	2,000		
432000-000	Electricity	21,786	20,000	(1,786)	-9%	20,000		
433000-000	Gas	3,430	4,000	570	14%	4,000		
439000-000	Sewer	826	2,000	1,174	59%	2,000		
439900-000	TOTAL UTILITY EXPENSES	27,717	28,000	283	1%	28,000	-	
				-				

SPARTANBURG HOUSING AUTHORITY

CENTRAL OFFICE COST CENTER

2018 Initial Budget Submission

								<u>FY2018</u>	<u>FY2018</u>
		Consolidated	Consolidated	\$	%	FEDERAL	NON-		
		Projected- FY	Projected- FY	Variance	Variance		FEDERAL		
		2017	2018					028-cocc	031-BA
300000-000	INCOME								
440000-000	MAINTENANCE AND OPERATIONS			-					
440099-000	General Maint Expense			-					
441004-000	Temp Maintenance labor	949	-	(949)	-100%				
441100-000	Maintenance Uniforms	100	-	(100)	-100%				
441200-000	Vehicle Repair	20,186	19,000	(1,186)	-6%			19,000	
441210-000	Equipment Repair	2,508	3,000	492	16%			3,000	
441300-000	Gasoline Purchases	8,642	9,000	358	4%			9,000	
441900-000	Total General Maint Expense	32,385	31,000	(1,385)	-4%			31,000	-
442000-000	Materials			-					
442003-000	Painting-Maint Materials		-	-					
442004-000	Electrical-Maint Materials		-	-					
442006-000	Janitorial Supplies	942	1,300	358	28%			1,300	
442010-000	Maintenance Materials	5,940	7,950	2,010	25%			7,950	
442012-000	Landscaping materials	-	1,100	1,100	100%			1,100	
442900-000	Work supplies/Safety/Materials	529	300	(229)	-76%			300	
442900-000	Total Materials	7,411	10,650	3,239	30%			10,650	-
443000-000	Contract Costs			-					
443001-000	Alarm/Extinguisher Contract	698	30	(668)	-2227%			30	
443007-000	Disposal contract	2,052	2,400	348	15%			2,400	
443009-000	Landscaping-Contract -labor only	20,039	25,080	5,041	20%			25,080	
443011-000	Heating/AC-Contract	-	-	-	#DIV/0!				
443013-000	Contract: Uniform Rental	430	700	270	39%			700	
443015-000	Janitorial-Contract	10,640	8,640	(2,000)	-23%			8,640	
443099-000	Plumbing-Contract	-	-	-					
443019-000	Misc Contracts	4,904	5,000	96	2%			5,000	
443023-000	Contract: Consultants	161,643	115,000	(46,643)	-41%			95,000	20,000
443099-000	Maintenance Misc-Contracts	3,973	38,040	34,067	90%			38,040	
443900-000	Total Contract Costs	204,379	194,890	(9,489)	-5%			174,890	20,000
449900-000	TOTAL MAINTENANCE EXPENSES	244,175	236,540	(7,635)	-3%			216,540	20,000
450000-000	GENERAL EXPENSES			-					
451000-000	General Liability Insurance	45,049	49,000	3,951	8%			49,000	-
453010-000	SHA Board expenses	5,812	11,000	5,188	47%			11,000	
459900-000	Property Tax	22,452	22,500	48	0%			22,500	
452100-000	Workers Comp Insurance	20,071	30,000	9,929	33%			30,000	-
452500-000	Personnel/Office-Relocation exp	-	-	-					
459900-000	TOTAL GENERAL EXPENSES	93,384	112,500	19,116	17%			112,500	-
			-	-					
TOTAL OPERATING EXPENSES		1,433,026	1,663,853	230,827	14%			1,378,617	285,236
			-	-					
	NON-OPERATING		-	-					
523407-000	Donation (NET) -Fatherhood	(31)	-	31	100%				
523415-000	Electrical Upgrade Pine site bldg	11,874	-	(11,874)	-100%				
523416-000	Donation Fund-Fall Fling	(465)	-	465	100%				
523417-000	Fund Day/Fall Fling expense	(1,014)	-	1,014	100%				
523420-000	Donation-Father's Day Fund	(453)	-	453	100%				
990002-000	Equity Transfer Out (In)-Rad Proceeds		(280,000)	(280,000)	100%			(280,000)	
599900-000	TOTAL NON-OPERATING EXPENSES	9,911	(280,000)	(289,911)	104%			(280,000)	-
			-	-					
900000-000	NET INCOME	\$ 123,237	\$ 39,541	\$ (83,696)	-212%			\$ 39,542	\$ (0)

Summary of Asset Management - FY 2017 Projected Actual vs Budget FY 2018				
	TOTAL Asset Management			
	Projected Actual -FY 2017	Budget -FY 2018	\$	%
INCOME:			Variance	Variance
Rental Income	1,230,874	1,181,034	(49,840)	-4%
Other Tenant Income	131,204	133,482	2,278	2%
Hud Subsidy and HAP Earned	1,698,421	1,599,354	(99,067)	-6%
Other Government Grants	-	-		
Miscellaneous Other Income	44,607	43,000	(1,607)	-4%
TOTAL INCOME	\$ 3,105,106	\$ 2,956,870	(148,236)	-5%
OPERATING EXPENSES:				
TOTAL ADMINISTRATIVE EXPENSES	1,242,181	1,133,189	(108,992)	-10%
TOTAL TENANT SERVICES	26,392	67,178	40,786	61%
TOTAL UTILITIES	789,818	774,600	(15,218)	-2%
TOTAL MAINTENACE EXPENSES	1,168,317	958,091	(210,226)	-22%
TOTAL GENERAL EXPENSES	127,098	87,138	(39,960)	-46%
TOTAL OPERATING EXPENSES:	\$ 3,353,806	\$ 3,020,196	(333,610)	-11%
NOI before non-operating obligations	\$ (248,700)	\$ (63,326)	185,374	-293%
NON-OPERATING OBLIGATIONS:	(66,622)	-	66,622	-100%
Reserve transfer out (in) to offset loss		(101,574)	(101,574)	100%
NOI after non-operating obligations	\$ (182,078)	\$ 38,248		
FDS RESERVES - FY 2016	2,387,726			
Projected Operating reserves -FY 2017	\$ 2,205,648			

Summary of Asset Management - FY 2017 Projected Actual versus Budget FY 2018																																			
	CAMP	CROFT	Archibald	Village	Archibald	Hi-Rise	Scattered	Sites	Prince	Hall	Victoria	Garden	Brawley		TOTAL Asset Management		Cammie	Clagett																	
	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018	Projected Actual -FY 2017	Budget -FY 2018																	
INCOME:																																			
Rental Income	256,468	244,776	148,942	144,060	435,588	418,068	58,044	53,340	112,385	114,072	188,224	177,840	31,223	28,878	1,230,874	1,181,034	-																		
Other Tenant Income	34,659	46,800	3,421	1,630	13,223	6,452	277	-	34,830	33,000	44,168	45,600	626	-	131,204	133,482	-																		
Hud Subsidy and HAP Earned	381,455	354,510	123,836	120,732	384,507	356,929	11,122	8,515	431,140	405,464	351,886	338,671	14,475	14,533	1,698,421	1,599,354	400,517																		
Other Government Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-																			
Miscellaneous Other Income	1,420	3,080	63	2,660	21,937	25,860	4,790	-	10,600	5,560	5,705	5,840	92	-	44,607	43,000	5,524																		
TOTAL INCOME	\$ 674,002	\$ 649,166	\$ 276,262	\$ 269,082	\$ 855,255	\$ 807,309	\$ 74,233	\$ 61,855	\$ 588,955	\$ 558,096	\$ 589,983	\$ 567,951	\$ 46,416	\$ 43,411	\$ 3,105,106	\$ 2,956,870	\$ 406,041	\$ -																	
OPERATING EXPENSES:																																			
TOTAL ADMINISTRATIVE EXPENSES	249,721	243,569	116,379	102,927	367,320	293,730	26,797	17,031	248,390	231,955	209,401	232,337	24,173	11,640	1,242,181	1,133,189	15,834																		
TOTAL TENANT SERVICES	8,694	14,531	1,859	11,727	4,508	30,770	99	-	5,552	4,700	5,533	5,300	147	150	26,392	67,178	-																		
TOTAL UTILITIES	206,333	193,200	63,479	65,400	224,350	206,700	11,756	12,100	132,038	132,000	149,761	165,200	2,101	-	789,818	774,600	5,775																		
TOTAL MAINTENACE EXPENSES	201,335	200,905	86,511	88,496	286,934	235,842	56,184	32,916	248,657	193,039	279,841	192,061	8,855	14,832	1,168,317	958,091	27,222																		
TOTAL GENERAL EXPENSES	29,646	28,262	8,760	5,916	31,647	18,088	2,432	1,669	25,517	16,859	28,602	15,624	494	720	127,098	87,138	3,186																		
TOTAL OPERATING EXPENSES:	\$ 695,729	\$ 680,467	\$ 276,988	\$ 274,466	\$ 914,759	\$ 785,130	\$ 97,268	\$ 63,716	\$ 660,154	\$ 578,553	\$ 673,138	\$ 610,522	\$ 35,770	\$ 27,342	\$ 3,353,806	\$ 3,020,196	\$ 52,017	\$ -																	
NOI before non-operating obligations	\$ (21,727)	\$ (31,301)	\$ (726)	\$ (5,384)	\$ (59,504)	\$ 22,179	\$ (23,035)	\$ (1,861)	\$ (71,199)	\$ (20,457)	\$ (83,155)	\$ (42,571)	\$ 10,646	\$ 16,069	\$ (248,700)	\$ (63,326)	\$ 354,024	\$ -																	
NON-OPERATING OBLIGATIONS:							(77,200)		2,533		8,045				(66,622)	-	(680,000)																		
Reserve transfer out (in) to offset loss		\$ (31,301)		\$ (5,384)				(1,861)		(20,457)		(42,571)				(101,574)																			
NOI after non-operating obligations	\$ (21,727)	\$ -	\$ (726)	\$ -	\$ (59,504)	\$ 22,179	\$ 54,165	\$ -	\$ (73,732)	\$ -	\$ (91,200)	\$ -	\$ 10,646	\$ 16,069	\$ (182,078)	\$ 38,248	\$ 1,034,024	\$ -																	
FDS RESERVES - FY 2016	1,226,890		195,857		68,767		279,913		380,414		229,625		6,260		2,387,726		561,969																		
Projected Operating reserves -FY 2017	\$ 1,205,163		\$ 195,131		\$ 9,263		\$ 334,078		\$ 306,682		\$ 138,425		\$ 16,906		\$ 2,205,648		\$ 1,595,993																		
FY 2017- Operating result	Net Loss	Net Income																																	
Camp Croft	21,727																																		
Archibald Village	726																																		
Archibald Hi-Rise	59,504																																		
Scattered sites		54,165																																	
Prince Hall	73,732																																		
Victoria Garden	91,200																																		
Brawley		10,646																																	
TOTAL	246,889	64,811																																	

Asset Management BUDGET -															
BUDGET - FY 2018															
			Camp Croft - 100	Arch Village - 102-arv	Arch Rutledge- 103-arh	Scattered Sites- 104-sca	Prince Hall - 108-pha	Vic Garden- 120-vga	Cam Clagett 106-cam	Brawley - 180-cpb	Total	JC BULL 100 058-JCB	JC BULL - 030 SLHC Part of SHA		
300000-000	INCOME					(10 OFFLINE)			(72 rad)						
		Units	96	50	150	7	100	80	22	6	511	100	32		
	TENANT INCOME								(sold 56 units)						
310100-000	Rental Income														
311100-000	Tenant Rent		244,776	144,060	418,068	53,340	114,072	177,840		28,878	1,181,034	315,648	107,880		
311201-000	Utility Reimbursement - Neg Rent		-	-	-	-	-	-	-		-	-	-		
311400-000	Less: Non Move Out Refunds		-	-	-	-	-	-	-		-	-	-		
311900-000	Total Rental Income		244,776	144,060	418,068	53,340	114,072	177,840	-	28,878	1,181,034	315,648	107,880		
312000-000	Other Tenant Income														
312003-000	Damages		2,400	300	1,200		7,800	4,500			16,200	600			
312004-000	Late Charges		3,000	720	1,080		6,000	5,500			16,300	600			
312005-000	Legal Fees - Tenant		3,000	270	1,080		4,800	3,000			12,150	300			
312006-000	NSF Charges			100	600						700	300	-		
312007-000	Tenant Owed Utilities - Excess		38,400				14,400	32,000			84,800	-	3,000		
312009-000	Misc.Tenant Income			240	21,492			600			22,332	-	-		
312900-000	Total Other Tenant Income		46,800	1,630	25,452	-	33,000	45,600	-	-	152,482	1,800	3,000		
319900-000	TOTAL TENANT INCOME		291,576	145,690	443,520	53,340	147,072	223,440	-	28,878	1,333,516	317,448	110,880		
		PUM	253	243	246	635	123	233	-	401	217	265	289		
340000-000	GRANT INCOME														
340100-000	HUD Subsidy (see attached calculation)		354,510	120,732	356,929	8,515	405,464	338,671	-	14,533	1,599,354				
341500-000	Other Government Grants		-	-	-	-	-	-	-		-	486,828	106,440		
349900-000	TOTAL GRANT INCOME		354,510	120,732	356,929	8,515	405,464	338,671	-	14,533	1,599,354	486,828	106,440		
360000-000	OTHER INCOME														
365000-000	Miscellaneous Other Income		3,080	2,660	6,860	-	560	840		-	14,000	1,200	-		
365002-000	Bad Debts recovery						5,000	5,000			10,000	-	-		
369900-000	TOTAL OTHER INCOME		3,080	2,660	6,860	-	5,560	5,840	-	-	24,000	1,200	-		
399900-000	TOTAL INCOME		649,166	269,082	807,309	61,855	558,096	567,951	-	43,411	2,956,870	805,476	217,320		
410000-000	ADMINISTRATIVE														
410099-000	Administrative Salaries														
411000-000	Administrative Salaries and Wages		94,458	35,849	95,157	4,050	87,370	86,396		2,606	405,886	80,837	5,824		
411002-000	Administrative Overtime		-	-	-	-	-	-		-	-	-	-		
411003-000	Administrative: Employer FICA/SUI		9,045	3,254	8,659	371	8,072	7,967		242	37,610	7,392	538		
411004-000	Administrative: Employee Benefits		20,648	7,741	20,864	810	17,316	27,743		802	95,924	16,599	1,279		
411099-000	Total Administrative Salaries		124,151	46,844	124,680	5,231	112,758	122,106	-	3,650	539,420	104,828	7,641		
413000-000	Legal Expense				-			-							
413001-000	Legal Expense		-	-	-		-	-			-	-			
413003-000	Credit Reports		1,068	840	1,750	60	1,570	1,570		60	6,918	200	-		
413100-000	Total Legal Expense		1,068	840	1,750	60	1,570	1,570	-	60	6,918	200	-		
413900-000	Other Admin Expenses														
414000-000	Staff Training		2,200	1,000	2,000	-	1,500	1,500		500	8,700	5,000	550		
415000-000	Travel		1,500	500	1,200	-	500	1,300		200	5,200	4,000	200		
417000-000	Bookkeeping Fees		8,379	4,275	12,825	770	8,550	6,840		513	42,152	8,550	2,736		
417100-000	Auditing Fees		3,250	1,700	5,000	700	5,100	2,700		200	18,650	4,250	1,200		

Asset Management BUDGET -															
BUDGET - FY 2018															
			Camp Croft - 100	Arch Village - 102-arv	Arch Rutledge- 103-arh	Scattered Sites- 104-sca	Prince Hall - 108-pha	Vic Garden- 120-vga	Cam Clagett 106-cam	Brawley - 180-cpb	Total	JC BULL 100 058-JCB	JC BULL - 030 SLHC Part of SHA		
417300-000	Management Fee		60,541	30,888	92,665	5,560	61,777	49,421		3,707	304,559	61,777	19,769		
417302-000	Asset Management Fee		11,760	6,000	18,000	1,080	12,000	9,600		720	59,160	12,000	3,840		
418900-000	Total Other Admin Expenses		87,630	44,363	131,690	8,110	89,427	71,361	-	5,840	438,421	95,577	28,295		
419000-000	Miscellaneous Admin Expenses					-			-						
419001-000	Office Expense		1,500	500	2,100	100	1,500	1,500		150	7,350	2,000	300		
419003-000	Printing		850	200	750		800	800		-	3,400	500	250		
419004-000	Telephone		6,000	2,340	4,800		5,000	5,500		500	24,140	3,750	815		
419005-000	Postage		150	180	780	100	900	500		50	2,660	1,000	200		
419006-000	Printed Forms and Computer Supplies		600	120	180	100	200	550		-	1,750	1,000	300		
419007-000	Court Costs		2,400	540	720	270	3,600	3,600		90	11,220	1,980	270		
419008-000	Membership and Fees		200	200	500	100	500	300			1,800	1,670	200		
419009-000	Sundry Miscellaneous		500	700	2,400	200	2,500	2,000		100	8,400	2,170	5,000		
419010-000	Newspaper ADS (Advertising)		120	100	100	-	100	100		100	620	300	200		
419011-000	Sundry Service Contracts (accurate)		16,000	6,000	23,280	2,760	13,000	20,000		1,100	82,140	15,000	5,000		
419017-000	Temporary Admin Labor		-								-				
419018-000	False Alarms						100	50			150	60			
419022-000	Other Misc Admin Expenses (cleaning)		2,400					2,400			4,800	600			
419021-000	Discretionary										-				
419100-000	Total Miscellaneous Admin Expenses		30,720	10,880	35,610	3,630	28,200	37,300	-	2,090	148,430	30,030	12,535		
419900-000	TOTAL ADMINISTRATIVE EXPENSES		243,569	102,927	293,730	17,031	231,955	232,337	-	11,640	1,133,189	230,635	48,471		
	PUM		211	172	163	203	193	242	-	162	185				
420000-000	TENANT SERVICES				-										
422000-000	Tenant Services -Participation Fund \$15		1,440	750	2,250	-	1,500	1,200	-	90	7,230	1,500	480		
422001-000	Tenant Services -Stipend only \$10		960	500	1,500	-	1,000	800	-	60	4,820	5,100	320		
423000-000	Tenant Services-PH ADD ON		12,131	10,477	27,020	-	2,200	3,300	-	-	55,128	3,000	-		
429900-000	TOTAL TENANT SERVICES EXPENSES		14,531	11,727	30,770	-	4,700	5,300	-	150	67,178	9,600	800		
430000-000	UTILITIES														
431000-000	Water		27,600	8,400	26,400	5,400	27,000	31,200		-	126,000	18,000	7,200		
432000-000	Electricity		69,600	45,000	138,000	700	15,000	37,200		-	305,500	54,000	18,000		
433000-000	Gas		54,000	-	2,700	-	42,000	46,800		-	145,500	42,000	13,200		
439000-000	Sewer		42,000	12,000	39,600	6,000	48,000	50,000		-	197,600	24,000	9,000		
439900-000	TOTAL UTILITY EXPENSES		193,200	65,400	206,700	12,100	132,000	165,200	-		774,600	138,000	47,400		
	PUM		168	109	115	144	110	172	-		126				
440000-000	MAINTENANCE AND OPERATIONS														
440099-000	General Maint Expense														
441000-000	Labor Maintenance		72,785	26,013	75,157		69,582	61,194		7,165	311,896	52,298	3,628		
441002-000	Maintenance: Overtime		-	-	2,500	-	2,500	-		-	5,000	-	-		
441003-000	Maintenance: Employer FICA/SUI		3,500	2,507	7,259		6,635	6,105		712	26,718	3,315	339		
441004-000	Temp Maintenance Labor		6,880	-	-	-	-	-		-	6,880	-	-		
441005-000	Maintenance: Employee Benefits		17,327	8,275	23,663		19,985	17,606		2,104	88,960	13,654	1,375		
441006-000	On Call -after office hours work (16hr/mo)		3,072	3,072	3,072		3,072	3,072		3,072	18,432	3,072	3,072		
441200-000	Vehicle Repair		800	700	1,920		1,000	1,200		100	5,720	1,000	500		
441300-000	Gasoline Purchases		1,804	500	1,800		1,500	2,160		100	7,864	1,200	350		
441900-000	Total General Maint Expense		106,168	41,067	115,371	-	104,274	91,337	-	13,253	471,470	74,539	9,264		
442000-000	Materials														

Asset Management BUDGET - BUDGET - FY 2018														
			Camp Croft - 100	Arch Village - 102-arv	Arch Rutledge- 103-arh	Scattered Sites- 104-sca	Prince Hall - 108-pha	Vic Garden- 120-vga	Cam Clagett 106-cam	Brawley - 180-cpb	Total	JC BULL 100 058-JCB	JC BULL - 030 SLHC Part of SHA	
442002-000	Appliance-Maint Materials		1,500	1,500	1,500		1,500	1,500			7,500	5,000	2,000	
442003-000	Painting-Maint Materials		600	400	2,220	500	2,000	2,500			8,220	2,000	300	
442004-000	Electrical-Maint Materials		2,400	1,800	2,400	500	1,500	3,500			12,100	2,000	3,000	
442005-000	Heating/AC-Maint Materials		2,400	5,000	2,800	3,000	500	2,000			15,700	7,000	5,000	
442006-000	Janitorial Supplies		600	500	1,800		600	500			4,000	500	200	
442008-000	Plumbing-Maint Materials		4,200	2,500	2,800	5,000	2,500	3,500			20,500	69,000	3,500	
442009-000	Hand Tools-Maint Materials		200	1,200	1,200		300	250			3,150	500	300	
442010-000	Maintenance Materials		8,000	1,800	5,000	5,000	8,000	5,000			32,800	10,000	3,000	
442011-000	Safety equipment/shoes		400	100	600		300	450			1,850	1,000	150	
442012-000	Landscaping materials		20,635	7,688	3,918	-	5,453	19,905		561	58,160	8,959	2,659	
442900-000	Total Materials		40,935	22,488	24,238	14,000	22,653	39,105	-	561	163,980	105,959	20,109	
443000-000	Contract Costs													
443001-000	Alarm/Extinguisher Contract		600	180	4,500		1,500	1,200			7,980	2,000	500	
443002-000	Extermination Contract		5,880	2,700	16,440	1,000	6,500	9,000		300	41,820	7,800	3,500	
443005-000	Unit Turnaround-Contract		12,000	3,000	3,600		10,000	12,000			40,600	5,000	2,000	
443006-000	Electrical-Contract		1,000	3,000	1,500	1,000	2,000	1,000			9,500	3,000	2,000	
443007-000	Disposal Contract		5,280	2,100	3,900	500	8,400	6,000			26,180	6,000	1,900	
443009-000	Landscaping-Contract- Labor only		11,722	5,981	17,943	1,316	11,962	9,569		718	59,211	11,962	3,828	
443011-000	Heating/AC-Contract		3,500	1,000	1,800	5,000	5,000	2,000			18,300	25,000	12,000	
443013-000	Contract: Uniform Rental		820	180	1,150	100	750	850			3,850	750	250	
443015-000	Janitorial-Contract				-			-			-	1,000		
443017-000	Elevator-Contract			1,800	32,400			-			34,200			
443018-000	Plumbing-Contract		10,000	2,500	3,000	5,000	10,000	10,000			40,500	15,000	8,850	
443019-000	Miscellaneous Contracts										-			
443023-000	Contract: Consultants										-			
443099-000	Maintenance Misc-Contracts		3,000	2,500	10,000	5,000	10,000	10,000			40,500	70,000	12,000	
443900-000	Total Contract Costs		53,802	24,941	96,233	18,916	66,112	61,619	-	1,018	322,641	147,512	46,828	
449900-000	TOTAL MAINTENACE EXPENSES		200,905	88,496	235,842	32,916	193,039	192,061	-	14,832	958,091	328,010	76,201	
		PUM	174	147	131	392	161	200	-	206	156			
450000-000	GENERAL EXPENSES													
451100-000	Property tax		9,100		1,700	1,300	2,000	1,200		350	15,650	2,400	16,000	
451000-000	General Liability Insurance		8,620	3,155	8,740	197	7,925	7,693		197	36,527	7,008	551	
452100-000	Workers Comp Insurance		7,542	2,761	7,648	172	6,934	6,731		173	31,961	6,132	482	
458000-000	All Protective Services		-								-			
459900-000	TOTAL GENERAL EXPENSES		25,262	5,916	18,088	1,669	16,859	15,624	-	720	84,138	15,540	17,033	
												-	-	
471503-000	FSS Escrow Payments		3,000	-	-	-	-	-	-		3,000	-	-	
	TOTAL OPERATING EXPENSES		680,467	274,466	785,130	63,716	578,553	610,522	-	27,342	3,020,196	721,785	189,905	
		PUM	591	457	436	759	482	636	-	380	493			
	NON-OPERATING EXPENSE													
990001-000	Operating transfer out (in)		(31,301)	(5,384)	-	(1,861)	(20,457)	(42,571)		-	(101,574)			
900000-000	NET INCOME (LOSS)		-	-	22,179	-	-	-	-	16,069	38,248	83,691	27,415	
	Add: Operating reserves -FDS FY 2016		1,226,890	195,857	68,767	279,913	380,414	229,625	561,969	6,260	2,949,695			

Multi-Family BUDGET - BUDGET - FY 2018									
		JC BULL - 100				SLHC - JC 32			
		Oct-July-Actual	Units			Oct-July-Actual	Units		
		plus Budget	100	\$	%	plus Budget	32	\$	%
		Projected- FY 2017	Projected- FY 2018	Variances	Variances	Projected- FY 2017	Projected- FY 2018	Variances	Variances
	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	315,549	315,648	99	0%	109,071	107,880	(1,191)	-1%
311201-000	Utility Reimbursement - Neg Rent		-	-			-		
311400-000	Less: Non Move Out Refunds		-	-			-		
311900-000	Total Rental Income	315,549	315,648	99	0%	109,071	107,880	(1,191)	-1%
312000-000	Other Tenant Income			-					
312003-000	Damages	283	600	317	53%				
312004-000	Late Charges	306	600	294	49%	50		(50)	-100%
312005-000	Legal Fees - Tenant	386	300	(86)	-29%	45		(45)	-100%
312006-000	NSF Charges	296	300	4	1%		-		
312007-000	Tenant Owed Utilities - Excess		-	-		1,820	3,000	1,180	39%
312009-000	Misc. Tenant Income	19		(19)	-100%		-		
312900-000	Total Other Tenant Income	1,290	1,800	510	28%	1,915	3,000	1,085	36%
319900-000	TOTAL TENANT INCOME	316,839	317,448	609	0%	110,986	110,880	(106)	0%
	PUM	264	265	1	0%	289	289	(0)	0%
340000-000	GRANT INCOME								
340100-000	HUD Subsidy								
341500-000	Other Government Grants	494,936	486,828	(8,108)	-2%	111,290	106,440	(4,850)	-5%
349900-000	TOTAL GRANT INCOME	494,936	486,828	(8,108)	-2%	111,290	106,440	(4,850)	-5%
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	1,240	1,200	(40)	-3%	13,379	-	(13,379)	-100%
365002-000	Bad Debts recovery		-	-			-		
369900-000	TOTAL OTHER INCOME	1,240	1,200	(40)	-3%	13,379	-	(13,379)	-100%
399900-000	TOTAL INCOME	813,015	805,476	(7,539)	-1%	235,655	217,320	(18,335)	-8%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	99,339	80,837	(18,502)	-23%	16,654	5,824	(10,830)	-186%
411002-000	Administrative Overtime	1,176	-	(1,176)	-100%	405	-	(405)	-100%
411003-000	Administrative: Employer FICA/SUI	8,090	7,392	(698)	-9%	1,413	538	(875)	-163%
411004-000	Administrative: Employee Benefits	14,646	16,599	1,953	12%	3,640	1,279	(2,361)	-185%
411099-000	Total Administrative Salaries	123,251	104,828	(18,423)	-18%	22,112	7,641	(14,471)	-189%
413000-000	Legal Expense								
413001-000	Legal Expense	-	-						
413003-000	Credit Reports	157	200	43	22%	-	-		
413100-000	Total Legal Expense	157	200	43	22%	-	-	-	
413900-000	Other Admin Expenses			-					
414000-000	Staff Training	1,814	5,000	3,186	64%	237	550	313	57%
415000-000	Travel	928	4,000	3,072	77%	50	200	150	75%
417000-000	Bookkeeping Fees	8,603	8,550	(53)	-1%	2,858	2,736	(122)	-4%
417100-000	Auditing Fees	4,707	4,250	(457)	-11%	1,235	1,200	(35)	-3%
417300-000	Management Fee	62,155	61,777	(378)	-1%	20,646	19,769	(877)	-4%
417302-000	Asset Management Fee	11,878	12,000	122	1%	3,840	3,840	-	0%
418900-000	Total Other Admin Expenses	90,085	95,577	5,492	6%	28,866	28,295	(571)	-2%
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	2,994	2,000	(994)	-50%	91	300	209	70%
419003-000	Printing	375	500	125	25%	124	250	126	50%
419004-000	Telephone	3,934	3,750	(184)	-5%	1,122	815	(307)	-38%
419005-000	Postage	-	1,000	1,000	100%	26	200	174	87%
419006-000	Printed Forms and Computer Supplies	-	1,000	1,000	100%	-	300	300	100%
419007-000	Court Costs	386	1,980	1,594	81%	107	270	163	60%
419008-000	Membership and Fees	-	1,670	1,670	100%	-	200	200	100%
419009-000	Sundry Miscellaneous	1,367	2,170	803	37%	5,430	5,000	(430)	-9%
419010-000	Newspaper ADS (Advertising)	403	300	(103)	-34%	-	200	200	100%
419011-000	Sundry Service Contracts (accurate)	15,650	15,000	(650)	-4%	5,113	5,000	(113)	-2%
419012-000	Software	426	-	(426)	-100%				
419017-000	Temporary Admin Labor								
419018-000	False Alarms	60	60		0%				
419022-000	Other Misc Admin Expenses (cleaning)	348	600	252	42%				
419023-000	Supportive services	550		(550)	-100%	60		(60)	-100%
419021-000	Discretionary								
419100-000	Total Miscellaneous Admin Expenses	26,493	30,030	3,537	12%	12,073	12,535	462	4%
419900-000	TOTAL ADMINISTRATIVE EXPENSES	239,986	230,635	(9,351)	-4%	63,051	48,471	(14,580)	-30%
	PUM	200	192	(8)	-4%	164	126	(38)	-30%
420000-000	TENANT SERVICES								
422000-000	Tenant Services -Participation Fund \$15	2,883	1,500	(1,383)	-92%	170	480	310	65%
422001-000	Tenant Services -Stipend only \$10	664	5,100	4,436	87%	1,038	320	(718)	-224%
423000-000	Tenant Services-PH ADD ON	2,772	3,000	228	8%		-		
429900-000	TOTAL TENANT SERVICES EXPENSES	6,319	9,600	3,281	34%	1,208	800	(408)	-51%
430000-000	UTILITIES								
431000-000	Water	17,451	18,000	549	3%	5,819	7,200	1,381	19%
432000-000	Electricity	64,132	54,000	(10,132)	-19%	20,920	18,000	(2,920)	-16%

Multi-Family BUDGET - BUDGET - FY 2018									
		JC BULL - 100				SLHC - JC 32			
		Oct-July-Actual	Units			Oct-July-Actual	Units		
		plus Budget	100	\$	%	plus Budget	32	\$	%
		Projected- FY 2017	Projected- FY 2018	Variances	Variances	Projected- FY 2017	Projected- FY 2018	Variances	Variances
433000-000	Gas	37,515	42,000	4,485	11%	11,870	13,200	1,330	10%
439000-000	Sewer	23,549	24,000	451	2%	6,980	9,000	2,020	22%
439900-000	TOTAL UTILITY EXPENSES	142,647	138,000	(4,647)	-3%	45,589	47,400	1,811	4%
	PUM	119	115	(4)	-3%	119	123	5	4%
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	41,423	52,298	10,875	21%	2,561	3,628	1,067	29%
441002-000	Maintenance: Overtime	1,855	-	(1,855)	-100%	158	-	(158)	-100%
441003-000	Maintenance: Employer FICA/SUI	3,273	3,315	42	1%	205	339	134	40%
441004-000	Temp Maintenance Labor	5,344	-	(5,344)	-100%	-	-	-	-
441005-000	Maintenance: Employee Benefits	7,037	13,654	6,617	48%	2,081	1,375	(706)	-51%
441006-000	On Call -after office hours work (16hr/mo)	-	3,072	3,072	100%	-	3,072	3,072	100%
441200-000	Vehicle Repair	1,217	1,000	(217)	-22%	364	500	136	27%
441300-000	Gasoline Purchases	788	1,200	412	34%	310	350	40	11%
441900-000	Total General Maint Expense	60,937	74,539	13,602	18%	5,679	9,264	3,585	39%
442000-000	Materials								
442002-000	Appliance-Maint Materials	1,991	5,000	3,009	60%	1,884	2,000	116	6%
442003-000	Painting-Maint Materials	131	2,000	1,869	93%		300	300	100%
442004-000	Electrical-Maint Materials	907	2,000	1,093	55%		3,000	3,000	100%
442005-000	Heating/AC-Maint Materials	986	7,000	6,014	86%	160	5,000	4,840	97%
442006-000	Janitorial Supplies	81	500	419	84%		200	200	100%
442008-000	Plumbing-Maint Materials	2,822	69,000	66,178	96%	2,599	3,500	901	26%
442009-000	Hand Tools-Maint Materials	-	500	500	100%		300	300	100%
442010-000	Maintenance Materials	12,562	10,000	(2,562)	-26%	1,015	3,000	1,985	66%
442011-000	Safety equipment/shoes	-	1,000	1,000	100%		150	150	100%
442012-000	Landscaping materials	-	8,959	8,959	100%		2,659	2,659	100%
442900-000	Total Materials	19,480	105,959	86,479	82%	5,658	20,109	14,451	72%
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	1,182	2,000	818	41%	136	500	364	73%
443002-000	Extermination Contract	7,233	7,800	567	7%	2,098	3,500	1,402	40%
443005-000	Unit Turnaround-Contract	6,537	5,000	(1,537)	-31%	950	2,000	1,050	53%
443006-000	Electrical-Contract	2,257	3,000	743	25%	-	2,000	2,000	100%
443007-000	Disposal Contract	5,914	6,000	86	1%	758	1,900	1,142	60%
443009-000	Landscaping-Contract- Labor only	27,460	11,962	(15,498)	-130%	12,607	3,828	(8,779)	-229%
443011-000	Heating/AC-Contract	18,907	25,000	6,093	24%	-	12,000	12,000	100%
443013-000	Contract: Uniform Rental	509	750	241	32%	409	250	(159)	-64%
443015-000	Janitorial-Contract	-	1,000	1,000	100%	-			
443017-000	Elevator-Contract	-				-			
443018-000	Plumbing-Contract	8,476	15,000	6,524	43%	8,998	8,850	(148)	-2%
443019-000	Miscellaneous Contracts								
443023-000	Contract: Consultants					1,000		(1,000)	-100%
443099-000	Maintenance Misc-Contracts	75,871	70,000	(5,871)	-8%	2,200	12,000	9,800	82%
443900-000	Total Contract Costs	154,346	147,512	(6,834)	-5%	29,156	46,828	17,672	38%
449900-000	TOTAL MAINTENANCE EXPENSES	234,763	328,010	93,247	28%	40,493	76,201	35,708	47%
	PUM	196	273	78	28%	105	198	93	47%
450000-000	GENERAL EXPENSES								
451100-000	Property tax	2,310	2,400	90	4%	15,683	16,000	317	2%
451000-000	General Liability Insurance	5,082	7,008	1,926	27%	22,639	551	(22,088)	-4009%
452100-000	Workers Comp Insurance	2,842	6,132	3,290	54%	2,568	482	(2,086)	-433%
458000-000	All Protective Services						with D&O policy \$18K		
459900-000	TOTAL GENERAL EXPENSES	10,234	15,540	5,306	34%	40,890	17,033	(23,857)	-140%
471503-000	FSS Escrow Payments								
TOTAL OPERATING EXPENSES		633,949	721,785	87,836	12%	191,231	189,905	(1,326)	-1%
	PUM	528	601	73	12%	498	495	(3)	-1%
NON-OPERATING EXPENSE									
523401-000	Bedbug expense	264		(264)	-100%				
523413-000	Appliances Replacement	25,822		(25,822)	-100%				
523416-000	Donation-Fund Fall Filing	(63)		63	-100%				
523200-000	Gain/Loss from Sale Disposition of Real Prop					14,200		(14,200)	-100%
990001-000	Operating transfer out (in)								
900000-000	NET INCOME (LOSS)	153,043	83,691	(69,352)	-83%	30,224	27,415	(2,809)	-10%
Multi-Family Combined Revenue and Expense Budget									
		Projected- FY 2017	Projected- FY 2018	\$ Variances	% Variances				
TOTAL INCOME		1,048,670	1,022,796	(25,874)	-3%				
TOTAL OPERATING EXPENSES		825,180	911,690	86,510	9%				
NET INCOME (LOSS)		223,490	111,106	(112,384)	-101%				

**Spartanburg Housing Authority
Grants Portfolio
For Fiscal Year - 2018**

					7/31/17	FY 2018
Major Segments	Grand Period	Obligation End	Awarded Amount	Expended Amount	Remaining Balance	Projected Expenditures
Capital Fund Program						
Year 2016	2016	4/12/18	\$ 1,289,642	\$ 645,694	\$ 643,948	\$ 643,948
Year 2017	2017		\$ 926,477			
Capital Replacement Fund						
Year 2014	5/13/14	10/26/16	284,182	176,103	108,079	108,079
Year 2015	4/13/15	4/12/20	218,757	-	218,757	218,757
Year 2016	4/13/16	4/12/21	225,533	-	225,533	225,533
Year 2017			162,926			
Resident Opportunity and Self Sufficiency (ROSS GRANT)						
Grant # RFH 571A016	7/18/2016-12/31/2017		109,364	82,052	27,312	27,312
Grant # RPS 030A012	8/24/2012-9/27/2017		480,000	459,026	20,974	20,974
Grant # RPS 111A015	3/24/2016-3/24/2019		229,293	-	229,293	75,000
Multi family						
Grant # HS04003	12/01/2004-11/30/2016		527,136	503,395	23,741	23,741
Grant# MFSC179397-01			48,392	Use once #HS04003 is exhausted		
Youth Build	2016-2019		994,474	397,190	597,284	300,000
Face Forward	7/1/13-9/30/17		999,923	864,922	135,001	-
TOTAL GRANTS					\$ 2,229,923	\$ 1,643,345

SHA BANK ACCOUNTS

Bank	Account #	Code	G/L acct	Sub-title	Bank Balances as of August, 2017
BB&T	5220126767	025-bac	111132-000	Mortgage Payments Account	\$ 17,834
BB&T	1410003263298	059-slhc	111201-000	SLHC - Security Deposits	8,472
BB&T	1410003263271	059-slhc	111110-000	SLHC Project Acct -Operating Fund	329,599
BB&T	1410003263301	058-jcb	111110-000	JC Bull Operating Fund	1,072,426
BB&T	1410003263328	058-jcb	111201-000	JC Bull Security Deposits	22,463
BB&T	1410003263204	058-jcb	111160-000	JC Bull Residual Fund	797,784
BB&T	1410003262925	058-jcb	111150-000	JC Bull Replacement Fund	314,000
BB&T	1410003263034	.all	111140-000	Security Deposits - Public Housing	90,386
BB&T	1410003263077	.all	111118-000	PH- Operating reserves	100
BB&T	1410003263042	028-cocc	111115-000	COCB -UNRESTRICTED FUND	226,200
BB&T	1410003263050	028-cocc	111126-000	COCB -RAD PROCEEDS ACCOUNT'	1,312,038
BB&T	0005225752720	028-cocc	111120-000	General Operating Fund	2,210,690
				(No Section 8 disbursements will be paid to Gen Fund)	
BB&T	0005225752739	hcv	111117-000	Section 8 Disbursements Fund	
				(All Section 8 including MOD REHAB disbursements)	362,047
BB&T	1410003263069	hcv	111111-000	Section 8 Operations - UNA	191,381
BB&T	1410002855671	068--mr1	111121-000	Mod Rehab Reserve -	92,399
BB&T	1410003263123	hcv	111102-000	Section 8 Reserve - NRA	340,052
BB&T	1410003263166	hcv	111124-000	Section 8 FSS Reserve	23,661
BB&T	1410003263174	025-bac	111113-000	Hope VI - Homeownership Acct	138,416
				TOTAL	\$ 7,549,950



AUDIT REPORT

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION
WITH INDEPENDENT AUDITORS' REPORT

Year Ended September 30, 2016

TABLE OF CONTENTS

Description	Pages
INDEPENDENT AUDITORS' REPORT	1-3
REQUIRED SUPPLEMENTAL INFORMATION	
Management Discussion and Analysis (MD&A)	4-10
FINANCIAL STATEMENTS	11-14
Statement of Net Position	
Statement of Revenues, Expenses, and Changes in Net Position	
Statement of Cash Flows	
Notes to the Financial Statements	15-46
REQUIRED SUPPLEMENTAL INFORMATION	47-49
Schedule of Funding Progress – SCRS	
Schedule of Funding Progress – PORS	
Notes to the Required Supplemental Information	
SUPPLEMENTAL INFORMATION	
Financial Data Schedule (FDS)	50-65
Statements and Certifications of Actual Capital Fund Program Costs	66-69
REPORT ON SINGLE AUDIT	
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	70-71
Independent Auditors' Report on Compliance For Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	72-73
Schedule of Expenditures of Federal Awards	74
Notes to Schedule of Expenditures of Federal Awards	75
Schedule of Findings and Questioned Costs	76-77
Schedule of Prior Year Findings and Questioned Costs	78

INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Housing Authority of the City of Spartanburg
Spartanburg, South Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component units of the Housing Authority of the City of Spartanburg (the Authority) as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the aggregate discretely presented component units of the Authority as of September 30, 2016, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As discussed in Notes 1, 11, and 16 to the financial statements, in 2016, the Authority adopted new accounting guidance, GASB Statement No. 68, Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and Schedule of Funding Progress on pages 4 - 10 and 47 - 48 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The Financial Data Schedule and Statements and Certifications of Actual Capital Fund Program Costs are presented for purposes of additional analysis and are not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 *U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and is not a required part of the basic financial statements.

The Financial Data Schedule, Statements and Certifications of Actual Capital Fund Program Costs, and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting data and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Financial Data Schedule, Statements and Certifications of Actual Capital Fund Program Costs, and the Schedule of Expenditures of Federal Awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April ___, 2017 on our consideration of the Authority's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Bethesda, Maryland
April ___, 2017

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016

Management's Discussion and Analysis

The management of the Spartanburg Housing Authority (the Authority or SHA) offers the readers of the Authority's financial statements this narrative overview and analysis of the Authority's financial activities for the year ended September 30, 2016. This discussion and analysis is designed to assist the reader in focusing on significant financial issues, provide an overview of the Authority's financial activity, identify changes in the Authority's financial position, and identify individual program issues or concerns. Readers should consider the information presented here in conjunction with the Authority's financial statements to obtain a full understanding of its financial position. The major focus of this MD&A relates to the primary government and as such excludes those items that relate to the statements of the Discrete Component unit that are presented in a separate column of the upper level financial statements.

This management's discussion and analysis is presented in accordance with the requirements of the Governmental Accounting Standards Board Statement No. 34 (GASB 34) to allow the reader to gain an adequate understanding of the Authority's annual operating results and financial position as of September 30, 2016.

Questions concerning the information provided in this discussion or requests for additional information should be addressed to the Authority's Executive Director.

Financial Highlights

- The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$47,197,440 (net position) as compared to \$47,990,579 as restated, for the prior fiscal year.
- The Authority's cash and investments balance as of September 30, 2016 was \$7,602,607, representing an increase of \$1,580,633 from the September 30, 2015 balance of \$6,021,974.
- The Authority had total operating revenues of \$24,232,506 and total operating expenses of \$22,176,545 for the year ended September 30, 2016.
- The Authority recognized a loss on disposition of \$4,492,548 as a result of the sale of 338 public housing units at seven communities at Gooch, Tobias, Watson, Leland, Spruce, Barksdale, and JC Anderson. Additionally, as part of the Rental Assistance Demonstration Program (RAD) transaction, the Authority also recognized the following transactions:
 - a) SHA provided \$8,244,578 of acquisition carryback and reserve loans that are reflected as Notes Receivable – SHA 7 as of September 30, 2016.
 - b) SHA requisitioned \$2,743,529 of Capital Funds that were utilized to retire all CFFP debt of all of the Authority's Public Housing communities.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016

- c) SHA received \$2,743,529 of proceeds at closing which are reflected as operating income for the year ended September 30, 2016.
- In September 2015, The Authority joined the South Carolina Retirement System (SCRS) which was underfunded by approximately \$21.3 Billion as of June 30, 2015. As a result of this participation, the Authority recognized an unfunded obligation of \$2,468,536 for the year ended September 30, 2016. Additionally reduction in net position of \$320,188 is reflected as a prior period adjustment to record the portion of the liability applicable to Fiscal 2015 and earlier periods. An expense of \$294,631 is recognized as expense in the current year. Additional details and plan information is included in the notes to the financial statements included in this report.
 - The Authority recognized a \$746,231 reduction in Net Position as a result of amounts due from the Mary Wright Center LLC that were deemed non-collectible as of September 30, 2016. This amount consists of a \$500,000 Note receivable and \$246,231 of advances to that entity that became formally not collectible with the foreclosure on that facility that occurred in January 2017.
 - During the audit period, The Authority relocated its offices to a new location on South Pine Street which will result in much lower operating costs in the future and help to bolster the financial position of SHA in future periods.

Overview of the Financial Reports

The following outline describes the integral parts of this financial presentation and is a guideline for understanding its components:

- I. Management Discussion and Analysis (MD&A) - Serves as an introduction to the Authority's basic financial statements
- II. Basic Financial Statements - Authority-wide financial statements & notes to the financial statements
- III. Other Supplementary Information

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016

The financial statements in this report are those of a special purpose governmental entity engaged in a business type activity. The following statements are included:

- Statement of Net Position – presents information about the Authority's assets and liabilities and is similar to a balance sheet. The Statement of Net Position reports all financial and capital resources for the Authority. The statement is presented in the format where assets, minus liabilities, equal "Net Position", formerly known as equity. Assets and liabilities are presented in order of liquidity and are classified as "current" (convertible to cash within one year), and "non-current." Increases or decreases in net position will serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.
- Statement of Revenues, Expenses & Changes in Net Position – reports the Authority's revenues by source and type and its expenses by category to substantiate the change in net position for the fiscal year.
- Statement of Cash Flows – discloses net cash provided by, or used for operating activities, non-capital financing activities, and capital and related financing activities.

Our analysis of the Authority as a whole follows with the most important question, "Has the Authority's financial health improved or worsened as a result of the year's activities?" The following analysis of entity-wide net position, revenues, and expenses is provided to assist with answering the above question. This analysis includes all assets and liabilities using the accrual method of accounting, which recognizes revenue when earned and expenses when incurred regardless of when cash is received or paid.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016

Analysis of Authority-wide Net Position (Statement of Net Position)

Spartanburg Housing Authority
Comparative Statement of Net Position
TABLE I

	2016	2015	Total Change	% Change
Cash & Investments	\$ 7,602,607	\$ 6,021,974	\$ 1,580,633	26.25%
Other Current Assets	441,091	1,406,599	(965,508)	-68.64%
Other Noncurrent Assets	24,869,769	16,580,778	8,288,991	49.99%
Capital Assets	17,000,675	29,668,275	(12,667,600)	-42.70%
Deferred Outflows	1,940,694	-	1,940,694	0.00%
Total Assets	\$ 51,854,836	\$ 53,677,626	\$ (1,822,790)	-3.40%
Current Liabilities	\$ 1,561,154	\$ 1,428,181	\$ 132,973	9.31%
Noncurrent Liabilities	3,009,265	3,850,021	(840,756)	-21.84%
Deferred Inflows	86,977	-	86,977	0.00%
Total Liabilities	4,657,396	5,278,202	(620,806)	-11.76%
Investment in Capital Assets	16,589,520	25,659,587	(9,070,067)	-35.35%
Restricted	24,455,077	15,782,376	8,672,701	54.95%
Unrestricted, as restated	6,152,843	6,548,616	(395,773)	-6.04%
Total Net Position	47,197,440	47,990,579	(793,139)	-1.65%
Total Liabilities & Net Position	\$ 51,854,836	\$ 53,268,781	\$ (1,413,945)	-2.65%

Total assets decreased by \$1.8 million or 3.4%. This decrease was mainly due to increase in cash & investments of \$1.6 million and \$12.7 million reduction in capital assets as discussed in the Capital Assets section of this document offset by an \$8.3 million increase in Notes Receivable from SHA 7 as a result of the RAD transaction. Deferred outflows increased by \$1,940,694 which represents amounts to be provided in the future to address the \$2.5 million underfunded pension liability that existed at year end.

Total liabilities decreased slightly by \$0.6 million or 11.76%. Current liabilities increased by \$132,973 or 9.31% due mainly to higher accounts payable vendors and contractors offset somewhat by lower accrued liabilities. Noncurrent liabilities decreased by \$840,756 or 21.84% primarily due to long-term debt reduction of \$3,262,354 offset by the unfunded pension liability of \$2,468,536.

Total Net Position decreased by \$793.1 thousand or 1.65%, which is outlined in detail on the Statement of Revenues, Expenses and Changes in Net Position.

**HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016**

Analysis of Entity-Wide Revenue and Expenses (Statement of Revenues, Expenses and Change in Net Position)

The following table illustrates changes in revenues and expenses from FY 2015 to FY 2016:

Spartanburg Housing Authority Comparative Statement of Revenues, Expenses and Changes in Net Position TABLE II				
	2016	2015	Total Change	% Change
Revenue				
Tenant Revenue	\$ 1,894,659	\$ 2,073,040	\$ (178,381)	-8.60%
Grant Funding	21,110,606	18,721,197	2,389,409	12.76%
Interest Income	10,360	8	10,352	129400.00%
Other Income	4,077,191	1,031,323	3,045,868	295.34%
Total Revenue	27,092,816	21,825,568	5,267,248	24.13%
Expenses				
Administration	3,981,613	3,528,965	452,648	12.83%
Tenant Services	533,827	136,461	397,366	291.19%
Utilities	1,060,837	1,222,916	(162,079)	-13.25%
Maintenance	2,159,045	1,852,259	306,786	16.56%
Protective Services	22,607	127,116	(104,509)	-82.22%
General	1,787,523	1,290,226	497,297	38.54%
Interest	50,398	184,035	(133,637)	-72.61%
Housing Assistance Payments	11,460,186	10,695,885	764,301	7.15%
Depreciation	1,170,907	2,216,758	(1,045,851)	-47.18%
Total Expenses	22,226,943	21,254,621	972,322	4.57%
Net Position				
Change in Net Position	4,865,873	570,947	4,294,926	752.25%
Special Item	(746,231)	(1,278,222)	531,991	-41.62%
Extraordinary maintenance	(405,456)	0	(405,456)	0.00%
Gain (Loss) on disposition of assets	(4,507,325)	646,192	(5,153,517)	-797.52%
Prior period adjustments	0	(408,845)	408,845	0.00%
Beginning Net Position	47,990,579	48,460,507	(469,928)	-0.97%
Ending Net Position	\$ 47,197,440	\$ 47,990,579	\$ (793,139)	-1.65%

The federal government continued to fund operating grants at a level below total eligibility for the period ended September 30, 2016. With no signs of improvement in federal funding or economic conditions in the foreseeable future, the Authority is using proactive measures to review staff responsibilities and implementing cost management strategies. The Authority continuously looks for new ways to improve operations, control costs, maximize effectiveness, and demonstrate accountability.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016

During the year, total revenue increased by \$5.3 million or 24.13%. Tenant revenue decreased by \$178,381 or 8.6% mainly due to the disposal of the RAD properties during the audit period. Total grant revenue increased by \$2.4 million or 12.76% due to increased funding from the Capital Fund program due to the retirement of CFFP debt, an increase of \$442,378 of Housing Choice Voucher Program funding, and increased pass-through HOME funds from Spartanburg County that was partially offset by a decrease in Low Income Public Housing funding. Other revenue increased by \$3.0 million or 295.34% due mainly to the receipt of proceeds received from the sale of the RAD program communities.

Total expenses increased by \$972,322 or 4.57% from FY 2015 to FY 2016. Administrative costs increased by \$452,648 or 12.83%. Utilities decreased by \$162,079 or 13.25%. Tenant services increased by \$397,366 or 291.19% due primarily to higher Youth Build and Multifamily Elderly Service Coordinator Grant activities during the year. Maintenance and operations increased by \$306,786 or 16.56% due to higher contract costs for unit turnarounds and for unit improvements. Protective services decreased by \$104,509 or 82.22% due to lower utilization of contract officers. Housing assistance payments were \$764,301 higher (7.15%) due to 9 months of payments made to the RAD communities that were not in place last year. Depreciation expense decreased by \$1,045,851, or 47% due to fewer assets in service in relation to last year due to the disposition of the RAD communities. General expenses were \$497,297 higher than last year due to an increase in Public Housing program expenses as a result of pass-through subsidy payments to RAD communities. Interest expense decreased by \$133,637 or 73%, as a result of lower debt levels in relation to FY2015.

Capital Assets

During FY 2016, the Authority had total capital asset additions of \$1,297,785, consisting of Capital Fund grant additions of \$60,006, additions from Page Lake of \$1,199,558, and additions from operations of \$38,221. Additionally, net dispositions during FY 2016 totaled \$12,794,478 and depreciation expense was \$1,170,907, a decrease of \$12,667,600 or 42.7% for FY 2016.

Spartanburg Housing Authority
Comparative Statement of Capital Assets
TABLE III

	2016	2015	Total Change	% Change
Land	\$ 5,424,146	\$ 6,757,260	\$ (1,333,114)	-19.73%
Buildings & improvements	36,411,305	58,727,244	(22,315,939)	-38.00%
Furniture & Equipment	1,302,127	2,031,197	(729,070)	-35.89%
Construction in progress	60,006	1,150,807	(1,090,801)	100.00%
	43,197,584	68,666,508	(25,468,924)	-37.09%
Accumulated Depreciation	(26,196,909)	(38,998,233)	12,801,324	-32.83%
Total Capital Assets	\$ 17,000,675	\$ 29,668,275	\$ (12,667,600)	-42.70%

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)
September 30, 2016

Reconciliation of Capital Assets

Balance as of October 1, 2015	\$ 29,668,275
Additions from Page Lake	1,199,558
Additions from Capital Funds	60,006
Additions from Operations	38,221
Current period dispositions	(12,794,478)
Depreciation expense	<u>(1,170,907)</u>
Balance as of September 30, 2016	\$ <u>17,000,675</u>

Debt Outstanding

As of the year-end, the Authority had outstanding debt of \$411,155 which was a reduction of \$3,597,533 from last year's balance of \$4,008,688. During the year the Public Housing Capital Fund Program Debt was reduced by \$3,262,354 as a result of the retirement of all outstanding Low Income Public Housing program debt due to the disposition of seven communities that occurred as part of the Rental Assistance Demonstration (RAD) program that occurred in January 2016. Additionally, \$438,613 of debt related to the homeownership program was retired due to several sales during the year. There were no new debt obligations during the year.

Economic Factors

Several significant economic factors are present that may impact the Authority in the future.

- Congressional funding of the Department of Housing and Urban Development, including any subsidy proration.
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income.
- Inflationary pressure on utility rates, supplies and other costs.
- Health care and other insurance costs are expected to increase dramatically over the next several years especially due to the Affordable Care Act.

Financial Contact

Questions concerning any of the information provided in this Management's Discussion & Analysis should be addressed to:

Terril Bates, Executive Director
Spartanburg Housing Authority
2271 South Pine Street
Spartanburg, South Carolina 29302
(864) 598-6102

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
STATEMENT OF NET POSITION
September 30, 2016

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	Primary Government	Discretely Presented Component Units	TOTAL (Memorandum Only)
CURRENT ASSETS			
Cash and cash equivalents - unrestricted	\$ 5,523,317	\$ 6,450	\$ 5,529,767
Cash and cash equivalents - restricted	2,079,290	-	2,079,290
Receivables, net	247,549	-	247,549
Prepaid expenses	133,742	-	133,742
Assets held for sale	59,800	-	59,800
	<u>8,043,698</u>	<u>6,450</u>	<u>8,050,148</u>
Total current assets			
NONCURRENT ASSETS			
Capital assets, net	17,000,675	1,898,010	18,898,685
Notes receivable, net	22,542,633	-	22,542,633
Investment in joint ventures	2,327,136	-	2,327,136
	<u>41,870,444</u>	<u>1,898,010</u>	<u>43,768,454</u>
Total noncurrent assets			
Total assets	<u>49,914,142</u>	<u>1,904,460</u>	<u>51,818,602</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension plan	1,940,694	-	1,940,694
	<u>1,940,694</u>	<u>-</u>	<u>1,940,694</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$ 51,854,836</u>	<u>\$ 1,904,460</u>	<u>\$ 53,759,296</u>

The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
STATEMENT OF NET POSITION
September 30, 2016

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION

	Primary Government	Discretely Presented Component Units	TOTAL (Memorandum Only)
CURRENT LIABILITIES			
Accounts payable	\$ 1,214,692	17,333	\$ 1,232,025
Accrued liabilities	150,991	630,934	781,925
Accrued compensated absences, current portion	17,176	-	17,176
Other current liabilities	16,525	134,593	151,118
Unearned revenue	10,537	-	10,537
Notes payable, current portion	22,488	1,928,376	1,950,864
Tenant security deposits	128,745	-	128,745
Total current liabilities	1,561,154	2,711,236	4,272,390
NONCURRENT LIABILITIES			
Notes payable, less current portion	388,667	750,000	1,138,667
Accrued compensated absences, less current portion	95,961	-	95,961
Trust deposits	56,101	1,222,505	1,278,606
Accrued pension liability	2,468,536	-	2,468,536
Total noncurrent liabilities	3,009,265	1,972,505	4,981,770
Total liabilities	4,570,419	4,683,741	9,254,160
DEFERRED INFLOWS OF RESOURCES			
Pension plan	86,977	-	86,977
NET POSITION			
Net investment in capital assets	16,589,520	(780,366)	15,809,154
Restricted	24,455,077	-	24,455,077
Unrestricted	6,152,843	(1,998,915)	4,153,928
Total net position	47,197,440	(2,779,281)	44,418,159
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION	\$ 51,854,836	\$ 1,904,460	\$ 53,759,296

The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
Year ended September 30, 2016

	Primary Government	Discretely Presented Component Units	TOTAL (Memorandum Only)
OPERATING REVENUES			
Dwelling rent	\$ 1,894,659	\$ -	\$ 1,894,659
Government grants & subsidy	18,260,656	-	18,260,656
Other income	4,077,191	88,240	4,165,431
Total operating revenues	<u>24,232,506</u>	<u>88,240</u>	<u>24,320,746</u>
OPERATING EXPENSES			
Administration	3,981,613	55,718	4,037,331
Tenant services	533,827	2,000	535,827
Utilities	1,060,837	50,692	1,111,529
Maintenance & operations	2,159,045	15,121	2,174,166
Protective services	22,607	-	22,607
General expense	1,787,523	36,523	1,824,046
Housing assistance payments	11,460,186	-	11,460,186
Depreciation expense	1,170,907	55,788	1,226,695
Total Operating Expenses	<u>22,176,545</u>	<u>215,842</u>	<u>22,392,387</u>
Net operating income (loss)	2,055,961	(127,602)	1,928,359
NON-OPERATING REVENUES (EXPENSES)			
Investment income	5	-	5
Interest expense	(50,398)	(121,497)	(171,895)
Extraordinary maintenance	(405,456)	-	(405,456)
Mortgage interest income	10,355	-	10,355
Gain (loss) on disposition of assets	(4,507,325)	-	(4,507,325)
Net non-operating revenues (expenses)	<u>(4,952,819)</u>	<u>(121,497)</u>	<u>(5,074,316)</u>
Net income (loss) before other revenues, expenses, gains, losses, and transfers	<u>(2,896,858)</u>	<u>(249,099)</u>	<u>(3,145,957)</u>
HUD capital grants	2,849,950	-	2,849,950
Equity transfer to affiliated entity	(746,231)	746,231	-
Change in net position	<u>(793,139)</u>	<u>497,132</u>	<u>(296,007)</u>
Net position, beginning of year, as restated	<u>47,990,579</u>	<u>(3,276,413)</u>	<u>44,714,166</u>
Net position, end of year	<u>\$ 47,197,440</u>	<u>\$ (2,779,281)</u>	<u>\$ 44,418,159</u>

The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
STATEMENTS OF CASH FLOWS
Years ended September 30, 2016

	Primary Government	Discretely Presented Component Units	TOTAL (Memorandum Only)
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers & users	\$ 6,686,724	\$ 94,710	\$ 6,781,434
Governmental grants & subsidy - operations	18,666,266	-	18,666,266
Payments to suppliers	(5,628,768)	(731,131)	(6,359,899)
Payments to employees	(3,587,292)	-	(3,587,292)
Payments for housing assistance	(11,460,186)	-	(11,460,186)
Net cash flows provided by operating activities	<u>4,676,744</u>	<u>(636,421)</u>	<u>4,040,323</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES			
Grant revenue - Capital Fund grants	2,849,950	-	2,849,950
Acquisition of capital assets - Capital Fund grants	(1,297,785)	-	(1,297,785)
Loss from disposition of capital assets	(4,507,325)	-	(4,507,325)
Extraordinary maintenance	(405,456)	-	(405,456)
Payment on notes receivable	4,736,964	-	4,736,964
Payment of interest on debt obligations - net	(50,398)	(121,497)	(171,895)
Repayment of debt obligations	(3,686,190)	-	(3,686,190)
Net cash flows provided by capital and related financing activities	<u>(2,360,240)</u>	<u>(121,497)</u>	<u>(2,481,737)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Transfer to affiliated entities	<u>(746,231)</u>	<u>746,231</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest received	<u>10,360</u>	<u>-</u>	<u>10,360</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	1,580,633	(11,687)	1,568,946
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>6,021,974</u>	<u>18,137</u>	<u>6,040,111</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 7,602,607</u>	<u>\$ 6,450</u>	<u>\$ 7,609,057</u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating income (loss)	\$ 2,055,961	\$ (127,602)	\$ 1,928,359
Adjustments to reconcile operating loss to net cash provided by (used in) operating activities:			
Depreciation	1,170,907	55,788	1,226,695
Bad debt	110,300	-	110,300
Decrease (increase) in accounts receivable	983,501	2,921	986,422
Decrease (increase) in prepaid expenses	(17,993)	25,900	7,907
Decrease (increase) in other assets	(47,146)	3,549	(43,597)
Increase (decrease) in accounts payable	765,237	(662,480)	102,757
Increase (decrease) in accrued liabilities	(40,654)	117,947	77,293
Increase (decrease) in unearned revenue	(30,013)	(21,760)	(51,773)
Increase (decrease) in other current liabilities	(279,928)	(30,684)	(310,612)
Increase (decrease) in security/trust deposits	<u>6,572</u>	<u>-</u>	<u>6,572</u>
Net cash used in operating activities	<u>\$ 4,676,744</u>	<u>\$ (636,421)</u>	<u>\$ 4,040,323</u>

The accompanying notes are an integral part of these financial statements.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Introduction

The financial statements of the Housing Authority of the City of Spartanburg (the "Authority") have been prepared in conformity with accounting principles generally accepted in the United States (GAAP) as applied to local governmental units. The more significant accounting policies of the Authority are described below.

Organization

The Housing Authority of the City of Spartanburg is a public body and a body corporate and politic organized under the laws of the State of South Carolina for the purpose of providing adequate housing for qualified low-income individuals. The Authority is a separate non-profit corporation with a Board of Commissioners. The applicable jurisdictions appoint the Board of Commissioners. However, the Authority has complete legislative and administrative authority and it recruits and employs personnel. The Authority adopts a budget that is approved by the Board of Commissioners. Additionally, the Authority has entered into annual contribution contracts with the U. S. Department of Housing and Urban Development ("HUD") to be the administrator of the housing and housing related programs described herein. The Authority has substantial legal authority to control its affairs without local government approval; therefore, all operations of the Authority are a separate reporting entity as reflected in this report. The authority is responsible for its debts and is entitled to surpluses.

Reporting Entity

The accompanying basic financial statements include all accounts of all Authority operations and its blended component units. These statements do not include any City agencies, and the Authority is not a component unit of the City under the definitions of Government Accounting Standards Board (GASB) Statement Number 62.

Financial Accountability - The Authority is responsible for its debts, does not impose a financial burden on Spartanburg and is entitled to all surpluses. No separate agency receives a financial benefit nor imposes a financial burden on the Authority.

Appointment of a Voting Majority - The Authority is governed by a Board of Commissioners and has governance responsibilities over all activities related to all housing activities within Spartanburg. The Board of Commissioners has decision making authority and the power to designate management. The members do not serve at the discretion of the City; i.e., they can be removed only for cause. The Authority's Board elects its own chairperson.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Imposition of Will -The City has no influence over the management, budget, or policies of the Authority. The Authority's Board of Commissioners has the responsibility to significantly influence the Authority's operations. This includes, but is not limited to, adoption of the budget, personnel management, sole title to, and residual interest in all assets (including facilities and properties), signing contracts, issuing bonds, and deciding which programs are to be provided.

The Authority operated the following programs under its Annual Contributions Contracts with HUD:

Low Rent Public Housing Program- The objective of this program is to provide decent safe and sanitary housing and related facilities for eligible low-income families and the elderly. The Authority currently serves approximately 728 Public Housing units located in thirteen (13) communities throughout the City of Spartanburg. Seven communities comprising 338 units were sold to SHA 7, LLC during the fiscal year as part of HUD's Rental Assistance Demonstration program (RAD).

Capital Fund Program - The objective of this program is to improve the physical condition of the Low-Income Public Housing units and upgrade the management of the program.

Housing Choice Voucher Program - This program provides rental assistance to help low-income families afford decent, safe and sanitary rental housing. The Authority provides rental assistance in the form of a Housing Assistance Payment to a landlord on behalf of the tenant. SHA currently has an allocation of 1,827 vouchers.

Multifamily Housing Service Coordinators - This program provides funding for the employment of Service Coordinators in insured and assisted apartment housing that is designed for the elderly and persons with disabilities.

Youth Build Program - This program assists low-income young people ages 16-24 work toward their GEDs or high school diplomas while learning job skills by building affordable housing for homeless and low-income people and participating in leadership development activities in their communities.

Resident Opportunities and Supportive Services (ROSS) - This program provides public housing residents with supportive services, resident empowerment activities, and assistance in becoming economically self-sufficient.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Section 8 Moderate Rehabilitation Programs - The Section 8 Moderate Rehabilitation programs are funded by the U.S. Department of Housing and Urban Development. These programs aid very low income families in obtaining decent safe and sanitary housing by providing housing assistance payments to landlords on behalf of the tenant. SHA currently has an allocation of 285 vouchers.

Section 8 New Construction and Substantial Rehabilitation Programs - This program provide rental assistance in connection with the development of newly constructed or substantially rehabilitated privately owned rental housing financed with any type of construction or permanent financing, including the applicable FHA Multifamily Mortgage Insurance Programs.

Blended Component Units - The Authority administers two blended component units as detailed below. Both blended component units' current year activity are consolidated and reported in the accompanying Financial Data Schedules in the 'Blended Component Unit' column and are part of the Primary Government in the Basic financial statements. A copy of the financial statements of SHA Property Company for the year ended September 30, 2016, may be obtained by contacting the Housing Authority of the City of Spartanburg, 2271 S. Pine Street, Spartanburg, SC 29302.

SHA Property Company, Inc. (ShapCo) - This is a related not-for-profit South Carolina Corporation, which was created as an instrumentality of the Authority for the primary purpose of owning and managing non-dwelling rental property. During September 2015, the primary assets of ShapCo were seized by Wells Fargo and liquidated as part of the default on the Mary Wright Center Loan as discussed in Notes 10 and Note 16 and as a result, the entity had no material assets as of September 30, 2016.

Spartanburg Leased Housing Corporation (SLHC) - This entity is a member in Cedar Springs Place, LLC, and its primary purpose is to acquire, construct, own, finance, lease and operate 48 elderly low income housing tax credit units located in a building at 324 Cedar Springs Road, Spartanburg, SC. SLHC was created solely for the financial benefit and convenience of the Housing Authority.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Discretely Presented Component Units - Two discrete component units, known as Mary Wright, LLC (MW, LLC) and Wright Center, LLC (WC, LLC) are presented in this report. MW, LLC is a South Carolina Limited Liability Company formed to acquire, finance, rehabilitate, own, and sell or otherwise dispose of a historic property located in Spartanburg known as the Wright Center. The Wright Center property is leased to WC, LLC. WC, LLC is a South Carolina limited liability company formed to lease the Wright Center and to hold, maintain, operate, and sell or otherwise dispose of its leasehold interest in the property. ShapCo is WC, LLC's managing member. WC, LLC subleases the Wright Center to the Authority and other tenants who utilized the property as administrative offices. Although SHA is not financially accountable for these entities, as of September 30, 2015 it was the primary tenant in that facility and this relationship was sufficient to require that these units be discretely presented in the Authority report. Subsequent to the year-end but prior to the issuance of this report, SHA vacated the facility and the facility was foreclosed upon in January 2017, eliminating the Authority's leasehold interest and obligation.

Board Information

The Board is made up of seven members with the following terms:

Molly Talbot-Metz	June 30, 2019
Thomas A. Lounds, Jr.	October 31, 2017
Mac Hogan	June 30, 2018
Brenda Thomas	June 30, 2019
Dr. Charles White	June 30, 2020
Kittie Collins-Tullis	October 31, 2017
Andrew Poliakoff	June 30, 2020

Basis of Presentation, Basis of Accounting, and Measurement Focus

The basic financial statements (i.e. the statements of net position, the statements of revenues, expenses, and changes in net position, and the statements of cash flows for the proprietary fund) report information on all of the activities of the Authority except for its discretely presented component units. Separate fund financial statements are provided for the component units.

Description of Funds

A Fund is an independent fiscal and accounting entity with a self-balancing set of accounts comprised of its assets, deferred outflow of resources, liabilities, deferred inflow of resources, net position, revenues, and expenses. The funds maintained by the Authority allow compliance and financial accountability by separate functions and activities.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The Authority's operating activities are maintained in accordance with the principles of enterprise fund accounting to ensure the observance of limitations and restrictions on the resources available. GASB Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, was issued to incorporate GASB and AICPA guidance into GASB authoritative literature. HABC has elected not to follow any FASB guidance not included in GASB 62.

HUD requires all Public Housing Agencies meeting certain criteria to account for financial activity by projects referred to as the asset management projects (AMPs) since fiscal year 2008. The Authority is required to report financial activity by AMPs as well as by fund through HUD's on-line reporting system.

Basis of Accounting and Measurement Focus

The basis of accounting for the funds used by the Authority is determined by measurement focus. The flow of economic resources measurement focus and the accrual basis of accounting are used to account for the Authority's funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of the timing of related cash flows. All assets and liabilities associated with the operation of these funds are included on the Statements of Net Position.

Net position in enterprise fund financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are either externally imposed by creditors, granters, or laws and regulations of other governments. The Authority's restricted net position consists of escrows held for debt service, investment in joint ventures, program income, reserve accounts, and excess housing assistance payments.

Separate statements are also included for the discretely presented component units as shown in the table of contents. The discretely presented component units are separate legal entities from the Authority.

Use of Estimates in Preparing Financial Statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses in the financial statements and in the disclosures of contingent assets and liabilities. Actual results could differ from those estimates.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Budgets

The Authority adopts budgets on the basis of accounting consistent with the basis of accounting for the fund to which the budget applies. The Authority prepares annual operating budgets that are formally adopted by its Governing Board of Commissioners. The budgets for programs funded by HUD form the basis of the Federal Financial Assistance received through HUD.

Cash, Cash Equivalents, and Investments

The Authority's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with an original maturity of three months or less when purchased to be cash equivalents.

Investments are stated at fair market value, except for U.S. Treasury Bills, which are reported at amortized cost. The Authority reports all money market investments having a remaining maturity at time of purchase of one year or less at amortized cost. Investment securities are normally held to mature at par value and adjustments are made to the investment portfolio to reflect increases/ (decreases) in gains made.

Accounts Receivable

Accounts receivable consists of payments due from HUD and related affiliates, rent payments from tenants and other miscellaneous receivables arising from the normal course of operations. A reserve for uncollectible accounts is established based on management's estimates. Collection losses on accounts receivable are expended, in the appropriate Fund, on the specific write-off method.

Inventories

Inventories are recorded at the lower of cost or market. The consumption method is used to account for inventories. Under the consumption method, inventories are charged to expense when consumed.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital Assets and Depreciation

Capital assets are stated at historical cost, less accumulated depreciation. Donated capital assets are stated at their fair value on the date donated. This includes site acquisition and improvement, structures and equipment. All infrastructure assets were capitalized at the conclusion of development then dedicated to the County for maintenance and repairs. Depreciation of exhaustible capital assets used by proprietary funds is computed on the straight-line method and charged as an expense against operations, and accumulated depreciation is reported on the Statement of Net Position. Assets are capitalized if they have a useful life beyond one year and an original cost greater than \$5,000.

The estimated useful lives for each major class of depreciable capital assets are as follows:

Buildings & Improvements	20 years
Furniture, fixtures, & equipment	5 years

Proceeds from the disposal of capital assets are recognized in the period received. Proceeds from the sale of property acquired or significantly improved with HUD or other grant funds are refunded to HUD or the applicable grantor as required by contract, or retained and used for special purposes as approved by HUD or the grantor.

Notes Receivable

A significant portion of notes receivables represent loans to related party Owner-Entities and developers for Development Projects. The Authority subordinated these loans in conjunction with financing arrangements related to the development of mixed-income, multi-family rental communities. Such loans are interest-bearing and are payable from cash flow from the property owned by each respective Project. Such loans are typically funded from various programs and Capital Fund grants, representing a significant portion of the construction costs associated with the Authority assisted component of the mixed-income rental property. Interest and principal on these loans are subordinated and are contingent on cash flow from the property; however, interest income is accrued as it occurs. Based on the status of the previous mixed-financing projects and the contingent nature of the payments, management elected to establish an allowance based on the expected amount the Authority intends to collect.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Compensated Absences

Compensated absences are absences for which employees will be paid, i.e., sick leave, vacation, and other approved leaves. In accordance with GASB Statement No.16, *Accounting for Compensated Absences*, the Authority accrues the liability for those absences that the employee has earned the rights to the benefits. Accrued amounts are based on the current salary rates. Full-time, permanent employees are granted vacation and sick leave benefits in varying amounts to specified maximums depending on tenure with the Authority. Vacation and sick pay is recorded as an expense and related liability in the year earned by employees.

Net Position

Net position is displayed in three components:

Net Investment in Capital Assets: This component of net position consists of all capital assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Position: This component of net position consists of restricted resources when constraints are placed on the resource by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc. This also includes investments in joint ventures.

Unrestricted Net Position: This component of net position consists of resources that do not meet the definition of "Net Investment in Capital Assets" or "Restricted Net Position."

Certain assets including cash and investments may be classified in restricted net position on the Statements of Net Position because their use is restricted for specific purposes. It is the Authority's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

Revenues and Expenses:

Revenues and expenses are recognized on the accrual basis of accounting. Revenues relating to the Authority's operating activities include rental related income, interest income and other sources of revenues that are recognized in the accounting period in which they are earned. Other major sources of revenues include the operating subsidy from HUD and other HUD funding for capital and operating expenses.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Operating Revenue:

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Authority are charges to customers for rents. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Subsidies received from HUD or other grantor agencies, for operating purposes, are recorded as operating revenue in the operating statement while capital grant funds are added to the net position in the no operating revenue and expense. Pursuant to the Annual Contributions Contract HUD contributes an operating subsidy approved in the operating budget. For the year ended September 30, 2016, the subsidy paid was \$3,550,832.

Taxes

Under Federal, State and City laws, the Authority is exempt from income, property and excise taxes. Housing authorities are, however, required to make payments in lieu of taxes (PILOT) in accordance with the provisions of agreements with local taxing authorities.

Insurance

The primary technique used for risk financing is the purchase of insurance policies from commercial insurers that include a large deductible amount. The use of a large deductible clause reduces the cost of insurance, but, should losses occur, the portion of the uninsured loss is not expected to be significant with respect to the financial position of the Authority. The Authority secures required insurance coverage through the competitive bid process. As of the date of the fieldwork, the Authority had the required coverage in force.

New Accounting Pronouncements

The Authority adopted the following accounting pronouncements during the current fiscal year.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

GASB Statement No. 68, Accounting and Financial Reporting for Pensions

The objective of this statement is to improve financial reporting by state and local governmental pension plans. The Authority began participation in the South Carolina Retirement System, a multi-employer pension plan, effective October 1, 2015. The financial activity of the plan as of June 30, 2016, to the extent it impacts the Authority, resulted in the recognition of Deferred Outflows of Resources of \$1,940,464 and Deferred Inflows of Resources of \$86,977.

GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date – an Amendment of GASB Statement No. 68

The objective of this Statement is to address an issue related to amounts associated with contributions, if any, made by a local government employer contributing to a defined benefit pension plan after the measurement date of the government's beginning net pension liability.

The Statement was considered in the recognition of the Deferred Outflows of resources reported as of September 30, 2016.

Statement No. 72 – Fair Value Measurement and Application

This statement is effective for periods beginning after June 15, 2015 with earlier application encouraged. This statement improves financial reporting by clarifying the definition of *fair value* for financial reporting purposes. This statement requires disclosures to be made about fair value measurements, the level of fair value hierarchy, and valuation techniques. There was no impact on the Authority's financial statements as a result of this pronouncement.

2. CASH AND CASH EQUIVALENTS

All the deposits of the Spartanburg Housing Authority are either insured or collateralized by using the Dedicated Method whereby all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Authority's agents in these units' names. The Spartanburg Housing Authority has no policy regarding custodial credit risk for deposits.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

2. CASH AND CASH EQUIVALENTS (continued)

At September 30, 2016, the Authority's Primary Government cash and cash equivalents had a carrying amount of \$7,602,607 and bank balances of \$8,065,574. Of the bank balances held in various financial institutions, \$750,000 was covered by federal depository insurance and the remainder was covered by collateral held under the dedicated method. Additionally, as of September 30, 2016, there was \$6,450 of cash and cash equivalents in the Discretely Presented Component Units that are included in the agency-wide financial statements. Inclusive of these amounts, cash and investments had a carrying amount of \$7,609,057 and bank balances of \$8,072,024.

Inherent rate risk – The Authority's formal investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from interest rate volatility.

Credit Risk – The Authority has no policy regarding credit risk.

Custodial credit risk – For an investment, the custodial risk is the risk that in the event of the failure of the counterparty, the Authority will not be able to recover the value of its investments or collateral securities that in the possession of an outside party. The Authority's policy is to limit credit risk by adherence to the list of HUD permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

Concentration of credit risk – The Authority placed no limit on the amount that it may invest in certificates of deposits. The Authority has no policy regarding credit risk.

Collateralization – In addition to the above mentioned FDIC insurance, BB&T Bank participates in public funds of pooled securities for the Authority. As of September 30, 2016, there was \$8,255,968 of specified pledged security for the Authority.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

2. CASH AND CASH EQUIVALENTS (continued)

Restricted Cash and Cash Equivalents:

Primary Government

Restricted cash and cash equivalents were comprised of the following as of September 30, 2016:

Description	Amount
Tenant security deposits	\$ 128,512
Restricted deposits - Moderate Rehabilitation Program	406,625
Restricted deposits and funded reserves - JC Bull (new construction)	1,102,784
Housing Choice Voucher Program - Unexpended HAP equity	383,439
Restricted deposits - unexpended Duke Power grant	1,829
FSS participants' escrow accounts	<u>56,101</u>
	<u><u>\$ 2,079,290</u></u>

3. ACCOUNTS RECEIVABLE

Primary Government

Accounts receivable at September 30, 2016 consisted of the following:

Description	Amount
Accounts receivable - tenants - dwelling rents (net of allowance of \$11,440)	\$ 20,644
Accounts receivable - HUD	113,669
Notes receivable - current portion	18,000
Due from Affiliate - Mary Wright LLC (net of allowance of \$101,477)	22,463
Accounts receivable - Department of Labor (Youthbuild)	41,988
Accounts receivable - Section 8 portability	8,512
Accounts receivable - miscellaneous	<u>22,273</u>
	<u><u>\$ 247,549</u></u>

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

4. PREPAID EXPENSES & OTHER CURRENT ASSETS

Primary Government

Prepaid charges and other assets at September 30, 2016 consisted of the following:

<u>Description</u>	<u>Amount</u>
Prepaid insurance expense	\$ 133,742
Assets held for sale	59,800
Total	<u>\$ 193,542</u>

5. CAPITAL ASSETS

A summary of changes in capital assets is as follows:

Primary Government

	Balance October 1, 2015	Additions	Transfers/ Disposals	Balance September 30, 2016
Land	\$ 6,757,260	\$ -	\$ (1,333,114)	\$ 5,424,146
Buildings	58,727,244	1,997,496	(24,313,435)	36,411,305
Furniture & Equipment	2,031,197	38,221	(767,291)	1,302,127
Construction-in-progress	1,150,807	1,259,564	(2,350,365)	60,006
	68,666,508	3,295,281	(28,764,205)	43,197,584
Less Accumulated Depreciation:	(38,998,233)	(1,170,907)	13,972,231	(26,196,909)
Total	<u>\$ 29,668,275</u>	<u>\$ 2,124,374</u>	<u>\$ (14,791,974)</u>	<u>\$ 17,000,675</u>

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

5. CAPITAL ASSETS (continued)

Discretely Presented Component Units

	Balance October 1, 2015	Additions	Transfers/ Writedowns	Balance September 30, 2016
Land	\$ 62,064	\$ -	\$ -	\$ 62,064
Buildings	2,087,936	-	-	2,087,936
	2,150,000	-	-	2,150,000
Less Accumulated Depreciation:	(196,202)	(55,788)	-	(251,990)
Total	<u>\$ 1,953,798</u>	<u>\$ (55,788)</u>	<u>\$ -</u>	<u>\$ 1,898,010</u>

6. NOTES RECEIVABLE

Primary Government

The Notes Receivable for the primary government at September 30, 2016 consisted of the following:

<u>Entity/Partnership</u>	<u>Notes Receivable</u>	<u>Accrued Interest</u>	<u>Total Receivable</u>	<u>Allowance for Doubtful Accts</u>	<u>Net Receivable</u>
Spartanburg Housing, LP	\$ 1,000,000	\$ 946,541	\$ 1,946,541	\$ (946,541)	\$ 1,000,000
Spartanburg Housing 2, LP	335,000	-	335,000	-	335,000
CS1, LLC	10,795,791	65,808	10,861,599	(65,808)	10,795,791
HC1, LLC	780,000	736,146	1,516,146	(736,146)	780,000
SHA 7	8,244,578	252,702	8,497,280	(252,702)	8,244,578
Highland Avenue LLC	350,000	11,314	361,314	(11,314)	350,000
Cedar Springs Place, LLC	914,375	286,647	1,201,022	(286,647)	914,375
Homeowners Notes Receivable	<u>751,548</u>	<u>-</u>	<u>751,548</u>	<u>(610,659)</u>	<u>140,889</u>
Total	<u>\$ 23,171,292</u>	<u>\$ 2,299,158</u>	<u>\$ 25,470,450</u>	<u>\$ (2,909,817)</u>	<u>\$ 22,560,633</u>
Less current portion					<u>18,000</u>
Non-current notes receivable					<u>\$ 22,542,633</u>

The current portion of notes receivable is included in Receivables, net in the financial statements.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

6. NOTES RECEIVABLE (continued)

Notes Receivable - Spartanburg Housing Limited Partnership, (affiliate) consists of the following loans made to the Partnership, a related party, by the Spartanburg Housing Authority for the development of the project:

Second mortgage note ("Hope VI Loan") in the amount of \$800,000. The note bears interest at the Applicable Federal Rate (AFR) applicable to long-term loans with annual compounding for December 2001, which equals 5.05 percent. The interest rate will remain stable throughout the life of the note. The loan is secured by an investment in real property. The principal amount and any unpaid accrued interest will be payable only from net available cash flow, net proceeds, or condemnation proceeds, as defined. The note matures on November 30, 2031. The balance of the note as of September 30, 2016, was \$800,000 and accrued interest receivable as of September 30, 2016 was \$761,444. An allowance for doubtful accounts of \$761,444 has been recognized to fully reserve all accrued interest as of September 30, 2016.

Third mortgage note ("CFP Loan ") in the amount of \$200,000. The note bears interest at the Applicable Federal Rate (AFR) applicable to long-term loans with annual compounding for December 2001, which equals 5.05 percent. The interest rate will remain stable throughout the life of the loan. The note is secured by an investment in real property. The principal amount and any unpaid accrued interest will be payable only from net available cash flow, net proceeds or condemnation proceeds, as defined. The note matures on November 30, 2031. The balance of the note as of September 30, 2016, was \$200,000. Accrued interest receivable as of September 30, 2016 was \$185,097. An allowance for doubtful accounts of \$185,097 has been recognized to fully reserve all accrued interest as of September 30, 2016.

Notes Receivable - SHA 2 ("Stabilization Reserve") - the Spartanburg Housing Authority has a note receivable from SHA2, LP for the stabilization reserve in the amount of \$335,000. The loan is non-interest bearing and payable from available cash flow beginning in 2021. The note has a final maturity of September 30, 2053 at which time all principal and other outstanding sums shall be due and payable in full. As of September 30, 2016, the balance is \$335,000.

Notes Receivable- CS1, LLC, affiliate consists of the following loans made to the Partnership, a related party, by the Spartanburg Housing Authority for the development of the project:

CS1, LLC, has a permanent loan from the Housing Authority. The loan bears interest at a rate equal to the Bond Market Association Index (BMA) plus 198 basis points and is guaranteed by the Managing Member and its affiliate. This loan was used to fund construction of the Project. On March 9, 2011, this loan converted to a permanent loan under the same terms, after a principal pay down of \$635,021. Principal and interest payments are due monthly. This loan is secured by all property, security agreements and assignments of rents and matures in 2040.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

6. NOTES RECEIVABLE (continued)

The balance of the loan as of September 30, 2016, was \$3,445,000. This loan is a conduit obligation in which proceeds will be used to repay the Spartanburg Multifamily Housing Revenue Bonds, Series 2007 and therefore it is not included in the financial statements of the Authority.

Cedar Springs 1, LLC, has 42-year non-recourse Hope VI loan from the Housing Authority. The loan does not bear interest and is subordinate to the bond loan. This loan was used to fund the construction of the Project. No payments are due until maturity. All principal is due on March 14, 2049. The loan is secured by the property. The balance of the loan as of September 30, 2016 was \$7,768,309.

Cedar Springs 1, LLC, has a 42-year non-recourse program income fund loan from the Housing Authority. The loan does not bear interest and is subordinate to the bond loan. This loan was used to fund the construction of the Project. No payments are due until maturity. All principal is due on February 28, 2049. The loan is secured by the property. The balance of the loan as of September 30, 2016 was \$2,308,443.

Cedar Springs 1, LLC, has a 42-year non-recourse state loan from the Housing Authority. The loan bears interest at 5.23% and is subordinate to the bond loan. This loan was used to fund construction costs. No payments are due until maturity. All principal is due on March 13, 2049. The loan is secured by the property. The balance of the loan as of September 30, 2016 was \$719,039. Accrued interest receivable as of September 30, 2016 was \$65,808. An allowance for doubtful accounts of \$65,808 has been recognized to fully reserve all accrued interest as of September 30, 2016.

Notes Receivable- HC 1, LLC, affiliate consists of the following loans made to the Partnership, a related party, by the Spartanburg Housing Authority for the development of the project:

HC1, LLC ("SHA Loan") - The Partnership and the Spartanburg Housing Authority entered into a non-recourse construction and permanent loan in the amount of \$300,000. The note bears interest at 8.0% and is secured by an investment in real property. The principal amount and any unpaid accrued interest will be payable from available cash flows after the repayment of the senior mortgage loans, junior mortgage loans, and all reserves required by the partnership agreement have been fully funded. The note matures in July 2037. The balance of the note as of September 30, 2016 was \$300,000. Noncurrent interest payable as of September 30, 2016 was \$272,215. An allowance for doubtful accounts of \$272,215 has been recognized to fully reserve all accrued interest as of September 30, 2016.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

6. NOTES RECEIVABLE (continued)

HC1, LLC ("SHA Acquisition Loan") - The Partnership has a non-recourse construction and permanent loan entered into by the Partnership and the Spartanburg Housing Authority in the amount of \$480,000. The note bears interest at 8.0% and is secured by an investment in real property. The principal amount and any unpaid accrued interest will be payable from available cash flows after the repayment of the senior mortgage loans, junior mortgage loans, and all reserves required by the partnership agreement have been fully funded. The note matures in July 2037. The balance of the note as of September 30, 2015 was \$480,000. Noncurrent interest payable as of September 30, 2016 was \$463,931. An allowance for doubtful accounts of \$463,931 has been recognized to fully reserve all accrued interest as of September 30, 2016.

Notes Receivable – SHA 7, LLC, affiliate consists of the following loans made to the properties that transitioned to stand alone entities under the Rental Assistance Demonstration, a related party, by the Spartanburg Housing Authority for the redevelopment of seven properties that were formerly ACC units under the Low Income Public Housing Program:

SHA 7, LLC ("Carryback Loan") - The Authority issued a \$7,244,578 note to assist in the acquisition funding of the RAD properties during January 2016. The note accrues interest at 2.65% and matures in January 2059 and interest payment are repayable from cash flow only. As of September 30, 2016, the outstanding balance was \$7,244,578. An allowance for doubtful accounts of \$184,618 representing accrued interest on the loan has been recorded as of September 30, 2016 and all amounts are considered non-current.

SHA 7, LLC ("Reserve Loan") - The Authority issued a \$1,000,000 note which represented cash loans to SHA7 to provide replacement reserves for these developments. The note accrues interest at 7.8% and matures in January 2059 and interest payment are repayable from cash flow only. As of September 30, 2016, the outstanding balance was \$1,000,000. An allowance for doubtful accounts of \$68,084 representing accrued interest on the loan has been recorded as of September 30, 2016 and all amounts are considered non-current.

Highland Avenue, LLC - The Partnership and the Spartanburg Housing Authority entered into a non-recourse construction and permanent loan in the amount of \$350,000. The note bears interest at the applicable federal rate (AFR) (1.9% at September 30, 2016) and is secured by an investment in real property. The principal amount and any unpaid accrued interest will be payable from available cash flows after the repayment of the senior mortgage loans, junior mortgage loans, and all reserves required by the partnership agreement have been fully funded.

The note matures in April, 2050. The balance of the note as of September 30, 2016 was \$350,000. Noncurrent interest payable as of September 30, 2016 was \$11,314. An allowance for doubtful accounts of \$11,314 has been recognized to fully reserve all accrued interest as of September 30, 2016.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

6. NOTES RECEIVABLE (continued)

Notes Receivable - Cedar Springs Place, LLC, affiliate consists of the following loans made to the Partnership, a related party, by the Spartanburg Housing Authority for the development of the project:

Cedar Springs Place, LLC entered into a fourth mortgage loan payable with Spartanburg Housing Authority on October 12, 2007 in the original amount of \$414,375. The note bears interest at the greatest of (a) 4.77% per annum or (b) an annual interest rate equal to the applicable Federal long-term rate (AFR) as defined in Section 1274(d) of the Internal Revenue Code of 1986. The note shall be repaid in a single payment including all unpaid principal and accrued interest with net available cash flow and at the end of the first mortgage on the property. The mortgage is collateralized by a fourth mortgage on the property.

As of September 30, 2016, the loan balance was \$414,375 and accrued interest totaled \$164,383. An allowance for doubtful accounts of \$164,383 has been recognized to fully reserve all accrued interest as of September 30, 2016.

Cedar Springs Place, LLC entered into a fifth mortgage loan payable with Spartanburg Leased Housing Corporation (a blended component unit of the Spartanburg Housing Authority) on March 28, 2007 in the original amount of \$300,000. The note bears interest at the greater of (a) 4.7% per annum or (b) an annual interest rate equal to the applicable Federal long-term rate (AFR) as defined in Section 1274(d) of the Internal Revenue Code of 1986. The note shall be repaid in a single payment including all unpaid principal and accrued interest on the 30th anniversary of disbursement of the proceeds of the loan. The mortgage is collateralized by a fifth mortgage on the property. As of September 30, 2016, the loan balance was \$300,000 and accrued interest totaled \$122,264. An allowance for doubtful accounts of \$122,264 has been recognized to fully reserve all accrued interest as of September 30, 2016.

Pursuit to the Operating Agreement, Cedar Springs Place, and LLC was advanced \$200,000 for additional funds to be repaid from surplus cash. This amount has been treated as a notes receivable but is non-interest bearing.

Notes Receivable- Homebuyers- the Authority has issued primary loans to assist qualified residents in the purchase of homes/ The Authority entered into a \$1,000,000 Loan Agreement with BB&T Bank to finance these primary loans. Mortgage loans held by the Authority are collateralized by single- family residences. As of September 30, 2016, the outstanding mortgage balances was \$751,548. An allowance for doubtful accounts of \$610,659 has been recorded as of September 30, 2016. Of the total outstanding amount, \$18,000 is considered current.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

7. OTHER NONCURRENT ASSETS

Primary Government

Other noncurrent assets consisted of the following as of September 30, 2016:

<u>Description</u>	<u>Amount</u>
Developer fees receivable - Tax Credit Properties	\$ 2,867,526
Less allowance for doubtful accounts	(680,661)
Investment in Joint Ventures - Tax Credit Properties	<u>140,271</u>
	<u>\$ 2,327,136</u>

The Tax Credit Properties included in the above are the CS1, LLC, HS1, LLC, SHA 7, LLC, Spartanburg Housing, LP and the Spartanburg Housing 2, LP. The Investment in Joint ventures represents the Housing Authority ownership in the tax credit entities per the partnership's or LLC's books of account.

8. ACCOUNTS PAYABLE AND CURRENT LIABILITIES

Accounts payable and current liabilities as September 30, 2016 consisted of the following:

Primary Government

<u>Description</u>	<u>Amount</u>
Vendors and contractors payable	\$ 808,067
Accrued wages/payroll taxes payable	63,207
Accrued compensated absences - current portion	17,176
Accounts payable - HUD	406,625
Unearned revenue	10,537
Long-term debt - current portion	22,488
Security deposits	128,745
Accrued liabilities/utilities payable	<u>104,309</u>
	<u>\$ 1,561,154</u>

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

8. ACCOUNTS PAYABLE AND CURRENT LIABILITIES (continued)

Discretely Presented Component Units

<u>Description</u>	<u>Amount</u>
Accrued interest payable	\$ 630,934
Long-term debt - current portion	1,928,376
Vendors and contractors payable	17,333
Accrued liabilities - fees payable	134,593
	<u>\$2,711,236</u>

9. NON-CURRENT LIABILITIES

Primary Government

Non-current liabilities at September 30, 2016 consisted of the following:

	<u>Balance October 1, 2015</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance September 30, 2016</u>	<u>Due Within One Year</u>
Long-term debt	\$ 4,008,688	\$ -	\$ (3,700,967)	\$ 307,721	\$ 37,265
Unfunded pension liability	-	2,468,536	-	2,468,536	-
Compensated absences	164,175	49,923	(100,961)	113,137	17,176
FSS escrow accounts	49,529	47,926	(41,354)	56,101	-
Total long-term debt	<u>\$ 4,222,392</u>	<u>\$2,566,385</u>	<u>\$ (3,843,282)</u>	<u>\$ 2,945,495</u>	<u>\$ 54,441</u>

Discretely Presented Component Units

Non-current liabilities at September 30, 2016 consisted of the following:

	<u>Balance January 1, 2015</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance September 30, 2016</u>	<u>Due Within One Year</u>
Long-term debt	\$ 2,678,376	\$ -	\$ -	\$ 2,678,376	\$ 1,928,376
Developer fee payable	1,222,505	-	-	1,222,505	-
Total long-term debt	<u>\$ 3,900,881</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,900,881</u>	<u>\$ 1,928,376</u>

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

10. LONG TERM DEBT OBLIGATIONS

Primary Government

Long term debt obligations as of September 30, 2016 consisted of the following:

In January of 2006, the Authority obtained an interest bearing loan to Fannie Mae for \$5,763,000 for the development of public housing. Principal and interest payments are to be paid out of the Authority's Capital Fund Program. The loan bears interest at a rate of 4.5% and matures in January of 2026. The loan is secured directly by the real property financed by the loan. During fiscal year 2016, the Authority paid off the loan using Capital Fund grant revenue in order to remove all debt from the seven properties sold under the RAD program.

In October of 2006, the Authority obtained a \$1,000,000 line of credit from Branch Banking and Trust Company to finance residential mortgage loans offered to qualifies home buyers, from the Authority. The loan is collateralized by single-family residences. Interest is charged at the One Month LIBOR Rate plus 2.25%, and is payable monthly. The outstanding balance as of September 30, 2016 was \$20,004 with a current amount due of \$20,004. Future projected payments are as follows:

	Principal	Interest	Total
2017	\$ 20,004	\$ 754	\$ 20,758

In October of 2008, the Authority obtained a \$136,529 loan from Branch Banking and Trust Company to fund the development of three duplexes (six low income rental units). The loan is secured by the land and buildings. Interest is charged at the One Month LIBOR Rate plus 2.25%, and is payable monthly. The outstanding balance as of September 30, 2016 was \$95,609, with a current amount due of \$2,484.

	Principal	Interest	Total
2017	6,291	2,484	8,775
2018	6,462	2,313	8,775
2019	6,637	2,138	8,775
2020	6,817	1,958	8,775
2021	7,002	1,773	8,775
2022-2029	62,400	6,901	69,301
Total	\$ 95,609	\$ 17,566	\$ 113,175

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

10. LONG TERM DEBT OBLIGATIONS (continued)

During fiscal year 2009, the Authority obtained a \$295,542 loan from the South Carolina State Housing Finance and Development Authority to fund the development of three duplexes (six low income rental units). The loan is secured by the land and buildings. The loan bears no interest, and is forgivable. The outstanding balance as of September 30, 2016 was \$292,542, with all amounts considered non-current.

Interest charges expensed on all debts during the year totaled \$50,398.

Discretely Presented Component Units

Long-term debt obligations as of September 30, 2016 consisted of the following:

Senior Note Payable

On February 8, 2008, MW, LLC entered into a loan agreement with Wachovia Community Development Enterprises V, LLC for a loan in the amount of \$3,000,000. The Senior Loan is secured by a Mortgage, Assignment of Leases, and Security Agreement on the Wright Center property. The loan requires monthly payments of interest only. The loan matured on February 9, 2015 but payment was not made at that time.

During fiscal year 2015, Wells Fargo attached the building at 325 South Church Street owned by Shapco and held a bank sale that netted sales proceeds of \$696,049 and applied \$375,944 of sinking fund and investments held by Mary Wright, LLC to reduce the outstanding loan balance at September 30, 2015 to \$1,928,376 and a balance of \$61,620 in accrued interest payable was also outstanding. As of September 30, 2016, the outstanding loan balance is \$1,928,376 and a balance of \$114,692 in accrued interest payable was also outstanding.

Supplemental Note Payable

On February 8, 2008, MW, LLC entered into a loan agreement with Wachovia Community Development Enterprises V, LLC for a loan in the amount of \$750,000. The Supplemental Loan is secured by a Mortgage, Assignment of Leases, and Security Agreement on the Property. The loan is not eligible for prepayment at any time before the seventh anniversary of the loan. MW, LLC is not required to make any payments prior to the maturity date, February 8, 2048, when all unpaid principal and any accrued but unpaid interest are due. Interest accrues on the outstanding principal at 0.50% per annum.

During the year ended September 30, 2016, interest of \$3,750 was incurred on the loan. As of September 30, 2016, the outstanding balance was \$750,000 and accrued interest on the note was \$31,750.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

10. LONG TERM DEBT OBLIGATIONS (continued)

As of September 30, 2016, the Supplemental Loan is in default since principal and interest payments were not made timely in accordance with the contractual terms of the promissory note agreements.

NMTC Servicing Fee

In connection with the Senior Loan and the Supplemental Loan, MW, LLC pays Wachovia Community Development Enterprises V, LLC ("Wachovia") a new markets tax credit annual servicing fee equal to 0.50% of the loan amounts beginning January 1, 2009 and continuing thereafter on an annual basis for the next six years. For the year ended September 30, 2016, servicing fee expense was \$18,750. NMTC servicing fee payable was \$89,062, as of September 30, 2016.

Developer Fee

Pursuant to the Mary Wright, LLC Development Agreement (the "Development Agreement"), dated February 8, 2008, between MW, LLC and ShapCo, MW, LLC agreed to pay ShapCo for its services in connection with the rehabilitation of the Wright Center property, a fee in the amount of 20% of the property's renovation costs as defined in the Development Agreement, or approximately \$1,222,505. The developer fee is payable from available cash flow and bears interest at a rate of 5% per annum. During the year ended September 30, 2016, interest of \$61,125 was incurred on the development fee payable. As of September 30, 2016, \$1,222,505 remained payable. As of September 30, 2016, accrued interest on the developer fee payable was \$484,492.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

11. DEFINED BENEFIT PENSION PLAN

Plan Description

The Authority is a participant in the South Carolina Retirement System (SCRS), a cost-sharing multiple employer defined benefit pension plan, joining the plan effective October 1, 2015. The plan was established July 1, 1945, pursuant to the provisions of Section 9-1-20 of the South Carolina Code of Laws for the purpose of providing retirement allowances and other benefits for employees of the state, its public school districts, and political subdivisions. Membership requirements are prescribed in Title 9 of the South Carolina Code of Laws. Generally, all employees of covered employers are required to participate in and contribute to the system as a condition of employment. This plan covers general employees and teachers and individuals newly elected to the South Carolina General Assembly beginning with the November 2012 general election. An employee member of the system with an effective date of membership prior to July 1, 2012, is a class two member. An employee member of the system with an effective date of membership after July 1, 2012, is a class three member. SCRS is administered by the South Carolina Public Benefit Authority (PEBA).

Contributions

Contributions are prescribed in Title 9 of the South Carolina Code of Laws. The PEBA Board may increase the SCRS employer and employee contribution rates on the basis of the actuarial valuations, but any such increase may not result in a differential between the employee and the employer contribution rate that exceeds 2.9 percent of earnable compensation for the SCRS. An increase in the contribution rates adopted by the board may not provide for an increase of more than one-half of one percent in any one year. If the scheduled employee and employer contributions provided in statute or the rates last adopted by the board are insufficient to maintain a thirty year amortization schedule of the unfunded liabilities of the plan, the board shall increase the contribution rates in equal percentage amounts for the employer and employee as necessary to maintain the thirty-year amortization period; and, this increase is not limited to one-half of one percent per year. For the year ended June 30, 2016, the employer contribution rates were 10.75% of member's compensation and .15% of member's compensation for incidental death benefits. Total contributions during the fiscal year ending September 30, 2016 were \$294,631.

PEBA issues a Comprehensive Annual Financial Report (CAFR) containing financial statements and required supplementary information for the System's Pension Trust Funds. The CAFR is publically available through the Retirement Benefits link on PEBA's website at www.peba.sc.gov, or a copy may be obtained by submitting a request to PEBA, PO Box 11960, Columbia, SC, 29211-1960. PEBA is considered a division of the primary government of the state of South Carolina and therefore, retirement trust fund financial statement information is also included in the comprehensive annual financial report of the state.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

11. DEFINED BENEFIT PENSION PLAN (continued)

Actuarial Assumptions

Actuarial Assumptions involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples included assumptions about future employment, mortality, and future salary increases. Amounts determined during the valuation process are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. South Carolina state statute requires that an actuarial experience study be completed at least once in each five-year period. The next experience study is scheduled to be conducted after the June 30, 2016 annual valuation is complete.

The total pension liability for the South Carolina Public Employee Benefit Authority was determined based on the most recent actuarial valuation, which was conducted using membership data as of July 1, 2015, projected forward to the end of the fiscal year, and financial information as of June 30, 2016, using generally accepted actuarial procedures.

The financial reporting actuarial valuation as of June 30, 2016, used the following actuarial methods and assumptions, applied to all periods included in this measurement:

Valuation Date	July 1, 2015
Experience Study	July 1, 2010
Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percent of Pay
Amortization Period	30 years, open
Asset Valuation Method	5-year Smoothed Market
Inflation	2.75%
Salary Increase	3.50% to 12.50% (varies by service)
Investment Rate of Return	7.50%

The rates of mortality for the period after service retirement are according to RP-2000 Mortality Table projected by the Society of Actuaries. The multipliers used in the table are adjusted according to plan experience.

The long-term expected rate on return of pension plan investments is based upon the thirty year capital market outlook at the end of the fourth quarter of 2013. The long-term expected rate of returns represent assumptions developed using an arithmetic building block approach, reflecting observable inflation and interest rate information available in the fixed income markets as well as Consensus Economics forecasts. The most recent experience study is outlined in the report and dated July 1, 2010. The expected returns, along with expected inflation rate, form the basis for the target asset allocation adopted for fiscal year 2015. The long-term expected rate of return is produced by weighting the expected future real rates of return by the target allocation percentage

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

11. DEFINED BENEFIT PENSION PLAN (continued)

and by adding expected inflation. For actuarial purposes, the 7.50% assumed annual investment rate of return used in the calculation of the total pension liability includes a 4.75% real rate of return and a 2.75% inflation component.

Discount Rate

The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers in SCRS and PORS will be made based on the actuarially determined rates based on provisions in the South Carolina Code of Laws. Based on those assumptions, the Systems fiduciary net position was projected to be available to make all the projected future benefit payments of current plan members. Therefore, the long-term, expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The Schedule of Deferred Inflows and Outflows, and Pension Expense include only certain categories of deferred outflows of resources and deferred inflows of resources. These include differences between expected and actual experience, changes of assumptions and differences between projected and actual earnings on plan investments. The Schedule does not include deferred outflows/inflows of resources for changes in the employer's proportionate share of contribution or employer contributions made subsequent to the measurement date. Deferred outflows and inflows related to differences between projected and actual earnings on plan investments and projected and actual experience are netted and amortized over a closed five year period.

Sensitivity Analysis

In accordance with GASB 68 regarding the disclosure of the sensitivity of the Net Pension Liability to changes in the discount rate, the below table presents the Net Pension Liability calculated using the discount rate of 7.50%, as well as what the Net Pension Liability would be if it were calculated using a discount rate that is 1.00% lower (6.50%) or 1.00% higher (8.50%) than the current rate.

	1.0% Decrease (6.50%)	Current Discount Rate (7.50%)	1.0% Increase (8.50%)
SHA's Net Pension Liability	\$1,956,400	\$2,468,536	\$3,082,531

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

11. DEFINED BENEFIT PENSION PLAN (continued)

Summary of Significant Accounting Policies

Employee, employer, and state-appropriated contributions are recognized in the period in which they are due, pursuant to formal commitments as well as statutory requirements. Substantially all contributions receivable are collected within thirty days of year end.

Basis of Accounting

All funds are accounted for using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Benefit and refund expenses are recognized when due and payable in accordance with the terms of the plan.

Use of Estimates

The preparation of the Schedules in conformity with GAAP requires management to make estimates and assumptions that affect certain amounts and disclosures. PEBA accrues employer contributions using estimates based on historical data. Actual results could differ from those estimates.

Net Pension Liability

In accordance with GASB Statement 68, Accounting and Financial Reporting for Pensions, employers are required to recognize and report certain amounts associated with their participation in the South Carolina Retirement System (SCRS). Statement 68 became effective June 30, 2015 and includes requirements to record and report their proportionate share of the collective Net Pension Liability, Pension Expense, Deferred Inflows and Deferred Outflows of resources associated with pensions.

	Net Pension Liability as of 6/30/15	Net Pension Liability as of 6/30/16	Percent of Collective NPL
Employer Proportionate Share	\$2,419,430	\$2,468,536	0.011327%

At June 30, 2016, the employer recorded a liability of \$2,468,536 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2015, and the Total Pension Liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of July 1, 2015. The employer's proportion of the Net Pension Liability was based on the employer's contributions received by SCRS during the measurement period July 1, 2014, through June 30, 2015, relative to the total employer contributions received from all of SCRS' participating employers. At June 30, 2016, the employer's proportion was .0011327%.

Changes in actuarial assumptions and methods: There were no changes in assumptions or other inputs that affected the measurement of the Total Pension Liability.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

11. DEFINED BENEFIT PENSION PLAN (continued)

Changes in benefit terms: There have been no changes in benefit terms since the previous measurement date.

Changes in proportionate share: There were no changes between the measurement date of the collective Net Pension Liability and the employer's reporting date that are expected to have a significant effect on the employer's proportionate share of the collective NPL.

Pension Expense

At September 30, 2016, the employer recognized a prior period adjustment of \$320,188 to record the initial liability incurred as a result of their first year of participation of the plan. The Authority also recognized \$294,631 in pension expense for its proportionate share of the SCRS' Pension Expense for the year ended September 30, 2016.

Deferred Inflows and Outflows

For fiscal year 2016, the employer reported its proportionate share of SCRS' deferred outflows of resources and deferred inflows of resources related to SCRS from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Liability Experience	\$ 25,809	\$ 2,628
Investment Experience	293,469	84,349
Changes in proportion differences between employer contributions and proportionate share of contributions	1,621,416	-
Total	\$ 1,940,694	\$ 86,977

Amounts reported as deferred outflows of resources related to pensions resulting from employers' contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability for the year ended June 30, 2017. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in Pension Expense as follows:

For the Year Ended June 30:	Recognition of Existing Deferred Outflow (Inflow) of Resources, Net
2017	\$ 12,929
2018	\$ 7,607
2019	\$ 32,508
2020	\$ 18,745

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

11. DEFINED BENEFIT PENSION PLAN (continued)

Other than the above mentioned pension plan, the Authority does not participate in Other Post-Employment Benefits.

In addition to the above plan, the Authority provides pension benefits for employees that did not elect to participate in the state plan through a defined contribution plan. The plan is administered by Mutual of America. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The Authority contributes 5% of the employees' covered salaries, while the employees are not required to contribute to the plan. During fiscal year 2016, the Authority made the required contributions in the amount of \$46,264 based upon total payroll wage coverage of \$, , .

12. RELATED PARTY TRANSACTIONS

In March of 2007, the Authority issued \$13,900,000 of Multi-Family Tax Exempt Bonds to finance a portion of the construction and rehabilitation of the Spartanburg Southside Project, consisting of four low income housing rental unit projects located in the Spartanburg area, and owned by CS1, LLC, and an affiliated limited liability company. Other financing sources of the Southside Project mixed financing arrangement consisted primarily of CSI, LLC tax credit equity, state and local grants, and HOPE VI funds. Upon issuance, the \$13,900,000 bond funds were loaned to CS1, LLC, and secured by the Southside Project property.

According to the loan agreement, \$10,295,000 has been repaid from Investor Member contributions and a balance exists on the Bonds of \$3,445,000. Neither the notes receivable from CS1, LLC or the Bonds payable is recorded on the Housing Authority books. This is considered to be a conduit debt obligation. The mortgage note receivable is explained in Note 6 to the financial statements.

As stated in Note 6, Notes Receivable, and Note 7, Other Noncurrent Assets, there exist amounts invested in and loaned to affiliated tax credit properties. The transactions have been stated in these notes to the financial statements and are not restated in the note for related parties. Additionally, that has been surplus cash funds in the amount of \$138,369 received during the year from excess cash from certain tax credit properties. Each of the tax credit properties are managed by private management companies and not the Housing Authority.

13. ECONOMIC DEPENDENCY

The PHA Owned Housing Program is economically dependent on annual contributions and grants from HUD. The program operates at a loss prior to receiving the contributions and grants.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

14. COMMITMENTS & CONTINGENCIES

The Authority is exposed to various risks of losses related to torts; theft or, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Claims & liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated. There were no claims in excess of commercial coverage during the fiscal year.

Legal

The Authority was named in a class action lawsuit related to the existence of bed bugs in one of the properties. The status of the claim is such that no outcome is determinable at this time. Management believes the potential adverse impact of this claim would not be material to the financial statements of the Authority.

Grants and Contracts

The Authority participates in various federally-assisted grant programs that are subject to review and audit by the grantor agencies. Entitlement to these resources is generally conditional based upon compliance with terms and conditions of grant agreements and applicable federal regulations, including the expenditure of resources for allowable purposes. Any disallowance resulting from a federal audit may become a liability of the Authority. There were no such liabilities recorded as of September 30, 2016.

Capital fund

The Authority receives capital funding each year for ongoing capital improvements and repairs and maintenance.

Operating Leases

During November 2015, SHA entered into an operating lease agreement effective January 1, 2016. Future minimum lease payments under the operating lease are as follows:

2017	\$ 139,875
2018	139,875
2019	139,875
2020	139,875
2021	34,969
	<u>\$ 594,469</u>

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

14. COMMITMENTS & CONTINGENCIES (continued)

Property Taxes

In addition to the above, the Authority is responsible for property taxes to be reimbursed to the landlord in December each year.

15. RESTRICTED NET POSITION

Primary Government

Restricted Net Position (equity) as of September 30, 2016, consisted of the following:

<u>Description</u>	<u>Amount</u>
Restricted cash	\$ 2,079,290
Notes receivable	22,560,633
Less: Tenant security deposits	(128,745)
Less: Trust deposits	<u>(56,101)</u>
	<u><u>\$ 24,455,077</u></u>

16. PRIOR PERIOD ADJUSTMENT

The Net Position of the Authority as of October 1, 2015 has been restated as follows for the implementation of GASB Statement No. 68, as amended by GASB Statements No. 71, as well as a correction of an error. In prior years, the Authority had decreased the South Carolina State Housing Finance and Development Authority's loan balance (see Note 10) 5% each year. However, although the loan is considered forgivable, the loan balance should remain at its original amount until the note matures.

	<u>Amount</u>
Net Position as previously reported at September 30, 2015	\$ 48,399,424
Net Pension Liability (measurement date July 1, 2015)	751,690
Deferred Outflows:	
Pension Plan Earnings	(1,071,878)
Correction of Error	(88,657)
Total Prior Period Adjustment	<u>(408,845)</u>
Net Position, as restated, October 1, 2015	<u><u>\$ 47,990,579</u></u>

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE FINANCIAL STATEMENTS
September 30, 2016

17. SUBSEQUENT EVENTS

Rental Assistance Demonstration (RAD)

The Authority is participating in HUD's Rental Assistance Demonstration Program (RAD) whereby the Authority is converting certain public housing sites to a form of project-based assistance under Section 8 of the Housing Act of 1937. This program is taking place in multiple phases based on property sites administered by the Authority and includes the transfer of ownership of these sites to private developers.

During fiscal year 2016, the Authority settled on the first of these RAD sites. Upon settlement, the new owners assume management of the sites and will begin the agreed upon redevelopment work. The Authority will have no employees at the settled sites and terminated all related contracts and obligations related to each site's operations.

Proceeds of the settlements will be recognized by the Authority and the related capital assets removed from the financial statements. Transactions related to RAD are reflected in these financial statements for the fiscal year ending September 30, 2016.

Additional settlements on other sites are expected to take place in fiscal year 2017.

Default & Foreclosure on Wells Fargo Loan (Discretely Presented Component Unit)

On February 9, 2016, Mary Wright LLC failed to remit the balloon loan payments on the \$3,750,000 loans on the South Caulder facility and the loan was placed into default by Wachovia Community Development during February 2015. On April 3, 2016, Mary Wright LLC received a notice demanding full repayment of both loan balances within 10 days. Due to the inability of this entity to repay these loans, no further debt service payments were made on these loans. As a result of this default, Wells Fargo attempted to renegotiate the terms of the loan with Mary Wright officials but were unable to reach a settlement. After it became clear that retention of the facility by Mary Wright LLC was no longer an option, Wells Fargo attached all assets of Mary Wright LLC, Wright Center LLC and SHA Property Company (the blended Component unit of SHA that contained an ownership interest in that entity) and began the foreclosure process which did not officially occur until January 2017.

18. FUTURE ACCOUNTING PRONOUNCEMENTS

GASB routinely issues standards that are effective for future years. Management is currently evaluating the potential impact of those standards issued by GASB on the Authority for future years.

SPARTANBURG HOUSING AUTHORITY
SCHEDULE OF FUNDING PROGRESS - SCRS
Year Ended September 30, 2016
(Dollar amounts expressed in thousands)

Valuation Date	Actuarial Value of Plan Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL	Funded Ratio	Covered Payroll	Unfunded AAL as % of Covered Payroll
7/1/2015	\$ 27,365,921	\$ 44,119,176	\$ 16,753,255	62.03%	\$ 7,765,588	215.74%

SPARTANBURG HOUSING AUTHORITY
SCHEDULE OF FUNDING PROGRESS - PORS
Year Ended September 30, 2016
(Dollar amounts expressed in thousands)

Valuation Date	Actuarial Value of Plan Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL	Funded Ratio	Covered Payroll	Unfunded AAL as % of Covered Payroll
7/1/2015	\$ 4,266,794	\$ 6,162,095	\$ 1,895,301	69.24%	\$ 1,105,703	171.41%

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO REQUIRED SUPPLEMENTAL INFORMATION
September 30, 2016

1. SCHEDULES OF FUNDING PROGRESS

The amounts shown on the schedules are for the entire South Carolina Retirement System (SCRS) pension plan, and for the entire Police Officers' Retirement System (PORS) pension plan as a whole as the information was not available for allocated portion related to the Housing Authority of the City of Spartanburg.

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	Low-Rent Public Housing 14,850	Housing Choice Vouchers 14,871	Business Activities	Multifamily Housing Service Coordinators 14,191	Youth Build Program 17,274
ASSETS AND DEFERRED OUTFLOW OF RESOURCES					
CURRENT ASSETS:					
Cash:					
Cash - Unrestricted	3,502,430	324,462	-	-	-
Cash - Restricted- Modernization and Development	3,091	-	-	-	-
Cash - Other Restricted	5,451	430,998	-	-	-
Cash - Tenant Security Deposits	98,317	-	-	-	-
Cash - Restricted for Payment of Current Liabilities	-	-	-	-	-
Total Cash	3,609,289	755,460	-	-	-
Accounts and notes receivables:					
Accounts Receivable - PHA Projects	-	8,512	-	-	-
Accounts Receivable - HUD Other Projects	-	-	-	70,518	-
Accounts Receivable- Other Government	-	-	-	-	41,988
Accounts Receivable - Miscellaneous	-	5,955	-	-	-
Accounts Receivable - Tenants	24,070	-	-	-	-
Allowance for Doubtful Accounts -Tenants	(5,805)	-	-	-	-
Allowance for Doubtful Accounts - Other	-	-	-	-	-
Notes, Loans, & Mortgages Receivable - Current	-	-	18,000	-	-
Fraud Recovery	-	47,492	-	-	-
Allowance for Doubtful Accounts - Fraud	-	(47,492)	-	-	-
Accrued Interest Receivable	-	-	-	-	-
Total Receivables, Net	18,265	14,467	18,000	70,518	41,988
Other Current Assets:					
Investments - Unrestricted	-	-	-	-	-
Investments - Restricted	-	-	-	-	-
Investments- Restricted for Payment of Current Liability	-	-	-	-	-
Prepaid Expenses and Other Assets	-	-	-	-	-
Inventories	-	-	-	-	-
Allowance for Obsolete Inventories	-	-	-	-	-
Inter Program Due From	-	-	-	-	-
Assets Held for Sale	-	-	59,800	-	-
TOTAL CURRENT ASSETS	3,627,554	769,927	77,800	70,518	41,988
NONCURRENT ASSETS:					
Capital Assets:					
Land	2,830,436	-	593,781	-	-
Buildings	29,489,454	-	675,684	-	-
Furniture, Equipment & Machinery - Dwellings	454,258	-	-	-	-
Furniture, Equipment & Machinery - Administration	-	133,977	-	-	-
Accumulated Depreciation	(20,991,036)	(125,923)	(218,414)	-	-
Construction in Progress	60,006	-	-	-	-
Infrastructure	-	-	-	-	-
Total Capital Assets, Net	11,843,118	8,054	1,051,051	-	-
Notes, Loans and Mortgages Receivable - Non-Current	8,244,574	-	13,998,059	-	-
Notes, Loans and Mortgages Receivable - Non-Current - Past Due	-	-	-	-	-
Grants Receivable- Non Current	-	-	-	-	-
Other Assets	-	-	-	-	-
Investments in Joint Ventures	47,146	-	2,186,865	-	-
TOTAL NONCURRENT ASSETS	20,134,838	8,054	17,235,975	-	-
DEFERRED OUTFLOW OF RESOURCES	589,174	149,782	-	-	-
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	24,351,566	927,763	17,313,775	70,518	41,988

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	ROSS 14.870	Section 8 Moderate Housing Assistance 14.856	New Construction Section 8 Programs 14.182	CDBG	HOME
ASSETS AND DEFERRED OUTFLOW OF RESOURCES					
CURRENT ASSETS:					
Cash:					
Cash - Unrestricted	-	11,305	723,135	-	-
Cash - Restricted- Modernization and Development	-	-	-	-	-
Cash - Other Restricted	-	406,625	1,102,784	-	-
Cash - Tenant Security Deposits	-	-	22,422	-	-
Cash - Restricted for Payment of Current Liabilities	-	-	-	-	-
Total Cash	-	417,930	1,848,341	-	-
Accounts and notes receivables:					
Accounts Receivable - PHA Projects	-	-	-	-	-
Accounts Receivable - HUD Other Projects	40,995	-	-	2,156	-
Accounts Receivable- Other Government	-	-	-	-	-
Accounts Receivable - Miscellaneous	-	-	-	-	-
Accounts Receivable - Tenants	-	9,029	1,111	-	-
Allowance for Doubtful Accounts - Tenants	-	(7,558)	(357)	-	-
Allowance for Doubtful Accounts - Other	-	-	-	-	-
Notes, Loans, & Mortgages Receivable - Current	-	-	-	-	-
Fraud Recovery	-	-	-	-	-
Allowance for Doubtful Accounts - Fraud	-	-	-	-	-
Accrued Interest Receivable	-	-	-	-	-
Total Receivables, Net	40,995	1,471	754	2,156	-
Other Current Assets:					
Investments - Unrestricted	-	-	-	-	-
Investments - Restricted	-	-	-	-	-
Investments- Restricted for Payment of Current Liability	-	-	-	-	-
Prepaid Expenses and Other Assets	-	204	-	-	-
Inventories	-	-	-	-	-
Allowance for Obsolete Inventories	-	-	-	-	-
Inter Program Due From	-	-	-	-	-
Assets Held for Sale	-	-	-	-	-
TOTAL CURRENT ASSETS	40,995	419,605	1,849,095	2,156	-
NONCURRENT ASSETS:					
Capital Assets:					
Land	-	-	408,618	-	-
Buildings	-	-	3,110,009	-	-
Furniture, Equipment & Machinery - Dwellings	-	-	94,314	-	-
Furniture, Equipment & Machinery - Administration	-	-	47,268	-	-
Accumulated Depreciation	-	-	(3,251,591)	-	-
Construction in Progress	-	-	-	-	-
Infrastructure	-	-	-	-	-
Total Capital Assets, Net	-	-	408,618	-	-
Notes, Loans and Mortgages Receivable - Non-Current	-	-	190,541	-	-
Notes, Loans and Mortgages Receivable - Non-Current - Past Due	-	-	-	-	-
Grants Receivable- Non Current	-	-	-	-	-
Other Assets	-	-	-	-	-
Investments in Joint Ventures	-	-	-	-	-
TOTAL NONCURRENT ASSETS	-	-	599,159	-	-
DEFERRED OUTFLOW OF RESOURCES					
	-	-	18,589	-	-
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	40,995	419,605	2,466,843	2,156	-

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	Section 8 Special Allocations 14.195	State/Local	Blended Component Unit	COCC	Subtotal
ASSETS AND DEFERRED OUTFLOW OF RESOURCES					
CURRENT ASSETS:					
Cash:					
Cash - Unrestricted	-	939,654	-	22,331	5,523,317
Cash - Restricted- Modernization and Development	-	-	-	-	3,091
Cash - Other Restricted	-	1,829	-	-	1,947,687
Cash - Tenant Security Deposits	-	-	7,773	-	128,512
Cash - Restricted for Payment of Current Liabilities	-	-	-	-	-
Total Cash	-	941,483	7,773	22,331	7,602,607
Accounts and notes receivables:					
Accounts Receivable - PHA Projects	-	-	-	-	8,512
Accounts Receivable - HUD Other Projects	-	-	-	-	113,669
Accounts Receivable- Other Government	-	-	-	-	41,988
Accounts Receivable - Miscellaneous	-	-	123,940	16,318	146,213
Accounts Receivable - Tenants	-	-	154	-	34,364
Allowance for Doubtful Accounts -Tenants	-	-	-	-	(13,720)
Allowance for Doubtful Accounts - Other	-	-	(101,477)	-	(101,477)
Notes, Loans, & Mortgages Receivable - Current	-	-	-	-	18,000
Fraud Recovery	-	-	-	-	47,492
Allowance for Doubtful Accounts - Fraud	-	-	-	-	(47,492)
Accrued Interest Receivable	-	-	-	-	-
Total Receivables, Net	-	-	22,617	16,318	247,549
Other Current Assets:					
Investments - Unrestricted	-	-	-	-	-
Investments - Restricted	-	-	-	-	-
Investments- Restricted for Payment of Current Liability	-	-	-	-	-
Prepaid Expenses and Other Assets	-	-	8,715	124,823	133,742
Inventories	-	-	-	-	-
Allowance for Obsolete Inventories	-	-	-	-	-
Inter Program Due From	-	-	-	1,106,785	1,106,785
Assets Held for Sale	-	-	-	-	59,800
TOTAL CURRENT ASSETS	-	941,483	39,105	1,270,257	9,150,483
NONCURRENT ASSETS:					
Capital Assets:					
Land	-	1,283,790	307,521	-	5,424,146
Buildings	-	1,199,558	1,933,374	3,226	36,411,305
Furniture, Equipment & Machinery - Dwellings	-	-	-	-	548,572
Furniture, Equipment & Machinery - Administration	-	-	47,211	525,099	753,555
Accumulated Depreciation	-	-	(1,090,756)	(519,189)	(26,196,909)
Construction in Progress	-	-	-	-	60,006
Infrastructure	-	-	-	-	-
Total Capital Assets, Net	-	2,483,348	1,197,350	9,136	17,000,675
Notes, Loans and Mortgages Receivable - Non-Current	-	-	300,000	-	22,733,174
Notes, Loans and Mortgages Receivable - Non-Current - Past Due	-	-	-	-	-
Grants Receivable- Non Current	-	-	-	-	-
Other Assets	-	-	-	-	-
Investments in Joint Ventures	-	-	93,125	-	2,327,136
TOTAL NONCURRENT ASSETS	-	2,483,348	1,590,475	9,136	42,060,985
DEFERRED OUTFLOW OF RESOURCES	-	-	-	1,183,149	1,940,694
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	-	3,424,831	1,629,580	2,462,542	51,211,468

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	ELIM	Total	Discretely Presented Component Unit	Grand Total
ASSETS AND DEFERRED OUTFLOW OF RESOURCES				
CURRENT ASSETS:				
Cash:				
Cash - Unrestricted	-	5,523,317	6,450	5,529,767
Cash - Restricted- Modernization and Development	-	3,091	-	3,091
Cash - Other Restricted	-	1,947,687	-	1,947,687
Cash - Tenant Security Deposits	-	128,512	-	128,512
Cash - Restricted for Payment of Current Liabilities	-	-	-	-
Total Cash	-	7,602,607	6,450	7,609,057
Accounts and notes receivables:				
Accounts Receivable - PHA Projects	-	8,512	-	8,512
Accounts Receivable - HUD Other Projects	-	113,669	-	113,669
Accounts Receivable- Other Government	-	41,988	-	41,988
Accounts Receivable - Miscellaneous	-	146,213	-	146,213
Accounts Receivable - Tenants	-	34,364	-	34,364
Allowance for Doubtful Accounts -Tenants	-	(13,720)	-	(13,720)
Allowance for Doubtful Accounts - Other	-	(101,477)	-	(101,477)
Notes, Loans, & Mortgages Receivable - Current	-	18,000	-	18,000
Fraud Recovery	-	47,492	-	47,492
Allowance for Doubtful Accounts - Fraud	-	(47,492)	-	(47,492)
Accrued Interest Receivable	-	-	-	-
Total Receivables, Net	-	247,549	-	247,549
Other Current Assets:				
Investments - Unrestricted	-	-	-	-
Investments - Restricted	-	-	-	-
Investments- Restricted for Payment of Current Liability	-	-	-	-
Prepaid Expenses and Other Assets	-	133,742	-	133,742
Inventories	-	-	-	-
Allowance for Obsolete Inventories	-	-	-	-
Inter Program Due From	(1,106,785)	-	-	-
Assets Held for Sale	-	59,800	-	59,800
TOTAL CURRENT ASSETS	(1,106,785)	8,043,698	6,450	8,050,148
NONCURRENT ASSETS:				
Capital Assets:				
Land	-	5,424,146	62,064	5,486,210
Buildings	-	36,411,305	2,087,936	38,499,241
Furniture, Equipment & Machinery - Dwellings	-	548,572	-	548,572
Furniture, Equipment & Machinery - Administration	-	753,555	-	753,555
Accumulated Depreciation	-	(26,196,909)	(251,990)	(26,448,899)
Construction in Progress	-	60,006	-	60,006
Infrastructure	-	-	-	-
Total Capital Assets, Net	-	17,000,675	1,898,010	18,898,685
Notes, Loans and Mortgages Receivable - Non-Current	(190,541)	22,542,633	-	22,542,633
Notes, Loans and Mortgages Receivable - Non-Current - Past Due	-	-	-	-
Grants Receivable- Non Current	-	-	-	-
Other Assets	-	-	-	-
Investments in Joint Ventures	-	2,327,136	-	2,327,136
TOTAL NONCURRENT ASSETS	(190,541)	41,870,444	1,898,010	43,768,454
DEFERRED OUTFLOW OF RESOURCES	-	1,940,694	-	1,940,694
TOTAL ASSETS AND DEFERRED OUTFLOW OF RESOURCES	(1,297,326)	51,854,836	1,904,460	53,759,296

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	Low-Rent Public Housing 14,850	Housing Choice Vouchers 14,871	Business Activities	Multifamily Housing Service Coordinators 14,191	Youth Build Program 17,274
LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION					
LIABILITIES:					
CURRENT LIABILITIES:					
Bank Overdraft	-	-	-	-	-
Accounts Payable <= 90 Days	279,140	94,423	-	190	1,299
Accounts Payable >90 Days Past Due	-	-	206	1,513	-
Accrued Wage/Payroll Taxes Payable	19,832	8,892	-	-	4,089
Accrued Compensated Absences - Current Portion	3,600	5,069	-	-	115
Accrued Contingency Liability	-	-	-	-	-
Accrued Interest Payable	-	-	-	-	-
Accounts Payable - HUD PHA Programs	-	-	-	-	-
Account Payable - PHA Projects	-	-	-	-	-
Accounts Payable - Other Government	-	-	-	-	-
Tenant Security Deposits	98,317	-	-	-	-
Unearned Revenue	10,512	-	-	-	-
Current Portion of Long Term Debt - Capital Projects/Mortgage Revenue	-	-	22,488	-	-
Current Portion of Long Term Debt-Operating Borrowings	-	-	-	-	-
Other Current Liabilities	-	-	14,430	-	-
Accrued Liabilities - Other	30,112	5,125	-	-	-
Inter Program - Due To	-	-	501,212	68,815	35,834
Loan Liability - Current	-	-	-	-	-
TOTAL CURRENT LIABILITIES	441,513	113,509	538,336	70,518	41,337
NONCURRENT LIABILITIES:					
Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	388,667	-	-
Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-	-
Non-current Liabilities - Other	8,542	47,559	-	-	-
Accrued Compensated Absences - Non Current	20,396	28,722	-	-	651
Loan Liability - Non Current	-	-	190,541	-	-
FASB 5 Liabilities	-	-	-	-	-
Accrued Pension and OPEB Liabilities	749,421	190,520	-	-	-
TOTAL NONCURRENT LIABILITIES	778,359	266,801	579,208	-	651
TOTAL LIABILITIES	1,219,872	380,310	1,117,544	70,518	41,988
DEFERRED INFLOW OF RESOURCES	26,405	6,713	-	-	-
NET POSITION :					
Net Investment in Capital Assets	11,843,118	8,054	639,896	-	-
Restricted Net Position	8,244,574	383,439	13,825,518	-	-
Unrestricted Net Position	3,017,597	149,247	1,730,817	-	-
TOTAL NET POSITION	23,105,289	540,740	16,196,231	-	-
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION	24,351,566	927,763	17,313,775	70,518	41,988

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	ROSS 14.870	Section 8 Moderate Housing Assistance 14.856	New Construction Section 8 Programs 14.182	CDBG	HOME
LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION					
LIABILITIES:					
CURRENT LIABILITIES:					
Bank Overdraft	-	-	-	-	-
Accounts Payable <= 90 Days	1,074	6,251	53,206	993	166,736
Accounts Payable >90 Days Past Due	-	-	-	-	-
Accrued Wage/Payroll Taxes Payable	3,586	6,713	71	-	-
Accrued Compensated Absences - Current Portion	-	-	870	-	-
Accrued Contingency Liability	-	-	-	-	-
Accrued Interest Payable	-	-	-	-	-
Accounts Payable - HUD PHA Programs	-	406,625	-	-	-
Account Payable - PHA Projects	-	-	-	-	-
Accounts Payable - Other Government	-	-	-	-	-
Tenant Security Deposits	-	-	22,422	-	-
Unearned Revenue	-	16	9	-	-
Current Portion of Long Term Debt - Capital Projects/Mortgage Revenue	-	-	-	-	-
Current Portion of Long Term Debt-Operating Borrowings	-	-	-	-	-
Other Current Liabilities	-	-	-	-	-
Accrued Liabilities - Other	-	-	-	-	-
Inter Program - Due To	36,335	-	-	1,163	-
Loan Liability - Current	-	-	-	-	-
TOTAL CURRENT LIABILITIES	40,995	419,605	76,578	2,156	166,736
NONCURRENT LIABILITIES:					
Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	-	-	-
Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-	-
Non-current Liabilities - Other	-	-	-	-	-
Accrued Compensated Absences - Non Current	-	-	4,928	-	-
Loan Liability - Non Current	-	-	-	-	-
FASB 5 Liabilities	-	-	-	-	-
Accrued Pension and OPEB Liabilities	-	-	23,646	-	-
TOTAL NONCURRENT LIABILITIES	-	-	28,574	-	-
TOTAL LIABILITIES	40,995	419,605	105,152	2,156	166,736
DEFERRED INFLOW OF RESOURCES					
		-	833		
NET POSITION :					
Net Investment in Capital Assets	-	-	408,618	-	-
Restricted Net Position	-	406,625	1,293,325	-	-
Unrestricted Net Position	-	(406,625)	658,915	-	(166,736)
TOTAL NET POSITION	-	-	2,360,858	-	(166,736)
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION					
	40,995	419,605	2,466,843	2,156	-

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	Section 8 Special Allocations 14.195	State/Local	Blended Component Unit	COCC	Subtotal
LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION					
LIABILITIES:					
CURRENT LIABILITIES:					
Bank Overdraft	-	-	-	-	-
Accounts Payable <= 90 Days	-	-	24,162	178,874	806,348
Accounts Payable >90 Days Past Due	-	-	-	-	1,719
Accrued Wage/Payroll Taxes Payable	-	-	334	19,690	63,207
Accrued Compensated Absences - Current Portion	-	-	-	7,522	17,176
Accrued Contingency Liability	-	-	-	-	-
Accrued Interest Payable	-	-	-	-	-
Accounts Payable - HUD PHA Programs	-	-	-	-	406,625
Account Payable - PHA Projects	-	-	-	-	-
Accounts Payable - Other Government	-	-	-	-	-
Tenant Security Deposits	-	-	8,006	-	128,745
Unearned Revenue	-	-	-	-	10,537
Current Portion of Long Term Debt - Capital Projects/Mortgage Revenue	-	-	-	-	22,488
Current Portion of Long Term Debt-Operating Borrowings	-	-	-	-	-
Other Current Liabilities	-	1,829	266	-	16,525
Accrued Liabilities - Other	-	-	20,581	31,966	87,784
Inter Program - Due To	-	-	463,426	-	1,106,785
Loan Liability - Current	-	-	-	-	-
TOTAL CURRENT LIABILITIES	-	1,829	516,775	238,052	2,667,939
NONCURRENT LIABILITIES:					
Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	-	-	-	388,667
Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-	-
Non-current Liabilities - Other	-	-	-	-	56,101
Accrued Compensated Absences - Non Current	-	-	-	41,264	95,961
Loan Liability - Non Current	-	-	-	-	190,541
FASB 5 Liabilities	-	-	-	-	-
Accrued Pension and OPEB Liabilities	-	-	-	1,504,949	2,468,536
TOTAL NONCURRENT LIABILITIES	-	-	-	1,546,213	3,199,806
TOTAL LIABILITIES	-	1,829	516,775	1,784,265	5,867,745
DEFERRED INFLOW OF RESOURCES				53,026	86,977
NET POSITION :					
Net Investment in Capital Assets	-	2,483,348	1,197,350	9,136	16,589,520
Restricted Net Position	-	1,829	299,767	-	24,455,077
Unrestricted Net Position	-	937,825	(384,312)	616,115	6,152,843
TOTAL NET POSITION	-	3,423,002	1,112,805	625,251	47,197,440
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION					
	-	3,424,831	1,629,580	2,462,542	53,065,185

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
BALANCE SHEET SUMMARY
September 30, 2016

	ELIM	Total	Discretely Presented Component Unit	Grand Total
LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION				
LIABILITIES:				
CURRENT LIABILITIES:				
Bank Overdraft	-	-	-	-
Accounts Payable <= 90 Days	-	806,348	17,333	823,681
Accounts Payable >90 Days Past Due	-	1,719	-	1,719
Accrued Wage/Payroll Taxes Payable	-	63,207	-	63,207
Accrued Compensated Absences - Current Portion	-	17,176	-	17,176
Accrued Contingency Liability	-	-	-	-
Accrued Interest Payable	-	-	630,934	630,934
Accounts Payable - HUD PHA Programs	-	406,625	-	406,625
Account Payable - PHA Projects	-	-	-	-
Accounts Payable - Other Government	-	-	-	-
Tenant Security Deposits	-	128,745	-	128,745
Unearned Revenue	-	10,537	-	10,537
Current Portion of Long Term Debt - Capital Projects/Mortgage Revenue	-	22,488	1,928,376	1,950,864
Current Portion of Long Term Debt-Operating Borrowings	-	-	-	-
Other Current Liabilities	-	16,525	134,593	151,118
Accrued Liabilities - Other	-	87,784	-	87,784
Inter Program - Due To	(1,106,785)	-	-	-
Loan Liability - Current	-	-	-	-
TOTAL CURRENT LIABILITIES	(1,106,785)	1,561,154	2,711,236	4,272,390
NONCURRENT LIABILITIES:				
Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	-	388,667	-	388,667
Long-term Debt, Net of Current - Operating Borrowings	-	-	-	-
Non-current Liabilities - Other	-	56,101	1,222,505	1,278,606
Accrued Compensated Absences - Non Current	-	95,961	-	95,961
Loan Liability - Non Current	(190,541)	-	750,000	750,000
FASB 5 Liabilities	-	-	-	-
Accrued Pension and OPEB Liabilities	-	2,468,536	-	2,468,536
TOTAL NONCURRENT LIABILITIES	(190,541)	3,009,265	1,972,505	4,981,770
TOTAL LIABILITIES	(1,297,326)	4,570,419	4,683,741	9,254,160
DEFERRED INFLOW OF RESOURCES				
	-	86,977	-	86,977
NET POSITION :				
Net Investment in Capital Assets	-	16,589,520	(780,366)	15,809,154
Restricted Net Position	-	24,455,077	-	24,455,077
Unrestricted Net Position	-	6,152,843	(1,998,915)	4,153,928
TOTAL NET POSITION	-	47,197,440	(2,779,281)	44,418,159
TOTAL LIABILITIES, DEFERRED INFLOW OF RESOURCES, AND NET POSITION	(1,297,326)	51,854,836	1,904,460	53,759,296

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	Low-Rent Public Housing 14.850	Housing Choice Vouchers 14.871	Business Activities	Multifamily Housing Service Coordinators 14.191	Youth Build Program 17.274
REVENUES:					
Net Tenant Rental Revenue	1,310,620	-	-	-	-
Tenant Revenue - Other	149,130	-	-	-	-
Total Tenant Revenue	1,459,750	-	-	-	-
HUD PHA Operating Grants	3,832,102	10,467,607	-	71,365	-
Capital Grants	2,849,950	-	-	-	-
Management Fee	-	-	-	-	-
Asset Management Fee	-	-	-	-	-
Book Keeping Fee	-	-	-	-	-
Front Line Service Fee	-	-	-	-	-
Other Fees	-	-	-	-	-
Total Fees Revenue	-	-	-	-	-
Other Government Grants	-	-	-	-	599,562
Investment Income - Unrestricted	-	-	-	-	-
Mortgage Interest Income	-	-	10,355	-	-
Proceeds from Disposition of Assets Held for Sale	-	-	-	-	-
Cost of Sale of Assets	-	-	-	-	-
Fraud Recovery	-	25,932	-	-	-
Other Revenue	250,309	1,012,724	1,177	-	34
Gain or Loss on Sale of Capital Assets	(4,736,130)	-	384,642	-	-
Investment Income - Restricted	-	-	-	-	-
TOTAL REVENUES	3,655,981	11,506,263	396,174	71,365	599,596
EXPENSES:					
Administrative					
Administrative Salaries	529,223	318,063	-	-	129,968
Auditing Fees	6,127	6,675	-	-	-
Management Fee	520,783	278,772	-	-	42,186
Book-keeping Fee	100,120	175,216	-	-	-
Advertising and Marketing	3,789	-	-	-	-
Employee Benefit contributions - Administrative	206,978	107,643	-	-	35,944
Office Expenses	82,616	97,702	788	-	59,647
Legal Expense	5,261	1,654	5	-	-
Travel Expense	2,976	5,834	-	116	1,445
Allocated Overhead	-	-	-	-	-
Other	102,528	60,302	2,757	7,728	-
Total Administrative Expense	1,560,401	1,051,861	3,550	7,844	269,190
Asset Management Fee	74,360	-	-	-	-
Tenant Services					
Tenant Services - Salaries	-	-	-	51,750	-
Relocation Costs	8,352	5,431	-	-	-
Employee Benefit Contributions - Tenant Services	3,244	825	-	6,122	-
Tenant Services - Other	16,026	-	-	-	296,274
Total Tenant Services	27,622	6,256	-	57,872	296,274
Utilities					
Water	148,544	-	1,525	-	102
Electricity	368,773	-	2,416	-	1,480
Gas	126,194	-	52	-	38
Fuel	-	-	-	-	-
Labor	558	-	-	-	-
Sewer	214,143	-	-	-	-
Employee Benefit Contributions - Utilities	-	-	-	-	-
Other Utilities Expense	-	-	2,054	-	-
Total Utilities	858,212	-	6,047	-	1,620
Ordinary Maintenance & Operations					
Ordinary Maintenance and Operations - Labor	335,942	-	-	-	-
Ordinary Maintenance and Operations - Materials and Other	218,840	8,445	3,104	561	6,768
Ordinary Maintenance and Operations Contracts	777,188	12,796	14,738	-	-
Employee Benefit Contributions - Ordinary Maintenance	104,972	3,545	-	-	-
Total Maintenance	1,436,942	24,786	17,842	561	6,768

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	ROSS 14.870	Section 8 Moderate Housing Assistance 14.856	New Construction Section 8 Programs 14.182	CDBG	HOME
REVENUES:					
Net Tenant Rental Revenue	-	-	323,031	-	-
Tenant Revenue - Other	-	-	2,230	-	-
Total Tenant Revenue	-	-	325,261	-	-
HUD PHA Operating Grants	251,690	1,751,371	497,366	9,219	677,397
Capital Grants	-	-	-	-	-
Management Fee	-	-	-	-	-
Asset Management Fee	-	-	-	-	-
Book Keeping Fee	-	-	-	-	-
Front Line Service Fee	-	-	-	-	-
Other Fees	-	-	-	-	-
Total Fees Revenue	-	-	-	-	-
Other Government Grants	-	-	-	-	-
Investment Income - Unrestricted	-	5	-	-	-
Mortgage Interest Income	-	-	-	-	-
Proceeds from Disposition of Assets Held for Sale	-	-	-	-	-
Cost of Sale of Assets	-	-	-	-	-
Fraud Recovery	-	-	-	-	-
Other Revenue	-	2,451	878	-	-
Gain or Loss on Sale of Capital Assets	-	-	-	-	-
Investment Income - Restricted	-	-	-	-	-
TOTAL REVENUES	251,690	1,753,827	823,505	9,219	677,397
EXPENSES:					
Administrative					
Administrative Salaries	135,871	101,621	51,670	-	-
Auditing Fees	-	2,997	4,500	-	-
Management Fee	-	36,564	64,269	-	-
Book-keeping Fee	-	22,853	8,895	-	-
Advertising and Marketing	-	-	-	-	-
Employee Benefit contributions - Administrative	17,558	29,271	15,228	-	-
Office Expenses	2,428	12,530	21,717	-	-
Legal Expense	-	5,055	-	-	-
Travel Expense	865	-	579	-	-
Allocated Overhead	-	-	-	-	-
Other	30,530	-	-	-	-
Total Administrative Expense	187,252	210,891	166,858	-	-
Asset Management Fee	-	-	12,000	-	-
Tenant Services					
Tenant Services - Salaries	39,209	-	-	-	-
Relocation Costs	-	-	937	-	-
Employee Benefit Contributions - Tenant Services	3,359	-	103	-	-
Tenant Services - Other	-	-	7,053	9,219	-
Total Tenant Services	42,568	-	8,093	9,219	-
Utilities					
Water	-	-	20,991	-	-
Electricity	-	-	54,842	-	-
Gas	-	-	29,981	-	-
Fuel	-	-	-	-	-
Labor	-	-	-	-	-
Sewer	-	-	26,271	-	-
Employee Benefit Contributions - Utilities	-	-	-	-	-
Other Utilities Expense	-	-	-	-	-
Total Utilities	-	-	132,085	-	-
Ordinary Maintenance & Operations					
Ordinary Maintenance and Operations - Labor	-	-	51,650	-	-
Ordinary Maintenance and Operations - Materials and Other	763	-	29,296	-	-
Ordinary Maintenance and Operations Contracts	-	12,372	63,198	-	-
Employee Benefit Contributions - Ordinary Maintenance	-	-	6,246	-	-
Total Maintenance	763	12,372	150,390	-	-

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	Section 8 Special Allocations 14.195	State/Local	Blended Component Unit	COCC	Subtotal
REVENUES:					
Net Tenant Rental Revenue	-	-	108,055	-	1,741,706
Tenant Revenue - Other	-	-	1,593	-	152,953
Total Tenant Revenue	-	-	109,648	-	1,894,659
HUD PHA Operating Grants	102,977	-	-	-	17,661,094
Capital Grants	-	-	-	-	2,849,950
Management Fee	-	-	-	850,313	850,313
Asset Management Fee	-	-	-	17,840	17,840
Book Keeping Fee	-	-	-	259,800	259,800
Front Line Service Fee	-	-	-	-	-
Other Fees	-	-	-	-	-
Total Fees Revenue	-	-	-	1,127,953	1,127,953
Other Government Grants	-	-	-	-	599,562
Investment Income - Unrestricted	-	-	-	-	5
Mortgage Interest Income	-	-	-	-	10,355
Proceeds from Disposition of Assets Held for Sale	-	-	-	-	-
Cost of Sale of Assets	-	-	-	-	-
Fraud Recovery	-	-	-	-	25,932
Other Revenue	-	-	45	2,783,641	4,051,259
Gain or Loss on Sale of Capital Assets	-	-	4,296	(160,133)	(4,507,325)
Investment Income - Restricted	-	-	-	-	-
TOTAL REVENUES	102,977	-	113,989	3,751,461	23,713,444
EXPENSES:					
Administrative					
Administrative Salaries	-	-	15,022	744,385	2,025,823
Auditing Fees	-	-	4,662	7,954	32,915
Management Fee	-	-	20,646	-	963,220
Book-keeping Fee	-	-	2,858	-	309,942
Advertising and Marketing	-	-	-	-	3,789
Employee Benefit contributions - Administrative	-	-	4,240	394,125	810,987
Office Expenses	-	-	8,308	233,897	519,633
Legal Expense	-	-	-	15,348	27,323
Travel Expense	-	-	190	13,710	25,715
Allocated Overhead	-	-	-	-	-
Other	-	-	-	168,534	372,379
Total Administrative Expense	-	-	55,926	1,577,953	5,091,726
Asset Management Fee	-	-	3,840	-	90,200
Tenant Services					
Tenant Services - Salaries	-	-	-	-	90,959
Relocation Costs	-	-	181	-	14,901
Employee Benefit Contributions - Tenant Services	-	-	-	6,516	20,169
Tenant Services - Other	-	-	6,866	-	335,438
Total Tenant Services	-	-	7,047	6,516	461,467
Utilities					
Water	-	-	2,179	1,063	174,404
Electricity	-	-	18,942	23,978	470,431
Gas	-	-	13,220	1,279	170,764
Fuel	-	-	-	-	-
Labor	-	-	-	-	558
Sewer	-	-	2,109	-	242,523
Employee Benefit Contributions - Utilities	-	-	-	-	-
Other Utilities Expense	-	-	-	103	2,157
Total Utilities	-	-	36,450	26,423	1,060,837
Ordinary Maintenance & Operations					
Ordinary Maintenance and Operations - Labor	-	-	3,236	-	390,828
Ordinary Maintenance and Operations - Materials and Other	-	-	4,005	34,052	305,834
Ordinary Maintenance and Operations Contracts	-	-	45,793	392,424	1,318,509
Employee Benefit Contributions - Ordinary Maintenance	-	-	1,114	27,997	143,874
Total Maintenance	-	-	54,148	454,473	2,159,045

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	ELIM	Total	Discretely Presented Component Unit	Grand Total
REVENUES:				
Net Tenant Rental Revenue	-	1,741,706	-	1,741,706
Tenant Revenue - Other	-	152,953	-	152,953
Total Tenant Revenue	-	1,894,659	-	1,894,659
HUD PHA Operating Grants	-	17,661,094	-	17,661,094
Capital Grants	-	2,849,950	-	2,849,950
Management Fee	(850,313)	-	-	-
Asset Management Fee	(17,840)	-	-	-
Book Keeping Fee	(259,800)	-	-	-
Front Line Service Fee	-	-	-	-
Other Fees	-	-	-	-
Total Fees Revenue	(1,127,953)	-	-	-
Other Government Grants	-	599,562	-	599,562
Investment Income - Unrestricted	-	5	-	5
Mortgage Interest Income	-	10,355	-	10,355
Proceeds from Disposition of Assets Held for Sale	-	-	-	-
Cost of Sale of Assets	-	-	-	-
Fraud Recovery	-	25,932	-	25,932
Other Revenue	-	4,051,259	88,240	4,139,499
Gain or Loss on Sale of Capital Assets	-	(4,507,325)	-	(4,507,325)
Investment Income - Restricted	-	-	-	-
TOTAL REVENUES	(1,127,953)	22,585,491	88,240	22,673,731
EXPENSES:				
Administrative				
Administrative Salaries	-	2,025,823	-	2,025,823
Auditing Fees	-	32,915	11,864	44,779
Management Fee	(850,313)	112,907	-	112,907
Book-keeping Fee	(259,800)	50,142	-	50,142
Advertising and Marketing	-	3,789	-	3,789
Employee Benefit contributions - Administrative	-	810,987	-	810,987
Office Expenses	-	519,633	-	519,633
Legal Expense	-	27,323	18,572	45,895
Travel Expense	-	25,715	-	25,715
Allocated Overhead	-	-	-	-
Other	-	372,379	25,282	397,661
Total Administrative Expense	(1,110,113)	3,981,613	55,718	4,037,331
Asset Management Fee	(17,840)	72,360	2,000	74,360
Tenant Services				
Tenant Services - Salaries	-	90,959	-	90,959
Relocation Costs	-	14,901	-	14,901
Employee Benefit Contributions - Tenant Services	-	20,169	-	20,169
Tenant Services - Other	-	335,438	-	335,438
Total Tenant Services	-	461,467	-	461,467
Utilities				
Water	-	174,404	15,275	189,679
Electricity	-	470,431	35,417	505,848
Gas	-	170,764	-	170,764
Fuel	-	-	-	-
Labor	-	558	-	558
Sewer	-	242,523	-	242,523
Employee Benefit Contributions - Utilities	-	-	-	-
Other Utilities Expense	-	2,157	-	-
Total Utilities	-	1,060,837	50,692	1,109,372
Ordinary Maintenance & Operations				
Ordinary Maintenance and Operations - Labor	-	390,828	-	390,828
Ordinary Maintenance and Operations - Materials and Other	-	305,834	2,062	307,896
Ordinary Maintenance and Operations Contracts	-	1,318,509	13,059	1,331,568
Employee Benefit Contributions - Ordinary Maintenance	-	143,874	-	143,874
Total Maintenance	-	2,159,045	15,121	2,174,166

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	Low-Rent Public Housing 14,850	Housing Choice Vouchers 14,871	Business Activities	Multifamily Housing Service Coordinators 14,191	Youth Build Program 17,274
EXPENSES (continued):					
Protective Services					
Protective Services- Labor	-	-	-	-	-
Protective Services - Other Contract Costs	-	-	-	-	-
Protective Services - Other	22,479	-	-	-	32
Employee Benefit Contributions- Protective Services	-	-	-	-	-
Total Protective Services	22,479	-	-	-	32
Insurance Premiums					
Property Insurance	-	-	-	-	-
Liability Insurance	31,974	19,966	-	3,161	7,976
Workmen's Compensation	23,817	10,886	-	1,785	17,736
All Other Insurance	-	-	-	-	-
Total insurance Premiums	55,791	30,852	-	4,946	25,712
General Expenses					
Other General Expenses	1,084,776	114,453	-	-	-
Compensated Absences	3,615	-	-	142	-
Payments in Lieu of Taxes	27,688	-	6,987	-	-
Bad debt - Tenant Rents	41,162	-	-	-	-
Bad debt - Other	-	31,434	-	-	-
Severance Expense	-	-	-	-	-
Total Other General Expenses	1,157,241	145,887	6,987	142	-
Financial Expenses					
Interest of Mortgage (or Bonds) Payable	35,358	-	15,040	-	-
Interest on Notes Payable (Short and Long Term)	-	-	-	-	-
Amortization of Bond Issue Costs	-	-	-	-	-
Total Financial Expenses	35,358	-	15,040	-	-
TOTAL OPERATING EXPENSES	5,228,406	1,259,642	49,466	71,365	599,596
EXCESS OPERATING REVENUE	(1,572,425)	10,246,621	346,708	-	-
Other Expenses					
Extraordinary Maintenance	220,358	-	-	-	-
Casualty Losses- Non-capitalized	-	-	-	-	-
Housing Assistance Payments	-	9,926,474	-	-	-
HAP Portability-In	-	-	-	-	-
Depreciation Expense	1,035,531	8,894	33,784	-	-
Fraud Losses	-	-	-	-	-
Capital Outlays- Governmental Funds	-	-	-	-	-
Debt Principal Payment- Governmental Funds	-	-	-	-	-
Dwelling Units Rent Expense	114,453	-	-	-	-
Total Other Expenses	1,370,342	9,935,368	33,784	-	-
TOTAL EXPENSES	6,598,748	11,195,010	83,250	71,365	599,596
EXCESS OF REVENUE OVER EXPENSES	(2,942,767)	311,253	312,924	-	-
Equity transfer	(1,639,215)	-	-	-	-
Prior period adjustment	(97,231)	(24,706)	(88,657)	-	-
Operating transfer in/out	-	-	-	-	-
Beginning Net Position	27,784,502	254,193	15,971,964	-	-
Ending Net Position	23,105,289	540,740	16,196,231	-	-

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	ROSS 14,870	Section 8 Moderate Housing Assistance 14,856	New Construction Section 8 Programs 14,182	CDBG	HOME
EXPENSES (continued):					
Protective Services					
Protective Services- Labor		-	-	-	-
Protective Services - Other Contract Costs	-	-	-	-	-
Protective Services - Other	-	-	96	-	-
Employee Benefit Contributions- Protective Services	-	-	-	-	-
Total Protective Services	-	-	96	-	-
Insurance Premiums					
Property Insurance	-	-	6,143	-	-
Liability Insurance	12,575	6,534	-	-	-
Workmen's Compensation	7,116	3,582	3,378	-	-
All Other Insurance	-	-	-	-	-
Total insurance Premiums	19,691	10,116	9,521	-	-
General Expenses					
Other General Expenses	-	-	-	-	-
Compensated Absences	1,416	-	-	-	-
Payments in Lieu of Taxes	-	-	2,310	-	-
Bad debt - Tenant Rents	-	-	3,026	-	-
Bad debt - Other	-	-	-	-	-
Severance Expense	-	-	-	-	-
Total Other General Expenses	1,416	-	5,336	-	-
Financial Expenses					
Interest of Mortgage (or Bonds) Payable	-	-	-	-	-
Interest on Notes Payable (Short and Long Term)	-	-	-	-	-
Amortization of Bond Issue Costs	-	-	-	-	-
Total Financial Expenses	-	-	-	-	-
TOTAL OPERATING EXPENSES	251,690	233,379	484,379	9,219	-
EXCESS OPERATING REVENUE	-	1,520,448	339,126	-	677,397
Other Expenses					
Extraordinary Maintenance	-	-	87,651		
Casualty Losses- Non-capitalized	-	-	-		
Housing Assistance Payments	-	1,533,712	-	-	-
HAP Portability-In	-	-	-		
Depreciation Expense	-	-	6,205	-	-
Fraud Losses	-	-	-		
Capital Outlays- Governmental Funds	-	-	-		
Debt Principal Payment- Governmental Funds	-	-	-		
Dwelling Units Rent Expense	-	-	-		
Total Other Expenses	-	1,533,712	93,856	-	-
TOTAL EXPENSES	251,690	1,767,091	578,235	9,219	-
EXCESS OF REVENUE OVER EXPENSES	-	(13,264)	245,270	-	677,397
Equity transfer	-	13,264	(500,000)	-	(844,133)
Prior period adjustment	-	-	(3,061)	-	-
Operating transfer in/out	-	-	-	-	-
Beginning Net Position	-	-	2,618,649	-	-
Ending Net Position	-	-	2,360,858	-	(166,736)

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	Section 8 Special Allocations 14.195	State/Local	Blended Component Unit	COCC	Subtotal
EXPENSES (continued):					
Protective Services					
Protective Services- Labor			-	-	-
Protective Services - Other Contract Costs	-	-	-	-	-
Protective Services - Other	-	-	-	-	22,607
Employee Benefit Contributions- Protective Services			-	-	-
Total Protective Services	-	-	-	-	22,607
Insurance Premiums					
Property Insurance	-	-	20,423	70,952	97,518
Liability Insurance	-	-	-	-	82,186
Workmen's Compensation	-	-	732	30,933	99,965
All Other Insurance			-	-	-
Total insurance Premiums	-	-	21,155	101,885	279,669
General Expenses					
Other General Expenses	-	-	-	35,129	1,234,358
Compensated Absences	-	-	-	-	5,173
Payments in Lieu of Taxes	-	-	6,585	-	43,570
Bad debt - Tenant Rents	-	-	503	-	44,691
Bad debt - Other	-	-	-	34,175	65,609
Severance Expense			-	-	-
Total Other General Expenses	-	-	7,088	69,304	1,393,401
Financial Expenses					
Interest of Mortgage (or Bonds) Payable	-	-	-	-	50,398
Interest on Notes Payable (Short and Long Term)			-	-	-
Amortization of Bond Issue Costs	-	-	-	-	-
Total Financial Expenses	-	-	-	-	50,398
TOTAL OPERATING EXPENSES	-	-	185,654	2,236,554	10,609,350
EXCESS OPERATING REVENUE	102,977	-	(71,665)	1,514,907	13,104,094
Other Expenses					
Extraordinary Maintenance			-	97,447	405,456
Casualty Losses- Non-capitalized			-	-	-
Housing Assistance Payments	-	-	-	-	11,460,186
HAP Portability-In			-	-	-
Depreciation Expense	-	-	77,357	9,136	1,170,907
Fraud Losses			-	-	-
Capital Outlays- Governmental Funds			-	-	-
Debt Principal Payment- Governmental Funds			-	-	-
Dwelling Units Rent Expense			-	-	114,453
Total Other Expenses	-	-	77,357	106,583	13,151,002
TOTAL EXPENSES	-	-	263,011	2,343,137	23,760,352
EXCESS OF REVENUE OVER EXPENSES	102,977	-	(149,022)	1,408,324	(46,908)
Equity transfer	-	3,423,002	500,000	(1,699,149)	(746,231)
Prior period adjustment				(195,190)	(408,845)
Operating transfer in/out	(102,977)	-	102,977	-	-
Beginning Net Position	-	-	658,850	1,111,266	48,399,424
Ending Net Position	-	3,423,002	1,112,805	625,251	47,197,440

SPARTANBURG HOUSING AUTHORITY
FINANCIAL DATA SCHEDULE
REVENUE AND EXPENSE SUMMARY
September 30, 2016

	ELIM	Total	Discretely Presented Component Unit	Grand Total
EXPENSES (continued):				
Protective Services				
Protective Services- Labor	-	-	-	-
Protective Services - Other Contract Costs	-	-	-	-
Protective Services - Other	-	22,607	-	22,607
Employee Benefit Contributions- Protective Services	-	-	-	-
Total Protective Services	-	22,607	-	22,607
Insurance Premiums				
Property Insurance	-	97,518	17,773	115,291
Liability Insurance	-	82,186	-	82,186
Workmen's Compensation	-	99,965	-	99,965
All Other Insurance	-	-	-	-
Total insurance Premiums	-	279,669	17,773	297,442
General Expenses				
Other General Expenses	-	1,234,358	18,750	1,253,108
Compensated Absences	-	5,173	-	5,173
Payments in Lieu of Taxes	-	43,570	-	43,570
Bad debt - Tenant Rents	-	44,691	-	44,691
Bad debt - Other	-	65,609	-	65,609
Severance Expense	-	-	-	-
Total Other General Expenses	-	1,393,401	18,750	1,412,151
Financial Expenses				
Interest of Mortgage (or Bonds) Payable	-	50,398	117,947	168,345
Interest on Notes Payable (Short and Long Term)	-	-	-	-
Amortization of Bond Issue Costs	-	-	3,550	3,550
Total Financial Expenses	-	50,398	121,497	171,895
TOTAL OPERATING EXPENSES	(1,127,953)	9,481,397	281,551	9,760,791
EXCESS OPERATING REVENUE	-	13,104,094	(193,311)	12,912,940
Other Expenses				
Extraordinary Maintenance	-	405,456	-	-
Casualty Losses- Non-capitalized	-	-	-	-
Housing Assistance Payments	-	11,460,186	-	11,460,186
HAP Portability-In	-	-	-	-
Depreciation Expense	-	1,170,907	55,788	1,226,695
Fraud Losses	-	-	-	-
Capital Outlays- Governmental Funds	-	-	-	-
Debt Principal Payment- Governmental Funds	-	-	-	-
Dwelling Units Rent Expense	-	114,453	-	-
Total Other Expenses	-	13,151,002	55,788	12,686,881
TOTAL EXPENSES	(1,127,953)	22,632,399	337,339	22,447,672
EXCESS OF REVENUE OVER EXPENSES	-	(46,908)	(249,099)	(296,007)
Equity transfer	-	(746,231)	746,231	-
Prior period adjustment	-	(408,845)	-	(408,845)
Operating transfer in/out	-	-	-	-
Beginning Net Position	-	48,399,424	(3,276,413)	45,123,011
Ending Net Position	-	47,197,440	(2,779,281)	44,418,159

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
Spartanburg, South Carolina
Year ended September 30, 2016

Statement and Certification of Actual Capital Fund Program Costs

Grant Year SC16P003501-13

- 1 The actual program costs of Phase SC16P003501-11 are as follows:

Funds Approved	\$ 1,233,145
Funds Expended	<u>1,233,145</u>
Excess/(Deficiency) of Funds	<u><u>\$ -</u></u>
Funds Advanced	\$ 1,233,145
Funds Expended	<u>1,233,145</u>
Excess/(Deficiency) of Funds Advanced	<u><u>\$ -</u></u>

- 2 Audit period additions totaled \$227,070.
- 3 The total program costs as stated on the Annual Statement/Performance and Evaluation Report is in agreement with the Actual Modernization Cost Certificate as submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
Spartanburg, South Carolina
Year ended September 30, 2016

Statement and Certification of Actual Capital Fund Program Costs

Grant Year SC16P003501-14

- 1 The actual program costs of Phase SC16P003501-12 are as follows:

Funds Approved	\$ 1,378,942
Funds Expended	<u>1,378,942</u>
Excess/(Deficiency) of Funds	<u><u>\$ -</u></u>
Funds Advanced	\$ 1,378,942
Funds Expended	<u>1,378,942</u>
Excess/(Deficiency) of Funds Advanced	<u><u>\$ -</u></u>

- 2 Audit period additions totaled \$1,038,204.
- 3 The total program costs as stated on the Annual Statement/Performance and Evaluation Report is in agreement with the Actual Modernization Cost Certificate as submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
Spartanburg, South Carolina
Year ended September 30, 2016

Statement and Certification of Actual Capital Fund Program Costs

Grant Year SC16R003501-08

- 1 The actual program costs of Phase SC16R003501-09 are as follows:

Funds Approved	\$ 244,916
Funds Expended	<u>244,916</u>
Excess/(Deficiency) of Funds	<u><u>\$ -</u></u>
Funds Advanced	\$ 244,916
Funds Expended	<u>244,916</u>
Excess/(Deficiency) of Funds Advanced	<u><u>\$ -</u></u>

- 2 There were no additions during the audit period.
- 3 The total program costs as stated on the Annual Statement/Performance and Evaluation Report is in agreement with the Actual Modernization Cost Certificates submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
Spartanburg, South Carolina
Year ended September 30, 2016

Statement and Certification of Actual Capital Fund Program Costs

Grant Year SC16R003502-13

- 1 The actual program costs of Phase SC16R003501-10 are as follows:

Funds Approved	\$ 257,258
Funds Expended	<u>257,258</u>
Excess/(Deficiency) of Funds	<u><u>\$ -</u></u>
Funds Advanced	\$ 257,258
Funds Expended	<u>257,258</u>
Excess/(Deficiency) of Funds Advanced	<u><u>\$ -</u></u>

- 2 There were no additions during the audit period.
- 3 The total program costs as stated on the Annual Statement/Performance and Evaluation Report is in agreement with the Actual Modernization Cost Certificate as submitted to HUD for approval is in agreement with the PHA's records.
- 4 All Capital Fund Program costs have been paid and all related liabilities have been discharged through payment.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners of the
Housing Authority of the City of Spartanburg
Spartanburg, South Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and the discretely presented component units of the Housing Authority of the City of Spartanburg (the Authority) as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated April __, 2017.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Bethesda, Maryland
April __, 2017

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

To the Board of Commissioners of the
Housing Authority of the City of Spartanburg
Spartanburg, South Carolina

Report on Compliance for Each Major Federal Program

We have audited the Housing Authority of the City of Spartanburg's (the Authority) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended September 30, 2016. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

Opinion on Each Major Federal Program

In our opinion, the Authority, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2016.

Report on Internal Control over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Bethesda, Maryland
June 22, 2016

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended September 30, 2016

<u>Federal and State Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Grant Expenditures</u>
<u>U.S. Department of Housing and Urban Development (HUD):</u>		
Public Housing:		
Low Rent Public Housing Operating Fund	14.850	\$ 3,550,832
Capital Fund Program	14.872	3,131,220
Resident Opportunities and Supportive Services	14.870	251,690
Section 8 Housing Assistance Program:		
Housing Choice Voucher Program	14.871	10,467,607
New Construction S/R Section 8 Programs (Cluster)	14.182	497,366
Moderate Rehabilitation Program (Cluster)	14.856	1,751,371
Multifamily Housing Service Coordinators:		
Multifamily Housing Elderly Service Coordinators	14.191	71,365
Special Allocation Housing Assistance Payments Program:		
Vocational Funds (pass-through from State of South Carolina)	14.195	102,977
CDBG Program:		
CDBG Funds (pass-through from City of Spartanburg)	14.258	9,219
HOME Program:		
HOME Funds (pass-through from County of Spartanburg)	14.239	<u>677,397</u>
TOTAL HUD FINANCIAL ASSISTANCE		<u>20,511,044</u>
<u>U.S. DEPARTMENT OF LABOR:</u>		
Youth Build Program:		
Youth Build/Face Forward Programs	17.274	<u>599,562</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS		<u><u>\$ 21,110,606</u></u>

See Notes to the Schedule

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
September 30, 2016

1. BASIS OF PRESENTATION

The schedule of expenditures of federal awards is presented using the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Uniform Guidance, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in the schedules may differ from amounts presented in, or used in the preparation of, the basic financial statements.

2. SUBRECIPIENTS

The Housing Authority of the City of Spartanburg provided no federal awards to subrecipients during the fiscal year ending September 30, 2016.

3. FINDINGS AND QUESTIONED COSTS

Any findings and questioned costs identified in connection with the 2016 Single Audit would be disclosed in Schedule I and status of prior year findings and questioned costs would be disclosed in Schedule II.

HUD has conducted several reviews of the Authority and has issued their reports on the results of some of these reviews. The Authority has responded to the reviews for which reports have been issued.

4. COST RATES

The Authority has not elected to use the 10% de minimis cost rate.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
September 30, 2016

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

- | | |
|--|------------|
| 1. Type of auditor’s report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| a. Material weakness(es) identified? | No |
| b. Significant deficiency(ies) identified that are not considered to be material weakness(es)? | No |
| 3. Noncompliance material to financial statements noted? | No |

Federal Awards

- | | |
|---|------------|
| 4. Internal control over major programs: | |
| a. Material weakness(es) identified? | No |
| b. Significant deficiency(ies) identified that are not considered to be material weakness(es)? | No |
| 5. Type of auditor’s report issued on compliance for major programs: | Unmodified |
| 6. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 100.516(a)? | No |
| 7. Identification of Major Programs: | |

Federal Grantor/Program Title

CFDA No.

U.S. Department of Housing and Urban Development (HUD):

Housing Choice Voucher Program	14.871	\$	10,467,607
HOME Investment Partnerships Program	14.239	\$	677,397

- | | | |
|---|----|---------|
| 8. Dollar threshold used to distinguish between Type A and Type B programs: | \$ | 750,000 |
| 9. Auditee qualified as low-risk auditee? | | No |

**HOUSING AUTHORITY OF CITY OF SPARTANBURG
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
September 30, 2016**

SECTION II – FINANCIAL STATEMENT FINDINGS

None.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

**HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
September 30, 2016**

SECTION IV – PRIOR YEAR FINANCIAL STATEMENT FINDINGS

None.

SECTION V – PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.



FY2018 Approved Annual Public Housing Plan



U. S. Department of Housing and Urban Development

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

September 5, 2017

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

Dear Ms. Bates:

SUBJECT: Fiscal Year Beginning October 1, 2017, One Year Plan
Spartanburg Housing Authority

This letter is to inform you that the Annual Public Housing Agency (PHA) Plan for the Spartanburg Housing Authority for the Fiscal Year beginning October 1, 2017 (SC003v02) is approved. This approval of the PHA Plan does not constitute an endorsement of the strategies and policies outlined in the plan.

In providing assistance to families under programs covered by this plan, the Spartanburg Housing Authority will comply with the rules, standards, and policies established in its approved plan, as provided in 24CFR Part 903 and other applicable regulations. Your approved plan and all required attachments and documents must be made available for review and inspection at the principal office of the Spartanburg Housing Authority during normal business hours.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Randy Dyal at (803) 765-5312.

Sincerely,

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

Eric Bickley
Director
Public Housing Program Center

Annual PHA Plan (Standard PHAs and Troubled PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. The plans inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing Asset Management units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p>PHA Name: <u>The Housing Authority of the City of Spartanburg</u></p> <p>PHA Code: <u>SC003</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2017</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>720</u> Number of Housing Choice Vouchers (HCVs) <u>2,290</u> Total Combined Units/Vouchers <u>3,010</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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B.	Annual Plan Elements																																

B.1**Revision of PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs
- ☒ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- ☐ ☒ Financial Resources.
- ☐ ☒ Rent Determination.
- ☐ ☒ Operation and Management.
- ☐ ☒ Grievance Procedures.
- ☐ ☒ Homeownership Programs.
- ☐ ☒ Community Service and Self-Sufficiency Programs.
- ☐ ☒ Safety and Crime Prevention.
- ☐ ☒ Pet Policy.
- ☐ ☒ Asset Management.
- ☐ ☒ Substantial Deviation.
- ☐ ☒ Significant Amendment/Modification

Statement of Housing Needs and Strategy for Addressing Housing Needs

The Spartanburg Housing Authority (SHA) strives to assist in addressing the needs of low-income, very low-income and extremely low-income families in the City of Spartanburg and Spartanburg County. SHA does this through its Asset Management Program, Housing Choice Voucher (HCV) Program, Mod Rehab Program, and other Affordable / Moderate Income Programs and HUD's Rental Assistance Demonstration (RAD) program.

There continues to be a need for affordable housing programs provided by the PHA as evidenced by occupancy rates in assisted housing as well as by response to wait list openings for Public Housing, HCV and Affordable Housing within the jurisdiction.

SHA serves over 3,660 families under its various housing programs (See Table 1 below):

Table 1

Housing Programs	Units	Vouchers
Public Housing	720	
Housing Choice Voucher (HCV) HCV (Voucher Program)		1,952
Mod Rehab		226
Affordable/Moderate Income	424	338
Total	1,144	2,516

Families served are within the maximum income limit of the 80% median family income for Spartanburg County. Rent payments are based on adjusted annual income. There are currently waiting lists for admission. (See Table 2)

Table 2

Waiting List by Program	
Asset Management	1377
HCV	741
Mod Rehab	20
Project Base	26
Affordable/Moderate Income	1415
RAD	367
Total	3946

The 2016 Median Income for the Spartanburg, SC MSA is \$52,900. Income Limits are based on the family size or number of persons in the family. The average household consists of three members, a parent and two children. Thirty percent of area median income limit (AMI) in the Spartanburg, SC, MSA (Metropolitan Statistical Area) for a family with three is \$20,090. Ninety three percent of families in the Asset Management program fall below this limit. The Housing

Choice Voucher (HCV) participants are at 74% AMI. The Mod Rehab program participants are at 100% of AMI and other Affordable Housing Programs in Spartanburg are at 85.3% AMI.

In 2016, SHA opened the HCV waiting list to elderly and disabled households only. SHA may open the HCV waiting list to general populations in 2017.

Households of various races and ethnic groups of families are on our waiting lists for Asset Management: 17.3% White, 70% Black, 1% Asian, and 11.6% Hispanic. The Housing Choice Voucher (HCV) Program waiting lists total 18.3% White, 76.8% Black, .3% Asian, and 3.9% Hispanic. Finally for our other Affordable Housing Programs, those households are 13.5% White, 73% Black, 1.2% Asian, and 12.3% Hispanic.

Affordability

Like many South Carolina communities, affordability is by far the largest housing problem in Spartanburg. The most recent Census estimates show 45.7% of renters and 23.2% of homeowners pay more than 30% of their income on housing costs (2015 American Community Survey).

Supply

As of February 2017, there were 4,028 households on the Spartanburg Housing Authority's waiting lists. There is a significantly high unmet demand for assisted housing in Spartanburg. Current funding levels simply do not allow supply to meet the demand.

Quality

Quality affordable units that are both decent and safe are needed throughout the jurisdiction.

Accessibility

SHA complies with or exceeds the Americans with Disabilities Act (ADA) requirements by having 5% of its housing stock meet the accessibility requirements. This applies to non ACC units owned by SHA as well.

Size of Units

SHA's Asset Management units are comprised of various sizes and types of units which include duplexes, garden style apartments, and townhouses, and high-rise apartments.

Location

Factors that must be considered in developing housing include location, services, amenities, proximity to health care, shopping, affordability, transportation and schools.

Strategies for Addressing the Housing Needs

1. SHA intends to maintain the availability of decent, safe and affordable housing needs by:
 - a. Providing One for one replacements of units repositioned due to RAD.
 - b. Leveraging private or other public funds as available to create additional affordable housing opportunities. SHA will:

- i. Continue to support and to seek partnerships and alliances with non-profit and for-profit developers
 - ii. Identify opportunities, Low-Income Housing Tax Credits (LIHTC) RAD, Project-Based Vouchers, HOME or other grants supporting rehabilitation or development
 - iii. Consider utilizing bonding capacity
 - c. Utilize Demolition or Disposition Transitional Funding (formerly Replacement Housing Factor Funds) and or development fees as available.
 - d. Review opportunities to acquire or build units or developments.
 - e. Use LIHTC program (both 4% & 9% credits) when available to rehabilitate existing, and construct new, rental and Asset Management units where applicable.
 - f. Review efforts by the City of Spartanburg to support the Highland Community in the development of a Master Plan..
 - g. Maintain a minimum of 98% occupancy rate. Maintain vacant unit turnover time at or below 20 days.
 - h. Improve housing management monitoring and internal reporting tools. Maintain a high level of accountability, while implementing timely tracking, scheduling, and follow-up for rent collection efforts, vacancy turnover management, and new leases.
2. Review applications for additional vouchers through the NOFA process.
- a. The Housing Choice Voucher (HCV) HCV Program may issue an RFP for project based vouchers, or will utilize PBV's in accordance with RAD guidance in an effort to support the increase of affordable assisted housing within the community.

The City's Consolidated Plan reflects a lack of affordable housing as a potential barrier. SHA has entered into an MOU with the City of Spartanburg and the County of Spartanburg to address the HUD, Affirmately Furthering Fair Housing protocol, if implemented by HUD. SHA participates in the United Way, Financial Stability and Housing Task Force, and continues to work with community partners to identify and address issues involving affordable housing. SHA will seek replacement of Asset Management units lost to the inventory through demolition, mixed finance development, and Housing Choice Voucher (HCV) HCV replacement housing resources. SHA will market the Housing Choice Voucher (HCV) HCV program among owners, particularly those outside of areas of minority and poverty concentration.

Homeownership

SHA will continue to utilize its HUD approved Section 32 Homeownership Plan to increase homeownership opportunities. It is expected that over the next two years all of the homes in the plan will transition to RAD. SHA will review regulatory issues with HUD in the administration of a plan in conjunction with NACA. After HUD review, SHA may pilot this program with up to 250 HCV's.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

PHA Policies Governing Eligibility, Selection, Admissions Policy, including De-concentration and Wait List Procedures. [24 CFR Part 903.7 (b)]

The following eligibility requirements apply to applicant families seeking Asset Management assistance:

1. A family as defined by HUD and the SHA:

- a. Heads of household where at least one member of the household is either a citizen or eligible non-citizen. (24 CFR Part 5, Subpart E).
- b. Has an Annual Income at the time of admission that does not exceed the low-income limit for occupancy established by HUD and posted separately in the SHA offices.
- c. Provides a Social Security number for all family members, age 6 or older, or will provide written certification that they do not have Social Security numbers;
- d. Meets or exceeds the tenant Selection and Suitability Criteria as set forth in this policy.

2. All applicants will be processed in accordance with HUD's regulations (24 CFR Part 960) and sound management practices. Applicants will be required to demonstrate ability to comply with essential provisions of the lease.

3. SHA will permanently deny admission to Asset Management persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. "Premises" is defined as the building or complex in which the dwelling unit is located, including common areas and grounds. SHA will not waive this requirement.

4. SHA will make unit offers based on time and date of application, needed bedroom size, and any local preferences. Two offers are made based on unit availability.

5. SHA purges its waiting list through public notices and letters to applicants every two years.

6. SHA will consider mitigating circumstance when considering denial of assistance based on criminal activity.

Implementation of the following activities will assist the agency in increasing the income levels of families currently residing in communities with a concentration of poverty, as well as helping residents overcome the barriers of transportation, education and child care.

1. SHA is administering its Self-sufficiency Program as a tool for assisting residents and participants in increasing their wage earning capacity.

2. SHA will continue to administer ROSS grants promoting job training and employment opportunities to families residing in Asset Management properties through our Connections Program. Other grants assist senior and disabled residents to live longer and more independently in assisted units.

3. SHA has administered a CSS program component designed to foster Job Readiness and Training, Case Management and Referrals, Counseling and Job Placement.

4. SHA administers a YouthBuild Program, funded by the Department of Labor. SHA tenants and participants are eligible to join the program.

SHA will comply with HUD regulations concerning income mixing in Asset Management properties.

5. Preferences have been implemented for homeless and veterans. The preference will permit homeless veterans to receive additional points when waitlists are open. SHA's HCV

program is currently administering a TBRA (tenant based rental assistance program) which provides rental assistance to homeless veterans. Two Hundred Thousand dollars have been provided by HOME funds, through the County of Spartanburg. Approximately 12-15 veterans will be served in unincorporated areas of the county.

6. SHA will seek replacement of Asset Management units lost to the inventory through demolition, mixed finance development, and Housing Choice Voucher (HCV) HCV replacement housing resources. SHA will market the Housing Choice Voucher (HCV) HCV program among owners, particularly those outside of areas of minority and poverty concentration.

Financial Resources

FEDERAL FUNDS	2016
Low Rent Asset Management Operating fund	3,382,102
Capital Fund Program	2,849,950
Resident Opportunities and Self Sufficiency	251,690
Housing Choice Voucher	10,467,607
New Construction S/R HCV Programs (Cluster)	497,366
Moderate Rehabilitation Program (Cluster)	1,751,371
Multifamily Housing Elderly Service Coordinators	71,365
Special Allocation – Vocational Funds (SC state pass-through)	102,997
CDBG Funds (pass-through from City of Spartanburg)	9,219
HOME Funds (pass-through from City of Spartanburg)	677,397
YouthBuild Program	559,562
Total Federal Grants	21,110,606
OTHER INCOME	
Dwelling Rents	1,741,706
Late Charges, Court Fees, Maintenance	152,953
Gain on disposition of assets	(4,507,325)
Other income	4,087,551
TOTAL RESOURCES	22,585,491

Rent Determination

Rent is determined by establishing the household's total tenant payment (TTP) in accordance with 24 CFR 5.628.

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30% of the family's monthly adjusted income (adjusted income is defined in Part II)
- 10% of the family's monthly gross income (annual income, as defined in Part I, divided by 12)
- The welfare rent (in as-paid states only)

- A minimum rent of \$50 has been established by SHA.

The SHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B of the ACOP.

Homeownership Programs

SHA has an approved Section 32 Homeownership Program with 17 remaining PHA Scattered Site homes, which are planned to sell. These PHA Scattered Site homes are all in AMP 40 the HUD Sites numbers are 3-11, 3-23, 3-24 and 3-28. SHA will submit a RAD diminimus application for these homes.

Homeownership

SHA will continue to seek opportunities for participants in the area of homeownership.

1. SHA will submit a disposition application for the homes remaining in the Sec 32 program.
2. SHA has recently submitted a Rental Assistance Demonstration (RAD) Grant for AMP 40 which includes all of the scattered site single family homes in the Section 32 Program. If approved SHA plans to dispose of the majority of these homes by selling them as is to any individual, the sale would not be restricted to low-income buyers.
3. Review Lease Purchase Program to increase success in low-income families to becoming first time homeowners. SHA also would like to revise and implement a Lease Purchase Program.

Housing Choice Voucher Program

Housing Choice Voucher (HCV) HCV Program will continue with its Homeownership Program. SHA is reviewing an option to utilize up to 250 housing choice vouchers in conjunction with the NACA program.

Voucher homeownership program: SHA will continue operation of its homeownership program.

Housing Choice Voucher Waitlist

The Spartanburg Housing Authority will utilize a lottery system to place applicants on the waiting list for the Housing Choice Voucher Program. All program applications are accepted electronically. Applicants may visit the HCV office to utilize a public computer.

Once the application deadline expires and the waitlist is closed, SHA will conduct a lottery to randomly assign a lottery number to all pre-applications in the preliminary applicant pool. The pre-applications will then be placed on the HCV waitlist in sequential order based on the assigned lottery number, and then sorted by preference(s) to determine the position on the waitlist.

SHA will determine the total number of families to be placed on the wait list. The total number of families on the waitlist should not exceed a reasonable estimated wait time to be selected from the waitlist. Applicants selected for placement on the waitlist will be notified. Those applications not selected for the waitlist will received a notice and must reapply when the waiting list reopens.

SHA will amend the HCV waitlist to include a local preference. SHA will adopt a local residency preference for all Housing Choice Voucher waitlists. Local Preferences are used to give a priority to serving applicants on the waitlist that qualify for the preference. Once an applicant is on the waitlist, additional points from any preferences chosen are applied. These additional points move the application to a higher position on the waitlist, allowing the applicant to be served sooner. The

local residency preference will be given to applicants who are a resident of Spartanburg County.

SHA will adopt a Displaced by PHA- RAD preference. This preference will have the highest point value.

Community Service and Self-Sufficiency Programs

The Spartanburg Housing Authority will continue to provide resident services through the utilization of HUD funds and grants to Public Housing communities. We will support Resident Councils and Resident Advisory Boards, and work to increase their awareness and participation in community services and activities. SHA will partner with community organizations to provide supportive services to our residents and participants. SHA will continue to administer our Self-Sufficiency Program for both public housing residents and Housing Choice Voucher recipients. SHA administers a ROSS Grants for public housing residents, promoting job training and employment opportunities through the Connections Program. This program consists of job readiness assistance and training, case management and referrals, and job placement services. These activities may assist the agency in increasing the income levels of residents currently residing in communities. Additionally, the activities will help the residents overcome the barriers of transportation, education, and/or child care. Non-Public Housing Families who live in RAD communities will be assisted in accordance with HUD regulations. SHA partners with local colleges and businesses to offer training and employment opportunities to residents.

SHA has computer labs based in all public housing communities, which allow residents internet access to search for jobs, do homework or research information on self-sufficiency tools. The Spartanburg Housing Authority also administers a Homeownership Program to encourage and teach public housing residents about Homeownership. Other grants employ Service Coordinators to assist senior and disabled residents to live longer independently in their own apartments.

Safety and Crime Prevention

All of the Spartanburg Housing Authority's public housing properties are within the City Limits of the City of Spartanburg. All of these properties are under the jurisdiction of the Spartanburg Public Safety Department. The Spartanburg Housing Authority portfolio contains units in the County of Spartanburg, the jurisdiction of the Spartanburg County Sheriff. SHA regularly communicates with both agencies regarding community security issues. SHA will continue its efforts to effectively engage with Spartanburg Public Safety Department (SPSD).

1. SHA, through its agreement with SPSPD receive daily reports of calls for service and weekly reports of incidents within public housing sites or crimes committed by persons residing within public housing.
2. SPSPD has established a "HOTLINE" for residents to anonymously report any criminal activities. There is a "Hotspot" form that we pass out to residents to anonymously report crime.
3. The Archibald Rutledge Hi-Rise property has established a resident-staffed Reception Desk, seven days a week, during daytime hours, whereby entry into the building is monitored.
4. SHA maintains agreement with SPSPD to provide supplemental patrols as needed, develop, and implement crime prevention strategies.

5. SHA will check criminal history using Yardi credit screening for all applicants who are 18 years of age or older, to determine whether any family member has engaged in violent or drug-related criminal activity.
6. SHA will check criminal history for all applicants who are 18 years of age or older. HUD requires denial of assistance to persons convicted as lifetime sexual offenders and for production of methamphetamines. SHA will consider mitigating circumstances in accordance with HUD guidance for other offenses.
7. To respond to the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking, SHA will comply with all HUD VAWA regulations.

SPSD, as part of its agreement with SHA, provides officers as needed to testify, provides training, and assists in preparing documents for court, to ensure corrective measures are taken.

Asset Management Security Improvements:

- a. SHA continues to partner with community groups and Neighborhood Watch organizations.
- b. SHA has improved lighting at Prince Hall and Victoria Gardens
- c. SHA has removed foliage and trees in sight lines at Victoria Gardens to improve law enforcement ability to police the property.

VAWA

The SHA is in compliance with the VAWA provisions issued on December 16, 2016.

Asset Management

SHA manages its AMPs in accordance with HUD's Asset Management principals.

DECONCENTRATION AND INCOME TARGETING

1. Background

Included in Quality Housing and Work Responsibility Act of 1998 (QHWRA or Housing Reform Act) is a requirement that PHA's submit, with their Agency Plans, an admissions policy designed to promote income-mixing within Asset Management complexes. The U.S. Department of Housing and Urban Development (HUD) established "income-mixing" rules and tools for evaluation of the current income-mix. The procedures are delineated, "Rule to Deconcentrate Poverty and Promote Integration in Public Housing; Final Rule", published in the Federal Register as 24 CFR Part 903 and dated 22 December 2000.

2. Deconcentration Policy

It is the Spartanburg Housing Authority's (SHA) policy to provide for deconcentration of poverty and encourage income mixing with a goal of bringing higher income families into lower income complexes, and lower income families into higher income complexes. SHA will ensure that all marketing of our housing is targeted to all eligible income groups. Lower income residents will not be steered toward lower income complexes; higher income residents will not be steered toward

higher income complexes. Instead, residents decide where they would like to live. Each applicant that reaches the top of the waiting list will be offered the first available unit. However, if they do not wish to accept this unit offer, they will be given up to two additional offers. If an applicant declines three unit offers without good cause, that applicant will be cancelled from the waiting list.

3. Income Targeting

The Housing Authority will follow the statutory requirement that at least 40% of newly admitted families in any fiscal year should have an annual income at or below 30% of the area median income. To ensure this requirement is met, the Housing Authority will monitor incomes of newly admitted families.

4. Fair Housing

No action of the housing authority in attempting to achieve deconcentration and income-mixing shall violate Fair Housing policies.

B.2

New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- ☐ ☒ Hope VI or Choice Neighborhoods.
- ☐ ☒ Mixed Finance Modernization or Development.
- ☐ ☒ Demolition and/or Disposition.
- ☒ ☐ Designated Housing for Elderly and/or Disabled Families.
- ☒ ☐ Conversion of Asset Management to Tenant-Based Assistance.
- ☒ ☐ Conversion of Public Housing to Project-Based Assistance under RAD.
- ☐ ☒ Occupancy by Over-Income Families.
- ☐ ☒ Occupancy by Police Officers.
- ☒ ☐ Non-Smoking Policies.
- ☒ ☐ Project-Based Vouchers.
- ☒ ☐ Units with Approved Vacancies for Modernization.
- ☒ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

Mixed Finance Modernization of Development

The Spartanburg Housing Authority has an approved Rental Assistance Demonstration Program (RAD) portfolio conversion. The conversion of all Asset Management Properties to Project Based Rental Assistance is being completed in three phases.

Phase I

The first Phase of RAD consists of 8 properties with a total of 410 units. The RAD conversion transaction for Phase I closed in 2016.

Phase II

The second Phase of RAD consists of the 7 properties below. These properties are a combination of existing mixed finance communities that were developed under SHA's former HOPE VI program(s). The total units in each property includes both Asset Management and Non-Asset Management units. The Asset Management units will convert to Project Based Vouchers under the RAD Program. SHA has received a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) for these properties and anticipates a RAD conversion closing in 2017.

EXISTING MIXED FINANCE PROPERTIES	TOTAL UNITS	RAD PROJECT BASED VOUCHERS
Country Garden Estates	50	10
Cedar Springs Townhomes	44	19
Collins Park	100	24
The Ridge at Southport	78	54

Cottage Grove	8	8
NEW MIXED INCOME PARTNERSHIP		
Cammie Clagett Phase II	78	78
DIMINIMUS DISPOSITION		
Single Family Houses	26	18
TOTAL	384	235

Cedar Springs Townhomes, Collins Park, The Ridge at Southport and Cottage Grove will convert under the RAD Program with no new financing.

Country Garden Estates will convert through refinancing. The initial 15-year Tax Credit compliance period has expired and SHA will exercise its first right of refusal to acquire the property as sole owner. A conventional loan will be utilized to pay off the existing first mortgage and fund some rehabilitation work.

Cammie Clagett Phase II – Phase II of the Cammie Clagett RAD conversion will consist of a Transfer of Assistance (TOA) to another site. SHA has partnered with the City of Spartanburg, the Northside Development Group and Spartanburg Housing Partners, a for profit developer, to transfer the remaining 78 RAD replacement units from the Cammie Clagett development to a new construction.

Single Family Homes – The single-family homes will be disposed of under a portfolio “diminimus” disposition and will not convert to RAD units. SHA will sell the units at fair market value under an open bid process.

Phase III – The final Phase of the RAD conversion includes the properties listed in the chart below. SHA will procure Development Partners to assist in the redevelopment of these properties. The proposed strategy for each property is summarized below.

PROPERTY	RAD CONVERSION UNITS	PROPOSED CONVERSION PLAN
Archibald Rutledge	150	Transfer of Assistance - Disposition
Archibald Village	50	Transfer of Assistance - Disposition
Camp Croft Courts	96	On Site Demolition and New Construction
Victoria Gardens	80	On Site Rehabilitation or Demolition determined by TDC.
NEW MIXED INCOME PARTNERSHIP		
Prince Hall Apartments	100	Section 18 Disposition and Demolition
TOTAL	476	

Archibald Rutledge and Archibald Village – SHA proposes to transfer the RAD assistance from the existing properties to other properties throughout Spartanburg County. SHA will work with for profit and non-profit developers as well as existing property owners to determine multiple locations for placement of RAD PBV contracts. Upon completion of the TOA, SHA will dispose of the existing buildings and land at fair market value through a competitive bid process. SHA may propose development of units to support this transition, to the extent that development and financing tools are available.

Camp Croft Courts – SHA proposed to redevelop this property through an on-site two phase approach. Half of the existing residents will be temporarily relocated to allow for demolition and new construction of 50% of the apartments. Upon completion of the first phase, a second phase will be done in the same manner with the intent to replace all units on the site.

Victoria Gardens – The RAD conversion strategy for Victoria Gardens is a “sale” and rehabilitation of the existing buildings. SHA proposes to form a partnership and using tax exempt bond proceeds and 4% Low Income Housing Tax credits to complete substantial rehabilitation of Victoria Gardens. The level of construction work to be performed will require temporary relocation but the rehabilitation work will be phased to minimize any off-site relocation. In the event that rehabilitation is not financially feasible, SHA will consider demolition and new construction to insure one for one replacement, to the extent that development and financing tools are available.

Prince Hall – The redevelopment strategy for Prince Hall is to submit a Section 18 disposition based on obsolescence and secure tenant protection vouchers. Residents will have the opportunity to elect permanent relocation options that will include Project Based Vouchers or a Tenant Protection Voucher. SHA will provide intensive relocation case management services and all benefits under URA. SHA will “bank” the land until such time that a redevelopment opportunity arises for the location of the site.

In the event that this approach is not feasible, SHA will utilize strategies involving redevelopment of the property through a fee developer, Tax Credits or other financing tools.

SHA will adhere to all Uniform Relocation Act regulations where tenants are impacted by RAD.

SHA has formed a RAD Community Committee consisting of residents, staff, school officials, city representatives, United Way, Spartanburg police department and other interested persons. SHA will provide education and information and more importantly, receive feedback and input from our residents and community stake holders regarding the RAD process.

Non-smoking Policies

Smoking is prohibited in the common areas and the dwelling units at Archibald Rutledge Hi-Rise. Designated Smoking Areas were implemented at the site, 25 feet away from all entrances. US Department of Housing and Urban Development 24CFR part 965 “Instituting Smoke Free Public Housing”. SHA will require all residents to comply with no smoking in any public housing property by August 1, 2018.

Project-Based Vouchers

As part of the redevelopment strategy and to improve the overall quality of the housing stock offered to the residents of Spartanburg County, SHA may project base up to 25% of its baseline voucher allocation. Preference for Project Based Vouchers will be combined with RAD vouchers for Transfer of Assistance conversion identified above.

HOUSING CHOICE VOUCHER – ADMINISTRATIVE PLAN UPDATE

Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION p. 4-14
4. III.C. SELECTION METHOD p. 4-14
Local Preferences [24 CFR 982.207; HCV p. 4-16]

SHA will adopt a local residency preference for all Housing Choice Voucher waiting lists. Local Preferences are used to give a priority to serving applicants on the wait list that qualify for the preference. Once an applicant is on the wait list, additional points from any preferences chosen are applied. These additional points move the application to a higher position on the wait list, allowing the applicant to be served sooner. The local residency preference will be given to applicants who

are a resident of Spartanburg County.

SHA shall select from the HCV waiting list first based upon date and time of application. Within the date and time of application the following listed preferences and designated ranking system will apply.

Within the date and time of application, the SHA will offer a preference to:

1. Any family that has been terminated from its HCV program due to insufficient program funding (10 Points)
2. Families who are a current resident of Spartanburg County (10 Points)
3. Families who have been displaced due to action taken by the SHA for demolition or rehabilitation or sale of unit in which the family is currently housed (10 Points)
4. Families who are verified as working 30 or more hours per week for six consecutive months, elderly, handicap, and/or disabled (7 Points)
5. Families who are homeless or have been displaced due to local, Federal or State governmental action (5 Points)
6. Veterans (5 Points)
7. Project-based voucher holders who applied for HCV assistance at the time the waiting list was open and have currently completed the requirements of their contract within the PBV unit and are in good standing (1 Points)

In the event the family does not qualify for any preference, they will be placed on the waiting list within the date and time of application. (0 Points)

Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE Page 5-14

5-II.D. VOUCHER ISSUANCE [24 CFR 982.302]

If the SHA determines that there is insufficient funding after a voucher has been issued, the SHA may rescind the voucher and place the affected family back on the waiting list. In the below order:

- Vouchers issued but for which SHA has not yet received a Request for Tenancy Approval (RFTA) will be rescinded based on the date in which they were issued.
- Voucher issued in which SHA has received a Request for Tenancy Approval (RFTA) will be rescinded based on the date in which the RFTA was received starting with the most recently received.

Chapter 8

HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS [24 CFR 982 Subpart I and 24 CFR 982.507]

PART III: RENT REASONABLENESS [24 CFR 982.507]..... 8-21

8-III.D. PHA RENT REASONABLENESS METHODOLOGY

How Market Data Is Collected

SHA Policy

The SHA has elected to utilize electronic rent reasonableness data supplied by an approved third party vendor. The system must collect and maintain data on market rents in the SHA's jurisdiction. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis.

Chapter 12 TERMINATION OF ASSISTANCE AND TENANCY p.12-7-8

Insufficient Funding [24 CFR 982.454]

SHA shall consider, adopt, and implement any or all of the following cost containment or cost reduction measures:

- Adjust Payment Standards
- Adjust Utility Allowances
- Restrict Portability and Moves to within PHA's Jurisdiction
- Ensure Reasonable Rents
- Adjust Subsidy Standards
- Adjust Interim Reexamination Policies and Procedures
- Restrict the Issuance of Vouchers
- Cancel Vouchers in Search Status

Notification of Contract Terminations – SHA shall provide notification of HAP Contract terminations as follows:

- Landlords will be provided with 30 days written notice that the HAP Contract will be terminated in accordance with the terms and conditions of the contract for lack of funding. Contracts shall be terminated as of the last day of the month following the month in which the written notice is provided.
- Participants will be provided with 30 days written notice that their assistance will be terminated in accordance with the provisions of the Administrative Plan and HUD guidance. Participants shall not be entitled to a hearing for termination of assistance under this provision.
- An initial PHA with payment delinquencies of more than 3 months will be provided with a copy of the notices sent to the Owner and Participant. A copy of the Declaration of Insufficient Funding shall be attached to the notice.
- A receiving PHA of a PHA outgoing portable family shall be notified at least 60 days in advance of the effective date of termination of assistance. The receiving PHA may choose to absorb the voucher or terminate assistance. If the receiving PHA terminates the assistance, they shall be responsible for notification to the Owner and Participant.

Order of Priority for Contract Termination – The priority of contract termination shall be based on the date of initial SHA assistance. Contracts shall be terminated in the order of initial contract effective date of a non-elderly and non-disabled family continuously assisted by the SHA. Initial assistance is determined by the date of the first HAP contract that provided assistance to the participant began. This includes outgoing and incoming portable contracts.

Random Selection – In the event the above selection criteria fails to yield a sufficient number of contract terminations necessary to meet funding levels, additional contracts will be selected through a random lottery. Using the assigned voucher number, SHA will randomly select numbers and rank them based on selection. Contracts will be terminated in order of ranking until a sufficient number of contracts have been identified to achieve the required cost reductions.

Responsibility to Maintain Current Contact Information on File – Participants whose voucher is terminated for the reasons under this section, shall be responsible for maintaining current contact information on file with PHA. If future funding permits the reinstatement of assistance and SHA is unable to contact the family by mail due to incorrect information on file, the family will be

permanently removed from the program and no further efforts will be made to reinstate assistance. All factors of initial eligibility will be re-assessed prior to reinstatement of a voucher and resumption of assistance. Only families meeting the eligibility requirements will be issued a voucher

Suspension of Housing Assistance Payments – As an alternative to terminating active HAP Contracts, PHA may choose to suspend housing assistance payments for a period of one month in any calendar year. Landlords and participants will be provided with a minimum of a 30 day notice of any such suspension of payments.

Project Based Voucher Exclusion – Project Based Voucher HAP contracts shall be excluded from termination under the provisions above. Due to financing commitments based on the long term provisions of the HAP contract for Project Based Vouchers, PBV HAP contracts shall be excluded from termination for insufficient funding unless funding reductions result in cancellation of all tenant based HAP contracts.

RAD RESIDENT PROTECTION

Upon conversion to Project Based Vouchers, the Authority will adopt the RAD resident rights, participation, waiting list and grievance procedures as described below. Additionally, the Spartanburg Housing Authority is currently compliant with all Fair Housing and Civil Rights requirements and is not under a Voluntary Compliance Agreement.

RAD was designed by HUD to assist in addressing the capital needs of Public housing by providing SHA with access to private sources of capital to repair and preserve its affordable housing assets.

SHA certifies that all RAD locations, including new locations selected for transfer of assistance shall meet all Site and Neighborhood requirements and shall comply with the following requirements.

- Site selection requirements set forth at 24 CFR 983.57;
- The Fair Housing Act;
- Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR 1.4(b)(3);
- Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR 8.4(b)(5); and
- The Americans with Disabilities Act.

Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), the Housing Authority is redefining the definition of a substantial deviation from the PHA Plan to reflect exclusion of the following RAD-specific items:

- Changes to the Capital Fund Budgets produced as a result of each approved RAD conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- Changes to the construction and/or rehabilitation plan for each approved RAD conversion; and
- Changes to the financing structure for each approved RAD conversion.

Resident Rights and Participation

1. *No Re-screening of Tenants upon Conversion.* Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

2. *Right to Return.* Any residents that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved (see Section 1.6.B.7 and Section 1.7.A.8 on conditions warranting a transfer of assistance), residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete.

Residents of a development undergoing conversion of assistance may voluntarily accept a PHA or Owner's offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed.

3. *Renewal of Lease.* Under current regulations at 24 CFR § 983.257(b) (3), upon lease expiration, a PHA can choose not to renew the lease, without good cause. In such a case, the regulatory consequence is the loss of the assisted unit. Under RAD, the PHA must renew all leases upon lease expiration, unless cause exists. Consequently, 24 CFR §983.257(b) (3) will not apply. This provision must be incorporated by the PBV owner into the tenant lease or tenancy addendum, as appropriate.

4. *Phase-in of Tenant Rent Increases.* If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years. To implement this provision, HUD is waiving section 3(a) (1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) only to the extent necessary to allow for the phase-in of tenant rent increases.

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP

Please Note: Once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

5. *Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self*

Sufficiency Service Coordinator (ROSS-SC) programs. Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any PH FSS funds granted previously or pursuant to the FY 2013 PH FSS NOFA, to serve those FSS participants who live in units converted by RAD and who will as a result be moving to the HCV FSS program, subject to the following:

a. If a PHA has an HCV FSS program, a PHA must convert the PH FSS program participants at the covered project to their HCV FSS program. Please see future FSS Notices of Funding Availability and other guidance for additional details, including FSS coordinator funding eligibility of PHAs under a RAD conversion.

b. If a PHA does not have an HCV FSS program, the PHA must establish an HCV FSS program and convert the PH FSS program participants at the covered project into their HCV FSS program. PHAs are not required to offer enrollment in FSS to residents in converting projects and other HCV participants, other than to residents in converting projects that were enrolled in the PH FSS program. Please see future FSS Notices of Funding Availability and other guidance for additional details, including FSS coordinator funding eligibility of PHAs under a RAD conversion.

All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR Part 984 and in accordance with the participants' contracts of participation. However, residents who were converted from the PH FSS program to the HCV FSS program through RAD may not be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. Consequently, 24 CFR 984.303 (b) (5) (iii) does not apply to FSS participants in converted properties.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing. ROSS-SC grants, nor will its residents be eligible to be served by future Public housing ROSS-SC grants.

6. *Resident Participation and Funding.* In accordance with Attachment 1B, residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

7. *Resident Procedural Rights.* The following items must be incorporated into both the HCV Administrative Plan and the owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

a. Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257, related to owner termination of tenancy and eviction, as modified by the waiver in Section 1.6(C)(3) above, the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony

conviction;

- ii. 14 days in the case of nonpayment of rent; and
- iii. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

b. Grievance Process. HUD is incorporating additional procedural rights to comply with the requirements of section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the PHA to provide an opportunity for an informal hearing, as outlined in 24CFR § 982.555. RAD will waive 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, and require that:

- i. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a) (1) (i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a PHA (as owner) action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program.
 - For any additional hearings required under RAD, the PHA (as owner) will perform the hearing.
- ii. An informal hearing will not be required for class grievances or to disputes between residents not involving the PHA (as owner) or contract administrator.
 - This hearing requirement shall not apply to and is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the PHA (as owner) or contract administrator.
- iii. The PHA (as owner) give residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR §982.555(a)(1)(i)-(vi).
- iv. The PHA (as owner) provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's HCV Administrative Plan.

8. *Earned Income Disregard (EID)*. Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited to only persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only applies to tenants receiving the EID at the time of conversion.

No other tenant (e.g., tenants who at one time received the EID but **are** not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment); tenants that move into the property following conversion, etc.,) is covered by this waiver.

PBV: Other Miscellaneous Provisions

1. *Access to Records, Including Requests for Information Related to Evaluation of Demonstration.* PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.

2. *Additional Monitoring Requirement.* The PHA's Board must approve the operating budget for the covered project annually in accordance with HUD requirements.

3. *Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).* Under existing PBV program rules, projects that qualify as "existing housing" under 24 CFR § 983.52(a) are not subject to Davis-Bacon (prevailing wages, the Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) or Section 3 (24 CFR Part 135). However, the Davis-Bacon Act and Section 3 shall apply to all initial repairs that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation, regardless of whether the project qualifies as "existing housing."

Developmental requirements under 24 CFR §983.154 and fair housing provisions under 24 CFR § 983.152(c)(vi) continue to apply.

4. *Establishment of Waiting List.* In establishing the waiting list for the converted project, the PHA shall utilize the project-specific waiting list that existed at the time of conversion, unless the assistance is being transferred to another neighborhood. If a project-specific waiting list does exist, but the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list. In addition, the waiting list must be established and maintained in accordance with PBV program requirements.

If a project-specific waiting list for the project does not exist, the PHA shall establish a waiting list in accordance 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's Asset Management community-wide waiting list have been offered placement on the converted project's initial waiting list. For the purpose of establishing the initial waiting list, PHAs have the discretion to determine the most appropriate means of informing applicants on the Asset Management waiting list given the number of applicants,

PHA resources, and community characteristics of the proposed conversion under RAD. Such activities should be pursuant to the PHA's policies for waiting list management, including the

obligation to affirmatively further fair housing.

A PHA may consider contacting every applicant on the public housing waitlist via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area, informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's centralized Asset Management waiting list who wish to be placed onto the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized Asset Management waiting list.

Any activities to contact applicants on the Asset Management waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

To implement this provision, HUD is waiving 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

5. *Mandatory Insurance Coverage.* The project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed property of a project, except with the written approval of HUD to the contrary.

6. *Agreement Waiver.* For Asset Management conversions to PBV, there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the Agreement (AHAP), including regulations under 24 CFR Part 983 Subpart D are waived.

7. *Future Refinancing.* Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)

8. *Administrative Fees for Asset Management Conversions.* For the initial Calendar Year in which a project's assistance has been converted, RAD PBV projects will be funded with Asset Management money. Since the Asset Management funding will not have been transferred to the TBRA account and since this funding is not HCV assistance the annual contributions contract (ACC) between the PHA and HUD will cover the project units, but be for zero dollars.

For this transition period, the ACC will primarily serve as the basis for covering the units and requiring PHA compliance with HUD requirements, but it will not be (as it is in the regular PBV program) the funding vehicle for the PBV RAD vouchers. Given this, and given the fact that PHAs will be receiving full Asset Management funding for the PBV units during this transition period, PHAs will not receive ongoing HCV administrative fee funding during this time.

Generally, PHAs receive ongoing administrative fees for units under a HAP contract, consistent with recent appropriation act references to "HCV(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive HCV ongoing administrative fees for PBV RAD units.

After this transition period, the ACC will be amended to include HCV funding that corresponds to

the units covered by the ACC. At that time, the regular HCV administrative fee funding provisions will apply.

Other Capital Grant Programs

Currently SHA does not have any funded Capital Fund Community Facilities Grants or Emergency Safety and Security Grants; however, SHA reserves the right to submit these.

SHA also has several years of Replacement Housing Factor (RHF) funds. SHA has committed \$541,000 to the Northside, as a financial tool in closing a gap in the 78 RAD units, to be constructed in the Northside. SHA will seek to develop one or more units of public housing in the Southside or Highland area with remaining RAD funds. In addition, SHA will utilize RHF funds for RAD purposes, including expenses for RAD Physical Condition Assessments for properties where SHA has been issued Commitment of Housing Assistance Payments (CHAPs).

The Spartanburg Housing Authority has an approved Rental Assistance Demonstration Program (RAD) portfolio conversion. The conversion of all Asset Management Properties to Project Based Rental Assistance is being completed in three phases.

Phase I

The first Phase of RAD consists of 8 properties with a total of 410 units. The RAD conversion transaction for Phase I closed in 2016.

Phase II

The second Phase of RAD consists of the 7 properties below. These properties are a combination of existing mixed finance communities that were developed under SHA's former HOPE VI program(s). The total units in each property includes both Asset Management and Non-Asset Management units. The Asset Management units will convert to Project Based Vouchers under the RAD Program. SHA has received a Commitment to Enter into a Housing Assistance Payments Contract (CHAP) for these properties and anticipates a RAD conversion closing in 2017.

See Table on Next Page

EXISTING MIXED FINANCE PROPERTIES	TOTAL UNITS	RAD PROJECT BASED VOUCHERS
Country Garden Estates	50	10
Cedar Springs Townhomes	44	19
Collins Park	100	24
The Ridge at Southport	78	54
Cottage Grove	8	8
NEW MIXED INCOME PARTNERSHIP		
Cammie Clagett Phase II	78	78
DIMINIMUS DISPOSITION		
Single Family Houses	26	18
TOTAL	384	235

Cedar Springs Townhomes, Collins Park, The Ridge at Southport and Cottage Grove will convert under the RAD Program with no new financing.

Country Garden Estates will convert through refinancing. The initial 15-year Tax Credit compliance period has expired and SHA will exercise its first right of refusal to acquire the property as sole owner. A conventional loan will be utilized to pay off the existing first mortgage and fund some rehabilitation work.

Cammie Clagett Phase II – Phase II of the Cammie Clagett RAD conversion will consist of a Transfer of Assistance (TOA) to another site. SHA has partnered with the City of Spartanburg, the Northside Development Group and Spartanburg Housing Partners, a for profit developer, to transfer the remaining 78 RAD replacement units from the Cammie Clagett development to a new construction.

Single Family Homes – The single-family homes will be disposed of under a portfolio “diminimus” disposition and will not convert to RAD units. SHA will sell the units at fair market value under an open bid process.

Phase III – The final Phase of the RAD conversion includes the properties listed in the chart below. SHA will procure Development Partners to assist in the redevelopment of these properties. The proposed strategy for each property is summarized below.

PROPERTY	RAD CONVERSION UNITS	PROPOSED CONVERSION PLAN
Archibald Rutledge	150	Transfer of Assistance - Disposition
Archibald Village	50	Transfer of Assistance - Disposition
Camp Croft Courts	96	On Site Demolition and New Construction
Victoria Gardens	80	On Site Rehabilitation or Demolition determined by TDC.
NEW MIXED INCOME PARTNERSHIP		
Prince Hall Apartments	100	Section 18 Disposition and Demolition
TOTAL	476	

Archibald Rutledge and Archibald Village – SHA proposes to transfer the RAD assistance from the existing properties to other properties throughout Spartanburg County. SHA will work with

	<p>for profit and non-profit developers as well as existing property owners to determine multiple locations for placement of RAD PBV contracts. Upon completion of the TOA, SHA will dispose of the existing buildings and land at fair market value through a competitive bid process. SHA may propose development of units to support this transition, to the extent that development and financing tools are available.</p> <p><i>Camp Croft Courts</i> – SHA proposed to redevelop this property through an on-site two phase approach. Half of the existing residents will be temporarily relocated to allow for demolition and new construction of 50% of the apartments. Upon completion of the first phase, a second phase will be done in the same manner with the intent to replace all units on the site.</p> <p><i>Victoria Gardens</i> – The RAD conversion strategy for Victoria Gardens is a “sale” and rehabilitation of the existing buildings. SHA proposes to form a partnership and using tax exempt bond proceeds and 4% Low Income Housing Tax credits to complete substantial rehabilitation of Victoria Gardens. The level of construction work to be performed will require temporary relocation but the rehabilitation work will be phased to minimize any off-site relocation. In the event that rehabilitation is not financially feasible, SHA will consider demolition and new construction to insure one for one replacement, to the extent that development and financing tools are available.</p> <p><i>Prince Hall</i> – The redevelopment strategy for Prince Hall is to submit a Section 18 disposition based on obsolescence and secure tenant protection vouchers. Residents will have the opportunity to elect permanent relocation options that will include Project Based Vouchers or a Tenant Protection Voucher. SHA will provide intensive relocation case management services and all benefits under URA. SHA will “bank” the land until such time that a redevelopment opportunity arises for the location of the site.</p> <p>SHA will seek to develop through sale, or through development/financial partnerships up to 130 acres of property at Page Lakes.</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p>Most Recent Fiscal Year Audit. <i>Audit comes back in May/June</i></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p>
B.5	<p>Report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan</p> <p>Progress Report.</p> <p>1. HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.</p> <p>1. In 2016 SHA constructed additional public housing Asset Management units on Brawley Street as a part of the Choice Neighborhood initiative for the Northside. The 3 duplex units (total of 6 units) were constructed utilizing primarily Replacement Housing Factor (RHF)</p>

Funds. In addition, SHA worked closely with Spartanburg County to construct and complete 8 affordable one bedroom units for seniors on SHA Property located at the Page Lake Property site. The County of Spartanburg contributed significantly to the cost of this project by committing home funds. The total development cost was \$1,074,773.89 with SHA providing a loan of \$200,000.00 and a donation of \$197,377.15 in order to close the gap in the Proforma. Certificates of occupancy were received on September 9th and October 10th in 2016.

2. Leverage:

During the year SHA Benefited from the successful leverage of 9% Low Income Housing Tax Credits for the Development of Highland Crossing representing \$7.5 million.

3. Acquire or build

SHA constructed 8 senior units in Partnership with Spartanburg County at Page Lake. These units were being constructed primarily with the County's HOME Funds (\$703,602), but SHA also provided \$321,262. These are affordable HOME units for low-income seniors. These units were completed in October of 2016. In addition SHA closed a large RAD transaction which included seven of its public housing sites for a total of 338 units. Construction was completed on Highland Crossing which will provide 72 units of LIHTC units, which leased in December 2016.

4. Improve the quality of assisted housing

Utilizing Capital Funds SHA completed site improvements and building improvements which included energy and health and safety items which improved the quality of its assisted housing communities.. On January 14, 2016 SHA closed on its SHA7 RAD Project. This Project has converted 338 units in seven former Public Housing Asset Management Projects; Tobias, Gooch, Watson, Barksdale, Leland, Spruce and JC Anderson from Public Housing Asset Management to Tax Credit and Section 8HCV Project Based Units. Substantial rehabilitation will be completed in every unit. Physical repairs are approximately \$10 million. This project concluded in April of 2017.

5. Voucher Management (SEMAP Scores)

SHA shall continue to maintain sufficient points for a High Performing Designation in the Housing Choice Voucher (HCV) Section 8HCV Management Assessment Program (SEMAP) through monthly monitoring and increased staff training. SHA will continue to administer the HCV program in a manner that results in points necessary for designation as a High Performer.

6. SHA will continue to provide excellent customer service through the use of its customer service guide.

7. Outreach to landlords and voucher homeownership program

SHA has operated a voucher homeownership program now for a number of years. Since the beginning of our program, we have helped more than 60 families purchase homes through the voucher program.

The SHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The SHA will actively recruit property owners with property located outside areas of poverty and minority concentration.

SHA has a HUD approved Section 32 Homeownership Plan and intends to employ

strategies which support the sale of the homes. The SHA will continue to develop homeownership opportunities. The SHA will seek to amend the approved Section 32 plan. SHA participated in a Housing Summit in January 2016, where a presentation was made to potential HCV landlords. SHA has held owner interest meetings and participates in the United Way Housing Task Force.

8. Public Housing Asset Management site-based waiting lists:

- a. All of our Public Housing Asset Management sites have site-based waiting lists.
- b. In November of 2016, SHA launched an electronic application portal allowing applicants the opportunity to apply on-line. SHA also launched an electronic payment system, WIPPS via the Yardi system of record. Approximately 80% of all rent payments are made electronically.
- c. The maintenance staff is managing work orders via smart phones. This technology has increase response time and efficiency.

2. HUD Strategic Goal: Improve community quality of life and economic vitality

1. SHA is administering its Self-sufficiency Program as we seek to increase the wage earning capacity of low income families within targeted communities and promote self-sufficiency.
2. During the past year the SHA administered ROSS grants promoting job training and employment opportunities to families residing in public housing Asset Management through our Connections Program. Other grants assist senior and disabled residents to live longer in their own homes. SHA administers ROSS grants promoting self-sufficiency through the Connections Program designed to assist our households with increased education and job readiness programs. Elderly and disabled persons are served via programs supported by HUD subsidy.
3. During the past year the SHA administered a CSS program component designed foster Job Readiness and Training, Case Management and Referrals, Counseling and Job Placement.
4. These activities will assist the agency in increasing the income levels of families currently residing in communities with a concentration of poverty as well as helping residents overcome the barriers of transportation, education and child care.
5. Promote income mixing in public housing Asset Management by assuring access for lower income families into higher income developments:

During past years SHA implemented a preference for families previously displaced due to development activities such as HOPE VI into the return criteria for the new LIHTC communities Collins Park, Independence Place, Summer Place and the Ridge at Southport affordable housing communities to expand opportunities for lower income families to have access to income developments. Preferences have been implemented for homeless and veterans, homeless veterans would receive additional points qualifying them for a preference.

6. Public Housing Asset Management security improvements:

SHA continues its collaboration with the Spartanburg Public Safety personnel Department to host liaison officers, designated to the SHA communities.

7. SHA continues to partner with community groups and Neighborhood Watch organizations.
8. Designate developments or buildings
During the past year SHA continued its designation of Mix-Population Communities with communities Archibald Rutledge & Village

3. HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

1. SHA will continue to promote self-sufficiency and asset development. Our Housing Choice Voucher (HCV), Section 8 HCV and Public Housing Asset Management FSS Programs will continue to be offered. Non-Public Housing Asset Management FSS families are able to participate in employment readiness and educational opportunities and through the Connections Program, as grant funding permits. SHA administered a Face Forward Program as well as a YouthBuild program funded by the Department of Labor. Both offered residents 17-24 an opportunity to earn their high school diploma, or GED, learn valuable life skills, and job training. Participants earned a stipend while in the program.
2. The FSS and Connections programs continue to leverage community resources which support resident activities in the areas of education, health and job readiness.
3. SHA has computer labs based in all Public Housing Asset Management neighborhoods. The resident computer labs allow the residents internet access to search for jobs, do homework and research. SHA provides access to computer labs with internet access at all Asset Management communities.

4. HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

SHA will adhere to all Fair Housing required regulations in its operations.

SHA will provide annual Fair Housing training to all staff members.

5. Other PHA Goals and Objectives: (list below)

1. SHA continues to administer a YouthBuild to train and assist participants in completing educational goals and preparing work/business opportunities with funding from the Department of Labor. One Habitat Home has been completed with support from this program. A second home is scheduled to be constructed during the next fiscal year.
2. SHA will seek to leverage \$1.2M from the City of Spartanburg's NIP funds for the demolition of Cammie Clagett. This will be accomplished through the sale of individual units at the property to qualified nonprofits, led by the City of Spartanburg as the responsible entity. SHA has closed on the sale of 58 of these units which will now be demolished utilizing NIP funds.
3. SHA will conduct market studies in association with RAD transitions.
4. SHA will solicit Development and Financial partners for support in the reposition of the

	<p>remaining units in the portfolio.</p> <p>5. SHA has engaged the Weathers Group of Columbia to assist with Community Education regarding RAD.</p> <p>6. SHA will consider retraining some of its existing staff and may contract with consultants to assist with resident relocation as a result of RAD transitions.</p> <p>7. SHA may reposition or reduce staff as a result of RAD transitions.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Comments from Resident Advisory Board Members on
Annual and 5 Year Plans
At Resident Advisory Board Lunch & Learn
Friday, April 28, 2017
SHA Executive Boardroom
12:00PM until 1:30 PM

On Friday, April 28, 2017, the Housing Authority of the City of Spartanburg (SHA) held a Resident Advisory Board Lunch and Learn meeting with the Resident Advisory Board (RAB) in the SHA Executive Boardroom from 12:00PM until 1:30PM. As part of the meeting, the SHA Annual and 5 Year Plans were presented; copies were available upon request. Comments and Suggestions on the plans from the RAB were documented for consideration as additions to the plans.

Attendees at the meeting provided comments as follows with regard to SHA's Annual and 5-Year Plans:

Responses to Resident Advisory Board Lunch & Learn

1. **Comment from Resident** Douglas Salters: I had a comment I'd like to make about the TP funds that come from HUD, I understand now that we get \$10/unit, \$2,000/year, now right?
Response Terril Bates: It's \$10/unit per month. Occupancy reports are generated monthly and that is the basis to determine Tenant Protection funds.
2. **Comment from Resident** Douglas Salters: Um, yeah we were just um, on behalf of Archibald Rutledge Resident Council, is there a way we can find out where we stand and how much money is in the account?
Response Terril Bates: Yes, we will produce that information for you.
3. **Comment from Resident** Brenda Thomas: Camp Croft need that too.
Response Terril Bates: We will get the accounting balance of the TP funds for you.
4. **Comment from Resident** Brenda Thomas: I think it's because of the trip we went on, everybody is kinda off-balance on what stuff.
Response Terril Bates: The Resident Council can utilize those funds when needed; if there is a deficit, the Housing Authority can forward what is needed with the expectation of reimbursement once the funds are available.
5. **Comment from Resident** Katrenia Robinson: Let me ask you a question? Why does it take so long for them to take your money out when it is automatically supposed to be drafted?
 - a. **Response** Joe Calicdan: In the ACH transfer process, there are rules that require two banking days for the transaction to take place.
 - b. **Response** from resident Katrenia Robinson: Kind of like it will come out on the 8th or the 9th from your bank, that's what I'm asking.
 - c. **Response** Terril Bates: We submit to ACH two days after a resident's account is drafted, from there, the resident's bank determines when the account is debited based on that bank's policies.
 - d. **Response** from resident Katrenia Robinson: Cause I be looking up my account like, I know I don't have this much money left. I can do my bills to the T and I can count money.
6. **Comment from Resident** Veronica Cunningham: I have a question about Section 8, a few people I know, including myself, had a problem with Section 8. There's the people that go out and look for homes, and it's nothing out there. I mean it's listed, there will be on on-line, but, it wasn't updated, you know. And when I called, they said they hadn't updated the list, so going out looking for something you couldn't find anything, and you couldn't go online.
 - a. **Response** Terril Bates: Section 8 is a tenant based voucher system, which means we do not dictate where a resident lives. We receive listings from landlords and we place the information on our online available properties. We do not know the condition of the unit or how long it will be available. The landlord is the source of contact for details, and we provide the availability based on what is given to us. The premise of Section 8 is that a tenant goes out to find a place that meets their needs in the area that meets their needs. There are almost 2,000 landlords participating in the program and our role is to provide the subsidy for the resident.
 - b. **Response** Veronica Cunningham: The problem was if you are looking for a two-bedroom or more, you're good, it's easy to find something out there, but people who are looking for a one-bedroom, it's almost like looking for a needle in a haystack.
 - c. **Response** Terril Bates: That is a concern that resides with availability of rental stock from landlords. SHA seeks to provide affordable housing that addresses a variety of available living arrangements. We recently opened the Page Lake development that had all one-bedroom units that were funded by a different entity. Unfortunately, the Section 8 program does not control the availability.
 - d. **Response** Tiffany Askeew: Additionally, we maintain a landlord's listing for 60 days, unless they inform us to remove it sooner, or to continue to allow the listing to remain.
 - e. **Response** Veronica Cunningham: Yes, I went to one place, and the place was nice, it was beautiful. They were going to work with me. And I said, how long has this place been on the market? Cause it was really too good to be true. He said a year. I said a year. Something is wrong. It never passed inspection. So, I knew something was wrong. It looked good, but everything that glitters ain't gold.
7. **Comment from Resident** Brenda Thomas: I know that there is a web-site out there, they say it is for Section 8 vouchers, that you can independently go to yourself because my daughter look up some herself, but the problem that she ran into is that a lot of the houses that was already listed, the people were still in it, but there yearly voucher was running out. And they still had the opportunity to either reapply, or move out, and she would have to wait and see. She just couldn't wait that long to see. But yeah, they do have a website for that too.
8. **Comment from Resident** Brenda Thomas: I have another question. I know that when you are on Section 8, and you over income, you lose your Section 8 right?

- a. Response Tiffany Askew: A resident can be over their income limit for 6 months before they are no longer eligible for Section 8.
- b. Response from Resident Brenda Thomas: Ok so, say for instance you're over income, then right after the 6 months is up they lose their job, then what happens?
- c. Response Tiffany Askew: They have to reapply again when the waiting list is open.

These were the only comments provided by the Residents at our meeting.

Resident Advisory Board Meeting

Sign-In Sheet

April 28, 2017

1. Douglas Salters (Archibald)
2. Veronica Cunningham (Archibald)
3. Hakenia Robinson (Archibald)
4. Natalie L. Hurd
5. Ryan Grace
6. Joseph Jackson
7. Lipie D. Sengott
8. Allyne Floyd
9. Chita Brown
10. Brenda Thomas
11. Suzanne Young
12. Liffany Askew (P)
13. Terri Bates
14. _____
15. _____

Certification by State or Local Officials.

Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Ed Memmott, the City Manager
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

The Housing Authority of the City of Spartanburg
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

City of Spartanburg
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

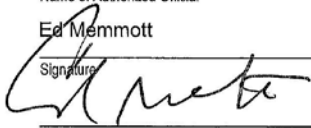
Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Ed Memmott

Signature



Title

City Manager

Date

7/6/17

B.7

B.8 Troubled PHA.

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?

Y N N/A

☐ ☒ ☐

(b) If yes, please describe:

C.	Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing Asset Management and receive funding from the Capital Fund Program (CFP).

C.1	<p>Capital Improvements. Attached please find a copy of the Spartanburg Housing Authority's most recently HUD-approved 5-Year Action Plan (HUD-50075.2) which was approved by HUD on April 13, 2016 (copy of HUD letter attached) and by SHA's Board of Commissioners on July 5, 2017. Copies of the Board Resolutions are also attached. Attached is a copy of the most recent HUD approved Capital Fund Budget.</p> <p>With this Annual and 5-Year Plan submittal SHA is also submitting a new Capital Fund Program – Five-Year Action Plan form HUD-50075.2 for the years 2018 – 2022 for approval by HUD. Please find attached a copy of this Plan.</p> <p>On July 9, 2017, SHA received approval from HUD’s General Deputy Assistant Secretary for Public and Indian Housing, to extend SC16R00350215 and SCR00350216 to April 12, 2022 and April 12, 2023 respectively. The total of these awards is \$444,290. A copy of the communication is attached for your review.</p>
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**2017 Capital Fund Program
(CFP) &
Replacement Housing Fund
Grants**



U. S. Department of Housing and Urban Development

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

June 23, 2017

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

Dear Ms. Bates:

Subject: Capital Fund Program (CFP) Revised Annual Statement,
Grant Number SC16P00350116

We have reviewed the revised Annual Statement and determined that the proposed redistribution of CFP funds is acceptable. Revision number two is hereby approved and appropriate adjustments have been made in the Line of Credit Control System (LOCCS).

A copy of the approved Annual Statement is enclosed for your records. Should you have further questions, please contact Randy Dyal at (803) 765-5312.

Sincerely,

A handwritten signature in blue ink, appearing to read "EB", is written over the printed name of Eric Bickley.

Eric Bickley
Director
Public Housing Program Center

Enclosure

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

**Performance and Evaluation Report
Part I: Summary
Capital Funds Program**

HA Name Spartanburg Housing Authority		Capital Fund Program Grant Number SC16P003501-16		FFY of Grant Approval 2016	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement/Revision Number 2 <input type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending					
Line No.	Summary by Development Account	Total Estimated Cost		Revision	Total Actual Cost
		Original Budget		Obligated	Expended
1	0100 Reserved Budget	\$324,402.28			
2	1406 Operations (May not exceed 20% of line 20)				
3	1408 Management Improvements (May not exceed 20% of line 20)	\$ 180,550.00	\$	125,500.00	\$5,979.80
4	1410 Administration (May not exceed 10% of line 20)	\$ 128,964.00	\$	128,964.00	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	\$200,000		\$150,000	\$18,340.00
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment - Nonseparable	\$455,725.72		\$165,334.72	\$51,840.03
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment			\$35,000.00	
14	1485 Demolition				
15	1482 Moving to Work Demonstration				
16	1495.1 Relocation Costs			\$45,000	
17	1499 Development Activities				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	1503 RAD Conversion-HAP	\$ -	\$	\$379,843.28	\$366,669
19	1504 RAD Conversion	\$ -	\$	\$280,000	\$171,497.39
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$ 1,289,642.00	\$	1,289,642.00	\$ 614,326.34
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security-Soft Costs				
24	Amount of line 20 Related to Security-Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Signature of Executive Director and Date: Terri Bates, Executive Director

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Administrator and Date


 Eric A. Bickley
 Director
 Public Housing Program Center

**Annual Statement /
Performance and Evaluation Report
Part II: Supporting Pages
Capital Funds Program**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Capital Fund Program Grant Number
SC16P003501-16

Development Number / Name	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Proposed Work
				Original Budget	Revision		Funds Obligated	Funds Expended	
0100	Reserved Budget	0100		\$324,402.28					
SC00300020		1503		\$	\$379,843.28		\$366,669.12		
SC00300050									
SC00300120	RAD Conversion Initial Year Subsidy (SHA7)								
SC00300130									
SC00300160									
CAMMIE CLAGETT	RAD Capital Expense	1504		\$	\$260,000		\$171,497		
PHA WIDE	Management Improvements - Staff development; community initiatives; computer equipment;	1408		\$	\$125,500		\$5,979.80		
PHA WIDE	Administration	1410		\$	\$128,964.00	\$128,964.00			
PHA WIDE	Fees and Costs - Architect and Engineering; inspections; Legal Fees	1430		\$200,000	\$150,000		\$18,340		
PRINCE HALL CAMP CROFT VICTORIA GARDENS	Repair roofs; replace gutters; repair interior water damage where needed.	1460		\$380,725.72	\$135,334.72		\$19,684.11		
ARCHIBALD	Replace lobby door and rekey all interior doors with electronic card system	1460		\$75,000	\$30,000		\$32,155.92		
PHA WIDE	Lawn equipment; vehicle replacement; security cameras	1475		\$	\$35,000				
PHA WIDE	Relocation Costs	1495.1			\$45,000				
	TOTAL CAPITAL FUND 2016			\$	\$1,289,642.00	\$1,289,642	\$614,326.34		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

James P. Davis 4/7/17

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.	(2) To be completed for the Performance and Evaluation Report.
Signature of Executive Director and Date	Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ☒ 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 2018 ___, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

The Housing Authority of the City of Spartanburg
PHA Name

SC003
PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2018

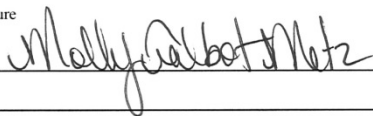
☒ 5-Year PHA Plan for Fiscal Years 2018 - 2022

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official
Molly Talbot-Metz

Title
Board Chair

Signature



Date July 5, 2017



RESOLUTION NO. 2017-24

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

June 27, 2017

Staff recommends adoption of Resolution No. 2017-24, authorizing the CEO to approve and adopt the PHA plan, Public Housing Lease and Community Rules and HCV Administrative Plan and ACOP, all of which were made available during the public comment period. Upon approval and execution of all appropriate documents, the CEO will submit the plan to HUD by the July 18, 2017 deadline.


Molly Talbot-Metz, CHAIR

ATTEST:


SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-24

DATE ADOPTED: 6/27/2017

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary

Part I: Summary						
Spartanburg Housing Authority-SC003		Spartanburg, South Carolina		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2017	Work Statement for Year 2 FFY 2018	Work Statement for Year 3 FFY 2019	Work Statement for Year 4 FFY 2020	Work Statement for Year 5 FFY 2021
B.	Physical Improvements Subtotal	Annual Statement \$782,678	\$782,678.00	\$725,678.00	\$785,678.00	\$725,678.00
C.	Management Improvements	\$83,000	\$83,000.00	\$80,000.00	\$80,000.00	\$80,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment	\$45,000	\$45,000.00	\$105,000.00	\$45,000.00	\$105,000.00
E.	Administration	\$128,964.00	\$128,964.00	\$128,964.00	\$128,964.00	\$128,964.00
F.	Other	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
G.	Operations	\$100,000	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
H.	Demolition		0	0	0	0
I.	Development		0	0	0	0
J.	Capital Fund Financing – Debt Service		0	0	0	0
K.	Total CFP Funds	\$1,289,642.00	\$1,289,642.00	\$1,289,642.00	\$1,289,642.00	\$1,289,642.00
L.	Total Non-CFP Funds					
M.	Grand Total	\$1,289,642.00	\$1,289,642.00	\$1,289,642.00	\$1,289,642.00	\$1,289,642.00

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2001**

[illegible]

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2017	Work Statement for Year: 2 FFY 2018			Work Statement for Year: 3 FFY 2019		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	SC003000100/Camp Croft-Sewer Lines	98 Units	\$50,000.00	SC003000030/Archibald Hi-Rise-Asphalt and Concrete	20,000 sq. ft.	\$60,000.00
Annual	SC0030000100/Camp Croft-Mail Facilities	98 Units	\$10,000.00	SC003000030/Archibald Hi-Rise-Sealcoat	20,000 sq. ft.	\$80,000.00
Statement	SC003000080/Prince Hall-Asphalt and Concrete	10,000 sq. ft.	\$30,000.00	SC003000030/Archibald Hi-Rise-striping	20,000 sq. ft.	\$5,000.00
	SC003000080/Prince Hall-Seal Coat	60,000 sq. ft.	\$120,000.00	SC003000080/Prince Hall-Interior Painting	58 Units	\$140,000.00
	SC003000080/Prince Hall-Sewer Line	100 Units	\$252,000.00	SC003000120/Victoria Gardens-Interior Painting	25 Units	\$45,800.00
	SC003000030/Archibald Hi-Rise-Interior Painting	150 Units	\$100,000.00	SC003000120/Victoria Gardens-Bathroom Flooring	80 Units	\$97,200.00
	SC003000120/Victoria Gardens-Interior Painting	55 units(balance of 25 units to be completed in 2019)	\$100,000.00	SC003000120/Victoria Gardens Vanities	80 Units	\$24,300.00
	SC003000020/Archibald Village-Interior Painting	42 units(balance of 58 units to be completed in 2019)	\$100,000.00	SC003000120/Victoria Gardens-Commodes	80 Units	\$16,000.00
	SC003000020/Archibald Village-Interior Painting	50 Units	\$20,178.00	SC003000080/Prince Hall-Flooring	25 Units	\$40,000.00
				SC003000080/Prince Hall Commodes	100 Units	\$20,000.00
				SC003000080/Prince Hall-Kitchen Cabinets	56 units(balance of 44 in 2020)	\$197,378.00
	Subtotal of Estimated Cost		\$782,678.00	Subtotal of Estimated Cost		\$725,678.00

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2017	Work Statement for Year: 4 FFY 2020			Work Statement for Year: 5 FFY 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	SC003000080/Prince Hall-Kitchen Cabinets	44 units	\$152,622.00	SC003000020/Archibald Village-Faucets	50 Units	\$15,000.00
Annual	SC003000120/Victoria Gardens-Kitchen Cabinets	80 units	\$202,500.00	SC003000080/Prince Hall-Faucets	100 Units	\$25,000.00
Statement	SC003000120/Victoria Gardens-Counters and Sinks	28 Units	\$100,000.00	SC003000120/Victoria Gardens-Faucets	80 Units	\$20,000.00
	SC003000120/Victoria Gardens-Exterior paint and caulking	80 Units	\$243,000.00	SC003000100/Camp Croft-Faucets	98 Units	\$25,000.00
	SC003000080/Prince Hall-Exterior Doors	100 Units	\$87,556.00	SC003000120/Victoria Gardens-Windows	80 Units	\$200,000.00
				SC003000020/Archibald Village-Ceiling Insulation	50 Units	\$75,000.00
				SC00300120/Archibald Village Windows	50 Units	\$125,000.00
				SC003000120/Victoria Gardens-Ceiling Insulation	80 Units	\$100,000.00
				SC003000020/Archibald Village-Ceiling Insulation	50 Units	\$40,678.00
				SC003000080/Prince Hall-Ceiling Insulation	100 Units	\$100,000.00
	Subtotal of Estimated Cost		\$725,678.00	Subtotal of Estimated Cost		\$725,678.00

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2001

Page 5 of 6
form HUD-50075.2 (4/2008)

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2001**

Page 6 of 6
form HUD-50075.2 (4/2008)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

GENERAL DEPUTY ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Mr. Terril Bates
Executive Director
Spartanburg Housing Authority
2271 S. Pine Street
Spartanburg, SC 29302

Dear Mr. Bates:

This is in response to your letter of January 23, 2017, on behalf of the Spartanburg Housing Authority's (SHA) request for a 48-month extension to obligate its Capital Fund Formula grant, due to the time required to fully comply with the Rental Assistance Demonstration (RAD) requirements. However, according to a June 26, 2015 *Federal Register* notice (80 Fed. Reg. 36830) and §1.5(A) of PIH Notice 2012-32, REV-3 ("RAD Notice"), HUD will only extend a PHA's obligation end date for Capital Funds to be used in a RAD conversion for up to five years from the point when Capital Funds became available to the PHA for obligations. Thus, HUD considered a 36-month extension rather than a 48-month extension. The SHA requests an extension for the following grants: SC16R00350215 and SC16R00350216.

Overview of the Statutory and Regulatory Requirements

Section 9(j) of the United States Housing Act of 1937 (the Act), as amended, establishes periods for the obligation and expenditure of Capital Fund grant. The statute requires that 90 percent of the grant funds be obligated within 2 years and that all grant funds be expended within 4 years from the date that funds are made available. On November 25, 2013, a Capital Fund Final Rule at 24 CFR 905.306 (formerly 24 CFR 905.120) became effective and includes the Act's requirements and the ability of the Secretary or Deputy Secretary (now delegated to the Assistant Secretary) to grant time extensions of the obligation deadline, but only in very limited circumstances. Per section 9(j)(2)(A) of the Act and section 905.306(d), an obligation extension may be granted for such a period the Secretary determines is necessary, for one of the following reasons:

1. Litigation;
2. Delay in obtaining approvals from the Federal Government or a state or local government that is not the fault of the PHA;
3. Compliance with environmental assessment or abatement requirements;
4. Relocating residents;
5. An event beyond the control of the PHA; or
6. Any other reason established by the Secretary in a notice in the *Federal Register*. In a notice published June 26, 2015, at 80 *Federal Register* 36830, HUD indicated that it will extend the obligation end date for Capital Funds used in a RAD conversion for up to five years from the point when Capital Funds became available to the PHA for obligation.

Or, per section 9(j)(2)(C) of the Act and 24 CFR 905.306(c), an obligation extension may be granted for a period not to exceed 12 months, if the reason for requiring an extension is based on one of the following:

1. The size of the PHA;
2. The complexity of the Capital Fund program of the PHA;

3. Any limitation on the ability of the PHA to obligate amounts allocated for the PHA from the Capital Fund in a timely manner as a result of state or local law; or
4. Any other factors as the Secretary determines to be relevant.

Obligation Extension Request for Capital Fund and RHF Grants

Your letter provides a justification for an extension based on the reasons permitted by the Act and the regulations at 24 CFR 905.306(d)(6), specifically, for any other reason established by the Secretary in a *Federal Register* notice. The SHA has entered into a Commitment to enter into a Housing Assistance Payments (CHAP) contract with the RAD program, making it an approved RAD participant. RAD conversions are often complex and can take considerable time to complete. Therefore, Janet Golrick, Acting Deputy Secretary for the Department of Housing and Urban Development has approved pursuant to the authorities described above, an obligation end date extension for the grant listed below, in light of the approval of the SHA's CHAP for RAD. The approved dates are as follows:

Capital Fund Formula Grant	Authorized Amount	Current Obligation End Date	Revised Obligation End Date	Revised Expenditure End Date
SC16R00350215	\$218,757	4/12/2017	4/12/2020	4/12/2022
SC16R00350216	\$225,533	4/12/2018	4/12/2021	4/12/2023

Expenditure Deadline for Capital Fund and RHF Grants

The SHA has until the revised expenditure end date in the table above to expend 100 percent of the grant. The Act and regulations do not provide for extensions of the expenditure deadlines. Consequently, if the SHA is unable to expend and use 100 percent of the funds by the expenditure deadline, all funds not disbursed by the deadline will be recaptured.

A copy of this letter has been provided to Eric Bickley, Director, Office of Public Housing in HUD's Field Office. If you have additional questions or concerns, please contact Ivan Pour, Director of HUD's Office of Capital Program Division, at 202-402-2488.

Thank you for your interest in the Department's programs.

Sincerely,

Jemine A. Bryon
General Deputy Assistant Secretary
for Public and Indian Housing

cc: Eric Bickley, Director, Office of Public Housing

2016 Capital Fund

Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority) HOUSING AUTHORITY OF SPARTANBURG SC003 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions
Contract(s) ACC(s) Number(s) A4085 dated 12/10/2001

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$1,289,842.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number SC16P00350116
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number _____

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): ☐ Yes ☐ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development
By _____ Date: _____

PHA (Executive Director or authorized agent)
By _____ Date: _____

Title _____

Title EXECUTIVE DIRECTOR

Previous versions obsolete

form HUD-52840-A 03/04/2003



**2017 Capital Fund Program
(CFP) &
Replacement Housing Fund
Grants**



U. S. Department of Housing and Urban Development

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

August 16, 2017

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

Subject: 2017 Capital Fund Program Approval

Dear Ms. Bates:

We are pleased to inform you that your Fiscal Year 2017 Capital Fund Program (CFP) and/or Replacement Housing Fund grant(s) has been approved. Attached are the approved Annual Statement(s), Annual Contributions Contract Amendment(s) and CFP Five Year Action Plan. Please note that if your agency's CFP Five Year Action Plan was approved in HUD's Energy and Performance Information Center (EPIC) system, then we are only enclosing a copy of the approved Annual Contribution Contract (ACC) Amendment(s).

By signing the ACC Amendment, your PHA has agreed to comply with the CFP statute (i.e., Section 9 of the United States Housing Act of 1937, as amended) and the Capital Fund Final regulation effective November 25, 2013, found at 24 CFR Part 905.

Although our office has approved the enclosed Annual Statement(s), please note that all CFP grants awarded after November 25, 2013, must comply with 24 CFR Part 905 which was published in the Federal Register on October 24, 2013. This comprehensive Final Rule updated the previously issued regulations and made further revisions to the CFP and related program requirements. The Final Rule provided clarification regarding ineligible activities to include limitations on supportive and security services.

The CFP Final Rule effective November 25, 2013, clarifies that security services and supportive services are generally considered ineligible activities. Security services include but are not limited to the following: contracts with local police departments; salaries and benefits for security guards, patrols or police officers; and the purchase or leasing of vehicles for security personnel. Supportive services include but are not limited to the following: salaries and benefits or contract costs for service providers; health and wellness activities; educational enrichment and recreational activities; and job development/placement services including the cost of professional licenses.

It should be noted that the Office of Capital Improvements (OCI) has established the following website: <http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm> . Public Housing Authorities (PHAs) should regularly check the OCI site to ensure they have the most recent communications concerning the Capital Fund Program.

Should you have any questions, please contact your point of contact in our Columbia Field Office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Bickley", is written over a circular blue ink stamp.

Eric Bickley
Director
Public Housing Program Center

2017 Capital Fund

Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions
Contract (form HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority)	HOUSING AUTHORITY OF SPARTANBURG	SC003	(herein called the "PHA")
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and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) A4085 dated 12/10/2001

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$162,926.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number SC16R00350217
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 59

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).

2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.

3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.

4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): ☐ Yes ☒ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 8/16/2017. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development

By [Signature] Date: 8/16/17
Title Eric A. Bickley
Director

Public Housing Program Center
Previous versions obsolete

PHA (Executive Director or authorized agent)

By [Signature] Date: 7/21/17
Title CEO

2017 Capital Fund

Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions
Contract (form HUD-53012)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Authority)	HOUSING AUTHORITY OF SPARTANBURG	SC003	(herein called the "PHA")
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and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Number(s) A4085 dated 12/10/2001

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 926,447.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number SC16P00350117
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 58

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): ☐ Yes ☒ No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 8/16/2017. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development
By [Signature] Date: 8/16/17

Title Eric A. Dicklay
Director

Public Housing Program Center

PHA (Executive Director or authorized agent)

By [Signature] Date: 7/21/17

Title CEO

Previous versions obsolete

form HUD-52840-A OMB Approval No. 2577-0157 (exp. 03/31/2020)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary

PHA Name: Spartanburg Housing
 Authority

Grant Type and Number
 Capital Fund Program Grant No: SC16P00350117
 Replacement Housing Factor Grant No:
 Date of CFFP:

FFY of Grant: 2017
 FFY of Grant Approval:

Type of Grant: ☒ Original Annual Statement ☐ Reserve for Disaster/Emergencies

☐ Performance and Evaluation Report for Period Ending:

☐ Revised Annual Statement (revision no:)
☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements	\$91,157			
4	1410 Administration (may not exceed 10% of line 21)	\$92,645			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$100,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$7,827			
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴	\$634,818			

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHE funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary

PHA Name: Spartanburg Housing Authority	Grant Type and Number Capital Fund Program Grant No: SC16P00350117 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2017 FFY of Grant Approval:
--	--	--

Type of Grant
☒ Original Annual Statement
☐ Reserve for Disasters/Emergencies
☐ Performance and Evaluation Report for Period Ending:
☐ Revised Annual Statement (revision no:)
☐ Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$926,447	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Date 7/24/2017	Signature of Public Housing Director

Sharon Batts

Enc A. Brickley

Enc A. Brickley
Director
Public Housing Program Center

8/16/17 Date

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

Part I: Summary

Spartanburg Housing Authority		Spartanburg, SC		Original 5-Year Plan		Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2017	Work Statement for Year 2 FFY 2018	Work Statement for Year 3 FFY 2019	Work Statement for Year 4 FFY 2020	Work Statement for Year 5 FFY 2021
B.	Physical Improvements Subtotal	Annual Statement \$7,827		\$7,827	\$7,827	\$7,827
C.	Management Improvements	\$91,157		\$91,157	\$91,157	\$91,157
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration	\$92,645		\$92,645	\$92,645	\$92,645
F.	Other	\$100,000		\$100,000	\$100,000	\$100,000
G.	Operations					
H.	Demolition					
I.	Development	\$634,818		\$634,818	\$634,818	\$634,818
J.	Capital Fund Financing—Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total	\$926,447		\$926,447	\$926,447	\$926,447

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

[illegible]

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages -- Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2017	Work Statement for Year 2 FFY 2018			Work Statement for Year 3 FFY 2019		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual	SC000300170/Country Garden Estates			SC000300170/Country Garden Estates		\$7826.50
Statement	Dishwasher	2	\$630.84			
	Stove	2	\$1,185.08			
	Refrigerators	2	\$1,291.08			
	HVAC Condensing Units	1	\$1,200			
	HVAC	1	\$780			
	Paint Womens bathroom	1	\$250			
	Mail box post	25	\$1250			
	Patio Screens	10	\$539.50			
	Landscaping		\$700.00			
	Subtotal of Estimated Cost		\$7826.50	Subtotal of Estimated Cost		\$7826.50

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

OMB No. 2577-0226
Expires 4/30/2001

III-1-Get-out-for You 5

Form HUD-50075.2 (4/2008)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

Expires 4/30/2011

forma HUD-50075.2 (4/2008)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires 4/30/2001

Work Statement for Year 1 FFY 2017	Work Statement for Year 2020 FFY 2020		Work Statement for Year 2021 FFY 2021	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	Agency Wide Staff Development	\$91,157		\$91,157
	Subtotal of Estimated Cost	\$91,157	Subtotal of Estimated Cost	\$91,157

Eric A. Bickley
Director
Public Housing Program Center

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary

PHA Name: Spartanburg Housing
Authority

Grant Type and Number
Capital Fund Program Grant No:
Replacement Housing Factor Grant No: SC16R00350217
Date of CFP:

FY of Grant: 2017
FFY of Grant Approval:

Type of Grant		Original		Revised		Total Actual Cost ¹	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) ³						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)						
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs						
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures						
11	1465.1 Dwelling Equipment - Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities ⁴	\$162,926					

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

PHA Name: Spartanburg Housing Authority.

Grant Type and Number

Capital Fund Program Grant No:
CFEP (Yes/No):
Replacement Housing Factor Grant No: SC16R00350217

Federal FY of Grant: 2017

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 06/30/2017

Part I: Summary				FY of Grant: 2017			
PHA Name: Spartanburg Housing Authority		Grant Type and Number Capital Fund Program Grant No: SC16R00350217 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2017 FFY of Grant Approval:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Original	Total Estimated Cost	Revised ²	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$162,926					
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures						
Signature of Executive Director <i>Shirley Davis</i>		Date 7/24/2017	Signature of Public Housing Director <i>Eric A. Bickley</i>		Date 8/16/17		

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Eric A. Bickley
Director
Public Housing Program Center



SHA Admissions and Continued Occupancy Policy for Public Housing Program (ACOP)

**This document can be referenced on the
ABOUT US page on the SHA website.**

www.shasc.org



SHA Administration Plan Housing Choice Voucher Program (HCV)

**This document can be referenced on the
ABOUT US page on the SHA website.**

www.shasc.org



ASSET MANAGEMENT PUBLIC HOUSING PROGRAM

DEMOGRAPHICS

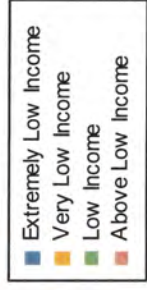
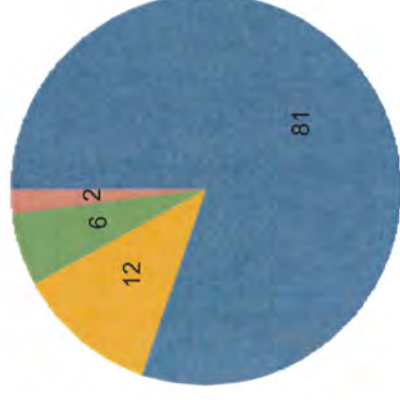
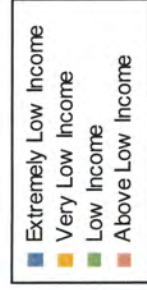
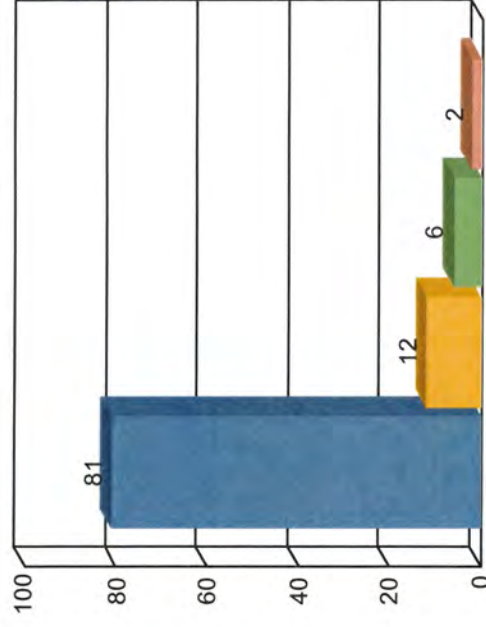
PUBLIC HOUSING PROPERTIES

**Archibald Rutledge Hi-Rise
Prince Hall Apartments
JC Bull Apartments**

**Archibald Rutledge Village
Victoria Gardens Apartments
Camp Croft Courts Apartments**

Distribution by Income. Average Annual as a %

Extremely Low Income, 0% - 30% of Median		Very Low Income, 31% - 50% of Median		Low Income, 51% - 80% of Median		Above Low Income 81% + of Median	
Count	Percent	Count	Percent	Count	Percent	Count	Percent
399	81	58	12	28	6	8	2

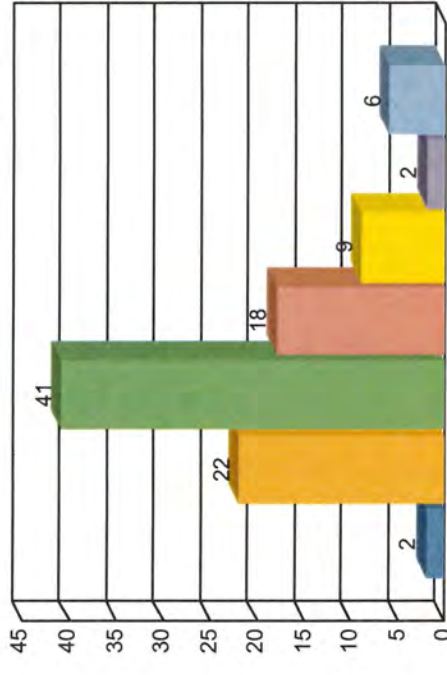


Average Annual Income (\$)

Average Annual Income
10,286

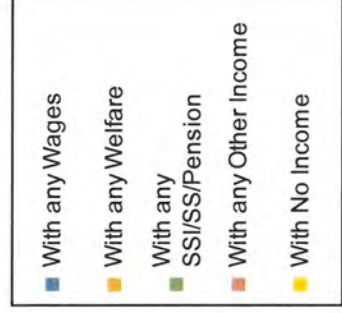
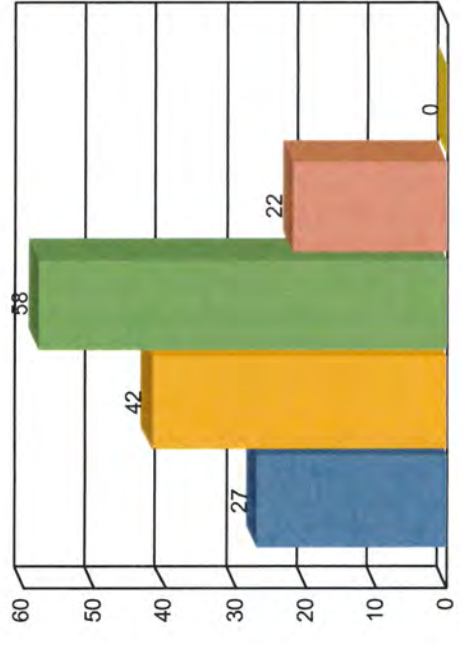
Distribution by Income as a % of 50058

\$0	\$1 - \$5000	\$5001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
2	22	41	18	9	2	6



Distribution by Source of Income as a % of 50058 ** Some families have multiple sources of income **

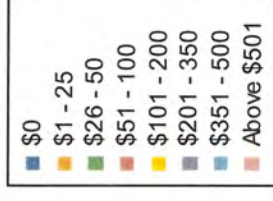
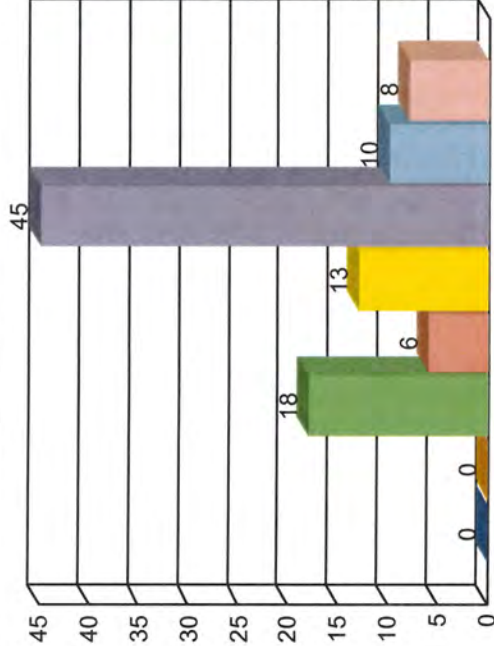
With any Wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With no Income
27	42	58	22	0



TTP/Family Type Information

Distribution by Total Tenant Payment as a %

\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
0	0	18	6	13	45	10	8



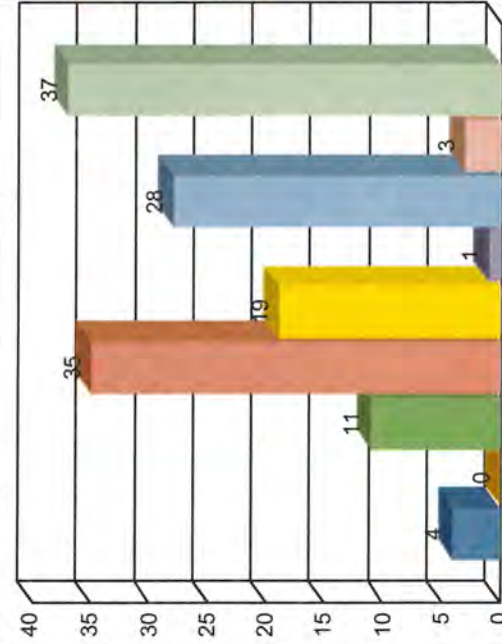
Average Monthly TTP (\$)

Average Monthly TTP	245
---------------------	-----

Distribution of Family Type as a %

Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-Elderly, No Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-Elderly, No Children, Disabled	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
22	4	0	0	54	11	171	35	92	19
								138	28

Non-Elderly, with Children, Disabled		Female Head of Household, with Children	
Count	Percent	Count	Percent
17	3	182	37



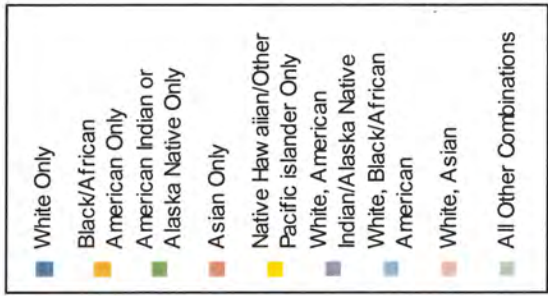
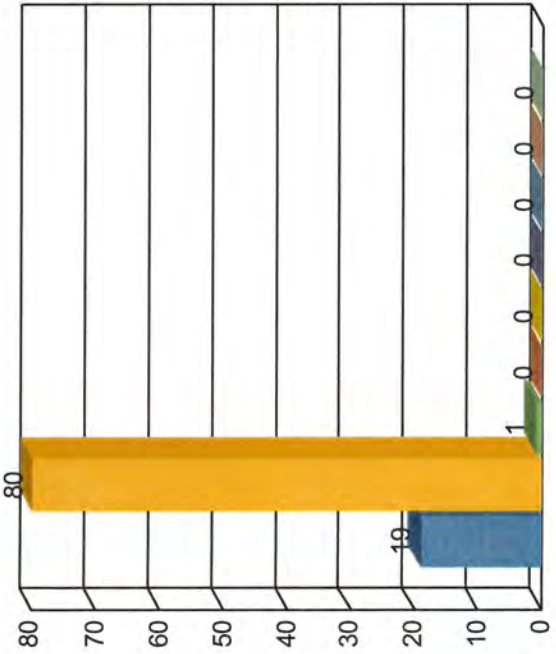
Average TTP by Family Type (\$)

Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-Elderly, No Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-Elderly, No Children, Disabled	Non-Elderly, with Children, Disabled	Female Head of Household, with Children
260	0	255	196	311	203	277	212
							198

Distribution by Head of Household's Race as a %

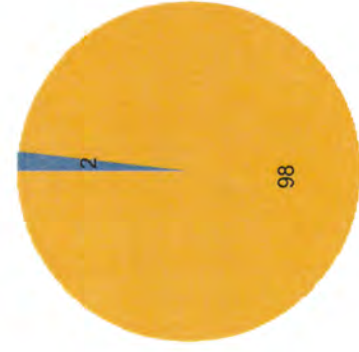
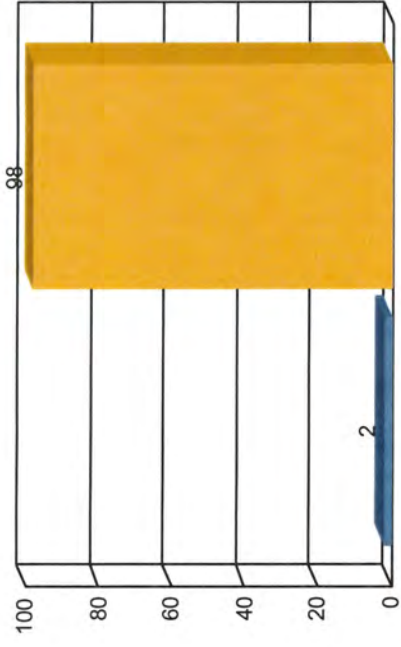
White Only	Black/African American Only	American Indian or Alaska Native Only	Asian Only	Native Hawaiian/Other Pacific Islander Only	White, American Indian/Alaska Native	White, Black/African American	White, Asian
19	80	1	0	0	0	0	0

All Other Combinations
0



Distribution by Head of Household's Ethnicity as a %

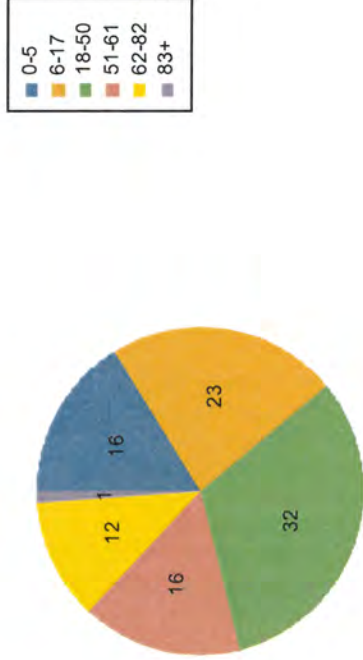
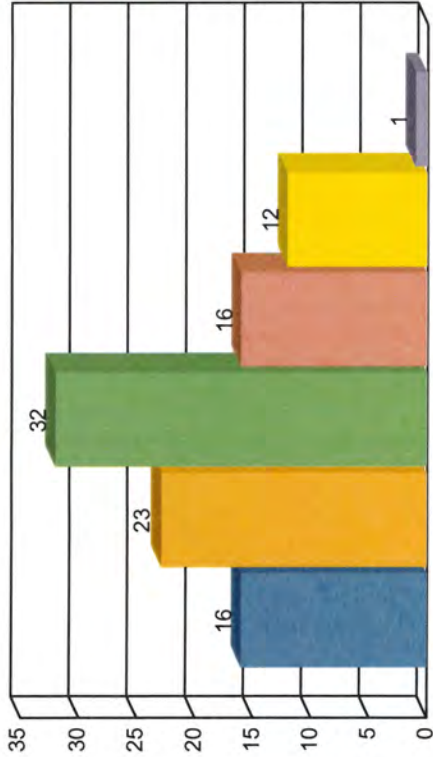
Hispanic or Latino	Not Hispanic or Latino
2	98



Household Information

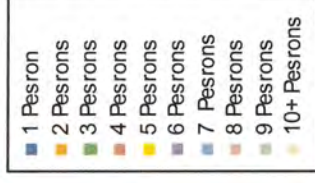
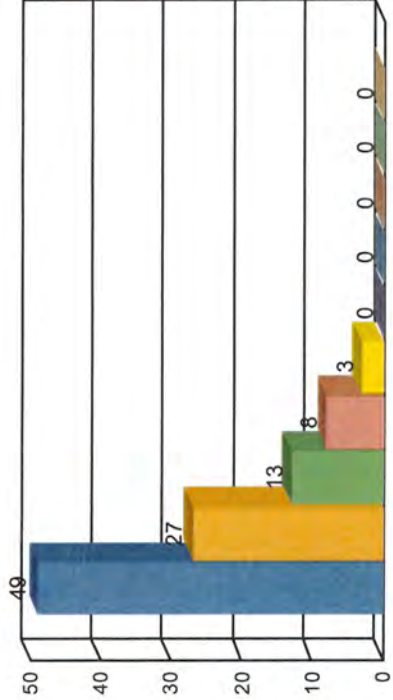
Distribution by Household Member's Age as a % of Total Household Members

0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
151	16	213	23	306	32	149	16	117	12	9	1



Distribution by Household Size as a %

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10+ Persons
49	27	13	8	3	0	0	0	0	0

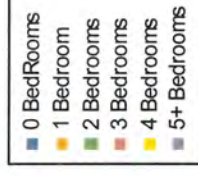
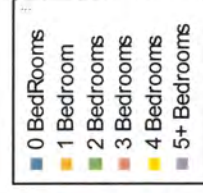
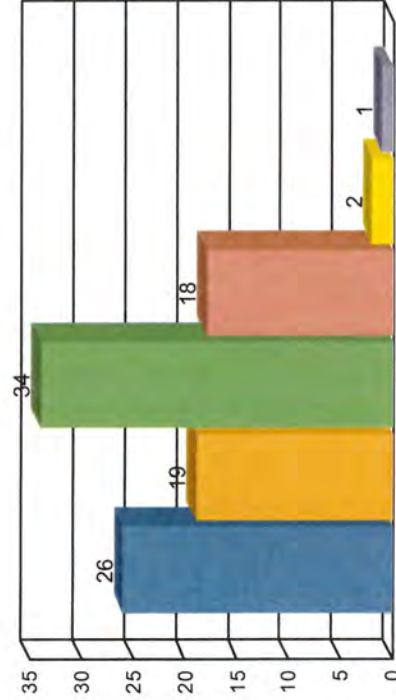


Total Household Members and Average Size

Total Number of Household Members	Average Household Size	Number of Households
945	2	493

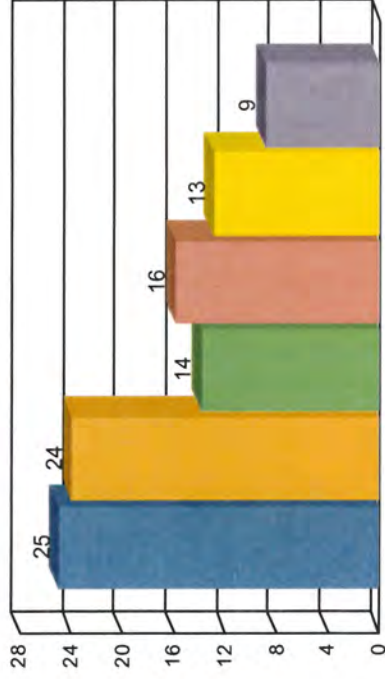
Distribution by Number of Bedrooms as a % of 50058

0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
26	19	34	18	2	1



Distribution by Length of Stay as a %

Less than 1 year		1+ to 2 years		2+ to 5 years		5+ to 10 years		10+ to 20 years		Over 20 years	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
122	25	117	24	68	14	79	16	62	13	43	9





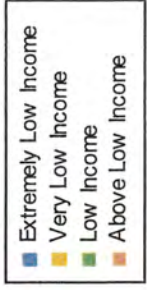
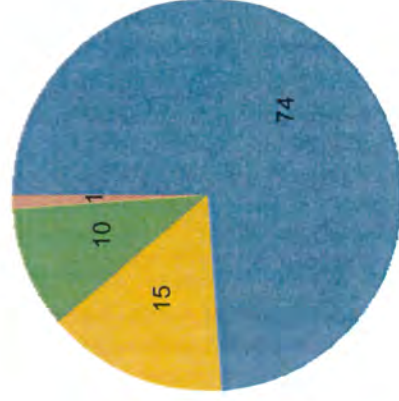
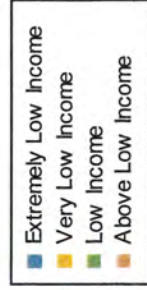
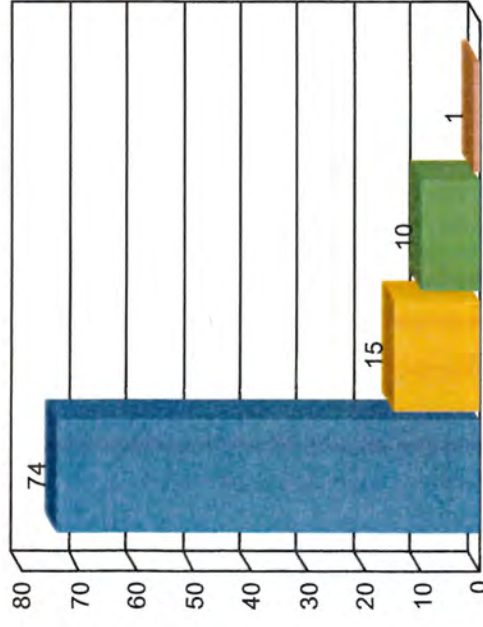
**HOUSING CHOICE
VOUCHER PROGRAM
(HCV)**

DEMOGRAPHICS

Income Information

Distribution by Income. Average Annual as a %

Extremely Low Income, 0% - 30% of Median		Very Low Income, 31% - 50% of Median		Low Income, 51% - 80% of Median		Above Low Income 81% + of Median	
Count	Percent	Count	Percent	Count	Percent	Count	Percent
1613	74	332	15	214	10	18	1

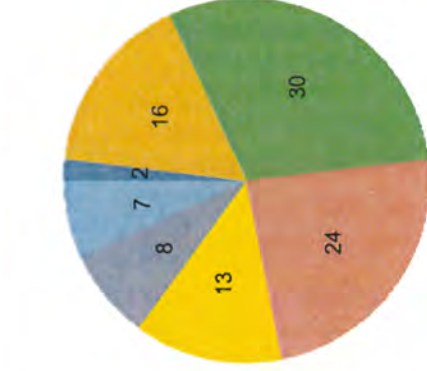
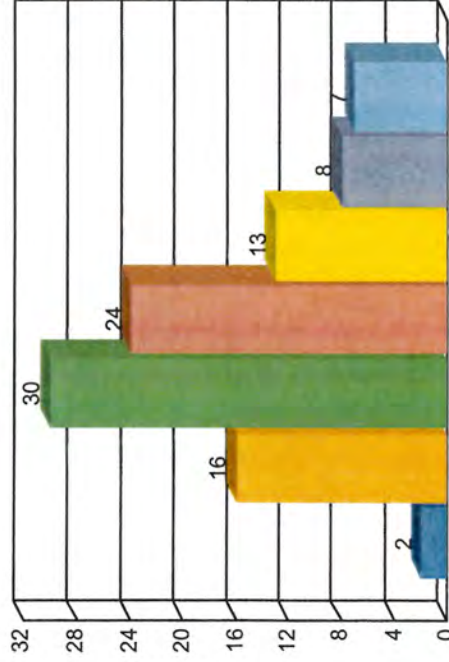


Average Annual Income (\$)

Average Annual Income
12,253

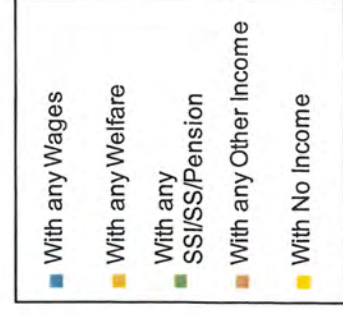
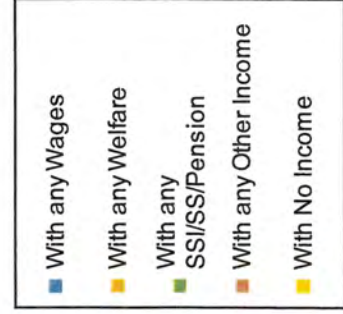
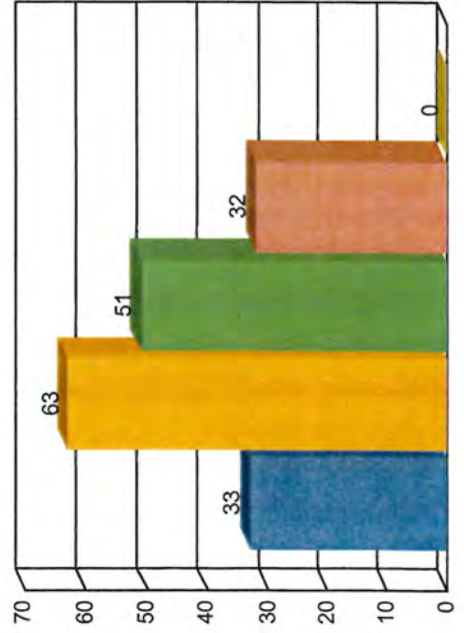
Distribution by Income as a % of 50058

\$0	\$1 - \$5000	\$5001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
2	16	30	24	13	8	7



Distribution by Source of Income as a % of 50058 ** Some families have multiple sources of income **

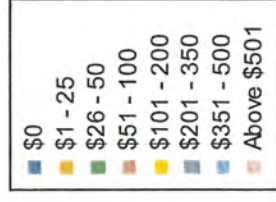
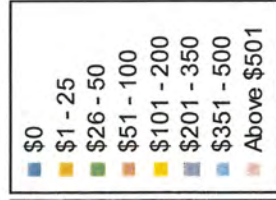
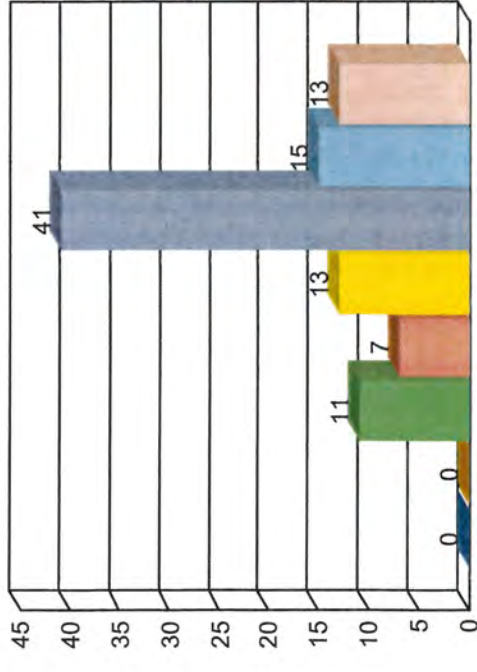
With any Wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With no Income
33	63	51	32	0



TTP/Family Type Information

Distribution by Total Tenant Payment as a % of 50058

\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
0	0	11	7	13	41	15	13



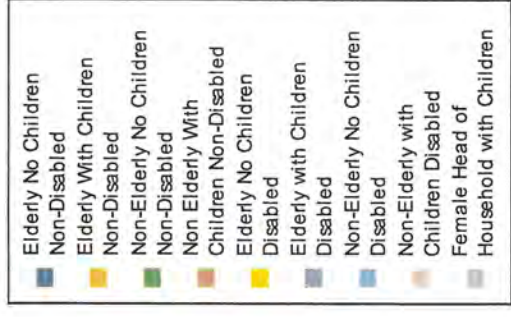
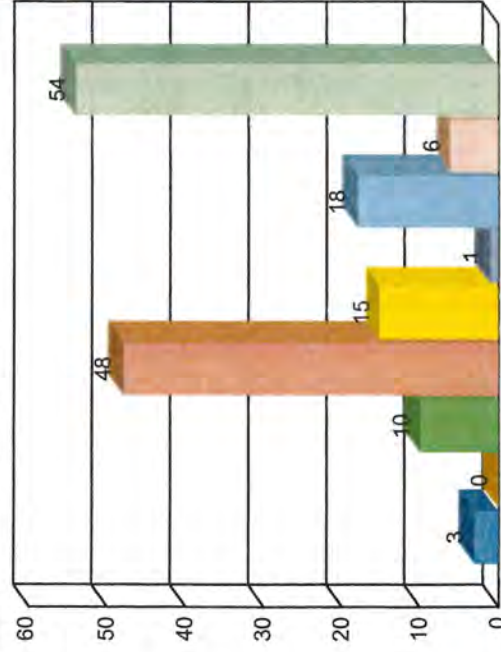
Average Monthly TTP (\$)

Average Monthly TTP
284

Distribution of Family Type as a % of 50058

Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-Elderly, No Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-Elderly, No Children, Disabled	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
56	3	3	0	209	10	337	15	22	1	397	18

Non-Elderly, with Children, Disabled		Female Head of Household, with Children	
Count	Percent	Count	Percent
134	6	1166	54



Average TTP by Family Type (\$)

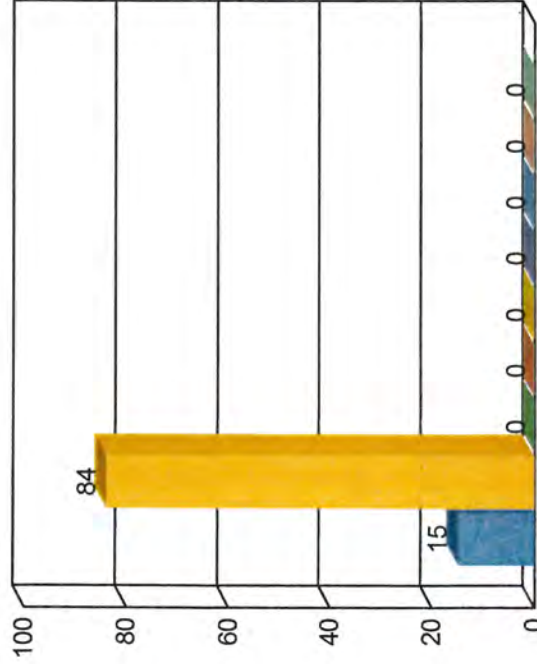
Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-Elderly, No Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-Elderly, No Children, Disabled		Non-Elderly, with Children, Disabled		Female Head of Household, with Children	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
294		478		285		283		348		259		331		290	

Family Race/Ethnicity

Distribution by Head of Household's Race as a % of 50058

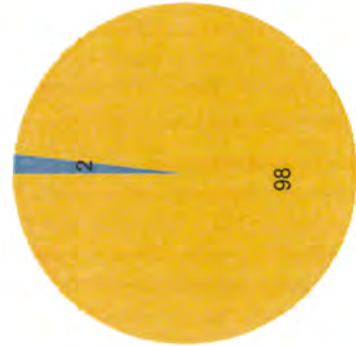
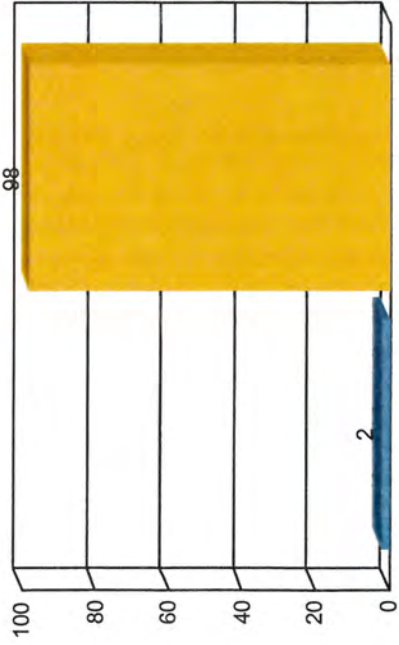
White Only	Black/African American Only	American Indian or Alaska Native Only	Asian Only	Native Hawaiian/Other Pacific Islander Only	White, American Indian/Alaska Native	White, Black/African American	White, Asian
15	84	0	0	0	0	0	0

All Other Combinations
0



Distribution by Head of Household's Ethnicity as a % of 50058

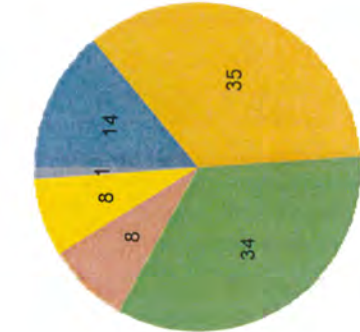
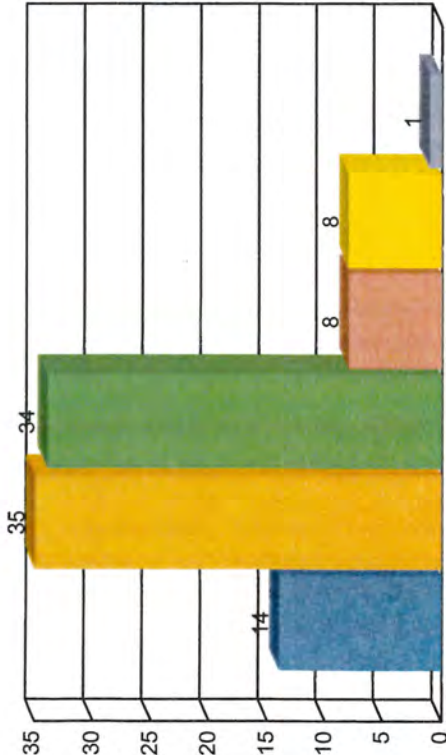
Hispanic or Latino	Not Hispanic or Latino
2	98



Household Information

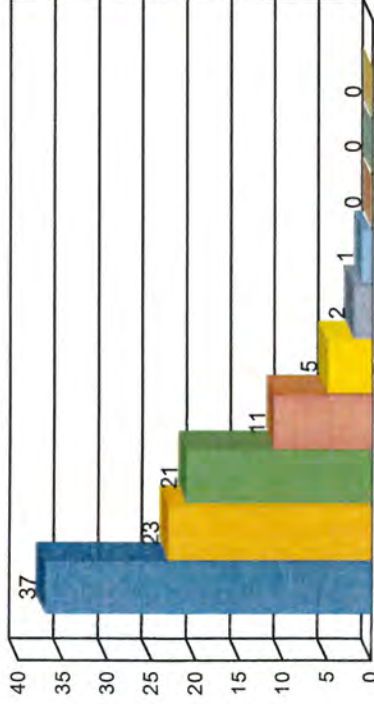
Distribution by Household Member's Age as a % of Total Household Members

0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
710	14	1792	35	1743	34	418	8	410	8	41	1



Distribution by Household Size as a % of 50058

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons	9 Persons	10+ Persons
37	23	21	11	5	2	1	0	0	0

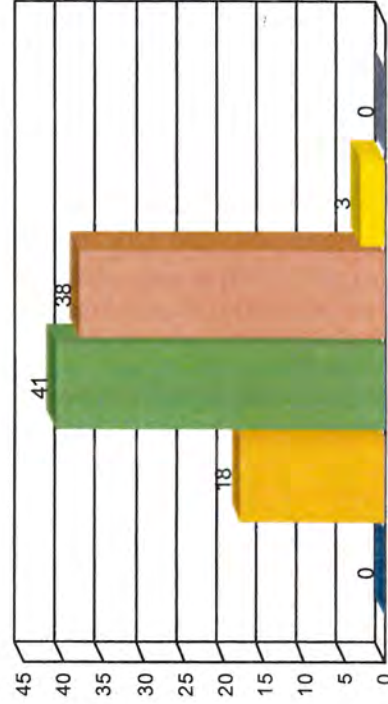


Total Household Members and Average Size

Total Number of Household Members	Average Household Size	Number of Households
5114	2	2177

Distribution by Number of Bedrooms as a % of 50058

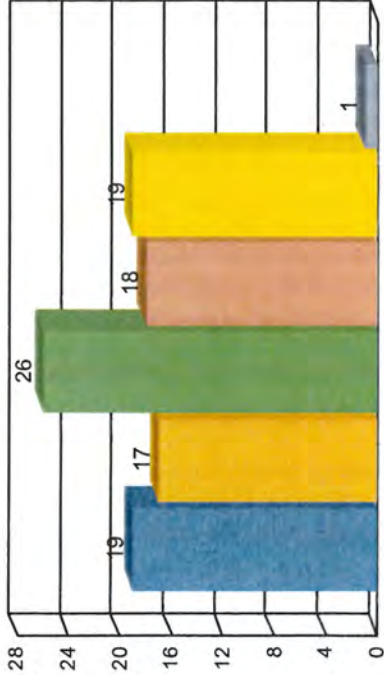
0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
0	18	41	38	3	0



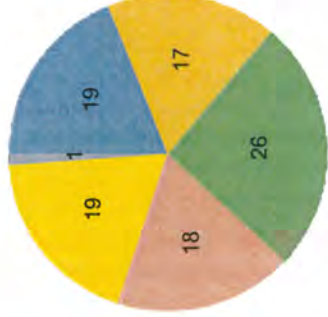
Length of Stay Information

Distribution by Length of Stay as a % of 50058 (currently assisted families)

Less than 1 year		1+ to 2 years		2+ to 5 years		5+ to 10 years		10+ to 20 years		Over 20 years	
Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
422	19	372	17	570	26	383	18	405	19	23	1



■ Less than 1 year
 ■ 1+ to 2 years
 ■ 2+ to 5 years
 ■ 5+ to 10 years
 ■ 10+ to 20 years
 ■ Over 20 years

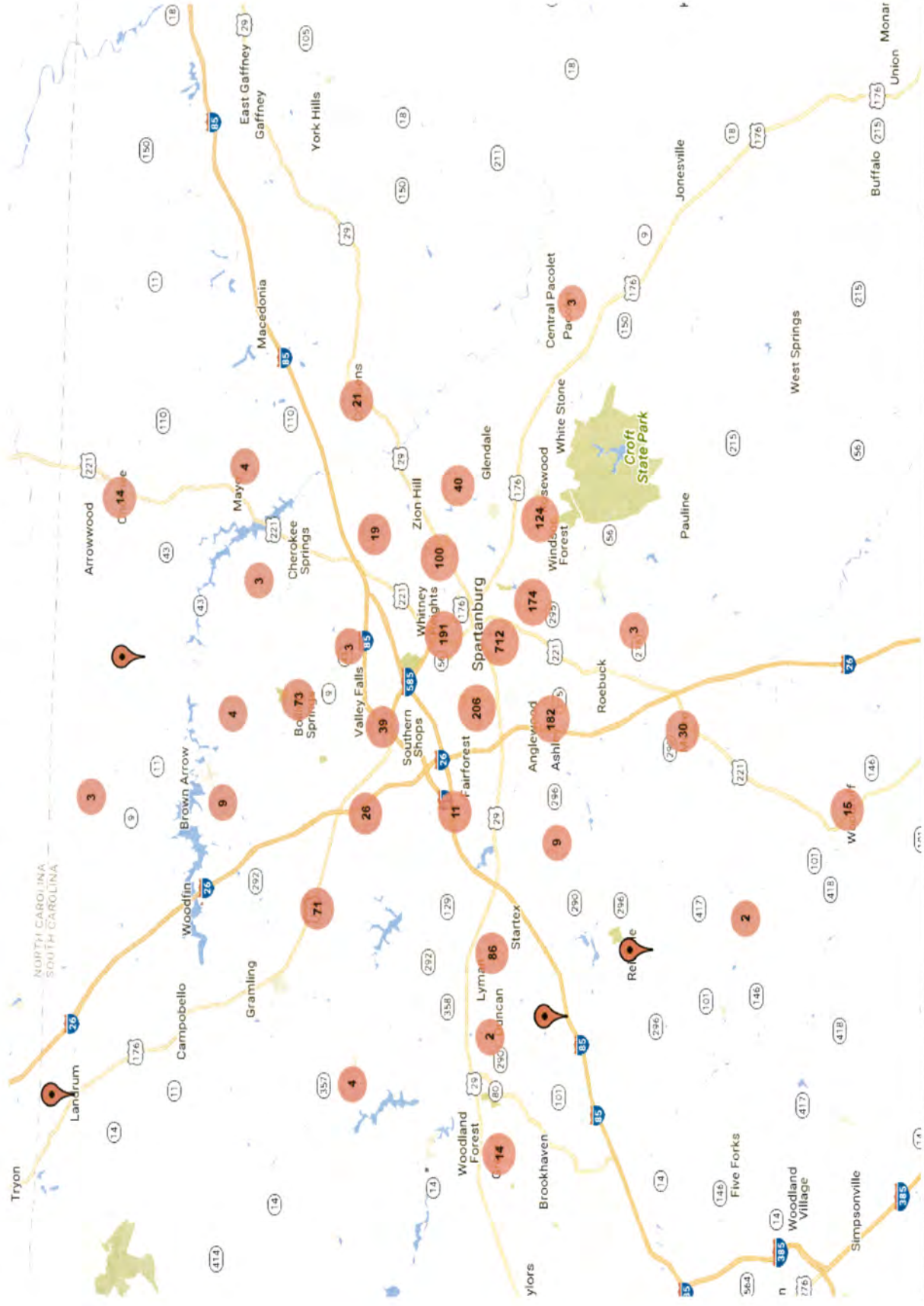


■ Less than 1 year
 ■ 1+ to 2 years
 ■ 2+ to 5 years
 ■ 5+ to 10 years
 ■ 10+ to 20 years
 ■ Over 20 years



Housing Choice Voucher Landlord Map

Spartanburg Housing Authority Housing Choice Voucher Units Map





**Rental Assistance
Demonstration Program
(RAD)**



June 18, 2017

Dear Resident:

During the next few weeks you will receive official information from the Housing Authority of the City of Spartanburg (SHA) regarding the Rental Assistance Demonstration Program (RAD). This program involves changes which may occur at your property over the next **three to five years**, or possibly longer in some cases.

SHA recognizes the importance of community input as we move forward in making decisions about our public housing communities. We will be forming a RAD Community Committee, which will consist of 12-15 public housing residents, City of Spartanburg staff, School District 7 staff, SHA staff and other important members of our community. This group will receive support and guidance from a professional company that specializes in convening and facilitating community conversations. We anticipate that the committee will meet approximately four times per year. The purpose of the committee is to ensure that we have the input of people with diverse perspectives who may be affected by the RAD transitions, or who may have valuable contributions in assisting our residents during this transition.

We are currently seeking 12-15 public housing residents who are interested in serving on this committee. You will be expected to attend meetings, receive information about RAD, ask questions, offer suggestions and serve as an informed member of your community. We hope to have 3-4 representatives from the Archibald, Prince Hall, Camp Croft and Victoria Gardens communities. Meetings will generally be held at the SHA office, Parks and Recreation community spaces or other designated locations. Additional meetings will be held at public housing communities when projects impacting that community are being planned. The committee will meet during normal business hours Mon-Fri between the hours of 8:30a.m.-5p.m. over a period of several years.

If you are interested in participation as a representative of your community, please send an email to rad@shasc.org. You must include your name, address, telephone number and a brief statement of why you would be interested in this volunteer opportunity.

Sincerely,

Terril Bates, CEO
The Housing Authority of the City of Spartanburg



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



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RENTAL ASSISTANCE DEMONSTRATION (RAD)

WHY RAD? A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

WHAT IS RAD & WHY IS IT NEEDED?

The Rental Assistance Demonstration (RAD) is a **voluntary program** of the Department of Housing and Urban Development (HUD). RAD seeks to **preserve public housing** by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to properties.

Public housing units across the country need more than \$26 billion in repairs. HUD refers to these repair costs as **capital needs**. Congress has not provided enough funding for PHAs to keep up with capital needs. As a result, PHAs have had to make tough choices between things like repairing roofs and replacing plumbing—or worse, demolishing public housing. RAD provides PHAs a way to **rehabilitate**, or repair, units without depending on additional money from Congress.



SHA IS PROPOSING TO CONVERT
ALL PUBLIC HOUSING TO RAD

HOW DOES A RAD CONVERSION WORK?

RAD allows PHAs to manage a property using one HUD's funding contracts that are tied to a specific building:

RAD INFORMATION FOR RESIDENTS

SPARTANBURG HOUSING AUTHORITY
2271 S. PINE STREET
SPARTANBURG, SC 29302
864-598-6000

E-mail: rad@shasc.org

- **Section 8 Project Based Voucher Contracts** are 20-years long and are a more stable funding source.

This shift will make it easier for PHAs to borrow money and use **low income housing tax credits (LIHTCs)** as well as other forms of financing. These private sources of additional money will enable PHAs to make improvements essential for preserving public housing.

PHAs must submit applications to HUD to convert public housing assistance to Project Based Vouchers. The full conversion process takes about 12-18 months from the time HUD approves the PHA application.

WILL A RAD CONVERSION AFFECT MY HOUSING ASSISTANCE?

You will **not lose your housing assistance** and you will **not be rescreened** because of a RAD conversion.

Even though a RAD property can use private money to make big repairs, it will still receive money from HUD. With this subsidy from HUD, PHAs will manage RAD properties. RAD requires that converted properties are owned by the PHA.

WILL A RAD CONVERSION AFFECT MY RENT?

If your building or development is converted to PBV, your rent contribution will most likely be the same as it was under public housing—generally no more than 30% of your household's adjusted gross income.

Since the project-based Section 8 programs also set resident rents at 30% of adjusted income, **most residents will not have rent increases** as a result of a RAD conversion.

However, if you are paying a flat rent in public housing, you will most likely have to gradually pay slightly more in rent over time. In these limited cases, if your rent increases more than 10% and requires you to pay more than \$25 per month in additional rent, your new rent will be phased in over the next 3 or 5 years depending on your PHA's policy.

HOW CAN RESIDENTS BE INVOLVED IN THE RAD PROCESS?

SHA has formed the RAD Community Council (RCC) which is made up of Resident representatives, Community Leaders and Stakeholders.

The RCC will meet quarterly throughout the RAD Conversion process and will keep you informed of all activities and provide an open forum for your input and participation.



Round table conversation with Housing Authority residents about a RAD conversion

DEFINITIONS

- **Capital Needs** - Costs of repairs and replacements beyond ordinary maintenance required to make the housing decent and economically sustainable.
- **Housing Choice Voucher (HCV)** - Rental vouchers that let people choose their own housing in the private rental market.
- **Low Income Housing Tax Credits (LIHTC) (pronounced lie-fee)** - LIHTCs provide the private market with an incentive to invest in affordable rental housing by offering a credit for an investor's Federal taxes.
- **Project-based Vouchers (PBV)** - Rental vouchers that are attached to a specific number of units in a building. The voucher stays with the unit even after a tenant moves out. This program is often operated by PHAs.
- **Project-based Rental Assistance (PBRA)** - Like in PBV, in this program rental vouchers are tied to a specific building. This program is often operated by private owners.
- **Rehabilitation (or Rehab)** - The repairs needed to restore a unit or property to good condition.

The RCC meeting dates will be published and will provide an opportunity for you to **discuss the proposed conversion plans, ask questions, express concerns, and provide comments.**

HUD requires the PHA to submit your comments and its response to them as part of the RAD application.

The first RCC meeting will be held in July. If you are interested in serving on the RCC, please contact the Housing Authority.

WILL A RAD CONVERSION REQUIRE A CHANGE TO THE PHA PLAN?

HUD considers a RAD conversion to be a "Significant Amendment" to the PHA Plan. Once a PHA is selected to participate, the PHA will have to comply with the resident and public notice, consultation, and public hearing requirements associated with a Significant Amendment before the final RAD conversion is approved.

This means that your **Resident Advisory Board (RAB)** will also be consulted and have an opportunity to make recommendations.

WHEN CAN A PHA START THE RAD CONVERSION PROCESS?

After notifying residents as outlined above, PHAs can apply to HUD to convert assistance under RAD. Many PHA's have already converted their public housing under RAD. Over 185,000 units of Public Housing are currently converting to RAD and over \$2 billion dollars of private funds have been raised to make repairs to public housing.

WILL I HAVE TO MOVE IF MY HOME OR BUILDING IS REHABBED?

The following SHA properties will be part of the remaining RAD conversions. The properties will be rehabilitated or redeveloped. The conceptual plans for the projects may change as we gather more information including resident opinions; analysis of capital needs of the property; and, financing options to fund the rehabilitation work. The RAD conversion is a lengthy process and we anticipate that it will be up to 5 years to complete redevelopment of all properties.

Archibald Rutledge and Archibald Village
 Prince Hall Apartments
 Camp Croft Courts
 Victoria Gardens

Before RAD



Properties are typically not funded at 100% in Public Housing



In Public Housing, PHAs cannot borrow money to perform necessary repairs



The funding fails to keep up with the deteriorating living conditions of residents



Residents cannot choose to move without losing housing assistance

After RAD



Properties are placed on a more stable Section 8 funding platform



PHAs and owners can more easily borrow money and perform rehabilitation work



The living conditions of residents are improved



Residents may receive a tenant-based voucher, or similar assistance, and move after 1 year in PBV

Choice Mobility and Portability

Under the PBV program, after living in a RAD property for one year; you may request a Housing Choice Voucher. When a voucher is available, SHA will convert your assistance to a tenant based voucher which will allow you to move anywhere in the country.



Prince Hall Apartments is one of SHA Communities that will convert under RAD

WILL RAD INCREASE MY ABILITY TO CHOOSE WHERE I LIVE?

In addition to improved, better quality housing, you will have **greater choice in where to live** through the RAD “choice-mobility option.” If you would like to move after your development undergoes a RAD conversion, you may request and receive a Housing Choice Voucher (HCV) as noted above.



RAD RESOURCES

For more information, please refer to the HUD RAD website at www.hud.gov/rad, under the ‘Program Information’ tab.

WILL RAD AFFECT RESIDENT RIGHTS & PARTICIPATION?

Overall, your experience as a resident should not change very much, if at all, due to a RAD conversion. RAD **keeps many of the resident processes and rights** available under public housing, such as the ability to request a grievance process and the timelines for termination notification.

Residents will have a **right to organize** and resident organizations will continue to **receive resident participation funds**, up to \$25 per occupied unit according to their PHA's current policy.

WILL I STILL BE ABLE TO PARTICIPATE IN SELF-SUFFICIENCY PROGRAMS?

If you are a current participant in the Resident Opportunities and Self Sufficiency-Service Coordinators (ROSS-SC) program, you can continue to participate until all of the current program funding is used.

You will also still be able to participate in the Family Self-sufficiency (FSS) program. If your property converts assistance to PBV, you will be automatically moved from the public housing FSS program to the Housing Choice Voucher (HCV) FSS program. The rules in both programs are very similar.

If your property converts assistance to PBRA, you may continue your participation in the FSS program until your current contract of participation ends.



RAD INFORMATION NOTICE

June 18, 2017

Dear Residents:

This RAD Information Notice serves to advise you that the Housing Authority of the City of Spartanburg (SHA) intends to submit an application to convert the current Public Housing subsidy at the remaining Public Housing Properties to Based Vouchers under the Rental Assistance Demonstration (RAD) Program.

These remaining properties include:

Archibald Rutledge and Archibald Village
Prince Hall Apartments
Camp Croft Courts
Victoria Gardens

It is anticipated that the RAD conversion will consist of substantial rehabilitation of the existing apartments or the redevelopment of new communities. If redeveloped, some of the Project Based Vouchers may be transferred to other locations throughout Spartanburg. The Housing Authority anticipates that it will partner with one or more private Developers to implement the RAD transaction but upon completion, the Developer will no longer be involved. SHA will be the controlling owner and may also be the Property Manager. In some cases there may be Property Managers other than SHA.

If it is necessary for any resident to temporarily relocate during construction, the RAD regulations guarantee the right to return to your current property or to a unit at a new site if RAD vouchers are transferred to other locations. No household can be required to move permanently without the written consent of the resident. However, you may not remain at a property that is scheduled for demolition and must cooperate with the PHA and the Developers in the event that rehabilitation is occurring to the unit that you occupy. If any relocation is required, residents are entitled to certain protections under the RAD requirements and the Uniform Relocation Act (URA). These protections include advance written notice of any required move, advisory services, payment of all relocation costs and other assistance as applicable. The RAD regulations also require that the RAD transaction will be completed consistent with all fair housing and civil rights requirements.

DO NOT MOVE! A resident-initiated move could put any future relocation assistance at risk.



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



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





The conceptual plans for the projects may change as we gather more information including resident opinions; analysis of capital needs of the property; and, financing options to fund the rehabilitation work. The RAD conversion is a lengthy process and we anticipate that it will be up to 5 years to complete redevelopment of all properties.

We are forming a RAD COMMUNITY COUNCIL (RCC) that includes representatives from your property as well as Community Leaders and Stakeholders. We will keep you involved and informed during the RAD process. Attached is a flyer that provides more information about the RAD Program. If you have any further questions, you may contact tbates@shasc.org.

Sincerely,

Terril Bates
Chief Executive Officer
The Housing Authority of the City of Spartanburg



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HUD Acronyms

Common HUD Terms and Acronyms

Acronym	Definition
2LP	Home Affordable Second Lien Program
ABA	Annual Budget Authority (for HAP expenses in the HCV program)
ACA	Annual Community Assessment
ACA	Asset Control Area. FHA Single Family Housing designated area for special property sales initiatives.
ACC	Annual Contributions Contract. Annual Contracts with Public Housing Authorities for payments towards rents, financing debt service and financing for modernization.
ACOP	Admissions and Continued Occupancy Policy
ACRS	Administration's system for tracking requests for administrative services
ACS	American Community Survey
ADA	Americans With Disabilities Act (Section 504)
Adm	Administration (HUD Office of)
AFGE	American Federation of Government Employees. One of two (AFGE, NFFE) HUD employee unions. AFGE has national recognition.
AFFH	Affirmatively Furthering Fair Housing
AFR	Applicable Federal Rate
AFS	Annual Audited Financial Statements
AHAP	Agreement to Enter into a Housing Assistance Payments Contract
AHS	American Housing Survey
AI	Analysis of Impediments (to fair housing); a part of Consolidated Plans
Allocation	Budget Authority transferred from one agency
Allotment	Authorization by authorized employee to subordinates to incur obligations
AMP	Asset Management Project
Antideficiency	Prohibits obligations or expenditures prior to appropriations or in excess of apportionment
APICs	America's Private Investment Companies
APP	Annual Performance Plan
APPS	Active Partners Performance System
Apportionment	OMB distribution of authorized (appropriated) funds
Appropriations	Statutory authority permitting agency to incur obligations
APR	Annual Performance Report (Annual Progress Report for homeless programs)
ARAMS	Automatic Renewal and Amendment Management Subsystem
ARRA	American Recovery and Reinvestment Act
BEDI	Brownfields Economic Development Initiative. Grants, connected with 108 guaranteed loans to improve security of viability of projects.
BLI	Budget Line Item (in LOCCS)
BLS	Bureau of Labor Statistics, U.S. Department of Labor
BOSS	Budget Outlay Support System
BRI	Brownfields Redevelopment Initiative. Interagency initiative addressing financial and legal risks of brownfield clean-up and redevelopment.
Brownfields	Vacant or underutilized industrial and commercial properties that are environmentally contaminated
Budget Authority	Legal authority to enter into financial obligations
CBD	Commerce Business Daily
CDBG	Community Development Block Grant (CPD program)
CEF	Community Empowerment Fund; administered by CPD
CFCF	Capital Fund Education and Training Community Facilities
CFFP	Capital Fund Financing Program

CFO	Chief Financial Officer (HUD Office of)
CFP	Capital Fund Program
CFR	Code of Federal Regulations
CHAS	Comprehensive Housing Affordability Strategy
CHDO	Community Housing Development Organization. Nonprofit housing provider receiving minimum of 15% of HOME Investment Partnership funds
CHRB	Community Housing Resource Board. Organization assisting with voluntary compliance with fair housing laws.
CIO	Chief Information Officer (HUD Office of)
CIR	Congressional and Intergovernmental Relations (HUD Office of)
CITI	Correcting Incorrect Tenant Identifiers
CLPHA	Council of Large Public Housing Authorities
CMHI	Cooperative Management Housing Insurance Fund. One of four FHA funds
CO	Contracting Officer
CoC	Continuum of Care approach to assistance to the homeless
COCC	Central Office Cost Center
Continuum of Care	Federal program stressing permanent solutions to homelessness
COE	Army Corps of Engineers
Con Plan	Consolidated Plan; a locally developed plan for housing assistance and urban development under the Community Development Block Grant and other CPD programs
Contract Authority	Statutory authority. Budget authority permitting contracting or obligations prior to an appropriation for payment.
COOP	Continuity of Operations
CPD	Community Planning and Development (HUD Office of)
CPO	Chief Procurement Officer (HUD Office of)
CPU	Cost Per Unit (Total Cost/Number of Units)
CSI	Community Strategies Institute
DAP	Development Application Processing (FHA - Multifamily Housing)
DAP	Downpayment Assistance Program (FHA - Single Family Housing)
DARTS	Departmental Accounts Receivable Tracking/Collection System
Data Warehouse	Information system storing HUD program and operational data
Davis Bacon	Statutory requirement that persons working on federally assisted projects be paid at least minimum prevailing wage rates.
DCR	Debt Coverage Ratio (NOI/Hard Debt)
DE	Direct Endorsement. Program permitting lender processed and endorsed FHA mortgages.
DEC	Departmental Enforcement Center
DGMS	Departmental Grants Management System
DHAP	Disaster Housing Assistance Program (HCV Program)
DM	Data Mart
DOFA	Date of Full Availability
DOT	Declaration of Trust
DSCR	Debt Service Coverage Ratio
DT	Delivering Together
DUNS	Dun and Bradstreet Numbering System
EA	Environmental Assessment. Analysis to determine affect of a project on the environment. May lead to an Environmental Impact Statement (EIS).
EC	Enforcement Center (formally called Departmental Enforcement Center)
EC	Enterprise Community
ED	Executive Director

EDA	Economic Development Administration (part of Dept. of Commerce)
EDI	Economic Development Initiative (CPD program)
EDSC	Elderly/Disabled Service Coordinator
EDSS	Economic Development and Supportive Services (CPD program)
EEO	Equal Employment Opportunity
EGI	Effective Gross Income (GPR - Vacancy Loss + Other Income = EGI)
EHOP	Equal Housing Opportunity Plan. Plan developed by Public Housing Agencies for use in Sec. 8 and Moderate Rehabilitation programs.
EIS	Executive Information System. Designed for senior management for analysis
EIS	Empowerment Information System. Programmed reports for top executives
EIS	Environmental Impact Statement. Analysis of environmental impacts of a proposed project.
EIV	Enterprise Income Verification
EMAD	Economic and Market Analysis Division
EMM	Executive Management Meeting
EPA	U.S. Environmental Protection Agency
EPACS	(HUD) Executive Performance Accountability and Communication System (for performance plans for Senior Executives)
EPC	Energy Performance Contracting
EPIC	Energy Performance Information Center
EPLS	Excluded Parties List System
EPPES	Employee Performance Planning and Evaluation System. Used to measure/rate employee job performance.
ESG	Emergency Shelter Grants (CPD program)
EVS	Employee Viewpoint Survey
EZ	Empowerment Zone
F47	see MFIS
FA	Financial Analyst
FAIR	Federal Activities Inventory Reform (FAIR) Act of 1998
Fair Housing Act	1968 act (amended in 1974 and 1988) providing HUD Secretary with fair housing enforcement and investigation responsibilities
Fannie Mae	See FNMA
FAR	Federal Acquisition Regulation
FASPHA	Financial Assessment Subsystem
FASS	Financial Assessment Subsystem
FBCO	Faith-Based and Community Organizations
FDS	Financial Data Schedule
FEMA	Federal Emergency Management Administration
FERA	Front-End Risk Assessments (FERAs) are documented reviews by management of a component's susceptibility to waste, fraud, abuse and mismanagement. FERAs are conducted on new or substantially revised programs or administrative functions.
FFS	Federal Financial System
FFY	Federal Fiscal Year
FHA	Federal Housing Administration (HUD Office of Housing)
FHAP	Fair Housing Assistance Program (FHEO program). Program assisting state/local government with processing fair housing complaints.
FHEO	Fair Housing and Equal Opportunity (HUD Office of)
FHIP	Fair Housing Initiatives Program (FHEO program). Program to assist state/local government, community groups and housing resource boards to combat housing discrimination.

FHLBB	Federal Home Loan Bank Board
FHLMC	Federal Home Loan Mortgage Corporation. Federally chartered stockholder owned corporation supporting secondary market for conventional mortgages.
FLRA	Federal Labor Relations Authority
FMC	Financial Management Center (Section 8; under PIH)
FMD	Financial Management Division (Public Housing)
FMR	Fair Market Rent (maximum rent for Section 8 rental assistance)
FMS	Facilities Management Specialist
FNMA	Federal National Mortgage Association. Federally chartered, stockholder owned corporation supporting secondary market for FHA, VA and conventional mortgages.
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact. Environmental Assessment finding that a project will not significantly affect the quality of human life.
FPM	Field Policy and Management (HUD Office of)
Freddie Mac	See FHLMC
FSI	Financial Systems Integration
FSS	Family Self-Sufficiency program
FTE	Full-time equivalent (employee) (2080 hours of paid employment)
FUP	Family Unification Program
FWG	Field Working Group
FY	Fiscal year
GI	General Insurance Fund (one of four FHA insurance funds)
GIMS	Grants Interface Management System
Ginnie Mae	(HUD) Government National Mortgage Association
GIS	Geographic Information System
GMC	Grants Management Center (under Public and Indian Housing)
GMP	Grants Management Process
GMS	Grants Management System
GNND	Good Neighbor Next Door-program for sale of Single Family Properties in revitalization areas to law enforcement officers, firefighters, emergency medical technicians and teachers in order to improve neighborhood security
GPO	Government Printing Office
GPR	Gross Potential Rent (Number of Units x Monthly Rent x 12 (months/annual) = GPR)
GPRA	Government Performance and Results Act. Requires Federal Agencies to establish performance standards and report on results.
GSA	General Services Administration
GTM	Government Technical Monitor (for contracts)
GSE	Government Sponsored Enterprises (Fannie Mae and Freddie Mac)
GTR	Government Technical Representative (for contracts)
HAMP	Home Affordable Modification Program
HAP	Housing Assistance Payments
HAP	Housing Assistance Plan. Housing plans required by CDBG program.
HARP	Home Affordable Refinance Program
HART	HUD's Assistance and Recovery Team
HCA	Housing Credit Agency
HCA	Housing Counseling Agency
HCV	Housing Choice Voucher
HERA	Housing and Economic Recovery Act
HERFORU	HEREMS Field Office Reporting Utility aka HEREMS

HFA	Housing Finance Agency. State or local agencies responsible for financing and preserving low/mod housing within a state.
HHS	Health and Human Services (U.S. Department of)
HIFMIP	HUD Integrated Financial Management Improvement Project
HIPRS	HUD Integrated Performance Reporting System (HIPRS) application tracks and reports accomplishments on the national Management Plan goals in Headquarters and the local goals in the Field offices.
HMDA	Home Mortgage Disclosure Act. 1975 Act, amended 1989, requires mortgage lending institutions to collect and disclose information on their lending practices.
HOC	Homeownership Center (FHA - Single Family Housing field structure)
HOME	Home Investment Partnerships (CPD program)
HOPE VI	Program for Revitalization of Severely Distressed Public Housing (PIH program)
HOPWA	Housing Opportunities for Persons with AIDS (CPD program)
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development
HUDCAPS	HUD Central Accounting Processing System
HUDCLIPS	HUD Client Information and Policy Systems
HUDstat	Internal Reporting System
HUD-VASH	HUD-Veterans Affairs Supportive Housing program
HUSM	HUD Utility Schedule Model
IBS	Integrated Business System
ICDBG	Indian Community Development Block Grant program
IDA	Individual Development Account
IDIS	Integrated Disbursement and Information System (CPD system)
IG	Inspector General (HUD Office of)
IHA	Indian Housing Authorities
IHBG	Indian Housing Block Grants program
IMS or (IMS-PIC)	Inventory Management System
IPA	Independent Public Accountant
IPA	Intergovernmental Personnel Act. Permits temporary assignment of employees to public and private sector.
IPIA	Improper Payments Information Act
IRR	Internal Rate of Return
IRV	Traditional method of determining property values (NOI/Cap Rate = Value)
IT	Information Technology
ITIM	Information Technology Investment Management
LAS	Loan Accounting System; direct loans
LASS	Lender Assessment Subsystem
LDRS	(HUD) Leadership Development Recognition System (incentive awards system for executives, managers and supervisors)
LGBT	Collectively refers to the lesbian, gay, bisexual and transgender community
LIHTC	Low Income Housing Tax Credit
LM	Loan Management
LMR	Labor Management Relations
LOCCS	Line of Credit Control System
LDP	Limited Denials of Participation
LR	Labor Relations (usually in reference to HUD programmatic compliance with Davis-Bacon and related Acts)
MAHRA	Multifamily Assisted Housing Reform and Affordability Act of 1997

MAP	Multifamily Accelerated Processing (FHA-Multifamily Housing process)
MAPS	Monitoring and Planning System
MARS	Multifamily Accounting Reporting and Servicing System aka CSMS; HUD-held loans
MBA	Mortgage Bankers Association
MBE	Minority Business Enterprise
MBS	Mortgage-Backed Securities (for secondary market issued by Ginnie Mae)
MDDR	Multifamily Delinquency and Default Reporting
MFHRHIIP	Multifamily Housing Rental Housing Integrity Improvement Project
MFIS	Multifamily Insurance System aka F47-insured loans
MHA	Making Home Affordable
MIS	Management Information System
MLIS	Mortgage Lending Information System
M&M	Management and Marketing. Single Family program to manage and market acquired properties using contractors.
MMIF or MMI	Mutual Mortgage Insurance Fund (one of four FHA funds)
MSPB	Merit Systems Protection Board. Independent agency which hears and adjudicates federal employees' allegations of abuse of merit principles.
MOU	Memorandum of Understanding
MTCS	Multifamily Tenant Characteristics System
MTW	Moving to Work
NACO	National Association of Counties
NAHASDA	Native American Housing Assistance Self-Determination Act
NAHB	National Association of Home Builders
NAHRO	National Association of Housing and Redevelopment Officials
NAPA	National Academy of Public Administration
NAR	National Association of Realtors
NAREB	National Association of Real Estate Brokers
National Partnership for Reinventing Government	Formally known as NPR (National Performance Review). Review of federal government operations resulting in recommendations for improvement.
NCHS	National Center for Health Statistics
NCSBCS	National Conference of States on Building Codes and Standards
NED	Non-Elderly Disabled
NEPA	National Environmental Policy Act
NFC	National Finance Center
NFFE	National Federation of Federal Employees (one of 2 employee unions in HUD)
NGMS	Next Generation Management System
NIBS	National Institute of Building Sciences
NOFA	(HUD) Notice of Funding Availability
NOI	Net Operating Income (EGI - Operating Expenses = NOI)
NPV	Net Present Value
NRP	Nuisance Remedy Program
NSF	National Science Foundation
NSP	Neighborhood Stabilization Program
NTO	National Tenant's Organization
OCHCO	Office of the Chief Human Capital Officer
ODEEO	(HUD) Office of Departmental Equal Employment Opportunity
ODOC	(HUD) Office of Departmental Operations and Coordination

Officer Next Door/OND	HUD sale of Single Family Properties in revitalization areas to police officers in order to improve neighborhood security. Now Good Neighbor Next Door (GNND)
OFFP	Operating Fund Financing Program
OFND	Operating Fund Program
OGC	(HUD) Office of General Counsel
OHHLHC	(HUD) Office of Healthy Homes and Lead Hazard Control
OIG	Office of Inspector General
OLHC	See Office of Healthy Homes and Lead Hazard Control
OLR	(HUD) Office of Labor Relations-now OLSE
OLSE	(HUD) Office of Labor Standards and Enforcement
OMB	U.S. Office of Management and Budget
OMB Circular A-76	Policies and procedures to determine if work should be contracted or performed in-house
OMB Circular A-102	Policies for Federal Departments for establishing and maintaining internal controls in program and administrative activities
OMHAR	(HUD) Office of Multifamily Housing Assistance Restructuring
ONAP	Office of Native American Programs
Operating Subsidies	Payments authorized by the U.S. Housing Act of 1937 for operating costs of low-rent public housing projects.
OPIIS	Online Property Integrated Information Suite formerly NASS
OPM	Office of Personnel Management
OPPLI	Office of Policy, Program, and Legislative Initiatives
Outlay	Measure of government spending for budget purposes. Any type of funds used to liquidate a federal obligation.
OSDBU	(HUD) Office of Small and Disadvantaged Business Utilization
P&F	program and funding (budget table)
PACS	HUD Performance Accountability and Communication System (for managers and supervisors)
PAE	Participating Administrative Entity. Organization eligible to implement mortgage restructuring and rental assistance sufficiency (Restructuring) Plans. (multifamily housing assistance restructuring)
PAS	Program Accounting System; grants
PASS	Physical Inspection Assessment Subsystem
PATH	Partnership for Advancing Technology in Housing (PD&R program)
PATH	Prevention Assistance and Temporary Housing (Homeless program)
PBCA	Performance Based Contract Administrator
PBVP	Project-Based Voucher Program
PEL	Project Expense Level
PD	Property Disposition. Disposition of real property.
PD	Position Description. Description of the functions of a position
PD&R	Policy Development and Research (HUD Office of)
PFS	Performance Funding System. Formula used to calculate the amount of operating subsidies required by each PHA to operate it's public housing.
PFS	Pre-Foreclosure sale (REO program)
PHA	Public Housing Authority
PHARS	Public Housing Authority Recovery and Sustainability Initiative
PHAS	Public Housing Assessment System (under REAC)
PHDEP	Public Housing Drug Enforcement Program (PIH program)
PHMAP	Public Housing Management Assessment Program (under PIH)
PHRS	Public Housing Revitalization Specialist

PIC	Public and Indian Housing Information Center
PIH	Public and Indian Housing (HUD Office of)
PILOT	Payment in Lieu of Taxes
PJs	Participating Jurisdictions (in HOME program)
PMS	Portfolio Management Specialist (Public and Indian Housing)
PMS	Property Management System (Multifamily)
POST	PIH One Stop Tool
PTR	Post Technical Reviews
PUM	Per Unit Month
PV	Present Value
QHWRA	Quality Housing and Work Responsibility Act
QMR	(HUD) Quality Management Review program (for oversight of field operations)
RAD	Rental Assistance Demonstration
RAMPS	Recovery Act Management and Performance System
REAC	(HUD) Real Estate Assessment Center
REAP	Resource Estimation and Allocation Process (under Chief Financial Officer)
REMIC	Real Estate Mortgage Investment Conduit (under Ginnie Mae)
REMS	Real Estate Management System (under REAC)
Rent Supplement	Payments to owners of private housing on behalf of qualified low income tenants. (Housing and Urban Development Act of 1965).
Rental Rehabilitation	Grants to cities and states for rehabilitation of rental housing. (Housing Act of 1937)
REO	real estate owned (in reference to defaulted FHA-insured properties)
Reservation	Set-aside of funds for a particular program initiative.
RESPA	Real Estate Settlement Procedures Act. Requires lenders to provide borrowers under Federal loan or mortgage insurance programs to receive specific loan transaction information.
RHF	Replacement Housing Factor
RHIIP	Rental Housing Integrity Improvement Project
RFP	Request for Proposals. Used to solicit proposals for contracts under the negotiated procurement method.
RFQ	Request for Quotations. Used to solicit price quotes under the simplified acquisition procurement method.
RIF	Reduction In Force. Action by management to reduce or adjust an agency's workforce.
RMI	Removed from Inventory
ROI	Rate on Investment (Cash Flow/Initial Investment)
ROSS	Resident Opportunity and Supportive Services
S+C	Shelter Plus Care
S&E	salaries and expenses appropriation
SAC	Special Applications Center (under PIH)
SAMA	Site Appraisal and Market Analysis. Required for commitment of FHA mortgage insurance on most Multifamily Projects and large subdivisions.
SAVE	Systematic Alien Verification for Entitlements Program
Schedule A	Excepted appointment for positions which are not practical to examine
Schedule B	Excepted appointment to positions for which there is not competitive exams
Schedule C	Appointment exempt from competitive procedures for individuals involved in setting Presidential policies or serving in confidential positions reporting to policy makers.
SCS2	Strong Cities, Strong Communities

Section 3	Obligates PHAs to afford resident access to jobs and contracting opportunities created by federal funding
Section 5(h)	Permits PHAs to sell all or part of a public housing development to eligible residents
Section 8	Housing Assistance Payment Program (Housing and Community Development Act of 1974)
Section 8	Housing Choice Voucher Program (Housing and Community Development Act of 1974)
Section 8(a)	Small Business Act authorizing SBA to enter into contracts with other federal agencies for goods and services. SBA then subcontracts work with eligible small firms.
Section 8 FMC	Section 8 Financial Management Center (under PIH)
Section 9 Operating Subsidies	See Operating Subsidies
Section 184	Loan Guarantee Program
Section 202	Loans for construction/rehab of housing for the elderly or handicapped
Section 203	Basic FHA Single Family mortgage insurance program.
Section 108	Section 108 Loan Guarantee Program (under CPD)
Section 202/811	Programs for housing assistance to the elderly and people with disabilities
Section 207	Basic FHA multifamily insurance program
Section 221(d)(2)	FHA Single Family Mortgage insurance for low/moderate income families
Section 221(d)(3)	FHA mortgage insurance for Multifamily housing for low/moderate income families.
Section 223(e)	FHA mortgage insurance with housing in older declining neighborhoods
Section 223(f)	FHA mortgage insurance to refinance existing multifamily housing
Section 231	Mortgage insurance for housing constructed or rehabilitated primarily for elderly persons
Section 235	FHA single family mortgage insurance with subsidies on interest for low/moderate income families
Section 236	FHA multifamily mortgage insurance with subsidies on interest for low/moderate income projects
SEMAP	Section 8 Management Assessment Program
SES	Senior Executive Service. Personnel/Payroll system for executives. (Civil Service Act of 1978)
SHP	Supportive Housing Program
SLR	Subsidy Layering Review
Source Evaluation Board	Group of HUD officials responsible for reviewing proposals on competitive contracts of more than \$500,000
Special Risk Insurance Fund	One of four FHA funds used primarily for higher risk programs (eg. Section 235; Section 223(e))
SRI	Special Risk Insurance Fund (of FHA)
SRO	Single-Room Occupancy. Mortgage insurance under Section 221(d) for single room apartments.
STARS	System for tracking calls requesting computer-related assistance
START	Neighborhood Networks Strategic Tracking and Reporting Tool
Super NOFA	HUD's consolidated approach to issuance of Notices of Funding Availability
TAC	Technical Assistance Center (REAC Helpdesk)
TANF	Temporary Assistance to Needy Families
TARC	Troubled Agency Recovery Center (under PIH)
TASS	Tenant Assessment Subsystem
TDAT	Tribal Directory Assessment Tool

TDHEs	Tribally Designated Housing Entities
TEAPOTS	Title VIII Paperless Office and Tracking System (FHEO system)
Title I (HCD 1974)	Title I of the Housing and Community Development Act of 1974 (CDBG) authorized CDBG
Title I (NHA 1937)	Title I of the National Housing Act of 1937 provided FHA insurance for home improvements and mobile homes.
Title VI	Loan Guarantee Program
TLI	Targeted Lending Initiative (of Ginnie Mae)
TRACS	Tenant Rental Assistance Certification System
Turnkey	Completed housing unit initially financed and constructed by private sponsor and purchased by PHA
UEL	Utilities Expense Level
UFAS	Uniform Federal Accessibility Standards
UMA	Unit Months Available
UML	Unit Months Leased
UNP	Formerly known as UNA Unrestricted Net Assets will now be referred to as Unrestricted Net Position
UPCS	Uniform Physical Condition Standards
USDA	U.S. Department of Agriculture
USHA	United States Housing Act of 1937
VA	Veterans Affairs (U.S. Department of)
VASH	HUD-Veterans Affairs Supportive Housing Program
VAWA	Violence Against Women Act and Department of Justice Reauthorization Act of 2005
VCA	Voluntary Compliance Agreement. Conciliation agreement signed by a complainant to resolve a complaint.
VMS	Voucher Management System
WASS	Web Access Security Subsystem
Youthbuild	HUD program to promote apprenticeships for needy youth in building trades



CONFLICT OF INTEREST DISCLOSURE FORM

I, _____, a Commissioner of the Spartanburg Housing Authority (SHA), hereby acknowledge that I have been furnished a copy of the *SHA's Conflict of Interest Disclosure Statement*. The Conflict of Interest Disclosure Statement has been reviewed by me. I agree to abide by all of the terms of the statement and agree to report, via this Conflict of Interest Disclosure Form, at least annually, any conflicts or potential conflicts to SHA's Executive Director. I further understand that violation of the Conflict of Interest Statement, as set forth by this document, will be subject to investigation and review by the Executive Director for appropriate action.

Select One (1):

☐ I do not have anything to disclose.

☐ Yes, I would like to declare the following so that the Executive Director can review and make a determination regarding possible conflict(s):

Any Board member, failing to disclose Conflicts of Interest or potential Conflicts of Interest, will be subjected to legal action, leading up to and including prosecution.

Signature_____

Date_____

Reminder

If at any time there is a matter under consideration which may constitute a direct or indirect Conflict of Interest, it is your obligation to disclose the facts to the Executive Director, to abstain from voting and to refrain from using your personal interest on the matter.



**THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
BOARD OF COMMISSIONERS
FOOD PREFERENCE FORM**

Name _____

Eating Lifestyle

____ Vegetarian ____ Vegan ____ Kosher ____ Diabetic
____ Other ____ Not applicable/no special diet

Allergies/Sensitivities

Do you have any food allergies? ____ Yes ____ No

If yes, please list foods and reaction _____

Do you have any food intolerances or sensitivities? ____ Yes ____ No

If yes, please list foods and reaction _____

Preferences

Sandwich Preference
(Please circle or fill out)

Turkey Ham Tuna Roast Beef Chicken Veggie

Other _____

Beverage Preference
(Please circle)

Water Tea – Hot or Cold Soft Drink Diet Fruit Juice

Savor Preference
(Please circle)

Spicy Bland Seasoned No preference

Snack Preference

Dessert Preference

IT Equipment Check-Out/Check-In

Purpose

This is an internal form used for the request or return of IT equipment. The equipment may either be a permanent or temporary assignment.

Requirements

- Form must be signed by the person requesting equipment (Requestor), the authorized IT staff member delivering the equipment and the head of the MIS Department.
- Equipment must be returned in the condition it was delivered, normal wear and tear withstanding. Requestor and Requestor's supervisor are liable for any loss or damages to equipment.
- Equipment must be utilized within the Acceptable Use Guidelines and company policies.
- Equipment must be surrendered to the MIS department on request
- Requestor will be required to sign this form prior to the receipt of any equipment. The form will be retained in the MIS Dept.

Submittal

Dates Needed _____ **Equipment ID** _____

Requestor _____ **Supervisor** _____

Position/Title _____ **Position/Title** _____

Equipment Needed & Reason for Use:

Requestor acknowledges personal responsibility for the equipment and has received the equipment in good working order. Requestor agrees to adhere to the use of equipment for work related purposes and within the company acceptable use policies only.

User Signature _____ **Date** _____

Delivered By _____

Authorized By _____

Returned Accepted By: _____

Notes:





WWW.SHASC.ORG

CODE OF CONDUCT

Date: _____

I do acknowledge that on the above date, I, _____ *Please print your name here* _____, received the SHA Code of Conduct as printed below.

The successful business operation and reputation of the Spartanburg Housing Authority (SHA) is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

Therefore, it is essential that the Authority establish appropriate ethical standards to guide its personnel in the performance of their duties, so that there will not exist, nor appear to exist, a conflict between private interest and public responsibilities.

Employees will not solicit, nor accept, gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business of the Housing Authority. These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, nor prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers, and procurement officers guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

No employee is allowed to acquire an interest in any contract at a time when he/she has reason to believe that his/her interest will be affected either by his/her official actions or by the official actions of the Housing Authority.

An employee who has a financial interest in a business or activity that he/she has reason to believe may be affected by his/her official actions or by the actions of the Housing Authority will make disclosure of the exact nature and value of his/her interest in writing to the Executive Director in order that an opinion regarding the propriety of this interest can be officially obtained. Any employee who has such an interest shall disqualify himself/herself from participating in any official action directly affecting this interest.

Misconduct or violation of this code of conduct will not be tolerated and may result in disciplinary action, up to and including dismissal.

By signing this statement, I acknowledge that I:

- Have read and understand the Code of Conduct;
- Understand my responsibility not to engage in behavior mentioned in the Code of Conduct;
- I understand violation of the Code of Conduct will not be tolerated and may result in disciplinary action, up to and including dismissal.

Print name _____ Sign name _____