



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



**The Housing Authority of the City of Spartanburg
Regular Board Meeting
Tuesday, October 24, 2017
04:20 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 4:20 P.M. Tuesday, October 24, 2017, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302. Their December monthly Board of Commissioner's meeting will not be held in recognition of the holidays.

AGENDA

CALL MEETING TO ORDER

- I. Moment of Silence**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes—Regular Board Meeting September 26, 2017**
- V. Approval of Minutes – Special Board Meeting October 4, 2017**
- VI. Special Presentation – Stratford Capital Group – Robert Barnard**
- VII. Executive Session to discuss a real estate matter pursuant to Section 30-40-70 (a) 2 of the South Carolina Code**
- VIII. Commission Comments**
- IX. Public/Staff Comments**
- X. Action Items and Resolutions**
 - 1. Resolution #2017-44 – Recognition of Spelling Bee Winner
 - 2. Resolution #2017-45 – Bad Debt Write-Off
 - 3. Resolution #2017-43 – Amendment
 - 4. Resolution #2017-47 –Section 32 Homes
 - 5. Resolution #2017-48 – Molly Talbot-Metz, Service as Chairperson
 - 6. Resolution #2017-49 – Amendment to By-Laws - Roles and Responsibilities
- XI. Information Item(s)**
 - 1. McNair Agreement to Cancel Contract
 - 2. YB Grant Memo
 - 3. Highland Planning Effort
 - 4. November 1st Lunch and Learn
- XII. Monthly Reports (No Verbal Reports)**
 - 1. CEO Report (Ms. Bates)
 - 2. Finance (Angela Leopard)
 - 3. SHA Program Dashboard
- XIII. Adjournment**



**Approval of Minutes –
Regular Board Meeting
September 26, 2017**

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
September 26, 2017**

MOMENT OF SILENCE: - *observed*

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

ABSENT: None

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

Chair Talbot-Metz called the meeting to order at 4:04 p.m.

APPROVAL OF THE AGENDA:

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

Chair Talbot-Metz stated that there is a full agenda and encouraged comments from the Board.

APPROVAL OF THE PREVIOUS MEETING MINUTES:

Commissioner Myers asked if the fair market flat rent rate is less than or more than 80% of the public fair market rent. Ms. Bates stated the flat rent rate cannot be less than 80% of the published fair market rate.

A motion to approve the minutes of the August 22, 2017 regular Board of Commission meeting was made by Commissioner Myers, seconded by Commissioner White, and unanimously carried.

A motion to approve the minutes of the September 6, 2017 special Board of Commission meeting was made by Commissioner Thomas, seconded by Commissioner Tullis, and unanimously carried.

OFFICER ELECTION

Chair Talbot-Metz stated that this annual Board meeting requires election of officers for the coming year. There are two officers on the Board, Chair and Vice-Chair. Commissioner Lounds has served as the Vice-Chair, and Commissioner Talbot-Metz as Chair.

The floor was opened for nominations for the office of Chair.

Commissioner Lounds nominated Commissioner Chuck White as Chair, seconded by Commissioner Thomas. There were no additional nominations, and the Board unanimously voted to appoint Chuck White as Board Chair for the next year. Chair Talbot-Metz thanked Commissioner White for agreeing to Chair the Board.



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The floor was opened for nominations for the office of Vice-Chair.

Commissioner Lounds nominated Commissioner Molly Talbot-Metz as Vice-Chair, seconded by Commissioner White. There were no additional nominations, and the Board unanimously voted to appoint Molly Talbot-Metz as Board Vice-Chair for the next year.

COMMISSION COMMENTS:

Chair Talbot-Metz thanked the staff who attended the meet & greet with the Commissioners. She stated it was great to meet and talk with staff that she does not normally get to interact with.

Chair Talbot-Metz also stated that the Board will recognize Commissioner Lounds and Tullis later in the Board meeting for their service to the Board as they retire. She thanked them for their contributions during their tenure.

Commissioner Thomas stated the Fall Fling for the senior residents was very nice. That type of event was great for the seniors and one could see the joy in their eyes.

PUBLIC/STAFF COMMENTS:

Rickie Sarratt stated as a reminder that there is an October 12th meeting for the RAD Community Committee meeting at 10 AM.

Chair Talbot-Metz stated that the SHA Commissioners Board Orientation binders presented to the Board was prepared by staff for new onboard Commissioners. Commissioner White previously suggested that all Board members should have them, not just new Commissioners.

Commissioner White stated the binders were very well done and a lot of effort went into preparing them.

Chair Talbot-Metz thanked the staff for their work.

Commissioner White stated to the Board that they should be sure they utilize it.

Chair Talbot-Metz stated there is a Lead the Way session scheduled for Board Members on October 7th, 1:30-5PM.

Ms. Bates stated that the Lead the Way session must be completed. HUD has expressed concern with the transition of the Board and reminded Ms. Bates that SHA's past troubled status was in part a result of the Board not having the proper foundation. This certification should occur within 30-45 days of a new Board member's term.

Commissioner White asked he needed to attend the session. Ms. Bates stated current Board members are welcome to attend the session, yet the session is intended for new Board members.

Commissioner White asked if the format of the presentation would be delivered via PowerPoint. Ms. Bates stated the delivery is instructional and interactive.

EXECUTIVE SESSION:



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Chair Talbot-White stated the Executive Session is to discuss an employment matter pertaining to an employment matter, pursuant to Section 30-40-70 (a) (1) of the South Carolina Code.

A motion to enter Executive Session was made by Commissioner White and seconded by Commissioner Poliakoff, and unanimously carried.

The Board entered Executive Session.

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

Chair Talbot-Metz stated that no decision had been made during Executive Session and that it was held for discussion purposes only.

PRESENTATION OF THE 2018 BUDGET:

Chair Talbot-Metz reminded the Board that the special meeting previously held on September 6th allowed the Board to have time to review the 2018 budget.

Finance Director Angela Leopard reviewed the budget.

After the Executive Summary section of the budget, Ms. Bates asked the Board if there were any questions. There were none.

During the Housing Choice Voucher (HCV) program budget, Ms. Bates pointed out the proration percentages of administrative fees over that last five years, indicating the fluctuation between 69% and 85% without a pattern. The estimated budget for the 2018 Housing Choice Voucher program is based on an estimated proration of 70% (down 11% from 2017).

Ms. Bates stated that the HCV program budget does not currently include 78 units that are in the Rental Assistance Demonstration (RAD) program to be built in the Northside. These units will yield administrative fee revenue of approximately \$25,000/year once they are online. SHA receives an administrative fee monthly for units under contract. The 78 units are not included in this budget because they are not under contract; however, it is projected that they will be online in time for 2019's budget.

Commissioner White asked for the current administrative fee amount. Tiffany Askew stated \$58.

During the Public Housing budget review, Ms. Bates pointed out that Jessica Holcomb and her staff have done a good job at keeping the occupancy rate at 98%. This is a great improvement from 2015, where on June 10th, HUD summoned Commissioner Lounds and Ms. Bates to the federal office in order to address the very low occupancy rate of 78% for public housing.

Commissioner Myers asked for clarity as to why the budgeted revenue for public housing was down. Ms. Bates stated in 2017 there were 338 more units. The first RAD transition closings took place in January of 2017 taking those units off of the public housing program, and that subsidy is now in the Housing Choice Voucher program.

Ms. Bates stated it is important to note that the JC Bull multi-family property funding stream is different from the rest of the agency and not impacted by proration.



Chair Talbot-Metz asked if JC Bull is still funded through HUD. Ms. Bates stated that it is still funded through HUD.

Commissioner White asked if it is easier to maintain. Ms. Bates stated it is a little easier; the residents are seniors, who do not move out as frequently as other residents, and generally pay their rent timely.

During the grants budget review, Ms. Bates stated that capital funds are used during a six year cycle, where there is a period of two years to obligate the funds, and four years to expend them. Capital projects take a considerable amount of time to complete; therefore, the time is longer to expend them. Capital funds can only be used for capital needs for public housing, such as RAD.

During the YouthBuild budget review, Ms. Bates stated that \$90,000 is committed to Habitat for Humanity for building materials. Student safety equipment, student stipends, mentoring and cultural enrichment components, and four staff positions are covered by the grant as well.

Commissioner Lounds asked if the YouthBuild fiscal year matches the Agency's. Ms. Bates stated the YouthBuild program operates under the grant cycle year in which it was awarded.

Commissioner Lounds asked if the grant cycle year was based on the Department of Labor office's fiscal year. Ms. Bates stated the cycle is based on the date of the award.

Commissioner White asked for clarity of what are the ROSS grants. Ms. Bates stated the grants that cover the coordinators for the connections program, and family self-sufficiency program.

Ms. Bates stated that Ryan Grace provides sufficiency services for the elderly at JC Bull. Currently, his position is funded by the 2015 ROSS grant. Once those funds are expended, the 2016 funds that have been awarded will be utilized.

Ms. Bates stated that the grant positions are only funded for salary and benefits. If there is a need for training or materials, the expenditure is generated from the Central Office Cost Center (COCC) or the Asset Management Property (AMP).

Commissioner Lounds asked if the AMP has to pay for it. Ms. Bates stated it depends on the type of expense and/or whether if funds are available in the AMP's budget.

ACTION ITEMS AND RESOLUTIONS:

1. Resolution 2017-34 – FY 2018 Budget

Chair Talbot-Metz stated that the Budget presentation has been made with opportunity for discussion.

A motion to approve **Resolution 2017-34** was made by Commissioner Lounds, seconded by Commissioner Thomas.

The motion was unanimously carried.

2. Resolution 2017-35 – Construction Supervision Services (YouthBuild)

Ms. Bates presented the resolution.



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Commissioner Myers asked if the vendor Upstate Multi Services will do the same type of background checks and screenings as the Housing Authority does. Ms. Bates stated no, they are not required to do so.

Commissioner Myers asked why the vendor is not required to perform the checks. Ms. Bates stated as contractors they are not required unless that condition is stated in the contract. Neither Housing Authority nor HUD requires contractors to submit to having the checks done. HUD has a bar list that prevents Housing Authorities from using vendors that are on that list.

Chair Talbot-Metz asked since the contractor would be working with youth, if the vendor could be required to perform background checks and screenings. Ms. Bates stated that SHA could.

Commissioner Myers stated he thought it should be done since the vendor would be working with minors. Ms. Bates stated it could be done.

Joseph Jackson stated that the vendor has a mentorship program and that is why the interest from the vendor is there. He also stated the vendor was able to hire one of the first program graduates. Ms. Bates stated that Upstate Multi Services has worked with the Housing Authority for about 20 years in the capacity as a unit turn vendor and there has never been an issue with the vendor. Ms. Bates also stated if the Board would like to require the checks and screenings, the Housing Authority will do so.

Chair Talbot-Metz stated requiring the background checks should be something that is done.

Ms. Bates stated the Board needs to establish some parameters with the requirement. Ms. Bates also stated that the desire of the Board to have the requirement will set a new precedent that needs to be considered, since this is not a requirement of contractors.

Chair Talbot-Metz stated because this situation is unique in working with young people, the threshold of consideration is established with future contractors.

Ms. Bates stated the Department of Labor only requires that the vendor only has five years of construction experience.

Commissioner Lounds stated that he would be uncomfortable without the inclusion of the requirement of background checks.

Ms. Bates stated she was not in disagreement with the request, yet the Board needs to have a clear understanding that setting this is precedent setting.

Commissioner Lounds stated that he understood, but this precedent would not affect vendors that are not working with young people.

Commissioner White stated to date, there has not been much success in finding a contractor that is needed for the construction manager. Ms. Bates stated that is correct; and that the job will be over in April. To find a candidate to fit that need is very challenging.



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Chair Talbot-Metz stated she would hope that the vendor has staff that serves in the mentorship aspect would have already gone through background checks and sexual offender registry. If the vendor does not have that in place, that would be a big red flag in her view.

Commissioner Tullis stated one would have to kind of work with the vendor regarding the background checks. She gave an example of where an elementary school employee was discovered in a criminal act and was sure background checks had been done.

Chair Talbot-Metz stated yes, but if the checks are not done, then that could place the Authority in danger.

Commissioner Lounds asked for clarity on what the vendor actually does.

Ms. Bates stated the vendor is a construction company that provides unit turn services for the Housing Authority, as well as repairs for occupied units. They also have licensure as licensed general contractors with staff that has five or more years of experience in construction.

Ms. Bates stated if the pleasure of the Board is to include background checks, there needs to be clearly defined parameters to include in the contract.

Commissioner-appointee Bryant Boyd asked if the requirement will be just for the vendor's employees that will interact with the program and not the entire company. Chair Talbot-Metz and Ms. Bates stated correct.

Commissioner White asked if the students in the program were already at-risk. Ms. Bates stated yes.

Commissioner White clarified that the request from Ms. Bates is to define the parameters.

Commissioner Myers stated that at the minimum that the employee of the vendor must not be on the sexual offender registry.

Commissioner Lounds concurred with Commissioner Myers.

Commissioner White asked if that is Board's wish, does the resolution get placed on hold. Ms. Bates stated no; if the Board approves the resolution, it would be done so with the amended language to the contract the Board wants included.

Commissioner Myers asked the Board if there any other parameters such as felonies that should be included.

Commissioner White stated it would depend on the felony.

Commissioner Lounds stated that some candidates would already be eliminated with Domestic Assault cases.

Commissioner Poliakoff stated to leave the discretion to the Chair in order to have flexibility to review and then decide to allow the contract to be awarded.



Ms. Bates stated it could not be done that way because expectations must be stated upfront in the contract as well as recourse if the requirement is not met.

Chair Talbot-Metz agreed.

Commissioner Tullis stated that the Board's demands on the vendor's employees may exclude the people the vendor already has working and that the Board is getting into something that could be troublesome.

Commissioner White asked if any other agencies face the same issue. Ms. Bates stated that SHA is the only Housing Authority that administers a Department of Labor grant.

Chair Talbot-Metz stated that she feels uncomfortable that the Authority would not be comfortable with hiring without the screenings and then be comfortable with allowing someone else to be hired without them.

Ms. Bates stated that we are required by HUD to hire employees with the screenings.

Chair Talbot-Metz stated that she does not think the youth should have anything else.

Ms. Bates agreed and stated she is fine with the Board's request, only that the defined parameters need to be stated in order to place them in the contract.

Commissioner Myers asked for the language that HUD requires. Ms. Bates stated we must certify to be a drug-free workplace and the two things HUD requires that a resident cannot have in their background is charges for a methamphetamine lab or be a registered lifetime sexual offender. Other considerations are based on SHA policy. For employees, they have to pass a drug-screening and the Housing Authority sets other parameters around policy. One of the considerations is our insurance and Authority liability concerning employees. Contractors have to provide a million dollar liability insurance bond that covers their employees. The consideration is part business and part practical.

Commissioner Lounds suggested that due to Ms. Bates' familiarity with the policies that she develops the language knowing what the Board would like to have. Ms. Bates stated she needed clarity on what the Board would like.

Commissioner Lounds asked what was the language used to disqualify previous candidates. Ms. Bates stated that the candidates did not meet the Housing Authority standards. The Housing Authority conducts background checks and if there are felonies or charges like DUI or Criminal Domestic Violence, then the decision is made not to hire. In the contract, there would have to be language showing proof of the background check. It would also have to be disclosed in the contract the certain types of felonies over a certain amount of time would not allow the contract to be awarded.

Chair Talbot-Metz stated it would help her understand more if the role of the vendor could be explained with whom and how many would supervise the youth. Ms. Bates stated the vendor would never be alone with the youth. They would work from the YouthBuild center reporting to the YouthBuild Coordinator, transport students to the construction sites, supervise the youth at the sites, and deliver the NCCER certification course to the youth at the YouthBuild center. The interaction with the students is generally with a YouthBuild staff person present.



Commissioner White reiterated that what is being asked based on the conversation is to define the parameters.

Chair Talbot-Metz stated a valid driver's license, no history of DUI's in the last five years, and not on the sex offender registry.

Commissioner Myers stated that no Criminal Domestic Violence should be included.

Ms. Bates asked the Board if a certification of the background check would be required of the vendor or a copy of the background check.

Chair Talbot-Metz stated having the stipulation in place that any person working with the YouthBuild program is able to pass the background check and screenings would suffice, and no additional documentation would be needed.

Ms. Bates stated there is a need to have something stating the background check was completed.

Chair Talbot-Metz stated when the vendor signs the contract agreeing to the stipulation; it is then binding that they must adhere to the requirements.

Ms. Bates stated it will be done.

Chair Talbot-Metz re-clarified that a motion with the amendments would need to be made. Ms. Bates stated correct.

A motion to approve **Resolution 2017-35** with amended language to the contract to include the parameters of background checks and screening that stipulates any person working with YouthBuild was made by Commissioner White, and seconded by Commissioner Thomas with the following amendments:

1. Have a valid driver's license
2. Not have a conviction of a DUI in the last 5 years
3. Not on the sex offender registry
4. Not have a conviction of Criminal Domestic Violence

The motion was unanimously carried.

Ms. Bates asked the Board to consider amending the agenda in order to address Resolution 2017-43 as it is crucial that all Board members need to be present for discussion.

Commissioner Myers made the motion to amend the agenda, seconded by Commissioner Lounds.

The motion was unanimously carried.

3. Resolution 2017-43 – Fee Developer

Ms. Bates presented the resolution.



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Commissioner Myers asked why both developers, NHP and Douglas & Schaumber, are included as the developer for Victoria Gardens.

Ms. Bates stated the scores from the panel that rated the candidates were not available at the time; however, Douglas & Schaumber and NHP were the top two developers who delivered the best presentations. Douglas & Schaumber proposed a very strong plan about securing 9% tax credit for the property as well as the configuration of the design to gain the highest amount of points that can be achieved on the developer's tax credit application. In addition they presented the most comprehensive financial analysis regarding the project, including funding.

NHP is a non-profit organization that has a combination of non-profit and for-profit arms to their business. They have a focus that centers on people and community which gives them flexibility to work with 4% tax credits and different bonds. They have a very strong resident services focus with a component of resident services on their development team. That component includes relocation, case-management, and a post-transition support system. They have a willingness to work with the community. NHP also desires the Housing Authority to be co-developers.

Chair Talbot-Metz asked if Victoria Gardens should be listed under both developers. Ms. Bates stated it should not. Victoria Gardens should only be listed with Douglas & Schaumber. The resolution presentation will be corrected.

Commissioner Myers reiterated Douglas & Schaumber are developers for Victoria Gardens only, and NHP are developers for Archibald Rutledge, Prince Hall, and Camp Croft. Ms. Bates stated correct.

Commissioner Myers asked where the developers were from. Ms. Bates stated Douglas & Schaumber is a family business located in the Greenville area. NHP is a national firm based in the Washington DC/Baltimore area.

Commissioner Myers asked what would be in the early start agreement. Ms. Bates stated for Douglas & Schaumber, it would be the authorization for them to move forward with the tax credit application which is fast approaching, and a timeline.

Commissioner Myers asked if the vendor would commit to a fee with the agreement. Ms. Bates stated yes.

Ms. Bates stated that the NHP early start agreement will differ. There is not an immediate need for a tax credit application. NHP will begin with meeting the community during the next RAD Community Committee meeting on October 12, 2017, touring properties, and working with SHA on portfolio ideas.

Commissioner Lounds asked about a firm that did not score well. . Ms. Bates stated that there may be concerns regarding capacity.

A motion to approve **Resolution 2017-43 – Fee Developer** was made by Commissioner White as amended, second by Commissioner Myers, and unanimously carried.



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Ms. Bates stated that the Board needs a RAD Committee due to the size and scope of this project. Commissioner White polled the Board on adding periodic meetings to focus on special projects such as RAD.

Commissioner Lounds stated that he has obligated himself to attend the RAD Community Committee meetings and will report back to the Board the information from those meeting.

Chair Talbot-Metz stated regular lunch and learn meetings give room for a lot of discussion and most commissioners attend them.

Ms. Bates stated the next two lunch and learn meetings are already scheduled and the agenda can focus on RAD updates.

Commissioner White asked for the two next dates. Chair Talbot-Metz stated the next is October 4th. Commissioner Thomas stated October 4th, November 9th and December 1st were the scheduled meetings.

Commissioner White stated then the Board can agree to use those next three meetings to discuss RAD.

4. Resolution 2017-36 – Vision and Mission Statements

Ms. Bates presented the resolution.

Commissioner Lounds stated that the Mission Statement be slightly revised to reflect the words “provide and develop” reversed to “develop and provide.” The Board agreed.

Commissioner White stated that there is an extra comma in the Vision Statement, which should be removed.

A motion to approve **Resolution 2017-36 – Vision and Mission Statements** was made by Commissioner Lounds as amended, second by Commissioner White, and unanimously carried.

Ms. Bates stated that the goals of the strategic plan for the Housing Authority will be refined with staff and the Weathers Group in upcoming meetings, and brought to the Board for adoption at a later date.

5. Resolution 2017-37 – Business Activity Bank Account

Angela Leopard presented the resolution.

Ms. Bates made reference to PHADA Advocate articles included in the resolutions to point out the basis for obtaining the business activity bank account. The account protects non-federalized funds from being taken by HUD at their discretion.

Commissioner Lounds stated this is a very clever business practice.

Commissioner White stated otherwise the funds are subject to be taken by HUD at any time.

A motion to approve **Resolution 2017-37 – Business Activity Bank Account** was made by Commissioner Lounds, second by Commissioner Thomas, and unanimously carried.

6. Resolution 2017-38 – Line of Credit



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Terril Bates presented the resolution.

Commissioner White asked if there is a fee to have the line of credit annually. Ms. Bates stated she would get more information from the bank to be sure.

Commissioner Myers stated there would be a fee due to the bank setting aside capital to be used for this purpose.

Chair Talbot-Metz asked how long it would take to open a line of credit. Commissioner Myers stated 45 days.

Commissioner White asked what the downside of not obtaining the line of credit would be. Ms. Bates stated in the case of a government shut down or delay, the operations of the Housing Authority would be in substantial jeopardy. Obligations to HCV landlords and participants could not be met.

Commissioner White stated the result might impact landlord interest with SHA. Ms. Bates stated it will definitely impact the interest.

Ms. Bates stated in some jurisdictions landlords are mandated to work with a Housing Authority. That type of mandate is not in place in this jurisdiction.

Ms. Bates also stated that HUD thinks having the line of credit is a good idea as well.

Commissioner Myers asked if proceeds from the HAP budget could be assigned to pay for rent expenditures if a shutdown were to occur. Ms. Bates stated that funds may not be assigned from HAP to other obligations.

Chair Talbot-Metz asked if the expenditure would come from the Central Office Cost Center budget. Ms. Bates stated no, the Housing Choice Voucher budget.

Chair Talbot-Metz asked if the Housing Choice Voucher budget could be used to pay the line of credit annual fee to the bank. Ms. Bates stated yes, administrative fees if they are available.

Commissioner White reiterated that the reputation of the Housing Authority is what would be in question if SHA cannot pay the landlords. Ms. Bates stated that the bank needs three years of audits to issue the line of credit. SHA has three years and in discussion with TD Bank, the consensus is that there should not be a problem with obtaining the credit.

Commissioner –appointee Bryant Boyd asked what the cost would be if late fees were charged to SHA, if rent is not paid on time. Ms. Bates stated it is calculated by a percentage of the lease agreement per owner.

Chair Talbot-Metz polled the Board for their view on obtaining the credit.

Commissioner White stated he thinks it is a good business practice.

Ms. Bates stated that the resolution points out that the line of credit can only be activated with board approval.



A motion to approve **Resolution 2017-38 – Line of Credit** was made by Commissioner Myers, second by Commissioner Lounds, and unanimously carried.

7. Resolution 2017-39 – Fire Restoration – JC Bull

Joseph Jackson presented the resolution.

Ms. Bates stated there was an anticipation to receive bids by September 19th; however, no bids were received. Therefore, the procurement department has been instructed to post the RFP with PHADA due to no local response.

Commissioner Myers asked if SHA has reached out to local construction companies. Ms. Bates stated multiple calls have been made to no avail.

Chair Talbot-Metz asked if the request is to approve the resolution so that upon selecting a vendor it will be in place. Ms. Bates stated yes, and the Board would be notified once that vendor is named.

Commissioner White asked if the units described in the resolution are vacant. Ms. Bates stated yes.

Commissioner White asked if the vacant units are charged against SHA. Ms. Bates stated no because it is a Multi-family site. What SHA is not receiving is rent on those units. Insurance will pay a portion of the rent while it is vacant for a reasonable amount of time.

Commissioner Myers asked when the insurance payments would end. Ms. Bates stated the claim has not been submitted yet because the units have not been abated.

A motion to approve **Resolution 2017-39 – Fire Restoration – JC Bull** was made by Commissioner White, second by Commissioner Thomas, and unanimously carried.

8. Resolution 2017-41 – Recognition of Retiring Board Member – Kitty Collins-Tullis

Terril Bates, Chair Talbot-Metz and Vice-Chair Lounds presented the resolution.

Commissioner Tullis stated this is a hard moment for her. She stated she loves SHA and what it stands for. She stated she loves seeing the young people work for the community and being so truthful about the needs of the community. She stated she has enjoyed it and has learned a lot.

9. Resolution 2017-40 – Recognition of Retiring Board Member –Thomas A. Lounds, Jr.

Terril Bates presented the resolution.

Commissioner Lounds stated that he echoes Commissioner Tullis' comments. He also stated he has learned a lot and is thankful for the young people coming in. He hopes to be a help in the future.

A motion to approve **Resolutions 2017-40 Recognition of Retiring Board Member –Thomas A. Lounds, Jr.** was made by Commissioner Thomas, second by Commissioner Myers, and unanimously carried.

A motion to approve **Resolutions 2017-41 Recognition of Retiring Board Member – Kitty Collins-Tullis** was made by Commissioner Poliakoff, second by Commissioner Thomas, and unanimously carried.



10. Resolution 2017-42 – Board of Commissioners Emeritus

Terril Bates presented the resolution.

A motion to approve **Resolutions 2017-42 – Board of Commissioners Emeritus** was made by Commissioner Poliakoff, second by Commissioner Thomas, and unanimously carried.

Chair Talbot-Metz stated that both Commissioner Lounds and Collins-Tullis provided valuable insight to the Board and hopes the engagement continues.

**Commissioner White left the Board meeting at 6:30PM.*

INFORMATION ITEMS:

1. Letter to Lindsey Graham

Terril Bates reviewed the item.

2. Vehicle and Inventory Disposition Update

Joseph Jackson reviewed the item.

3. SHA Employee Guidebook

Shannell Hardwick reviewed the item.

Ms. Bates stated Ms. Hardwick has provided the staff with copies of the guidebook in an All-Staff meeting, and staff has signed off on receipt of it.

Commissioner-appointee Bryant Boyd asked how the new guidelines have been received. Ms. Hardwick stated once the changes were explained, there were no direct complaints and well-received.

4. PHAs Score

Terril Bates reviewed the item.

Chair Talbot-Metz reiterated the staff should be commended for working to raise the scores in the short time it has taken. The Board applauded.

MONTHLY REPORTS:

1. Chief Executive Office (Ms. Bates):

Ms. Bates provided highlights of her written report.

2. Finance (Angela Leopard):

Director of Finance Angela Leopard reviewed a summary handout of the finance report. The full report was provided in the Board Packet.

3. Programs Dashboard

Asset Management (Jessica Holcomb)

Jessica Holcomb reviewed.



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Housing Choice Voucher (Tiffany Askew):

Tiffany Askew reviewed.

Human Resources (Shannell Hardwick):

Shannell Hardwick reviewed.

Capital Funds

Ms. Bates reviewed.

Mr. Jackson presented a handout to correct the obligation dates of the grants in the table provided in the Board packet.

Grant No. SC16P003501-16

Obligation Start Date 4/13/2016

Obligation End Date 4/12/2018

Disbursement End Date 4/12/2020

Grant No. SC16P003501-17

Obligation Start Date 8/16/2017

Obligation End Date 8/15/2019

Disbursement End Date 8/15/2021

Planning & Development


Joseph Jackson reviewed.

Commissioner Lounds asked if SHA was able to be exempt from the landlord registry established by the City. Ms. Bates stated the Housing Authority was exempt; however the registry is no longer an issue due to inspections being voted down by City Council. The registry is only a property registry.

ADJOURNMENT:

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

Meeting Adjourned at 6:53PM.

Respectfully Submitted, 

Rickie D. Sarratt, Executive Assistant

The Housing Authority of the City of Spartanburg



**Approval of Minutes –
Special Board Meeting
October 4, 2017**

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



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**MINUTES OF THE SPECIAL BOARD MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
October 4, 2017**

PRESENT: Chuck White, Brenda Thomas, Matthew Myers, Bryant Boyd, John Fairey, Thomas A. Lounds, Andrew Poliakoff*, Molly Talbot-Metz*

ABSENT: Kitty Collins-Tullis

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

Chair Charles White called the meeting to order at 11:55 A.M with roll call.

**Commissioners Andrew Poliakoff and Molly Talbot-Metz arrived right after roll call (11:55AM).*

APPROVAL OF THE AGENDA:

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


RENTAL ASSISTANCE DEMONSTRATION PRESENTATION

Cindi Herrera conducted a Board of Commissioners Rental Assistant Demonstration (RAD) workshop. Board members were educated about RAD, and the roles of SHA and developers in the RAD process.

ADJOURNMENT

Commissioner Talbot-Metz made the motion for adjournment, seconded by Commissioner Thomas. The vote was unanimously carried.

Meeting Adjourned at 2:06 PM.

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

Prepared for:
City of Spartanburg Housing Authority

Spartanburg Housing Partners, LLC

Northside Apartments

October 24, 2017

Introduction

Spartanburg Housing Partners, LLC (“SHP”) is a joint venture that is comprised of Taylor Davis, William H. McCauley, III and SCG Development Partners, LLC (“SCG”).

Taylor Davis is the President of NHE, Inc. a recognized leader in property management, association management, service coordination, and development throughout the Southeast.

Will McCauley is the President of Creative Builders, Inc. a leading general contractor in the Southeast.

SCG is the real estate development arm of Stratford Capital Group, LLC, a leading national tax credit developer and syndicator lead by Steve Wilson.

The primary goal of SHP is to develop, own, and operate mixed-use and mixed-income projects in Spartanburg, South Carolina.

Location Overview



Conceptual Plan - Site Plan



Conceptual Plan– Street View



Conceptual Plan – North Elevation



View from Howard Street facing south towards Butterfly Creek.

Conceptual Plan – East Elevation



View from College Street facing West towards HUB City Farmer’s Market.

Conceptual Plan – South Elevation



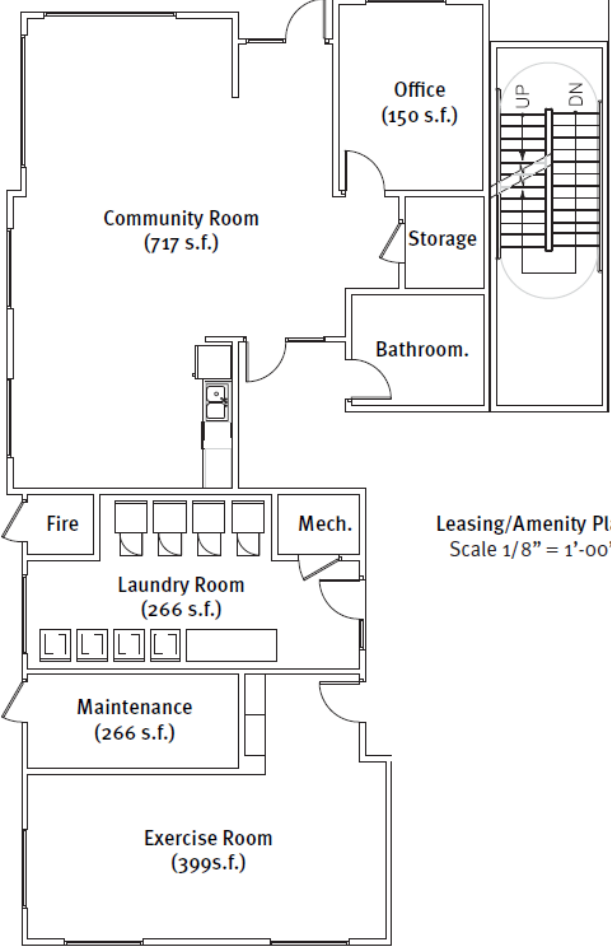
View from Butterfly Creek facing North.

Conceptual Plan – West Elevation



View from the parking lot facing East toward VCOM.

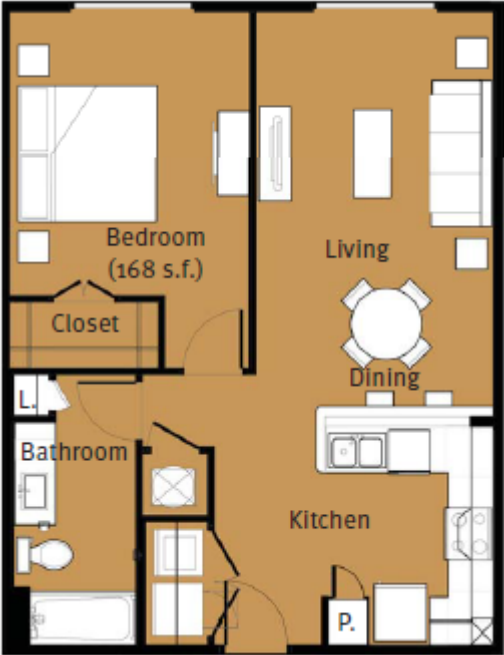
Conceptual Plan – Standard Floor Plan



Leasing/Amenity Plan
Scale 1/8" = 1'-00"



Conceptual Plan – Standard Floor Plan

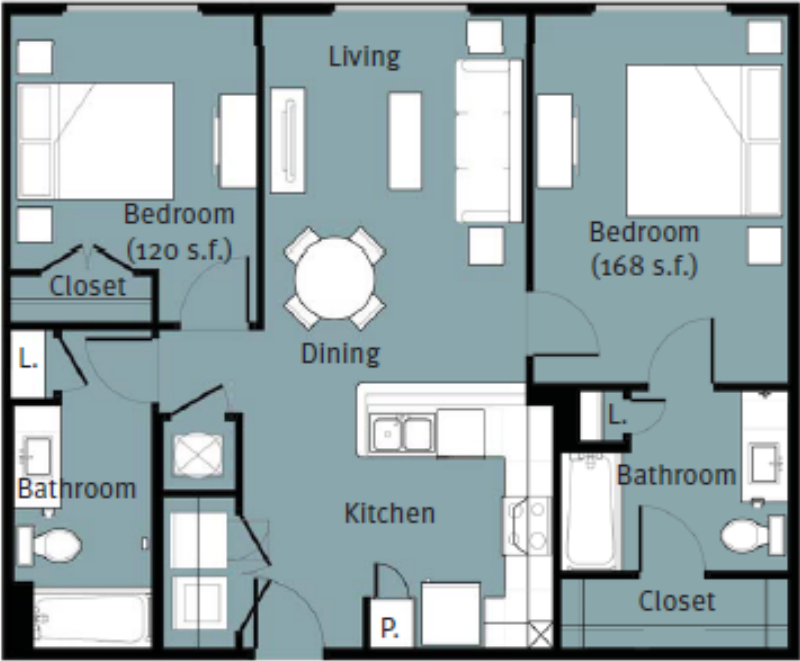


1 Bed/1 Bath – 695 SF

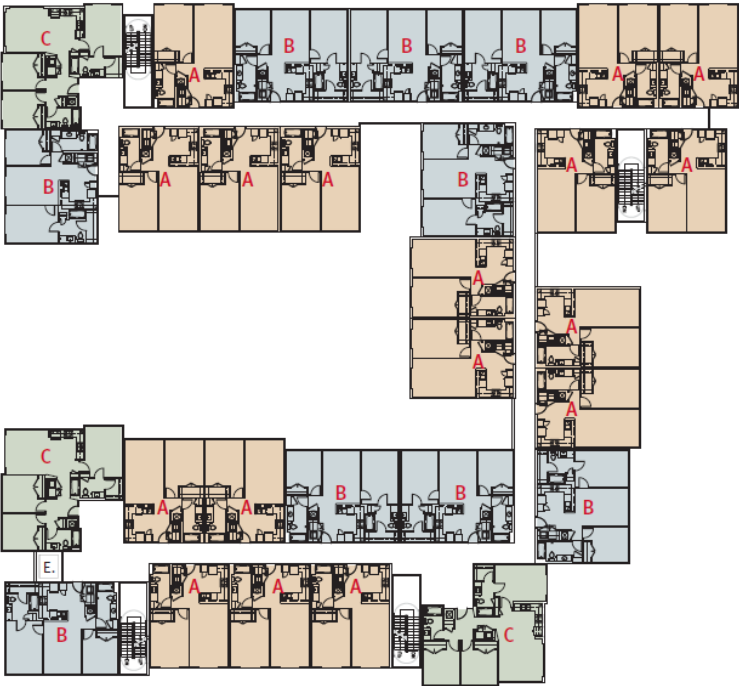


Second ~ Third Level

Conceptual Plan – Standard Floor Plan

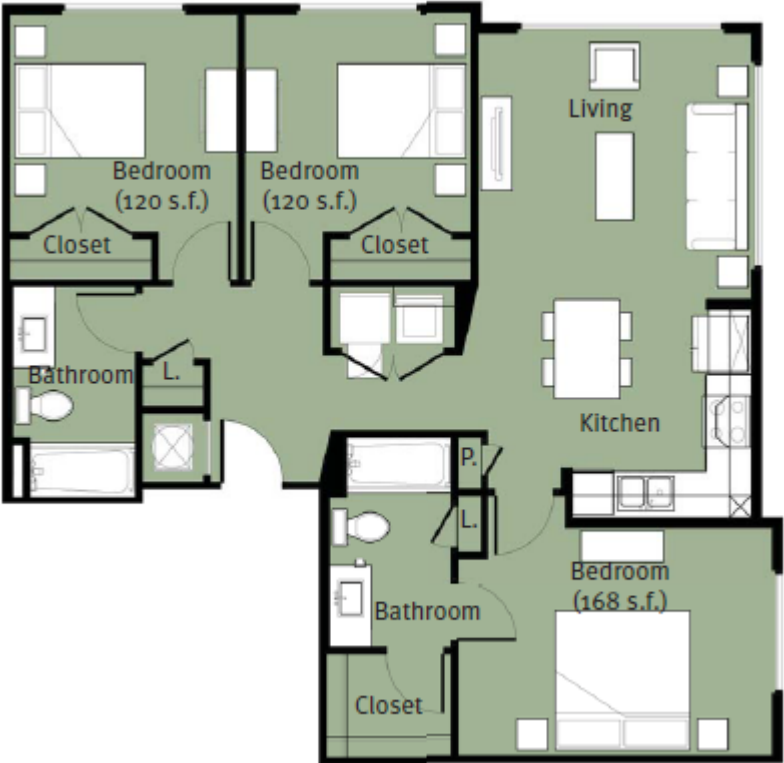


2 Bed/2 Bath – 890 SF

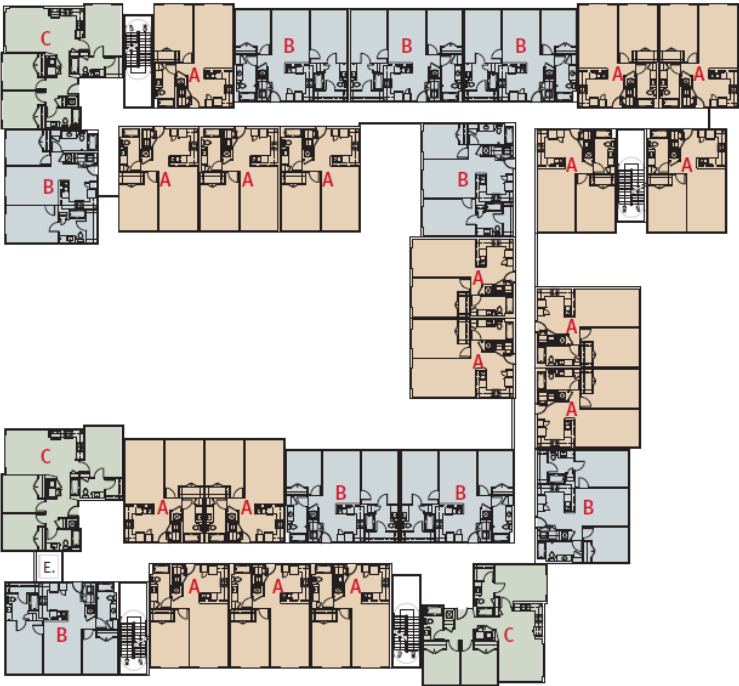


Second ~ Third Level

Conceptual Plan – Standard Floor Plan



3 Bed/2 Bath – 1,064 SF



Unit Mix

Unit Type	# of Units	Subsidy	AMI	Avg. SF	Rent
1 BR/1 BA	49	RAD Voucher	50%	695	\$564
1 BR/1 BA	5	-	Market	695	\$715
2 BR/2 BA	24	RAD Voucher	50%	890	\$659
2 BR/2 BA	3	-	Market	890	\$795
3 BR/2 BA	5	RAD Voucher	50%	1,064	\$830
3 BR/2 BA	3	SHA Voucher	60%	1,064	\$930
3 BR/2 BA	1	-	Market	1,064	\$955
Total	90			790	

Sources & Uses

Description	Total	Per Unit
LIHTC Equity	4,883,000	54,256
First Mortgage	4,539,000	50,433
NDG – Priority	750,000	8,333
NDG – Subordinate	1,800,000	20,000
SHA – Rental Housing Funds	541,000	6,011
SHA – Subordinate	200,000	2,222
SC Textile Credit Equity	1,611,000	17,900
NDC/City – Additional Contribution	318,000	3,533
Developer Equity (DDF)	508,000	5,644
Total Sources	15,150,000	168,333
Acquisition Costs	300,000	3,333
Hard Construction Costs	10,395,000	115,500
Soft Costs	3,970,000	44,111
Reserves	485,000	5,389
Total Uses	15,150,000	168,333



Timeline

Milestone	Date
Submitted Bond Application	October 2017
SC Housing Board Meeting	November 2017
HUD Concept Meeting	November 2017
SC Housing Board Approval	January 2018
HUD Firm Application Submission	February 2018
Initial Closing	June 2018
Construction Completion	September 2019
Lease-Up Complete	December 2019



Action Items & Resolution

2017-44

Recognition of Spelling Bee Winner

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



RESOLUTION NO. 2017-44
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

WHEREAS, Jamari Means, a resident of Camp Croft Courts Apartments, has won the South Carolina Youth Summit Spelling Bee; and

WHEREAS, Jamari Means, a 6th grader at Carver Middle School, out-spelled several 9th graders to win the state prize for a second time; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The City of Spartanburg Housing Authority, Spartanburg, South Carolina, under this resolution reaffirms and declares its recognition and acknowledgment of Jamari Means as the South Carolina Youth Summit Spelling Bee Champion.

Adopted this 24th day of October, 2017

RECORDING OFFICER'S CERTIFICATION

I, Charles White, the duly appointed Chairman of Board of the Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Spartanburg, held on October 24, 2017.

Charles White, Chairman

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-44
DATE ADOPTED: October 24, 2017



Action Items & Resolution

2017-45

Bad Debt Write-Off

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



October 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Fourth Quarter FY 2017 Bad Debt Write-offs
Resolution #2017-45**

RECOMMENDATION:

Approve write-off of uncollected accounts receivables from July 1, 2017 – September 30, 2017 in the amount of \$18,906.37.

CONTACT PERSON:

Angela Leopard
Director of Finance
864-598-6138

SUMMARY:

The amount presented for board approval for write-off for all properties for the period of July 1, 2017 – September 30, 2017 (fourth quarter FY 2017) is \$18,906.37 (please refer to the attached summary) compared to the same period in FY 2016 write offs were \$17,169.21 or \$957.16 less than in the fourth quarter this fiscal year.

BACKGROUND:

(Past due Rent Collection Process)

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

FINANCIAL CONSIDERATIONS:

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



POLICY CONSIDERATIONS:

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

Respectfully Submitted, _____
Angela Leopard, Director of Finance
The Housing Authority of the City of Spartanburg

		The Housing Authority of the City of Spartanburg		
		Bad Debt Write Off		
		July 1, 2017 - September 30, 2017		
	<u>Properties (AMP's)</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>Dollars</u>
		<u>4th QTR</u>	<u>4th QTR</u>	<u>Inc./ (Dec.)</u>
		<u>Amount</u>	<u>Amount</u>	
1	Camp Croft	\$ 768.98	\$ 3,793.03	\$ (3,024.05)
2	Archibald Village	\$ 738.00	\$ -	\$ 738.00
3	Archibald Rutledge	\$ 139.00	\$ -	\$ 139.00
4	Scattered Sites	\$ -	\$ -	\$ -
5	Prince Hall	\$ 5,030.33	\$ 4,733.10	\$ 297.23
6	Victoria Garden	\$ 11,450.06	\$ 8,386.94	\$ 3,063.12
7	Cambridge Place	\$ 780.00	\$ -	\$ -
8	Page Lake	\$ -	\$ -	
9	JC Bull	\$ -	\$ 53.00	\$ (53.00)
10	SLHC	\$ -	\$ 203.14	\$ (203.14)
11	Liberty	\$ -	\$ -	\$ -
12	Appian	\$ -	\$ -	\$ -
	Total	\$18,906.37	\$17,169.21	\$957.16

		The Housing Authority of the City of Spartanburg				
		Bad Debt Write Off Receipts				
		October 1, 2016 - September 30, 2017				
	<u>Properties (AMP's)</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2017</u>	
		<u>1st QTR</u>	<u>2nd QTR</u>	<u>3rd QTR</u>	<u>4th QTR</u>	
		<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	
1	Camp Croft	\$ 384.42	\$ 322.16	\$ -	\$ 20.00	
2	Archibald Village	\$ -	\$ -	\$ -	\$ -	
3	Archibald Rutledge	\$ -	\$ 243.05	\$ -	\$ -	
4	Scattered Sites	\$ -	\$ 202.71	\$ -	\$ -	
5	Tobias	\$ 520.84	\$ 2,340.47	\$ 158.34	\$ -	
6	Cammie Clagett	\$ 83.34	\$ 1,418.46	\$ 378.72	\$ -	
7	Prince Hall	\$ 764.40	\$ 7,607.31	\$ 335.53	\$ 292.00	
8	Watson	\$ -	\$ -	\$ -	\$ -	
9	Victoria Garden	\$ 120.00	\$ 2,933.67	\$ 592.23	\$ -	
10	Barksdale	\$ -	\$ 383.00	\$ -	\$ -	
11	Leland	\$ -	\$ -	\$ 39.00	\$ -	
12	Spruce	\$ -	\$ -	\$ -	\$ -	
13	JC Anderson	\$ -	\$ 162.57	\$ -	\$ -	
14	Cambridge Place	\$ -	\$ -	\$ 85.71	\$ -	
15	Page Lake	\$ -	\$ -	\$ -	\$ -	
16	JC Bull	\$ -	\$ -	\$ -	\$ -	
17	SLHC	\$ -	\$ -	\$ -	\$ -	
18	Liberty	\$ -	\$ 141.00	\$ -	\$ -	
19	Appian	\$ -	\$ -	\$ 145.57	\$ -	
	Total	\$1,873.00	\$15,754.40	\$1,735.10	\$312.00	

FY 2015- FY 2017 MASC BAD DEBT

Bad Debt Write Off

TOTAL FY 2015	TOTAL FY 2016	TOTAL FY 2017
<u>\$73,539</u>	<u>\$71,018.00</u>	<u>\$61,143.00</u>

Percentage Change	
FY 15- FY16	-4%
FY 16- FY 17	-16%
FY 15 - FY 17	-20%

Collection of Bad Debt Write Off

TOTAL FY 2015	TOTAL FY 2016	TOTAL FY 2017
<u>\$24,731</u>	<u>\$31,258.00</u>	<u>\$10,464.00</u>

Percentage Change	
FY 15- FY16	21%
FY 16- FY 17	-199%
FY 15 - FY 17	-136%



RESOLUTION NO. 2017-45

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

October 24, 2017

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

Staff recommends adoption of Resolution No. 2017-45, that the Board of Commissioners approve the write-offs of uncollected rents incurred by vacated tenants for the fourth quarter of Fiscal Year 2017 (July 1, 2017 – September 30, 2017) in the amount of \$18,906.37. No individual/family may be readmitted to any Federally Funded Program unit until such debt is paid.

Charles White, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-45

DATE ADOPTED: October 24, 2017



Action Items & Resolution

2017-43

Amendment

Board of Commissioners Meeting

Tuesday, October 24, 2017



October 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Amendment to Resolution 2017-43

CONTACT PERSON:

**Terril Bates
CEO
864-598-6010**

RECOMMENDATION:

Adopt an amendment to Resolution# 2017-43 to reflect a correction to verbiage, that Douglas-Schaumber is the fee developer to whom Victoria Gardens has been awarded. Amend the table in the resolution to reflect the scoring as follows:

Development Team	Evaluation Score
Douglas & Schaumber Development	416
NHP Foundation	393
Spartanburg Housing Partners	380
Hunt-Pennrose-Tapestry Developers	349
PIHRL-Buckeye Community HOPE Foundation	306
SE Clark and Associates	255
Community Preservation Partners	203
The Benoit Group	Withdrew

Respectfully submitted, _____
Terril Bates, CEO
The Housing Authority of the City of Spartanburg



RESOLUTION NO. 2017-43
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Spartanburg adopts an amendment to Resolution 2017-43 to reflect a correction in verbiage, that Douglas-Schaumber is the fee developer to whom Victoria Gardens has been awarded. Amend the table in the resolution to reflect the scoring.

Development Team	Evaluation Score
Douglas & Schaumber Development	416
NHP Foundation	393
Spartanburg Housing Partners	380
Hunt-Pennrose-Tapestry Developers	349
PIHRL-Buckeye Community HOPE Foundation	306
SE Clark and Associates	255
Community Preservation Partners	203
The Benoit Group	Withdrew

RECORDING OFFICER'S CERTIFICATION

I, Charles White, the duly appointed Chairman of The Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Spartanburg, held on October 24, 2017.

Charles White, Chairman

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-43
DATE ADOPTED: October 24, 2017



Action Items & Resolution

2017-47

Section 32 Homes

Board of Commissioners Meeting

Tuesday, October 24, 2017



October 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Resolution 2017-47
Section 32 Homes**

RECOMMENDATION:

Authorize the CEO to execute contracts for the sale of the following Sec 32 Homes:

370 Belcher Rd	\$60,000
531 Pleasant Breezes Way	\$54,000
414 Bellingham Dr	\$70,000
222 Edenbridge Ln	\$40,000

CONTACT PERSON:

**Terril Bates
CEO
864-598-6010**

SUMMARY:

SHA has a Section 32 program whereby public housing homes can be sold to low income individuals. These homes generally must be sold at the appraised price and the homes must be in good repair with major components having a useful life of at least five years from date of occupancy. The homes listed above are currently occupied by public housing residents who have expressed an interest in purchasing the homes. An appraisal has been completed. A home inspection has not been completed.

BACKGROUND:

The Spartanburg Housing Authority established a Section 32 Homeownership Program in 2003 when it was approved by both the SHA Board of Commissioner and HUD. In this program, 38 single family units were designated as eligible properties for sale to qualified buyers through this program. Even though the plan called for two phases in which to sell these homes, to date some remain unsold. In the years following 2003, SHA followed Phase One of their plan by offering these homes for sale to individuals in the six preference categories. The categories (in order of highest preference) are: The existing public



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housing residents occupying the home, other public housing residents occupying a Section 32 home, residents of other public housing neighborhoods, residents who receive a Housing Choice Voucher, applicants on both the public housing and HCV Waiting list, and finally, other low or moderate income persons provided they are eligible for admission to the public housing program. Again in 2013, all public housing residents, HCV recipients and those on both waiting lists received information about all the Section 32 homes that SHA has for sale. Despite those efforts, many homes remain unsold.

FINANCIAL CONSIDERATIONS:

The homes will be sold at the appraised value. The proceeds from the sale of these homes will remain in the Scattered Sites Property AMP (104-SCA). SHA will not sell the homes if substantial repairs are required.

POLICY CONSIDERATIONS:

A release of the declarations of trust will be requested from HUD. An appraisal has been conducted on the homes. Any income restrictions associated with the purchasers have been considered.

Respectfully Submitted, _____

Terril Bates, CEO

The Housing Authority of the City of Spartanburg



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

October 24, 2017

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

Staff recommends adoption of Resolution No. 2017-47, that the Board of Commissioners authorize the CEO to execute contracts for the sale of the following Sec 32 Homes:

370 Belcher Rd	\$60,000
531 Pleasant Breezes Way	\$54,000
414 Bellingham Dr	\$70,000
222 Edenbridge Ln	\$40,000

Charles White, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-47

DATE ADOPTED: October 24, 2017



Action Items & Resolution

2017-48

**Recognition of Molly Talbot-Metz,
Service as Board Chairperson**

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



RESOLUTION NO. 2017-48
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
October 24, 2017

WHEREAS, Molly Talbot-Metz was appointed to serve as Chairperson of The Housing Authority of the City of Spartanburg Board of Commissioners on September 20, 2016; and

WHEREAS, Molly Talbot-Metz dutifully served The Housing Authority of the City of Spartanburg, providing sound leadership to provide fiscal responsibility and valuable insight as its Chairperson from October 1, 2016 through September 30, 2017; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Spartanburg, Spartanburg, South Carolina, under this resolution reaffirms and declares its recognition and acknowledgment of the service and support provided by Molly Talbot-Metz as Board Chairperson, of the Housing Authority of the City of Spartanburg, Board of Commissioners.

Adopted this 24th day of October, 2017

RECORDING OFFICER'S CERTIFICATION

I, Charles White, the duly appointed Chairman of The Housing Authority of the City of Spartanburg, do hereby certify that this resolution was properly adopted at a regular meeting of The Housing Authority of the City of Spartanburg, held on October 24, 2017.

Charles White, Chairman

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2017-48
DATE ADOPTED: October 24, 2017



Action Items & Resolution 2017-49

Amendment to By-Laws

**Board of Commissioners Meeting
Tuesday, October 24, 2017**



October 24, 2017

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Amendment to the By-Laws of the Housing Authority of the City of Spartanburg
Resolution 2017-49**

RECOMMENDATION:

Authorize the amendment and adoption of the revised By-Laws of the Housing Authority of the City of Spartanburg.

CONTACT PERSON:

Charles White
Chairman
864-598-6010

SUMMARY:

SHA Board of Commissioners has determined that Roles and Responsibilities of the Commissioners of the Housing Authority of the City of Spartanburg should be included in the By-Laws governing the Board of Commissioners.

These revisions are intended to provide guidance to the Board of Commissioners:

Roles and Responsibilities of Commissioners of the SHA

1. Prudent use of assets

This includes fiscal resources, facilities, and people. Oversight of all activities but not day to day management.

2. Ensure compliance with all applicable laws, regulations and acts

Be knowledgeable of HUD requirements, agency standards, and personnel policies and practices. Be knowledgeable of By-Laws governing the Board of Commissioners.

3. Advocate for the mission of the SHA

Be knowledgeable of the mission, goals and activities of the SHA. Represent the agency in the community. Commissioners are a primary link between the agency and the public.

4. Actively engage in board meetings and agency events

Attend and actively engage in all board meetings. Read the newsletters for relevant topics. Review the agenda and board minutes prior to the meetings. Engage with colleagues, management and staff to cultivate team relationships. Support agency activities and events.



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5. Support and evaluate the performance of the Executive Director

Respond in a timely manner to requests from the Director. Provide moral and substantive support. Be respectful of the Director's time and responsibilities. Provide regular and constructive feedback. Support the annual performance review process.

FINANCIAL CONSIDERATIONS:

None

POLICY CONSIDERATIONS:

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

Respectfully Submitted, _____

Terril Bates, CEO

The Housing Authority of the City of Spartanburg



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

October 24, 2017

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

Authorizes the amendment and adoption of Resolution No. 2017-49 to revise the By-Laws of the Housing Authority of the City of Spartanburg to include:

Roles and Responsibilities of Commissioners of the SHA

1. Prudent use of assets

This includes fiscal resources, facilities, and people. Oversight of all activities but not day to day management.

2. Ensure compliance with all applicable laws, regulations and acts

Be knowledgeable of HUD requirements, agency standards, and personnel policies and practices. Be knowledgeable of By-Laws governing the Board of Commissioners.

3. Advocate for the mission of the SHA

Be knowledgeable of the mission, goals and activities of the SHA. Represent the agency in the community. Commissioners are a primary link between the agency and the public.

4. Actively engage in board meetings and agency events

Attend and actively engage in all board meetings. Read the newsletters for relevant topics. Review the agenda and board minutes prior to the meetings. Engage with colleagues, management and staff to cultivate team relationships. Support agency activities and events.

5. Support and evaluate the performance of the Executive Director

Respond in a timely manner to requests from the Director. Provide moral and substantive support. Be respectful of the Director's time and responsibilities.



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Provide regular and constructive feedback. Support the annual performance review process.

Charles White, Chairman

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2017-49

DATE ADOPTED: October 24, 2017



Information Item:

McNair Agreement

Ms. Terril Bates

Board of Commissioners Meeting

Tuesday, October 24, 2017

September 25, 2017

Reginald M. Gay

rgay@mcnair.net
T 864.271.4940
F 864.271.4015

Terril Bates
Executive Director
Housing Authority of the City of Spartanburg
2271 S. Pine Street
Spartanburg, SC 29302

Re: The Housing Authority of the City of Spartanburg

Dear Terril:

Pursuant to your letter dated September 21, 2017, please allow this to affirm the termination of the contract which was executed in response to RFP 5 2016-2. Neither party will have any further obligations under the contract. You are always welcome to contact us on an as-needed basis.

It was a pleasure working with you, and we wish the Spartanburg Housing Authority much success.

With kind regards, I remain

Very truly yours,

McNAIR LAW FIRM, P.A.



Reginald M. Gay

RMG:ace

cc: Adam R. Artigliere
Jim Denning
Michael W. Burns

McNAIR LAW FIRM, P.A.
Poinsett Plaza, Suite 700
104 South Main Street
Greenville, SC 29601

Mailing Address
Post Office Box 447
Greenville, SC 29602

mcnair.net



Information Item:

YB Grant Memo


Ms. Terril Bates

Board of Commissioners Meeting

Tuesday, October 24, 2017



MEMO

To: YouthBuild Staff
From: T. Bates 
Re: 2018 Grant
Date: October 5, 2017

Staff:

The SHA received notification from the Department of Labor that our application for a 2018 grant renewal was not approved. We requested and received a review of the application. Attached please find a statement from the grant writer, Douglas Kissell. There are many small technical issues that could be corrected and resubmitted. The biggest factor is the graduation rate. In order to be eligible for this grant, the area graduation rate has to be at or below 80.99%. For many years this has been the case in the districts which we are permitted by the grant to serve. Spartanburg School District Seven has done an amazing job of improving this, with an official graduation rate of 87.3%. This is certainly a plus for the Spartanburg community, but a negative for the application.

Both Case Manager positions have been funded through April 2019, in a modification recently submitted to Department of Labor. There may be reductions in the Coordinator position in order to ensure that we may retain both case managers through the end of the grant follow up period.

We will meet during the month of November to discuss this as well as the overall grant progress. Thank you for your commitment to the youth served in this program.



2271 S Pine Street, Spartanburg SC 29302
PHONE: 864.598.6010



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



SPARTANBURG YOUTHBUILD WEAKNESSES.

Please understand that this is one of the most complex packages required by the U.S. Department of Labor and there is a lot of documentation beyond the narrative.

On the other hand, if all documentation is provided and clearly labelled, then this issue can be corrected in 2018.

First, I observe that a number of these items are duplicates.

Second, a number of these regarding the source material can be easily corrected by using the actual U.S. Census tract figures and not the census tract figures summary and analysis I used that I received from SHA. They cannot argue with the actual U.S. Census Tract Figures.

Third, I believe that the letters and MOUs have to be more detailed about the specific of what they are providing and must match those partners named in the narrative. Partners should be solicited well in advance or existing letters upgraded.

Fourth, SHA lost six points because of the high graduation rate. Perhaps there is some kind of way that the SCD can identify the graduation rate of those living in your designated neighborhoods. There was no error here, just too high of a rate to get any points.

Fifth, every document provided that is not just a letter of support or MOU has to be labeled as an Attachment. Attachment 1 A was there, but not labeled as such.

Sixth, a Construction Training Plan was included and so labelled. They say they did not see one. Not sure how to correct this one.

Here are my specific responses to their concerns:

1. The Applicant did not provide Attachment 1D, providing a detailed description of the roles and responsibilities and the specific construction training activities the youth will undertake at each individual work site, as required by the FOA. (See FOA, Page 49.)

I agree. I cannot find this attachment created at all. Why not? I cannot recall, but it can be corrected. I did create and submit an extensive construction training plan and they may want 1D as well.

2. The Applicant did not provide Attachment 1A of ETA-9143, as required by the FOA. (See FOA, Page 49.)

There was a worksite description and use letter from the city provided, but it was not labeled Attachment 1 A and they may not have found it or realized what it was. In future applications, every item has to be labeled and then attached with the Form 9143. Could be due to lack of time to submit, this was not done as letters came in at the last minute in some cases.

3. The applicant does not provide strong evidence of their ability to administer the program and meet expected outcomes. (See Application, Page 24, Organization.)

There is no such category as Organization on page 24 and I think the entire design and organizational staffing speaks to the ability to administer the program and meet expected outcomes. Did you meet outcomes for the prior year? If so, they have those records. If not, they have those as well. If you can find this category on Page 24, let me know where.

4. **No letters of commitment from the partners identified in the narrative.**

It is possible that the narrative was not updated to reflect new letters of commitment received or there were no letters of commitment from some of the partners identified in the narrative. Here are the partners identified in the narrative. I think we had letters but perhaps as noted above, they wanted more details of what the partners would provide for the program.

YouthBuild USA, Spartanburg Public Schools, Wofford College, Univ. S. Car.	Curriculum design and refinement to meet employer needs; donation of materials and training and supervision time; appropriate preparation curriculum for additional education, apprenticeships, Job Corps, employees. Committed to Providing ON The Job Training Placements in this construction project.
M B Kahn, contracted to build two schools in the Spartanburg area. Multi -million dollar contracts throughout South Carolina	
Spartanburg School District 7 Adult Ed Forrester Center	GED prep., high school completion; assessment, instruction, testing, life skills courses Substance abuse education prevention and treatment
City of Spartanburg	Lots, Construction funding, use of Recreation Center, Funding for Boots
Spartanburg Housing Authority	Provides services of licensed general contractor staff in facilitating special sessions. Information regarding assisted housing provided. Provides vehicles. Provides executive level oversight.
ReGenesis Health Care	Health promotion strategies; access to affordable health care, and disease prevention services.
Upstate Workforce Investment Board	Career planning development and job placement; access to labor market information. Advanced job training programs.
Spartanburg Community College and University of South Carolina Upstate	OSHA Safety Training; Further educational opportunities; assistance in post-secondary education, exploration, and enrollment
ACHIEVE of the University of South Carolina Upstate and Piedmont Community Actions, Inc.	Pre-screen, basic skills classes, GED preparation, employability training, Work Keys assessment, leadership development and referral to Spartanburg YouthBuild Program for advanced, specific skills train.
Northside Development Group Corporation Spartanburg One Stop Career Center and University of S.C. - Upstate Halsey Street Spartanburg Regional Hospital S.C. Dept. of Rehabilitative Services Spartanburg County Solicitor's Office Spartanburg County Adult Ed	Lots, construction funding, training, apprenticeships Job search opportunities, career services, job readiness training. Guest Facilitators for Solar Project Job placement services for construction of new hospital Case mgmt. & support services to disabled participants Behavioral supervision to participants on probation. GED

In the future, letters need to come in earlier and also, they must specify the role of the partner, not be just general support letters.

5. The Applicant provided an average graduation rate of 87.3%, which is above the required 80.99%. (See Application, Page 1, Graduation Rate.)

True. I used what statistics were given me and do see that the graduation rate did increase. As I stated, perhaps there would be ways to partition these rates to reduce them. Points were assigned based upon the graduation rate. NO rate was too high, but no points were given for rates about 81%. This cost 6 points. This would be an important issue to address in 2018 because the loss of 6 points is significant.

6. The Applicant did not provide a printout (source documentation) to support the poverty rate.

I disagree. Source documentation for every statistic was provided. It was in the material you sent me and that I sent them on deep poverty and poverty rates by census tracts in Spartanburg. Perhaps they did not see this file, but it was there.

In 2018 we must provide copies of U.S. Census tract data, not summaries of that data.

7. The Applicant did not provide a printout (source documentation) to support the unemployment rate.

I disagree. See the above.

8. The applicant failed to provide a source document to correspond with the youth Poverty Rate of 27.2% noted on Page 1 of Proposal Narrative. (See FOA, Page 23, Poverty Rate.)

I disagree. See the above.

9. The applicant failed to provide a source document to correspond with the youth Unemployment Rate of 16.1% noted on Page 1 of Proposal Narrative. (See FOA, Pages 22-23, Poverty Rate.)

I disagree. See the above. These rates all were calculated based upon the stats you sent to me.

10. The applicant failed to provide a letter of commitment from each partner that clearly specifies their role, as well as their resources contributed to the project. (See FOA, Page 51, Number 5 Partners, 3rd Bullet.)

Same comment as before. We must specify the roles in the project and the resources contributed by each partner not just a general support letter.

11. The applicant failed to provide a description of the roles and responsibilities and the specific construction training activities the youth would undertake at each individual work site. (See FOA, Pages 36-37, Requested Attachments, Item F Construction Training Plan.)

I disagree. A construction training plan was included in the attachments that include the above and it was labelled as Construction Training Plan.

12. The applicant failed to provide Attachment 1A for any of the proposed work sites. (See FOA, Page 49, Work Site Qualifications, 2nd Bullet.)

I disagree, but since ours was not labeled as Attachment 1 A, they might have missed it.

13. The applicant failed to provide a source document to correspond with the youth Graduation Rate of 87.3% noted on Page 1 of Proposal Narrative. (See FOA, Page 23, Graduation Rate.)

I disagree as that rate had to come from the source document that you sent me and that I attached. I did not make it up and certainly would not create such a high rate.

14. The applicant did not provide American Community Survey documentation to verify its stated poverty rate, as required by the FOA. (See: Statement of Need, p. 1; and Attachment: STATS YB GRANT)

We did provide such documentation but from a secondary source. Next time, the actual census pages must be copied and printed.

15. The applicant did not provide source documentation to verify its stated graduation rate, as required by the FOA. (See Statement of Need, p. 1; and Attachment: STATS YB GRANT)

Same issue. Need something directly from the Spartanburg School District.

16. The applicant did not provide ETA-9143 Attachment A for any of its proposed worksites, as required by the FOA.

As above, I disagree, but since the city's letter was not labelled, they may not have associated it with this form.

17. The applicant did not provide information with which to determine the strength of their fiscal and administrative controls to manage Federal funds. (See Narrative, pp. 1-25)

I provided the audit material that you sent me. You are doing this already and have done so in the past. One reviewer probably did not see this file?

18. The applicant did not provide a letter of commitment from each of the partners described in their narrative. (See Project Design: Partners, pp. 18-20)

Again, you need to check to see that the letters received match the partners named.

19. The applicant did not provide sufficient detail to determine the strength of their approach for ensuring ongoing communication with, and feedback from, employers in order to meet their needs. (See Narrative, pp. 1-25)

I will have to examine this to determine whether more can be said here.

20. The applicant did not provide American Community Survey documentation to verify its stated unemployment rate, as required by the FOA. (See: Statement of Need, p. 1; and Attachment: STATS YB GRANT)

I disagree. But in the future, we have to provide the census tract data from the US Census, not secondary data sources showing the same data.

21. The applicant did not include the specific training activities participants will undertake at each worksite on ETA-9143 Attachment 1D, as required by the FOA. (See Attachments: NDG MOU and City of Spartanburg MOU)

I agree. I could not find Attachment 1 D as previously stated. This can be easily corrected.

22. The applicant did not provide sufficient detail to evaluate the quality of their plan to use project-based or problem-based learning strategies to support contextual learning. (See Project Design: Education & Occupational Skills Training, pp. 4-15)

Given the limit of 25 pages, it is often not possible to go into the detail desired by a reviewer on a given topic. I can visit this area and see if more can be said. Contextual learning theory and practice can be an extensive topic.

Douglas J. Kissel



Monthly Reports:

CEO

Terril Bates

Board of Commissioners Meeting

Tuesday, October 24, 2017



October 24, 2017

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

HONORABLE MEMBERS IN SESSION:

**SUBJECT:
CEO REPORT FOR THE MONTH OF SEPTEMBER 2017**

CONTACT PERSON:

Terril Bates
CEO
864-598-6010

OVERVIEW:

This report provides an update of activities of the CEO during the month of September. Preparation of the 2018 budget received considerable attention this month. I engaged in ongoing reviews of HUD and industry materials to gain insight as to our potential funding position. A review of the 2018 budget was provided to the Board of Commissioners at A Lunch and Learn on September 6, 2017.

There were numerous conversations with the HUD Field Office, involving the release of declarations of trust for YouthBuild, and for a Homeownership request. Additionally a sole source request for General Counsel Services was sent to HUD. HUD has communicated regarding the need to comply with board training. A modification to the YouthBuild grant was submitted to the Department of Labor. A meeting was conducted with a potential vendor for the YB Construction Supervisor RFP.

Interviews with fee developers occurred on September 20th and 21st. Ongoing meetings have been scheduled with the selected developers. Meetings with the RAD Community Committee as well as with board members and staff have also been arranged.

The Resident Services Department hosted housing authorities from various parts of South Carolina at a Senior Fall Fling on September 5th. Approximately 250 attendees were greeted by Mayor Junie White. SHA received several very complimentary communications regarding the event. Other Resident Services programs that I am directly managing are a coat drive with WSPA, tickets to a Clemson game for ten boys, tickets to the Nutcracker for 20 girls, Halloween costume donations by BMW employees, Comedy, Cuisine and Culture scheduled for November 1st and preparations for the RAD Community Committee meeting, scheduled for October 12th. SHA received a private donation of \$2000 to support the activities for children.

Funding for the Public Housing Homeownership grant has ended. I have assumed these responsibilities as there is not staff to whom these duties can be assigned.



Special meetings this month included an Economic Impact Breakfast, hosted by the Chapman Cultural Center, the United Way Corporate and the Community Leaders Breakfast. I have had numerous meetings with Wofford and have been invited to various classes to share information about the housing authority. We have three MOU's in draft with Wofford to provide various services to our communities. I met with Legal Services on September 8th regarding an FSS (Family Self Sufficiency) matter. A meeting with Page Stephenson of United Way was conducted on September 3rd. SHA contributed \$5,000 toward a Community Navigator which will serve Prince Hall. The City of Spartanburg and the United Way are funding this position as well. A UW Community Impact Committee meeting was held on September 14th as was the SHA All Staff meeting. I presented to the Citizens Academy at City Hall on September 13th. On September 19th I was a guest of the Piedmont Club Women's Legislative group. The Spartanburg Academic Movement board meeting was held on September 20th. A meeting was held with Sue Schneider and her staff on September 27th to discuss RAD. Spartanburg District 7 held a special event at Macedonia Church, featuring the authors of Charleston on September 28th.

A meet and greet was prepared for the Board of Commissioners and staff on September 26th. I had meetings with several Commissioners during the month to discuss a range of topics.

Recurring meetings included the United Way Financial Stability Task Force, the NDG monthly meeting, the monthly meeting with Ed Memmott and Bill Barnet, the weekly call with the development team for the units in the Northside and HUD. There are senior staff meetings monthly and individual senior staff meetings on a weekly basis. I also conducted one-on-one meetings with several Resident Services staff who are now my direct reports.

Upcoming events include the Purpose Build Community conference and the NAHRO conference both in October. A project to have direct communications with second graders via a post card, with an incentive supported by District 7 and the possibility of high school students assigned to help our children improve in reading, are projects scheduled in October.

Respectfully Submitted, _____
Terril Bates, CEO
The Housing Authority of the City of Spartanburg



Monthly Reports:

FINANCE

Angela Leopard/Joe Calicdan

Board of Commissioners Meeting

Tuesday, October 24, 2017

**THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

September 30, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
362000-000	Management Fee Income	70,194.56	65,266.00	4,928.56	7.55	837,269.02	802,717.00	34,552.02	4.30
362001-000	Bookkeeping fee income	22,567.50	22,234.00	333.50	1.50	264,997.50	264,849.00	148.50	0.06
365000-000	Miscellaneous Other Income	22,274.00	53,043.00	(30,769.00)	-58.01	413,500.01	517,709.00	(104,208.99)	-20.13
369900-000	TOTAL OTHER INCOME	115,036.06	140,543.00	(25,506.94)	-18.15	1,515,766.53	1,585,275.00	(69,508.47)	-4.38
399900-000	TOTAL INCOME	115,036.06	140,543.00	(25,506.94)	-18.15	1,515,766.53	1,585,275.00	(69,508.47)	-4.38
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	91,498.58	56,097.00	(35,401.58)	-63.11	548,579.47	573,828.00	25,248.53	4.40
411002-000	Administrative Overtime	887.67	250.00	(637.67)	-255.07	6,994.57	2,828.00	(4,166.57)	-147.33
411003-000	Administrative: Employer FICA/SUI	6,811.26	5,070.00	(1,741.26)	-34.34	57,053.34	53,896.00	(3,157.34)	-5.86
411004-000	Administrative: Employee Benefits	6,411.43	9,882.00	3,470.57	35.12	137,583.27	125,216.00	(12,367.27)	-9.88
411005-000	Administrative: Retirees Medical ER share	3,001.76	3,108.00	106.24	3.42	39,180.92	37,000.00	(2,180.92)	-5.89
411006-000	Administrative: Emp Incentive	175.08	1,829.00	1,653.92	90.43	6,774.02	15,000.00	8,225.98	54.84
411099-000	Total Administrative Salaries	108,785.78	76,236.00	(32,549.78)	-42.70	796,165.59	807,768.00	11,602.41	1.44
413000-000	Legal Expense								
413001-000	Legal Expense	2,777.50	-	(2,777.50)	N/A	2,777.50	-	(2,777.50)	N/A
413003-000	Credit Reports	-	25.00	25.00	100.00	119.00	319.00	200.00	62.70
413100-000	Total Credit and Legal Expense	2,777.50	25.00	(2,752.50)	-11,010.00	2,896.50	319.00	(2,577.50)	-807.99
413900-000	Other Admin Expenses								
414000-000	Staff Training	122.98	44.00	(78.98)	-179.50	167.98	397.00	229.02	57.69
415000-000	Travel	1,299.52	75.00	(1,224.52)	-1,632.69	1,299.52	600.00	(699.52)	-116.59
417100-000	Auditing Fees	-	872.00	872.00	100.00	7,472.00	7,626.00	154.00	2.02
418000-000	Office Rent	8,319.38	8,340.00	20.62	0.25	99,413.17	99,344.00	(69.17)	-0.07
418900-000	Total Other Admin Expenses	9,741.88	9,331.00	(410.88)	-4.40	108,352.67	107,967.00	(385.67)	-0.36
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	663.30	187.00	(476.30)	-254.71	16,435.20	7,161.00	(9,274.20)	-129.51
419003-000	Printing	557.30	63.00	(494.30)	-784.60	5,308.02	1,598.00	(3,710.02)	-232.17
419004-000	Telephone	2,553.30	2,826.00	272.70	9.65	26,829.68	32,758.00	5,928.32	18.10
419005-000	Postage	1,544.72	500.00	(1,044.72)	-208.94	14,171.35	9,653.00	(4,518.35)	-46.81
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,207.11	-	(1,207.11)	N/A
419008-000	Subscriptions and Fees	150.00	-	(150.00)	N/A	11,157.88	6,595.00	(4,562.88)	-69.19

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM

Actual to Budget Variance Comparison

September 30, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419009-000	Sundry Miscellaneous	899.46	81.00	(818.46)	-1,010.44	11,447.13	16,209.00	4,761.87	29.38
419010-000	Newspaper ADS (Advertising)	108.33	63.00	(45.33)	-71.95	1,315.84	869.00	(446.84)	-51.42
419011-000	Sundry Service Contracts	4,865.23	3,148.00	(1,717.23)	-54.55	46,511.84	37,611.00	(8,900.84)	-23.67
419012-000	Software	505.36	-	(505.36)	N/A	2,984.32	669.00	(2,315.32)	-346.09
419017-000	Temporary Administrative Labor	-	500.00	500.00	100.00	32,572.18	30,109.00	(2,463.18)	-8.18
419018-000	False Alarms	-	-	-	N/A	50.00	-	(50.00)	N/A
419020-000	Bank Fees	-	81.00	81.00	100.00	433.21	743.00	309.79	41.69
419021-000	Discretionary	-	63.00	63.00	100.00	163.81	504.00	340.19	67.50
419022-000	Other Misc Admin Expenses	240.00	201.00	(39.00)	-19.40	6,249.02	6,414.00	164.98	2.57
419100-000	Total Miscellaneous Admin Expenses	12,087.00	7,713.00	(4,374.00)	-56.71	176,836.59	150,893.00	(25,943.59)	-17.19
419900-000	TOTAL ADMINISTRATIVE EXPENSES	133,392.16	93,305.00	(40,087.16)	-42.96	1,084,251.35	1,066,947.00	(17,304.35)	-1.62
430000-000	UTILITIES								
431000-000	Water	110.68	125.00	14.32	11.46	1,507.47	1,306.00	(201.47)	-15.43
432000-000	Electricity	1,243.66	2,750.00	1,506.34	54.78	17,548.76	27,018.00	9,469.24	35.05
433000-000	Gas	54.41	125.00	70.59	56.47	3,289.74	1,789.00	(1,500.74)	-83.89
439000-000	Sewer	77.02	188.00	110.98	59.03	294.17	1,699.00	1,404.83	82.69
439900-000	TOTAL UTILITY EXPENSES	1,485.77	3,188.00	1,702.23	53.39	22,640.14	31,812.00	9,171.86	28.83
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441004-000	Temp Maintenance Labor	-	-	-	N/A	949.20	-	(949.20)	N/A
441100-000	Maintenace Uniforms	-	-	-	N/A	99.60	-	(99.60)	N/A
441200-000	Vehicle Repair	1,713.37	1,158.00	(555.37)	-47.96	20,022.00	16,494.00	(3,528.00)	-21.39
441210-000	Equipment Repair	-	375.00	375.00	100.00	1,758.26	3,000.00	1,241.74	41.39
441300-000	Gasoline Purchases	754.12	788.00	33.88	4.30	8,496.60	8,547.00	50.40	0.59
441900-000	Total General Maint Expense	2,467.49	2,321.00	(146.49)	-6.31	31,325.66	28,041.00	(3,284.66)	-11.71
442000-000	Materials								
442006-000	Janitorial Supplies	614.30	-	(614.30)	N/A	1,687.73	-	(1,687.73)	N/A
442010-000	Maintenance Materials	612.17	563.00	(49.17)	-8.73	5,538.51	7,142.00	1,603.49	22.45
442011-000	Work Supplies/Safety/Materials	-	38.00	38.00	100.00	452.64	157.00	(295.64)	-188.31
442900-000	Total Materials	1,226.47	601.00	(625.47)	-104.07	7,678.88	7,299.00	(379.88)	-5.20
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	55.00	-	(55.00)	N/A	807.75	-	(807.75)	N/A
443002-000	Extermination Contract	175.00	-	(175.00)	N/A	175.00	-	(175.00)	N/A
443007-000	Disposal Contract	191.94	85.00	(106.94)	-125.81	2,257.18	1,175.00	(1,082.18)	-92.10

**THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM**

Actual to Budget Variance Comparison

September 30, 2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443009-000	Landscaping-Contract	3,318.75	2,033.00	(1,285.75)	-63.24	19,895.19	21,044.00	1,148.81	5.46
443013-000	Contract: Uniform Rental	67.25	73.00	5.75	7.88	354.93	723.00	368.07	50.91
443015-000	Janitorial-Contract	720.00	1,200.00	480.00	40.00	8,960.00	12,320.00	3,360.00	27.27
443019-000	Miscellaneous Contracts	-	125.00	125.00	100.00	4,653.78	4,103.00	(550.78)	-13.42
443023-000	Con:Consultant/Mentoring	11,312.75	12,561.00	1,248.25	9.94	157,262.58	176,003.00	18,740.42	10.65
443099-000	Maintenance Misc-Contracts	112.24	125.00	12.76	10.21	3,872.79	3,330.00	(542.79)	-16.30
443900-000	Total Contract Costs	15,952.93	16,202.00	249.07	1.54	198,239.20	218,698.00	20,458.80	9.35
449900-000	TOTAL MAINTENACE EXPENSES	19,646.89	19,124.00	(522.89)	-2.73	237,243.74	254,038.00	16,794.26	6.61
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	3,597.03	3,806.00	208.97	5.49	43,486.73	45,716.00	2,229.27	4.88
451100-000	Property Tax	-	-	-	N/A	22,452.35	22,452.00	(0.35)	0.00
452100-000	Workers Comp Insurance	1,999.58	3,318.00	1,318.42	39.74	17,434.34	30,548.00	13,113.66	42.93
453010-000	SHA-Board/Commissioner exp	152.18	1,250.00	1,097.82	87.83	3,641.50	10,844.00	7,202.50	66.42
459900-000	TOTAL GENERAL EXPENSES	5,748.79	8,374.00	2,625.21	31.35	87,014.92	109,560.00	22,545.08	20.58
	TOTAL OPERATING EXPENSES	160,273.61	123,991.00	(36,282.61)	-29.26%	1,431,150.15	1,462,357.00	31,206.85	2.13%
500000-000	NON-OPERATING ITEMS								
523000-000	Gain/Loss on Sale of Fixed Assets	301.87	-	(301.87)	N/A	(4,025.00)	-	4,025.00	N/A
523407-000	Donation (NET) -Fatherhood	-	-	-	N/A	30.62	-	30.62	N/A
523415-000	Electrical Upgrade Pine site bldg	(8,736.57)	-	8,736.57	N/A	3,137.57	-	(3,137.57)	N/A
523416-000	Donation-Fund Fall Fling	(2,840.00)	-	2,840.00	N/A	(3,365.00)	-	3,365.00	N/A
523417-000	Fund Day/Fall Fling Expense	1,995.00	-	(1,995.00)	N/A	(359.00)	-	359.00	N/A
523420-000	Donation-Father's Day Fund	-	-	-	N/A	664.88	-	(664.88)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(9,279.70)	-	9,279.70	N/A	(3,977.17)	-	3,977.17	N/A
900000-000	NET INCOME	(35,957.85)	16,552.00	(52,509.85)	-317.24%	88,593.55	122,918.00	(34,324.45)	-27.92%
	PROOF								
	COCC	(49,031.01)				(110,970.09)			
	Landscape	13,073.16				199,563.64			
		(35,957.85)				88,593.55			
		-	CHECK			-	CHECK		

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	141,462.84	135,893.00	5,569.84	4.10	1,731,585.51	1,650,318.00	81,267.51	4.92
311500-000	Less: Prepaid Rents	-	-	-	N/A	(118.62)	-	(118.62)	N/A
311900-000	Total Rental Income	141,462.84	135,893.00	5,569.84	4.10	1,731,466.89	1,650,318.00	81,148.89	4.92
312000-000	Other Tenant Income								
312003-000	Damages	2,931.43	1,851.00	1,080.43	58.37	28,630.33	23,724.00	4,906.33	20.68
312004-000	Late Charges	1,280.00	1,196.00	84.00	7.02	16,131.50	15,255.00	876.50	5.75
312005-000	Legal Fees - Tenant	370.00	651.00	(281.00)	-43.16	10,800.00	8,748.00	2,052.00	23.46
312006-000	NSF Charges	50.00	19.00	31.00	163.16	1,335.00	587.00	748.00	127.43
312007-000	Tenant Owed Utilities - Excess	5,759.77	6,764.00	(1,004.23)	-14.85	71,774.34	80,844.00	(9,069.66)	-11.22
312009-000	Misc.Tenant Income	578.78	69.00	509.78	738.81	5,652.27	2,760.00	2,892.27	104.79
312010-000	Maintenance Charges	7.50	-	7.50	N/A	321.14	-	321.14	N/A
312900-000	Total Other Tenant Income	10,977.48	10,550.00	427.48	4.05	134,644.58	131,918.00	2,726.58	2.07
319900-000	NET TENANT INCOME	152,440.32	146,443.00	5,997.32	4.10	1,866,111.47	1,782,236.00	83,875.47	4.71
340000-000	GRANT INCOME								
340100-000	HUD PH Subsidy	188,672.00	125,147.00	63,525.00	50.76	2,425,031.00	1,619,879.00	805,152.00	49.70
340111-000	Pet Fee Income	130.00	-	130.00	N/A	1,455.00	512.00	943.00	184.18
341001-000	Section 8 HAP Earned	891,188.00	995,820.00	(104,632.00)	-10.51	10,538,746.00	10,913,444.00	(374,698.00)	-3.43
341002-000	Sec 8 Admin. Fee Inc-HCV	113,603.00	106,669.00	6,934.00	6.50	1,173,294.00	1,171,953.00	1,341.00	0.11
341004-000	Section 8 Port-In Admin Fees	396.74	-	396.74	N/A	556.45	(750.00)	1,306.45	174.19
341006-000	Port In HAP Earned	(6,562.00)	-	(6,562.00)	N/A	-	(6,782.00)	6,782.00	100.00
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	13,703.00	-	0.00	125,510.00	164,436.00	(38,926.00)	-23.67
341011-000	Mod Rehab- HAP EARNED	121,941.00	103,612.00	18,329.00	17.69	1,082,100.00	1,305,380.00	(223,280.00)	-17.10
341500-000	Other Govt and Private Grants	52,424.00	50,691.00	1,733.00	3.42	612,225.00	608,291.00	3,934.00	0.65
349900-000	TOTAL GRANT INCOME	1,375,495.74	1,395,642.00	(20,146.26)	-1.44	15,958,917.45	15,776,363.00	182,554.45	1.16
360000-000	OTHER INCOME								
362000-000	Management Fee Income	70,194.56	65,266.00	4,928.56	7.55	837,269.02	802,717.00	34,552.02	4.30
362001-000	Bookkeeping fee income	22,567.50	22,234.00	333.50	1.50	264,997.50	264,849.00	148.50	0.06
364000-000	Fraud Recovery Income-Admin	-	750.00	(750.00)	-100.00	9,955.35	10,287.00	(331.65)	-3.22
364001-000	Fraud Recovery - HAP	1,640.68	1,072.00	568.68	53.05	11,596.01	12,863.00	(1,266.99)	-9.85
364002-000	TBRA -HAP Earned	2,953.00	-	2,953.00	N/A	10,151.70	-	10,151.70	N/A
365000-000	Miscellaneous Other Income	22,671.85	54,293.00	(31,621.15)	-58.24	483,716.91	553,057.00	(69,340.09)	-12.54
365002-000	Bad Debt Recovery	89.00	500.00	(411.00)	-82.20	20,122.00	9,063.00	11,059.00	122.02
369900-000	TOTAL OTHER INCOME	120,116.59	144,115.00	(23,998.41)	-16.65	1,637,808.49	1,652,836.00	(15,027.51)	-0.91
399900-000	TOTAL INCOME	1,648,052.65	1,686,200.00	(38,147.35)	-2.26	19,462,837.41	19,211,435.00	251,402.41	1.31
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	224,106.68	141,464.00	(82,642.68)	-58.42	1,546,502.25	1,513,743.00	(32,759.25)	-2.16

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
411002-000	Administrative Overtime	4,051.84	1,077.00	(2,974.84)	-276.22	30,310.69	14,198.00	(16,112.69)	-113.49
411003-000	Administrative: Employer FICA/SUI	18,498.70	14,665.00	(3,833.70)	-26.14	144,461.17	152,372.00	7,910.83	5.19
411004-000	Administrative: Employee Benefits	33,419.96	31,418.00	(2,001.96)	-6.37	386,871.75	368,045.00	(18,826.75)	-5.12
411005-000	Administrative: Retirees Medical ER share	3,001.76	3,108.00	106.24	3.42	39,180.92	37,000.00	(2,180.92)	-5.89
411006-000	Administrative: Emp Incentive	736.08	1,892.00	1,155.92	61.10	10,550.36	16,065.00	5,514.64	34.33
411099-000	Total Administrative Salaries	283,815.02	193,624.00	(90,191.02)	-46.58	2,157,877.14	2,101,423.00	(56,454.14)	-2.69
413000-000	Legal Expense								
413001-000	Legal Expense	10,223.11	-	(10,223.11)	N/A	15,816.11	335.00	(15,481.11)	-4,621.23
413002-000	Yardi Screening Background Checks	63.00	-	(63.00)	N/A	1,918.00	-	(1,918.00)	N/A
413003-000	Credit Reports	655.50	376.00	(279.50)	-74.34	9,044.00	4,364.00	(4,680.00)	-107.24
413100-000	Total Credit and Legal Expense	10,941.61	376.00	(10,565.61)	-2,810.00	26,778.11	4,699.00	(22,079.11)	-469.87
413900-000	Other Admin Expenses								
414000-000	Staff Training	247.94	527.00	279.06	52.95	4,860.83	6,710.00	1,849.17	27.56
415000-000	Travel	1,611.71	597.00	(1,014.71)	-169.97	4,791.47	5,106.00	314.53	6.16
417000-000	Bookkeeping Fees	21,067.50	20,673.00	(394.50)	-1.91	247,132.50	246,014.00	(1,118.50)	-0.45
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,675.00	175.00	10.45	17,865.00	19,326.00	1,461.00	7.56
417100-000	Auditing Fees	-	4,632.00	4,632.00	100.00	35,475.00	38,556.00	3,081.00	7.99
417200-000	Port Out Admin Fee	573.00	552.00	(21.00)	-3.80	9,237.63	8,000.00	(1,237.63)	-15.47
417300-000	Management Fee	60,034.56	58,599.00	(1,435.56)	-2.45	710,065.02	700,269.00	(9,796.02)	-1.40
417302-000	Asset Management Fee	6,560.00	5,961.00	(599.00)	-10.05	78,720.00	73,248.00	(5,472.00)	-7.47
417303-000	Management Fee- MOD Rehab	2,400.00	2,969.00	569.00	19.16	28,584.00	33,232.00	4,648.00	13.99
418000-000	Office Rent	11,889.38	11,919.00	29.62	0.25	141,973.17	141,976.00	2.83	0.00
418900-000	Total Other Admin Expenses	105,884.09	108,104.00	2,219.91	2.05	1,278,704.62	1,272,437.00	(6,267.62)	-0.49
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,012.03	1,559.00	546.97	35.08	34,793.32	21,990.00	(12,803.32)	-58.22
419003-000	Printing	1,555.64	63.00	(1,492.64)	-2,369.27	13,199.96	3,400.00	(9,799.96)	-288.23
419004-000	Telephone	7,764.73	6,549.00	(1,215.73)	-18.56	74,310.54	75,104.00	793.46	1.06
419005-000	Postage	2,957.51	2,034.00	(923.51)	-45.40	28,257.99	28,445.00	187.01	0.66
419006-000	Forms and Computer Supplies	-	-	-	N/A	1,372.43	-	(1,372.43)	N/A
419007-000	Court Costs	500.00	888.00	388.00	43.69	11,635.00	10,904.00	(731.00)	-6.70
419008-000	Subscriptions and Fees	674.56	-	(674.56)	N/A	13,256.12	6,595.00	(6,661.12)	-101.00
419009-000	Sundry Miscellaneous	1,688.39	2,046.00	357.61	17.48	27,819.87	40,954.00	13,134.13	32.07
419010-000	Newspaper ADS (Advertising)	297.47	126.00	(171.47)	-136.09	2,579.90	2,082.00	(497.90)	-23.91
419011-000	Sundry Service Contracts	20,966.75	14,418.00	(6,548.75)	-45.42	276,843.74	204,130.00	(72,713.74)	-35.62
419012-000	Software	505.36	-	(505.36)	N/A	3,410.64	669.00	(2,741.64)	-409.81
419017-000	Temporary Administrative Labor	-	500.00	500.00	100.00	55,200.46	40,238.00	(14,962.46)	-37.18
419018-000	False Alarms	339.70	-	(339.70)	N/A	629.70	230.00	(399.70)	-173.78
419020-000	Bank Fees	-	90.00	90.00	100.00	3,485.47	850.00	(2,635.47)	-310.06
419021-000	Discretionary	-	63.00	63.00	100.00	163.81	504.00	340.19	67.50
419022-000	Other Misc Admin Expenses	2,088.40	201.00	(1,887.40)	-939.00	10,798.81	6,414.00	(4,384.81)	-68.36
419023-000	Supportive Services	-	-	-	N/A	610.00	-	(610.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	40,350.54	28,537.00	(11,813.54)	-41.40	558,367.76	442,509.00	(115,858.76)	-26.18
419900-000	TOTAL ADMINISTRATIVE EXPENSES	440,991.26	330,641.00	(110,350.26)	-33.37	4,021,727.63	3,821,068.00	(200,659.63)	-5.25

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	1,739.50	708.00	(1,031.50)	-145.69	20,368.44	10,296.00	(10,072.44)	-97.83
422001-000	Tenant Svcs.-Stipend only \$10	445.75	485.00	39.25	8.09	5,900.74	5,005.00	(895.74)	-17.90
423000-000	Tenant Svcs-PH ESDC	1,048.76	1,289.00	240.24	18.64	11,120.65	13,373.00	2,252.35	16.84
423001-000	Tenant Relocation	-	-	-	N/A	2,256.13	-	(2,256.13)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	3,234.01	2,482.00	(752.01)	-30.30	39,645.96	28,674.00	(10,971.96)	-38.26
430000-000	UTILITIES								
431000-000	Water	7,118.71	10,478.00	3,359.29	32.06	158,631.55	125,104.00	(33,527.55)	-26.80
432000-000	Electricity	35,737.10	38,710.00	2,972.90	7.68	445,911.36	467,116.00	21,204.64	4.54
433000-000	Gas	10,336.62	17,301.00	6,964.38	40.25	186,195.47	216,314.00	30,118.53	13.92
439000-000	Sewer	10,412.90	15,313.00	4,900.10	32.00	216,008.21	184,289.00	(31,719.21)	-17.21
439900-000	TOTAL UTILITY EXPENSES	63,605.33	81,802.00	18,196.67	22.24	1,006,746.59	992,823.00	(13,923.59)	-1.40
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	29,705.46	24,364.00	(5,341.46)	-21.92	237,754.68	268,954.00	31,199.32	11.60
441002-000	Maintenance: Overtime	4,869.43	900.00	(3,969.43)	-441.05	27,315.76	13,407.00	(13,908.76)	-103.74
441003-000	Maintenance: Employer FICA/SUI	2,876.87	2,489.00	(387.87)	-15.58	23,199.42	26,376.00	3,176.58	12.04
441004-000	Temp Maintenance Labor	10,983.46	1,467.00	(9,516.46)	-648.70	119,522.13	29,254.00	(90,268.13)	-308.57
441005-000	Maintenance: Employee Benefits	4,150.46	7,400.00	3,249.54	43.91	53,318.79	79,839.00	26,520.21	33.22
441100-000	Maintenace Uniforms	-	-	-	N/A	387.76	-	(387.76)	N/A
441200-000	Vehicle Repair	2,660.83	2,727.00	66.17	2.43	29,720.28	32,247.00	2,526.72	7.84
441210-000	Equipment Repair	-	375.00	375.00	100.00	2,022.22	3,000.00	977.78	32.59
441300-000	Gasoline Purchases	2,399.64	1,724.00	(675.64)	-39.19	20,885.73	20,058.00	(827.73)	-4.13
441900-000	Total General Maint Expense	57,646.15	41,446.00	(16,200.15)	-39.09	514,126.77	473,135.00	(40,991.77)	-8.66
442000-000	Materials								
442002-000	Appliance-Maint Materials	29,433.95	1,025.00	(28,408.95)	-2,771.60	77,107.76	10,100.00	(67,007.76)	-663.44
442003-000	Painting-Maint Materials	1,250.80	276.00	(974.80)	-353.19	16,908.66	3,661.00	(13,247.66)	-361.86
442004-000	Electrical-Maint Materials	2,465.87	301.00	(2,164.87)	-719.23	19,356.51	3,363.00	(15,993.51)	-475.57
442005-000	Heating/AC-Maint Materials	524.26	613.00	88.74	14.48	15,618.10	9,400.00	(6,218.10)	-66.15
442006-000	Janitorial Supplies	869.33	194.00	(675.33)	-348.11	6,281.26	2,217.00	(4,064.26)	-183.32
442008-000	Plumbing-Maint Materials	4,008.95	1,238.00	(2,770.95)	-223.82	32,078.47	83,314.00	51,235.53	61.50
442009-000	Hand Tools-Maint Materials	30.58	13.00	(17.58)	-135.23	1,290.88	132.00	(1,158.88)	-877.94
442010-000	Maintenance Materials	11,853.72	3,970.00	(7,883.72)	-198.58	83,442.12	49,398.00	(34,044.12)	-68.92
442011-000	Work Supplies/Safety/Materials	-	64.00	64.00	100.00	1,617.43	429.00	(1,188.43)	-277.02
442012-000	Landscaping Materials	2,830.20	-	(2,830.20)	N/A	3,023.36	-	(3,023.36)	N/A
442900-000	Total Materials	53,267.66	7,694.00	(45,573.66)	-592.33	256,724.55	162,014.00	(94,710.55)	-58.46
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	182.75	407.00	224.25	55.10	10,650.19	6,437.00	(4,213.19)	-65.45
443002-000	Extermination Contract	3,374.00	2,976.00	(398.00)	-13.37	39,752.23	37,427.00	(2,325.23)	-6.21
443005-000	Unit Turnaround-Contract	10,307.22	2,625.00	(7,682.22)	-292.66	104,607.99	47,240.00	(57,367.99)	-121.44

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
443006-000	Electrical-Contract	2,809.00	250.00	(2,559.00)	-1,023.60	21,724.04	2,090.00	(19,634.04)	-939.43
443007-000	Disposal Contract	2,864.58	2,774.00	(90.58)	-3.27	39,208.30	33,642.00	(5,566.30)	-16.55
443009-000	Landscaping-Contract	25,883.50	11,830.00	(14,053.50)	-118.80	278,178.23	173,681.00	(104,497.23)	-60.17
443010-000	Contract:	4,325.00	-	(4,325.00)	N/A	5,494.96	-	(5,494.96)	N/A
443011-000	Heating/AC-Contract	11,448.24	2,813.00	(8,635.24)	-306.98	69,992.75	29,275.00	(40,717.75)	-139.09
443013-000	Contract: Uniform Rental	325.60	524.00	198.40	37.86	3,514.48	5,108.00	1,593.52	31.20
443015-000	Janitorial-Contract	1,345.00	1,446.00	101.00	6.98	16,486.26	16,162.00	(324.26)	-2.01
443017-000	Elevator-Contract	-	2,700.00	2,700.00	100.00	24,015.34	32,405.00	8,389.66	25.89
443018-000	Plumbing-Contract	10,917.26	4,313.00	(6,604.26)	-153.12	96,048.65	60,114.00	(35,934.65)	-59.78
443019-000	Miscellaneous Contracts	46,669.61	23,971.00	(22,698.61)	-94.69	122,882.56	133,184.00	10,301.44	7.73
443023-000	Con:Consultant/Mentoring	12,620.75	12,936.00	315.25	2.44	208,991.89	197,968.00	(11,023.89)	-5.57
443099-000	Maintenance Misc-Contracts	5,170.69	3,438.00	(1,732.69)	-50.40	136,184.92	46,393.00	(89,791.92)	-193.55
443900-000	Total Contract Costs	138,243.20	73,003.00	(65,240.20)	-89.37	1,177,732.79	821,126.00	(356,606.79)	-43.43
449900-000	TOTAL MAINTENACE EXPENSES	249,157.01	122,143.00	(127,014.01)	-103.99	1,948,584.11	1,456,275.00	(492,309.11)	-33.81
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	8,482.74	10,535.00	2,052.26	19.48	122,374.99	127,846.00	5,471.01	4.28
451100-000	Property Tax	-	-	-	N/A	65,604.31	60,358.00	(5,246.31)	-8.69
452100-000	Workers Comp Insurance	6,222.39	6,477.00	254.61	3.93	54,895.18	64,882.00	9,986.82	15.39
453010-000	SHA-Board/Commissioner exp	152.18	1,250.00	1,097.82	87.83	3,641.50	10,844.00	7,202.50	66.42
457000-000	Bad Debt-Tenant Rents	18,906.37	1,769.00	(17,137.37)	-968.76	61,143.32	25,516.00	(35,627.32)	-139.63
458000-000	All Protective Services	1,033.00	-	(1,033.00)	N/A	12,076.03	3,333.00	(8,743.03)	-262.32
459900-000	TOTAL GENERAL EXPENSES	34,796.68	20,031.00	(14,765.68)	-73.71	319,735.33	292,779.00	(26,956.33)	-9.21
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,028,204.00	1,016,436.00	(11,768.00)	-1.16	11,677,569.11	11,603,978.00	(73,591.11)	-0.63
471501-000	Tenant Utility Payments	37,742.00	29,843.00	(7,899.00)	-26.47	437,433.00	379,634.00	(57,799.00)	-15.22
471502-000	Portable Out HAP Payments	13,144.00	17,776.00	4,632.00	26.06	198,574.89	213,566.00	14,991.11	7.02
471503-000	FSS Escrow Payments	6,248.00	1,744.00	(4,504.00)	-258.26	52,762.00	27,572.00	(25,190.00)	-91.36
471507-000	HAP Vacancy Unit Pymt	-	-	-	N/A	81,180.00	-	(81,180.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,085,338.00	1,065,799.00	(19,539.00)	-1.83	12,447,519.00	12,224,750.00	(222,769.00)	-1.82
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	270.32	-	(270.32)	N/A	2,931.19	-	(2,931.19)	N/A
485500-000	Interest Expense-Mortgage Payable	-	-	-	N/A	(7,103.11)	-	7,103.11	N/A
489900-000	TOTAL FINANCING EXPENSES	270.32	-	(270.32)	N/A	(4,171.92)	-	4,171.92	N/A
	TOTAL OPERATING EXPENSES	1,877,392.61	1,622,898.00	(254,494.61)	-15.68%	19,779,786.70	18,816,369.00	(963,417.70)	-5.12%
500000-000	NON-OPERATING ITEMS								
523000-000	Gain/Loss on Sale of Fixed Assets	325.19	-	(325.19)	N/A	(3,667.36)	-	3,667.36	N/A
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(805,550.00)	14,200.00	819,750.00	5,772.89
523400-000	Donation rec'd for Bedbugs treatment	(33.00)	-	(33.00)	N/A	(33.00)	-	(33.00)	N/A
523401-000	Bedbug expense	132.00	-	(132.00)	N/A	951.94	490.00	(461.94)	-94.27

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523405-000	Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A
523406-000	Mold Assessment and Abatement	540.00	-	(540.00)	N/A	9,135.00	-	(9,135.00)	N/A
523407-000	Donation (NET) -Fatherhood	-	-	-	N/A	30.62	-	30.62	N/A
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
523413-000	Appliances Replacement	-	-	-	N/A	29,798.23	25,822.00	(3,976.23)	-15.40
523414-000	RAD Rental Assistance Payment	-	-	-	N/A	278.00	-	(278.00)	N/A
523415-000	Electrical Upgrade Pine site bldg	(8,736.57)	-	8,736.57	N/A	3,137.57	-	(3,137.57)	N/A
523416-000	Donation-Fund Fall Fling	(2,801.73)	-	2,801.73	N/A	(3,476.73)	-	3,476.73	N/A
523417-000	Fund Day/Fall Fling Expense	5,413.29	-	(5,413.29)	N/A	3,324.51	-	(3,324.51)	N/A
523418-000	Settlement offset due to HUD overpayment -HAP	-	-	-	N/A	(345,169.00)	-	345,169.00	N/A
523419-000	Settlement offset due to HUD overpayment -ADMIN	-	-	-	N/A	(41,109.00)	-	41,109.00	N/A
523420-000	Donation-Father's Day Fund	-	-	-	N/A	664.88	-	(664.88)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	(5,094.82)	-	5,094.82	N/A	(1,151,679.58)	40,512.00	1,192,191.58	2,942.81
900000-000	NET INCOME	(224,245.14)	63,302.00	(287,547.14)	-454.25%	834,730.29	354,554.00	480,176.29	135.43%
	PROOF:								
	Sec 8 All	(76,522.02)				(201,914.41)			
	Conventional PH	(52,174.05)				761,507.09			
	COCC	(35,957.85)				88,593.55			
	JC BULL	(57,880.52)				160,464.27			
		(222,534.44)				808,650.50			
	025-bac	(383.70)				21,241.28			
	181-page	(241.82)				2,326.66			
	Appian	(1,066.06)				(4,845.19)			
	Liberty	(19.12)				7,357.04			
		(224,245.14)				834,730.29			
		-	checked			-	checked		

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	100,353.84	100,605.00	(251.16)	-0.25	1,233,122.51	1,224,981.00	8,141.51	0.66
311500-000	Less: Prepaid Rents	-	-	-	N/A	(118.62)	-	(118.62)	N/A
311900-000	Total Rental Income	100,353.84	100,605.00	(251.16)	-0.25	1,233,003.89	1,224,981.00	8,022.89	0.65
312000-000	Other Tenant Income								
312003-000	Damages	2,931.43	1,826.00	1,105.43	60.54	28,422.83	23,512.00	4,910.83	20.89
312004-000	Late Charges	1,230.00	1,183.00	47.00	3.97	15,611.50	15,011.00	600.50	4.00
312005-000	Legal Fees - Tenant	325.00	638.00	(313.00)	-49.06	10,205.00	8,464.00	1,741.00	20.57
312006-000	NSF Charges	50.00	6.00	44.00	733.33	975.00	423.00	552.00	130.50
312007-000	Tenant Owed Utilities - Excess	5,669.33	6,576.00	(906.67)	-13.79	70,221.43	77,926.00	(7,704.57)	-9.89
312009-000	Misc. Tenant Income	578.78	63.00	515.78	818.70	5,645.39	2,669.00	2,976.39	111.52
312010-000	Maintenance Charges	7.50	-	7.50	N/A	321.14	-	321.14	N/A
312900-000	Total Other Tenant Income	10,792.04	10,292.00	500.04	4.86	131,402.29	128,005.00	3,397.29	2.65
319900-000	NET TENANT INCOME	111,145.88	110,897.00	248.88	0.22	1,364,406.18	1,352,986.00	11,420.18	0.84
340000-000	GRANT INCOME								
340100-000	HUD PH Subsidy	188,672.00	125,147.00	63,525.00	50.76	2,425,031.00	1,619,879.00	805,152.00	49.70
340111-000	Pet Fee Income	130.00	-	130.00	N/A	1,455.00	512.00	943.00	184.18
349900-000	TOTAL GRANT INCOME	188,802.00	125,147.00	63,655.00	50.86	2,426,486.00	1,620,391.00	806,095.00	49.75
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	102.55	-	102.55	N/A	52,436.63	24,159.00	28,277.63	117.05
365002-000	Bad Debt Recovery	89.00	500.00	(411.00)	-82.20	19,835.43	9,063.00	10,772.43	118.86
369900-000	TOTAL OTHER INCOME	191.55	500.00	(308.45)	-61.69	72,272.06	33,222.00	39,050.06	117.54
399900-000	TOTAL INCOME	300,139.43	236,544.00	63,595.43	26.89	3,863,164.24	3,006,599.00	856,565.24	28.49
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	62,172.81	39,265.00	(22,907.81)	-58.34	449,203.62	427,331.00	(21,872.62)	-5.12
411002-000	Administrative Overtime	2,600.20	581.00	(2,019.20)	-347.54	19,838.89	8,889.00	(10,949.89)	-123.18
411003-000	Administrative: Employer FICA/SUI	5,111.25	4,457.00	(654.25)	-14.68	39,724.35	45,585.00	5,860.65	12.86
411004-000	Administrative: Employee Benefits	13,557.99	8,758.00	(4,799.99)	-54.81	122,323.61	104,474.00	(17,849.61)	-17.09
411006-000	Administrative: Emp Incentive	561.00	63.00	(498.00)	-790.48	3,267.00	1,065.00	(2,202.00)	-206.76
411099-000	Total Administrative Salaries	84,003.25	53,124.00	(30,879.25)	-58.13	634,357.47	587,344.00	(47,013.47)	-8.00
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	335.00	335.00	-	0.00
413002-000	Yardi Screening Background Checks	63.00	-	(63.00)	N/A	148.00	-	(148.00)	N/A
413003-000	Credit Reports	487.00	263.00	(224.00)	-85.17	6,411.50	2,912.00	(3,499.50)	-120.18
413100-000	Total Credit and Legal Expense	550.00	263.00	(287.00)	-109.13	6,894.50	3,247.00	(3,647.50)	-112.33
413900-000	Other Admin Expenses								
414000-000	Staff Training	62.50	63.00	0.50	0.79	2,218.98	1,762.00	(456.98)	-25.94
415000-000	Travel	205.18	125.00	(80.18)	-64.14	3,089.24	1,304.00	(1,785.24)	-136.90
417000-000	Bookkeeping Fees	3,592.50	3,630.00	37.50	1.03	43,042.50	43,428.00	385.50	0.89
417100-000	Auditing Fees	-	2,329.00	2,329.00	100.00	16,670.00	18,632.00	1,962.00	10.53
417300-000	Management Fee	25,957.01	26,221.00	263.99	1.01	310,996.41	313,703.00	2,706.59	0.86
417302-000	Asset Management Fee	5,070.00	4,702.00	(368.00)	-7.83	60,840.00	57,896.00	(2,944.00)	-5.08

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
418900-000	Total Other Admin Expenses	34,887.19	37,070.00	2,182.81	5.89	436,857.13	436,725.00	(132.13)	-0.03
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	57.62	627.00	569.38	90.81	9,757.54	6,813.00	(2,944.54)	-43.22
419003-000	Printing	551.18	-	(551.18)	N/A	3,226.78	566.00	(2,660.78)	-470.10
419004-000	Telephone	2,731.96	1,801.00	(930.96)	-51.69	25,244.95	21,364.00	(3,880.95)	-18.17
419005-000	Postage	72.80	258.00	185.20	71.78	989.47	2,960.00	1,970.53	66.57
419007-000	Court Costs	455.00	794.00	339.00	42.70	10,995.00	10,062.00	(933.00)	-9.27
419008-000	Subscriptions and Fees	524.56	-	(524.56)	N/A	2,098.24	-	(2,098.24)	N/A
419009-000	Sundry Miscellaneous	788.93	1,214.00	425.07	35.01	8,207.74	13,415.00	5,207.26	38.82
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	221.96	99.00	(122.96)	-124.20
419011-000	Sundry Service Contracts	8,363.81	6,580.00	(1,783.81)	-27.11	136,174.99	83,170.00	(53,004.99)	-63.73
419017-000	Temporary Administrative Labor	-	-	-	N/A	19,875.18	7,376.00	(12,499.18)	-169.46
419018-000	False Alarms	160.00	-	(160.00)	N/A	340.00	170.00	(170.00)	-100.00
419020-000	Bank Fees	-	-	-	N/A	15.00	-	(15.00)	N/A
419022-000	Other Misc Admin Expenses	200.00	-	(200.00)	N/A	2,606.39	-	(2,606.39)	N/A
419100-000	Total Miscellaneous Admin Expenses	13,905.86	11,274.00	(2,631.86)	-23.34	219,753.24	145,995.00	(73,758.24)	-50.52
419900-000	TOTAL ADMINISTRATIVE EXPENSES	133,346.30	101,731.00	(31,615.30)	-31.08	1,297,862.34	1,173,311.00	(124,551.34)	-10.62
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	654.00	448.00	(206.00)	-45.98	16,213.51	7,092.00	(9,121.51)	-128.62
422001-000	Tenant Svcs.-Stipend only \$10	445.75	485.00	39.25	8.09	4,199.50	4,780.00	580.50	12.14
423000-000	Tenant Svcs-PH ESDC	1,048.76	1,164.00	115.24	9.90	8,598.83	10,598.00	1,999.17	18.86
423001-000	Tenant Relocation	-	-	-	N/A	2,014.13	-	(2,014.13)	N/A
429900-000	TOTAL TENANT SERVICES EXPENSES	2,148.51	2,097.00	(51.51)	-2.46	31,025.97	22,470.00	(8,555.97)	-38.08
430000-000	UTILITIES								
431000-000	Water	7,008.03	8,603.00	1,594.97	18.54	119,211.30	102,066.00	(17,145.30)	-16.80
432000-000	Electricity	28,116.60	29,085.00	968.40	3.33	349,305.99	357,624.00	8,318.01	2.33
433000-000	Gas	6,725.66	13,051.00	6,325.34	48.47	135,182.11	161,501.00	26,318.89	16.30
439000-000	Sewer	10,335.88	13,000.00	2,664.12	20.49	182,036.64	155,315.00	(26,721.64)	-17.20
439900-000	TOTAL UTILITY EXPENSES	52,186.17	63,739.00	11,552.83	18.13	785,736.04	776,506.00	(9,230.04)	-1.19
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	24,725.47	20,225.00	(4,500.47)	-22.25	192,256.26	222,671.00	30,414.74	13.66
441002-000	Maintenance: Overtime	4,431.25	761.00	(3,670.25)	-482.29	25,060.93	11,655.00	(13,405.93)	-115.02
441003-000	Maintenance: Employer FICA/SUI	2,489.53	2,248.00	(241.53)	-10.74	19,550.63	23,374.00	3,823.37	16.36
441004-000	Temp Maintenance Labor	10,983.46	1,467.00	(9,516.46)	-648.70	113,229.28	23,910.00	(89,319.28)	-373.56
441005-000	Maintenance: Employee Benefits	2,850.23	6,165.00	3,314.77	53.77	43,900.13	69,106.00	25,205.87	36.47
441100-000	Maintenace Uniforms	-	-	-	N/A	111.44	-	(111.44)	N/A
441200-000	Vehicle Repair	744.27	699.00	(45.27)	-6.48	6,809.70	8,440.00	1,630.30	19.32
441210-000	Equipment Repair	-	-	-	N/A	274.42	-	(274.42)	N/A
441300-000	Gasoline Purchases	1,121.30	671.00	(450.30)	-67.11	8,289.26	8,132.00	(157.26)	-1.93
441900-000	Total General Maint Expense	47,345.51	32,236.00	(15,109.51)	-46.87	409,482.05	367,288.00	(42,194.05)	-11.49

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
442000-000	Materials								
442002-000	Appliance-Maint Materials	2,000.23	150.00	(1,850.23)	-1,233.49	47,083.05	1,772.00	(45,311.05)	-2,557.06
442003-000	Painting-Maint Materials	1,250.80	276.00	(974.80)	-353.19	16,777.48	3,661.00	(13,116.48)	-358.28
442004-000	Electrical-Maint Materials	2,465.87	301.00	(2,164.87)	-719.23	18,405.08	3,363.00	(15,042.08)	-447.28
442005-000	Heating/AC-Maint Materials	524.26	613.00	88.74	14.48	13,424.17	9,400.00	(4,024.17)	-42.81
442006-000	Janitorial Supplies	255.03	194.00	(61.03)	-31.46	4,496.16	2,217.00	(2,279.16)	-102.80
442008-000	Plumbing-Maint Materials	4,008.95	925.00	(3,083.95)	-333.40	26,940.47	10,468.00	(16,472.47)	-157.36
442009-000	Hand Tools-Maint Materials	30.58	13.00	(17.58)	-135.23	1,290.88	132.00	(1,158.88)	-877.94
442010-000	Maintenance Materials	9,360.56	2,532.00	(6,828.56)	-269.69	62,401.26	31,168.00	(31,233.26)	-100.21
442011-000	Work Supplies/Safety/Materials	-	26.00	26.00	100.00	1,164.79	272.00	(892.79)	-328.23
442012-000	Landscaping Materials	2,830.20	-	(2,830.20)	N/A	3,023.36	-	(3,023.36)	N/A
442900-000	Total Materials	22,726.48	5,030.00	(17,696.48)	-351.82	195,006.70	62,453.00	(132,553.70)	-212.25
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	127.75	219.00	91.25	41.67	7,799.99	4,885.00	(2,914.99)	-59.67
443002-000	Extermination Contract	2,019.00	2,376.00	357.00	15.03	27,516.23	30,061.00	2,544.77	8.47
443005-000	Unit Turnaround-Contract	8,295.66	2,375.00	(5,920.66)	-249.29	95,609.87	44,455.00	(51,154.87)	-115.07
443006-000	Electrical-Contract	2,809.00	250.00	(2,559.00)	-1,023.60	19,467.10	2,090.00	(17,377.10)	-831.44
443007-000	Disposal Contract	2,148.00	2,101.00	(47.00)	-2.24	29,691.37	25,318.00	(4,373.37)	-17.27
443009-000	Landscaping-Contract	18,854.25	7,772.00	(11,082.25)	-142.59	199,345.30	125,811.00	(73,534.30)	-58.45
443010-000	Contract:	4,325.00	-	(4,325.00)	N/A	5,375.00	-	(5,375.00)	N/A
443011-000	Heating/AC-Contract	6,048.24	313.00	(5,735.24)	-1,832.34	44,714.25	3,763.00	(40,951.25)	-1,088.26
443013-000	Contract: Uniform Rental	206.15	297.00	90.85	30.59	2,480.98	3,011.00	530.02	17.60
443015-000	Janitorial-Contract	145.00	126.00	(19.00)	-15.08	3,686.26	2,402.00	(1,284.26)	-53.47
443017-000	Elevator-Contract	-	2,700.00	2,700.00	100.00	24,015.34	32,405.00	8,389.66	25.89
443018-000	Plumbing-Contract	9,246.11	3,563.00	(5,683.11)	-159.50	78,403.51	48,762.00	(29,641.51)	-60.79
443019-000	Miscellaneous Contracts	5,703.75	1,346.00	(4,357.75)	-323.76	44,063.57	16,281.00	(27,782.57)	-170.64
443023-000	Con:Consultant/Mentoring	-	375.00	375.00	100.00	5,702.98	6,276.00	573.02	9.13
443099-000	Maintenance Misc-Contracts	5,033.61	3,313.00	(1,720.61)	-51.94	102,573.97	42,796.00	(59,777.97)	-139.68
443900-000	Total Contract Costs	64,961.52	27,126.00	(37,835.52)	-139.48	690,445.72	388,316.00	(302,129.72)	-77.81
449900-000	TOTAL MAINTENANCE EXPENSES	135,033.51	64,392.00	(70,641.51)	-109.71	1,294,934.47	818,057.00	(476,877.47)	-58.29
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	2,640.57	2,676.00	35.43	1.32	31,348.12	31,792.00	443.88	1.40
451100-000	Property Tax	-	-	-	N/A	19,080.00	19,080.00	-	0.00
452100-000	Workers Comp Insurance	2,234.17	1,127.00	(1,107.17)	-98.24	19,247.35	13,176.00	(6,071.35)	-46.08
457000-000	Bad Debt-Tenant Rents	18,906.37	1,769.00	(17,137.37)	-968.76	61,143.32	25,516.00	(35,627.32)	-139.63
471503-000	FSS Escrow Payments	633.00	375.00	(258.00)	-68.80	7,558.00	5,948.00	(1,610.00)	-27.07
458000-000	All Protective Services	1,033.00	-	(1,033.00)	N/A	12,076.03	3,333.00	(8,743.03)	-262.32

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
CONVENTIONAL PUBLIC HOUSING									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
459900-000	TOTAL GENERAL EXPENSES	25,447.11	5,947.00	(19,500.11)	-3.28	150,452.82	98,845.00	(51,607.82)	-0.52
	TOTAL OPERATING EXPENSES	348,161.60	237,906.00	(110,255.60)	-46.34%	3,560,011.64	2,889,189.00	(670,822.64)	-23.22%
500000-000	NON-OPERATING ITEMS								
523000-000	Gain/Loss on Sale of Fixed Assets	23.32	-	(23.32)	N/A	357.64	-	(357.64)	N/A
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	(757,200.00)	-	757,200.00	N/A
523400-000	Donation rec'd for Bedbugs treatment	(33.00)	-	(33.00)	N/A	(33.00)	-	(33.00)	N/A
523401-000	Bedbug expense	99.00	-	(99.00)	N/A	588.94	490.00	(98.94)	-20.19
523405-000	Flow Through Subsidy remitted to RAD	-	-	-	N/A	280,842.79	-	(280,842.79)	N/A
523406-000	Mold Assessment and Abatement	540.00	-	(540.00)	N/A	9,135.00	-	(9,135.00)	N/A
523413-000	Appliances Replacement	-	-	-	N/A	3,975.86	-	(3,975.86)	N/A
523414-000	RAD Rental Assistance Payment	-	-	-	N/A	278.00	-	(278.00)	N/A
523416-000	Donation-Fund Fall Fling	38.27	-	(38.27)	N/A	(49.23)	-	49.23	N/A
523417-000	Fund Day/Fall Fling Expense	3,418.29	-	(3,418.29)	N/A	3,683.51	-	(3,683.51)	N/A
599900-000	TOTAL NON-OPERATING ITEMS	4,151.88	-	(4,151.88)	N/A	(458,354.49)	490.00	458,844.49	93,641.73
900000-000	NET INCOME	(52,174.05)	(1,362.00)	(50,812.05)	3730.69%	761,507.09	116,920.00	644,587.09	551.31%

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG						
Capital Grant Programs						
September 30, 2017						
CAPITAL FUND 2016						%
Obligation Date: 4/13/2016		Budget	Drawn	Balance		Completion
End date : 12/2018						
	1408 Management Improvement	125,500	6,829	118,671		
	1410 Administration	128,964	128,964	-		
	1430 Fees and Costs	150,000	20,982	129,018		
	1460 Dwelling Structures	165,335	50,079	115,256		
	1475 Non-Dwelling Structures	35,000	9,895	25,105		
	1495 Relocation Costs	45,000		45,000		
	1503 RAD-CFP	379,843	366,669	13,174		
	1504 RAD Investment Activity	260,000	87,622	172,378		
		1,289,642	671,041	618,601		52%
CAPITAL FUND 2017						%
Obligation Date: 08/16/2017		Budget	Drawn	Balance		Completion
End date : 08/15/2019						
	1408 Management Improvement	111,174	-	111,174		
	1410 Administration	92,644	-	92,644		
	0100- Reserved budget	722,629		722,629		
		926,447	-	926,447		0%
Replacement Housing Factor Funds						
		Authorized	Draws	Balance		% Complete
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2014						
Obligation Date:						
Term Date:						
	1410 Administration	17,051	-	17,051		
	1499 Development Activity	99,771	9,968	89,803		
	1501 Collateral Exp/Debt serv	167,360	166,135	1,225		
		284,182	176,103	108,079		
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2015						
Obligation Date:						
Term Date:						
	1499 Development Activity	218,757	0	218,757		0%

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG					
Capital Grant Programs					
September 30, 2017					
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2016					
Obligation Date:					
Term Date:					
	1499 Development Activity	225,533	0	225,533	0%
CAPITAL FUND REPLACEMENT HOUSING FACTOR 2017					
Obligation Date:					
Term Date:					
	1499 Development Activity	162,926	0	162,926	0%
TOTAL RHF FUNDS		891,398	176,103	715,295	20%
TOTAL CAPITAL GRANTS		3,107,487	847,144	2,260,343	27%

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	35,980.00	35,288.00	692.00	1.96	426,045.00	425,337.00	708.00	0.17
311900-000	Total Rental Income	35,980.00	35,288.00	692.00	1.96	426,045.00	425,337.00	708.00	0.17
312000-000	Other Tenant Income								
312003-000	Damages	-	25.00	(25.00)	-100.00	207.50	212.00	(4.50)	-2.12
312004-000	Late Charges	50.00	13.00	37.00	284.62	420.00	244.00	176.00	72.13
312005-000	Legal Fees - Tenant	45.00	13.00	32.00	246.15	495.00	284.00	211.00	74.30
312006-000	NSF Charges	-	13.00	(13.00)	-100.00	300.00	164.00	136.00	82.93
312007-000	Tenant Owed Utilities - Excess	90.44	188.00	(97.56)	-51.89	1,552.91	2,918.00	(1,365.09)	-46.78
312009-000	Misc. Tenant Income	-	6.00	(6.00)	-100.00	6.88	91.00	(84.12)	-92.44
312900-000	Total Other Tenant Income	185.44	258.00	(72.56)	-28.12	2,982.29	3,913.00	(930.71)	-23.79
319900-000	NET TENANT INCOME	36,165.44	35,546.00	619.44	1.74	429,027.29	429,250.00	(222.71)	-0.05
340000-000	GRANT INCOME								
341500-000	Other Govt and Private Grants	52,424.00	50,691.00	1,733.00	3.42	608,871.00	608,291.00	580.00	0.10
349900-000	TOTAL GRANT INCOME	52,424.00	50,691.00	1,733.00	3.42	608,871.00	608,291.00	580.00	0.10
360000-000	OTHER INCOME								
365000-000	Miscellaneous Other Income	-	-	-	N/A	14,618.37	1,189.00	13,429.37	1,129.47
369900-000	TOTAL OTHER INCOME	-	-	-	N/A	14,618.37	1,189.00	13,429.37	1,129.47
399900-000	TOTAL INCOME	88,589.44	86,237.00	2,352.44	2.73	1,052,516.66	1,038,730.00	13,786.66	1.33
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	19,439.86	9,381.00	(10,058.86)	-107.23	115,609.19	100,875.00	(14,734.19)	-14.61
411002-000	Administrative Overtime	289.63	120.00	(169.63)	-141.36	1,793.55	1,249.00	(544.55)	-43.60
411003-000	Administrative: Employer FICA/SUI	1,278.74	965.00	(313.74)	-32.51	8,602.96	9,847.00	1,244.04	12.63
411004-000	Administrative: Employee Benefits	2,022.76	2,166.00	143.24	6.61	17,600.98	22,806.00	5,205.02	22.82
411006-000	Administrative: Emp Incentive	-	-	-	N/A	33.00	-	(33.00)	N/A
411099-000	Total Administrative Salaries	23,030.99	12,632.00	(10,398.99)	-82.32	143,639.68	134,777.00	(8,862.68)	-6.58
413000-000	Legal Expense								
413001-000	Legal Expense	7,445.61	-	(7,445.61)	N/A	7,445.61	-	(7,445.61)	N/A
413002-000	Yardi Screening Background Checks	-	-	-	N/A	14.50	-	(14.50)	N/A
413003-000	Credit Reports	14.50	13.00	(1.50)	-11.54	145.00	133.00	(12.00)	-9.02
413100-000	Total Credit and Legal Expense	7,460.11	13.00	(7,447.11)	-57,285.46	7,605.11	133.00	(7,472.11)	-5,618.13
413900-000	Other Admin Expenses								
414000-000	Staff Training	16.50	420.00	403.50	96.07	1,234.10	4,551.00	3,316.90	72.88
415000-000	Travel	107.01	397.00	289.99	73.05	402.71	3,202.00	2,799.29	87.42
417000-000	Bookkeeping Fees	960.00	960.00	-	0.00	11,445.00	11,514.00	69.00	0.60
417100-000	Auditing Fees	-	556.00	556.00	100.00	4,830.00	5,298.00	468.00	8.83

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
417300-000	Management Fee	6,936.32	6,936.00	(0.32)	0.00	82,693.94	83,178.00	484.06	0.58
417302-000	Asset Management Fee	1,320.00	1,259.00	(61.00)	-4.85	15,840.00	15,352.00	(488.00)	-3.18
418900-000	Total Other Admin Expenses	9,339.83	10,528.00	1,188.17	11.29	116,445.75	123,095.00	6,649.25	5.40
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	-	119.00	119.00	100.00	3,497.46	1,264.00	(2,233.46)	-176.70
419003-000	Printing	70.77	-	(70.77)	N/A	569.80	120.00	(449.80)	-374.83
419004-000	Telephone	680.26	600.00	(80.26)	-13.38	4,848.07	5,977.00	1,128.93	18.89
419005-000	Postage	-	26.00	26.00	100.00	-	298.00	298.00	100.00
419007-000	Court Costs	45.00	94.00	49.00	52.13	495.00	842.00	347.00	41.21
419009-000	Sundry Miscellaneous	-	563.00	563.00	100.00	5,938.00	9,806.00	3,868.00	39.45
419010-000	Newspaper ADS (Advertising)	189.14	-	(189.14)	N/A	215.74	-	(215.74)	N/A
419011-000	Sundry Service Contracts	1,997.56	1,188.00	(809.56)	-68.14	22,180.96	16,553.00	(5,627.96)	-34.00
419012-000	Software	-	-	-	N/A	426.32	-	(426.32)	N/A
419018-000	False Alarms	-	-	-	N/A	60.00	60.00	-	0.00
419020-000	Bank Fees	-	9.00	9.00	100.00	35.00	107.00	72.00	67.29
419022-000	Other Misc Admin Expenses	1,648.40	-	(1,648.40)	N/A	1,943.40	-	(1,943.40)	N/A
419023-000	Supportive Services	-	-	-	N/A	610.00	-	(610.00)	N/A
419100-000	Total Miscellaneous Admin Expenses	4,631.13	2,599.00	(2,032.13)	-78.19	40,819.75	35,027.00	(5,792.75)	-16.54
419900-000	TOTAL ADMINISTRATIVE EXPENSES	44,462.06	25,772.00	(18,690.06)	-72.52	308,510.29	293,032.00	(15,478.29)	-5.28
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	1,085.50	260.00	(825.50)	-317.50	4,154.93	3,204.00	(950.93)	-29.68
422001-000	Tenant Svcs.-Stipend only \$10	-	-	-	N/A	1,701.24	225.00	(1,476.24)	-656.11
423000-000	Tenant Svcs-PH ESDC	-	125.00	125.00	100.00	2,521.82	2,775.00	253.18	9.12
429900-000	TOTAL TENANT SERVICES EXPENSES	1,085.50	385.00	(700.50)	-181.95	8,377.99	6,204.00	(2,173.99)	-35.04
430000-000	UTILITIES								
431000-000	Water	-	1,750.00	1,750.00	100.00	24,195.44	21,732.00	(2,463.44)	-11.34
432000-000	Electricity	6,291.99	6,875.00	583.01	8.48	77,840.15	82,474.00	4,633.85	5.62
433000-000	Gas	3,556.55	4,125.00	568.45	13.78	47,723.62	53,024.00	5,300.38	10.00
439000-000	Sewer	-	2,125.00	2,125.00	100.00	31,394.77	27,275.00	(4,119.77)	-15.10
439900-000	TOTAL UTILITY EXPENSES	9,848.54	14,875.00	5,026.46	33.79	181,153.98	184,505.00	3,351.02	1.82
440000-000	MAINTENANCE AND OPERATIONS								

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
440099-000	General Maint Expense								
441000-000	Labor Maintenance	4,767.81	4,139.00	(628.81)	-15.19	44,600.10	46,283.00	1,682.90	3.64
441002-000	Maintenance: Overtime	438.18	139.00	(299.18)	-215.24	2,233.33	1,752.00	(481.33)	-27.47
441003-000	Maintenance: Employer FICA/SUI	374.81	241.00	(133.81)	-55.52	3,626.24	3,002.00	(624.24)	-20.79
441004-000	Temp Maintenance Labor	-	-	-	N/A	5,343.65	5,344.00	0.35	0.01
441005-000	Maintenance: Employee Benefits	1,254.60	1,235.00	(19.60)	-1.59	8,943.28	10,733.00	1,789.72	16.67
441100-000	Maintenance Uniforms	-	-	-	N/A	100.68	-	(100.68)	N/A
441200-000	Vehicle Repair	-	557.00	557.00	100.00	476.41	4,502.00	4,025.59	89.42
441210-000	Equipment Repair	-	-	-	N/A	(10.46)	-	10.46	N/A
441300-000	Gasoline Purchases	183.18	115.00	(68.18)	-59.29	1,167.62	1,299.00	131.38	10.11
441900-000	Total General Maint Expense	7,018.58	6,426.00	(592.58)	-9.22	66,480.85	72,915.00	6,434.15	8.82
442000-000	Materials								
442002-000	Appliance-Maint Materials	27,433.72	875.00	(26,558.72)	-3,035.28	29,576.90	8,328.00	(21,248.90)	-255.15
442003-000	Painting-Maint Materials	-	-	-	N/A	131.18	-	(131.18)	N/A
442004-000	Electrical-Maint Materials	-	-	-	N/A	951.43	-	(951.43)	N/A
442005-000	Heating/AC-Maint Materials	-	-	-	N/A	2,048.82	-	(2,048.82)	N/A
442006-000	Janitorial Supplies	-	-	-	N/A	97.37	-	(97.37)	N/A
442008-000	Plumbing-Maint Materials	-	313.00	313.00	100.00	4,815.38	72,846.00	68,030.62	93.39
442010-000	Maintenance Materials	1,798.14	875.00	(923.14)	-105.50	15,157.31	11,088.00	(4,069.31)	-36.70
442900-000	Total Materials	29,231.86	2,063.00	(27,168.86)	-1,316.96	52,778.39	92,262.00	39,483.61	42.80
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	-	188.00	188.00	100.00	941.99	1,552.00	610.01	39.30
443002-000	Extermination Contract	850.00	600.00	(250.00)	-41.67	10,681.00	7,366.00	(3,315.00)	-45.00
443005-000	Unit Turnaround-Contract	2,011.56	250.00	(1,761.56)	-704.62	8,998.12	2,785.00	(6,213.12)	-223.09
443006-000	Electrical-Contract	-	-	-	N/A	2,256.94	-	(2,256.94)	N/A
443007-000	Disposal Contract	524.64	588.00	63.36	10.78	6,545.17	7,149.00	603.83	8.45
443009-000	Landscaping-Contract	2,630.50	2,025.00	(605.50)	-29.90	41,381.11	26,826.00	(14,555.11)	-54.26
443011-000	Heating/AC-Contract	5,400.00	2,500.00	(2,900.00)	-116.00	19,306.50	25,512.00	6,205.50	24.32
443013-000	Contract: Uniform Rental	46.25	154.00	107.75	69.97	605.68	1,374.00	768.32	55.92
443018-000	Plumbing-Contract	1,671.15	750.00	(921.15)	-122.82	17,645.14	11,352.00	(6,293.14)	-55.44
443019-000	Miscellaneous Contracts	40,653.86	22,500.00	(18,153.86)	-80.68	73,853.21	112,800.00	38,946.79	34.53
443023-000	Con:Consultant/Mentoring	-	-	-	N/A	1,000.00	-	(1,000.00)	N/A
443099-000	Maintenance Misc-Contracts	-	-	-	N/A	2,009.89	-	(2,009.89)	N/A
443900-000	Total Contract Costs	53,787.96	29,555.00	(24,232.96)	-81.99	185,224.75	196,716.00	11,491.25	5.84
449900-000	TOTAL MAINTENANCE EXPENSES	90,038.40	38,044.00	(51,994.40)	-136.67	304,483.99	361,893.00	57,409.01	15.86
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	493.23	1,625.00	1,131.77	69.65	25,457.65	24,599.00	(858.65)	-3.49
451100-000	Property Tax	-	-	-	N/A	17,992.82	18,826.00	833.18	4.43

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
JC BULL (100 units) & SLHC (32 units)									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
452100-000	Workers Comp Insurance	509.23	338.00	(171.23)	-50.66	5,752.80	5,076.00	(676.80)	-13.33
459900-000	TOTAL GENERAL EXPENSES	1,002.46	1,963.00	960.54	48.93	49,203.27	48,501.00	(702.27)	-1.45
	TOTAL OPERATING EXPENSES	146,436.96	81,039.00	(65,397.96)	-80.70%	851,729.52	894,135.00	42,405.48	4.74%
500000-000	NON-OPERATING ITEMS								
523200-000	Gain/Loss from Sale Disposition of Real Property	-	-	-	N/A	14,200.00	14,200.00	-	0.00
523401-000	Bedbug expense	33.00	-	(33.00)	N/A	363.00	-	(363.00)	N/A
523413-000	Appliances Replacement	-	-	-	N/A	25,822.37	25,822.00	(0.37)	0.00
523416-000	Donation-Fund Fall Fling	-	-	-	N/A	(62.50)	-	62.50	N/A
599900-000	TOTAL NON-OPERATING ITEMS	33.00	-	(33.00)	N/A	40,322.87	40,022.00	(300.87)	-0.75
900000-000	NET INCOME	(57,880.52)	5,198.00	(63,078.52)	-1213.52%	160,464.27	104,573.00	55,891.27	53.45%
	Proof :								
	JC Bull - 100 units	(26,505.44)				160,639.40			
	JC Bull - 32 units	(31,375.08)				(175.13)			
		(57,880.52)				160,464.27			

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

9/30/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	113,603.00	106,669.00	6,934.00	6.50	1,173,294.00	1,171,953.00	1,341.00	0.11
341004-000	Section 8 Port-In Admin Fees	396.74	-	396.74	N/A	556.45	(750.00)	1,306.45	174.19
364000-000	Fraud Recovery Income-Admin	820.34	750.00	70.34	9.38	10,775.69	10,287.00	488.69	4.75
365000-000	Miscellaneous Other Income	-	1,250.00	(1,250.00)	-100.00	2,065.00	10,000.00	(7,935.00)	-79.35
399900-000	TOTAL INCOME	114,820.08	108,669.00	6,151.08	5.66%	1,186,691.14	1,191,490.00	(4,798.86)	-0.40%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	44,916.15	30,111.00	(14,805.15)	-49.17	358,342.21	337,276.00	(21,066.21)	-6.25
411002-000	Administrative Overtime	221.69	103.00	(118.69)	-115.23	1,298.34	1,007.00	(291.34)	-28.93
411003-000	Administrative: Employer FICA/SUI	4,690.49	3,422.00	(1,268.49)	-37.07	32,352.98	35,284.00	2,931.02	8.31
411004-000	Administrative: Employee Benefits	10,208.71	8,702.00	(1,506.71)	-17.31	88,407.04	93,070.00	4,662.96	5.01
411006-000	Administrative: Emp Incentive	-	-	-	N/A	476.34	-	(476.34)	N/A
411099-000	Total Administrative Salaries	60,037.04	42,338.00	(17,699.04)	-41.80	480,876.91	466,637.00	(14,239.91)	-3.05
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	2,554.00	-	(2,554.00)	N/A
413002-000	Yardi Screening Background Checks	-	-	-	N/A	1,755.50	-	(1,755.50)	N/A
413003-000	Credit Reports	154.00	75.00	(79.00)	-105.33	2,144.00	1,000.00	(1,144.00)	-114.40
413100-000	Total Credit and Legal Expense	154.00	75.00	(79.00)	-105.33	6,453.50	1,000.00	(5,453.50)	-545.35
413900-000	Other Admin Expenses								
414000-000	Staff Training	45.96	-	(45.96)	N/A	1,197.96	-	(1,197.96)	N/A
417000-000	Bookkeeping Fees	16,387.50	16,083.00	(304.50)	-1.89	191,197.50	191,072.00	(125.50)	-0.07
417100-000	Auditing Fees	-	625.00	625.00	100.00	4,473.00	5,000.00	527.00	10.54
417200-000	Port Out Admin Fee	573.00	552.00	(21.00)	-3.80	9,237.63	8,000.00	(1,237.63)	-15.47
417300-000	Management Fee	26,220.00	25,442.00	(778.00)	-3.06	305,916.00	303,388.00	(2,528.00)	-0.83
418000-000	Office Rent	3,570.00	3,579.00	9.00	0.25	42,560.00	42,632.00	72.00	0.17
418900-000	Total Other Admin Expenses	46,796.46	46,281.00	(515.46)	-1.11	554,582.09	550,092.00	(4,490.09)	-0.82
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	238.71	513.00	274.29	53.47	4,116.52	5,422.00	1,305.48	24.08
419003-000	Printing	296.75	-	(296.75)	N/A	3,585.88	1,116.00	(2,469.88)	-221.32
419004-000	Telephone	1,337.20	1,084.00	(253.20)	-23.36	13,521.84	12,090.00	(1,431.84)	-11.84
419005-000	Postage	1,098.79	1,025.00	(73.79)	-7.20	8,199.21	10,018.00	1,818.79	18.16
419006-000	Forms and Computer Supplies	-	-	-	N/A	135.56	-	(135.56)	N/A
419009-000	Sundry Miscellaneous	-	154.00	154.00	100.00	2,121.30	3,968.00	1,846.70	46.54
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	810.76	1,114.00	303.24	27.22
419011-000	Sundry Service Contracts	4,536.67	2,872.00	(1,664.67)	-57.96	44,999.52	52,578.00	7,578.48	14.41

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM - ADMINISTRATIVE									
Actual to Budget Variance Comparison									
9/30/2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419017-000	Temporary Administrative Labor	-	-	-	N/A	2,634.97	2,635.00	0.03	0.00
419100-000	Total Miscellaneous Admin Expenses	7,508.12	5,711.00	(1,797.12)	-31.47	80,125.56	88,941.00	8,815.44	9.91
419900-000	TOTAL ADMINISTRATIVE EXPENSES	114,495.62	94,405.00	(20,090.62)	-21.28	1,122,038.06	1,106,670.00	(15,368.06)	-1.39
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	203.19	313.00	109.81	35.08	2,353.59	2,811.00	457.41	16.27
441300-000	Gasoline Purchases	317.45	150.00	(167.45)	-111.63	2,808.74	2,080.00	(728.74)	-35.04
441900-000	Total General Maint Expense	520.64	463.00	(57.64)	-12.45	5,162.33	4,891.00	(271.33)	-5.55
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	120.00	(360.00)	-300.00	3,840.00	1,440.00	(2,400.00)	-166.67
443023-000	Con:Consultant/Mentoring	1,308.00	-	(1,308.00)	N/A	45,026.33	15,689.00	(29,337.33)	-186.99
443099-000	Maintenance Misc-Contracts	24.84	-	(24.84)	N/A	660.12	267.00	(393.12)	-147.24
443900-000	Total Contract Costs	1,812.84	120.00	(1,692.84)	-1,410.70	49,526.45	17,396.00	(32,130.45)	-184.70
449900-000	TOTAL MAINTENANCE EXPENSES	2,333.48	583.00	(1,750.48)	-300.25	54,688.78	22,287.00	(32,401.78)	-145.38
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,380.80	1,991.00	610.20	30.65	16,000.55	21,096.00	5,095.45	24.15
452100-000	Workers Comp Insurance	1,166.03	1,389.00	222.97	16.05	9,894.58	13,184.00	3,289.42	24.95
459900-000	TOTAL GENERAL EXPENSES	2,546.83	3,380.00	833.17	24.65	25,895.13	34,280.00	8,384.87	24.46
	TOTAL OPERATING EXPENSES	119,375.93	98,368.00	(21,007.93)	-21.36%	1,202,621.97	1,163,237.00	(39,384.97)	-3.39%
900000-000	NET INCOME	(4,555.85)	10,301.00	(14,856.85)	-144.23%	(15,930.83)	28,253.00	(44,183.83)	-156.39%

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM - HAP									
Actual to Budget Variance Comparison									
9/30/2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	891,188.00	995,820.00	(104,632.00)	-10.51	10,538,746.00	10,913,444.00	(374,698.00)	-3.43
341006-000	Port In HAP Earned	(6,562.00)	-	(6,562.00)	N/A	-	(6,782.00)	6,782.00	100.00
364001-000	Fraud Recovery - HAP	820.34	1,072.00	(251.66)	-23.48	10,775.67	12,863.00	(2,087.33)	-16.23
399900-000	TOTAL INCOME	885,446.34	996,892.00	(111,445.66)	-11.18%	10,549,521.67	10,919,525.00	(370,003.33)	-3.39%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	921,536.00	908,335.00	(13,201.00)	-1.45	10,384,503.11	10,306,765.00	(77,738.11)	-0.75
471501-000	Tenant Utility Payments	36,865.00	29,163.00	(7,702.00)	-26.41	428,061.00	371,475.00	(56,586.00)	-15.23
471502-000	Portable Out HAP Payments	13,144.00	17,776.00	4,632.00	26.06	198,574.89	213,566.00	14,991.11	7.02
471503-000	FSS Escrow Payments	5,615.00	1,369.00	(4,246.00)	-310.15	45,204.00	21,624.00	(23,580.00)	-109.05
471507-000	HAP Vacancy Unit Pymt	-	-	-	N/A	81,180.00	-	(81,180.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	977,160.00	956,643.00	(20,517.00)	-2.14	11,137,523.00	10,913,430.00	(224,093.00)	-2.05
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(280,842.79)	-	280,842.79	N/A
900000-000	NET INCOME	(91,713.66)	40,249.00	(131,962.66)	-327.87%	(307,158.54)	6,095.00	(313,253.54)	-5139.52%

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
HCV PROGRAM - MOD REHAB ADMINISTRATIVE

Actual to Budget Variance Comparison

9/30/2017

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	13,703.00	-	0.00	125,510.00	164,436.00	(38,926.00)	-23.67
399900-000	TOTAL INCOME	13,703.00	13,703.00	-	0.00	125,510.00	164,436.00	(38,926.00)	-23.67
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	4,090.05	6,610.00	2,519.95	38.12	65,980.97	74,433.00	8,452.03	11.36
411002-000	Administrative Overtime	11.14	23.00	11.86	51.57	184.75	225.00	40.25	17.89
411003-000	Administrative: Employer FICA/SUI	453.35	751.00	297.65	39.63	6,098.06	7,760.00	1,661.94	21.42
411004-000	Administrative: Employee Benefits	932.19	1,910.00	977.81	51.19	18,326.37	22,479.00	4,152.63	18.47
411099-000	Total Administrative Salaries	5,486.73	9,294.00	3,807.27	40.96	90,590.15	104,897.00	14,306.85	13.64
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	2,699.00	-	(2,699.00)	N/A
413100-000	Total Credit and Legal Expense	-	-	-	N/A	2,699.00	-	(2,699.00)	N/A
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,675.00	175.00	10.45	17,865.00	19,326.00	1,461.00	7.56
417100-000	Auditing Fees	-	250.00	250.00	100.00	1,790.00	2,000.00	210.00	10.50
417303-000	Management Fee- MOD Rehab	2,400.00	2,969.00	569.00	19.16	28,584.00	33,232.00	4,648.00	13.99
418900-000	Total Other Admin Expenses	3,900.00	4,894.00	994.00	20.31	48,239.00	54,558.00	6,319.00	11.58
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	52.40	113.00	60.60	53.63	979.86	1,330.00	350.14	26.33
419003-000	Printing	65.14	-	(65.14)	N/A	451.29	-	(451.29)	N/A
419004-000	Telephone	293.53	238.00	(55.53)	-23.33	2,959.03	2,915.00	(44.03)	-1.51
419005-000	Postage	241.20	225.00	(16.20)	-7.20	4,897.96	5,516.00	618.04	11.20
419006-000	Forms and Computer Supplies	-	-	-	N/A	29.76	-	(29.76)	N/A
419009-000	Sundry Miscellaneous	-	34.00	34.00	100.00	25.65	(2,444.00)	(2,469.65)	-101.05
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	15.60	-	(15.60)	N/A
419011-000	Sundry Service Contracts	995.85	630.00	(365.85)	-58.07	24,774.96	14,218.00	(10,556.96)	-74.25
419017-000	Temporary Administrative Labor	-	-	-	N/A	118.13	118.00	(0.13)	-0.11
419100-000	Total Miscellaneous Admin Expenses	1,648.12	1,240.00	(408.12)	-32.91	34,252.24	21,653.00	(12,599.24)	-58.19
419900-000	TOTAL ADMINISTRATIVE EXPENSES	11,034.85	15,428.00	4,393.15	28.48	175,780.39	181,108.00	5,327.61	2.94
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	306.30	437.00	130.70	29.91	3,548.66	4,643.00	1,094.34	23.57
452100-000	Workers Comp Insurance	258.66	305.00	46.34	15.19	2,194.59	2,898.00	703.41	24.27
459900-000	TOTAL GENERAL EXPENSES	564.96	742.00	177.04	23.86	5,743.25	7,541.00	1,797.75	23.84
	TOTAL OPERATING EXPENSES	11,599.81	16,170.00	4,570.19	28.26%	181,523.64	188,649.00	7,125.36	3.78%
500000-000	NON-OPERATING ITEMS								

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG									
HCV PROGRAM - MOD REHAB ADMINISTRATIVE									
Actual to Budget Variance Comparison									
9/30/2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523419-000	Settlement offset due to HUD overpayment -ADMIN	-	-	-	N/A	(41,109.00)	-	41,109.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(41,109.00)	-	41,109.00	N/A
900000-000	NET INCOME	2,103.19	(2,467.00)	4,570.19	-185.25%	(14,904.64)	(24,213.00)	9,308.36	-38.44%

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM - MOD REHAB HAP									
Actual to Budget Variance Comparison									
9/30/2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	121,941.00	103,612.00	18,329.00	17.69	1,082,100.00	1,305,380.00	(223,280.00)	-17.10
399900-000	TOTAL INCOME	121,941.00	103,612.00	18,329.00	17.69	1,082,100.00	1,305,380.00	(223,280.00)	-17.10
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	103,752.00	108,101.00	4,349.00	4.02	1,283,136.00	1,297,213.00	14,077.00	1.09
471501-000	Tenant Utility Payments	840.00	680.00	(160.00)	-23.53	9,076.00	8,159.00	(917.00)	-11.24
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	104,592.00	108,781.00	4,189.00	3.85	1,292,212.00	1,305,372.00	13,160.00	1.01
500000-000	NON-OPERATING ITEMS								
523418-000	Settlement offset due to HUD overpayment -HAP	-	-	-	N/A	(345,169.00)	-	345,169.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(345,169.00)	-	345,169.00	N/A
900000-000	NET INCOME	17,349.00	(5,169.00)	22,518.00	-435.64%	135,057.00	8.00	135,049.00	1688112.50%

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	891,188.00	995,820.00	(104,632.00)	-10.51	10,538,746.00	10,913,444.00	(374,698.00)	-3.43
341002-000	Sec 8 Admin. Fee Inc-HCV	113,603.00	106,669.00	6,934.00	6.50	1,173,294.00	1,171,953.00	1,341.00	0.11
341004-000	Section 8 Port-In Admin Fees	396.74	-	396.74	N/A	556.45	(750.00)	1,306.45	174.19
341006-000	Port In HAP Earned	(6,562.00)	-	(6,562.00)	N/A	-	(6,782.00)	6,782.00	100.00
341010-000	Section 8 Admin Fee -Mod Rehab	13,703.00	13,703.00	-	0.00	125,510.00	164,436.00	(38,926.00)	-23.67
341011-000	Mod Rehab- HAP EARNED	121,941.00	103,612.00	18,329.00	17.69	1,082,100.00	1,305,380.00	(223,280.00)	-17.10
349900-000	TOTAL GRANT INCOME	1,134,269.74	1,219,804.00	(85,534.26)	-7.01	12,920,206.45	13,547,681.00	(627,474.55)	-4.63
360000-000	OTHER INCOME								
364000-000	Fraud Recovery Income-Admin	-	750.00	(750.00)	-100.00	9,955.35	10,287.00	(331.65)	-3.22
364001-000	Fraud Recovery - HAP	1,640.68	1,072.00	568.68	53.05	11,596.01	12,863.00	(1,266.99)	-9.85
364002-000	TBRA -HAP Earned	2,953.00	-	2,953.00	N/A	10,151.70	-	10,151.70	N/A
365000-000	Miscellaneous Other Income	295.30	1,250.00	(954.70)	-76.38	3,161.90	10,000.00	(6,838.10)	-68.38
369900-000	TOTAL OTHER INCOME	4,888.98	3,072.00	1,816.98	59.15	34,864.96	33,150.00	1,714.96	5.17
399900-000	TOTAL INCOME	1,139,158.72	1,222,876.00	(83,717.28)	-6.85	12,955,071.41	13,580,831.00	(625,759.59)	-4.61
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	49,006.20	36,721.00	(12,285.20)	-33.46	424,323.18	411,709.00	(12,614.18)	-3.06
411002-000	Administrative Overtime	232.83	126.00	(106.83)	-84.79	1,483.09	1,232.00	(251.09)	-20.38
411003-000	Administrative: Employer FICA/SUI	5,143.84	4,173.00	(970.84)	-23.26	38,451.04	43,044.00	4,592.96	10.67
411004-000	Administrative: Employee Benefits	11,140.90	10,612.00	(528.90)	-4.98	106,733.41	115,549.00	8,815.59	7.63
411006-000	Administrative: Emp Incentive	-	-	-	N/A	476.34	-	(476.34)	N/A
411099-000	Total Administrative Salaries	65,523.77	51,632.00	(13,891.77)	-26.91	571,467.06	571,534.00	66.94	0.01
413000-000	Legal Expense								
413001-000	Legal Expense	-	-	-	N/A	5,253.00	-	(5,253.00)	N/A
413002-000	Yardi Screening Background Checks	-	-	-	N/A	1,755.50	-	(1,755.50)	N/A
413003-000	Credit Reports	154.00	75.00	(79.00)	-105.33	2,144.00	1,000.00	(1,144.00)	-114.40
413100-000	Total Credit and Legal Expense	154.00	75.00	(79.00)	-105.33	9,152.50	1,000.00	(8,152.50)	-815.25
413900-000	Other Admin Expenses								
414000-000	Staff Training	45.96	-	(45.96)	N/A	1,197.96	-	(1,197.96)	N/A
417000-000	Bookkeeping Fees	16,387.50	16,083.00	(304.50)	-1.89	191,197.50	191,072.00	(125.50)	-0.07
417001-000	Bookkeeping Fees-MOD Rehab	1,500.00	1,675.00	175.00	10.45	17,865.00	19,326.00	1,461.00	7.56
417100-000	Auditing Fees	-	875.00	875.00	100.00	6,263.00	7,000.00	737.00	10.53
417200-000	Port Out Admin Fee	573.00	552.00	(21.00)	-3.80	9,237.63	8,000.00	(1,237.63)	-15.47
417300-000	Management Fee	26,220.00	25,442.00	(778.00)	-3.06	305,916.00	303,388.00	(2,528.00)	-0.83
417303-000	Management Fee- MOD Rehab	2,400.00	2,969.00	569.00	19.16	28,584.00	33,232.00	4,648.00	13.99
418000-000	Office Rent	3,570.00	3,579.00	9.00	0.25	42,560.00	42,632.00	72.00	0.17
418900-000	Total Other Admin Expenses	50,696.46	51,175.00	478.54	0.94	602,821.09	604,650.00	1,828.91	0.30

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	291.11	626.00	334.89	53.50	5,096.38	6,752.00	1,655.62	24.52
419003-000	Printing	361.89	-	(361.89)	N/A	4,037.17	1,116.00	(2,921.17)	-261.75
419004-000	Telephone	1,630.73	1,322.00	(308.73)	-23.35	16,480.87	15,005.00	(1,475.87)	-9.84
419005-000	Postage	1,339.99	1,250.00	(89.99)	-7.20	13,097.17	15,534.00	2,436.83	15.69
419006-000	Forms and Computer Supplies	-	-	-	N/A	165.32	-	(165.32)	N/A
419009-000	Sundry Miscellaneous	-	188.00	188.00	100.00	2,146.95	1,524.00	(622.95)	-40.88
419010-000	Newspaper ADS (Advertising)	-	63.00	63.00	100.00	826.36	1,114.00	287.64	25.82
419011-000	Sundry Service Contracts	5,532.52	3,502.00	(2,030.52)	-57.98	69,774.48	66,796.00	(2,978.48)	-4.46
419017-000	Temporary Administrative Labor	-	-	-	N/A	2,753.10	2,753.00	(0.10)	0.00
419100-000	Total Miscellaneous Admin Expenses	9,156.24	6,951.00	(2,205.24)	-31.73	114,377.80	110,594.00	(3,783.80)	-3.42
419900-000	TOTAL ADMINISTRATIVE EXPENSES	125,530.47	109,833.00	(15,697.47)	-14.29	1,297,818.45	1,287,778.00	(10,040.45)	-0.78
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	203.19	313.00	109.81	35.08	2,353.59	2,811.00	457.41	16.27
441300-000	Gasoline Purchases	317.45	150.00	(167.45)	-111.63	2,808.74	2,080.00	(728.74)	-35.04
441900-000	Total General Maint Expense	520.64	463.00	(57.64)	-12.45	5,162.33	4,891.00	(271.33)	-5.55
443000-000	Contract Costs								
443015-000	Janitorial-Contract	480.00	120.00	(360.00)	-300.00	3,840.00	1,440.00	(2,400.00)	-166.67
443023-000	Con:Consultant/Mentoring	1,308.00	-	(1,308.00)	N/A	45,026.33	15,689.00	(29,337.33)	-186.99
443099-000	Maintenance Misc-Contracts	24.84	-	(24.84)	N/A	660.12	267.00	(393.12)	-147.24
443900-000	Total Contract Costs	1,812.84	120.00	(1,692.84)	-1,410.70	49,526.45	17,396.00	(32,130.45)	-184.70
449900-000	TOTAL MAINTENANCE EXPENSES	2,333.48	583.00	(1,750.48)	-300.25	54,688.78	22,287.00	(32,401.78)	-145.38
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,687.10	2,428.00	740.90	30.51	19,549.21	25,739.00	6,189.79	24.05
452100-000	Workers Comp Insurance	1,424.69	1,694.00	269.31	15.90	12,089.17	16,082.00	3,992.83	24.83
459900-000	TOTAL GENERAL EXPENSES	3,111.79	4,122.00	1,010.21	24.51	31,638.38	41,821.00	10,182.62	24.35
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	1,028,204.00	1,016,436.00	(11,768.00)	-1.16	11,677,569.11	11,603,978.00	(73,591.11)	-0.63
471501-000	Tenant Utility Payments	37,742.00	29,843.00	(7,899.00)	-26.47	437,433.00	379,634.00	(57,799.00)	-15.22
471502-000	Portable Out HAP Payments	13,144.00	17,776.00	4,632.00	26.06	198,574.89	213,566.00	14,991.11	7.02
471503-000	FSS Escrow Payments	5,615.00	1,369.00	(4,246.00)	-310.15	45,204.00	21,624.00	(23,580.00)	-109.05
471507-000	HAP Vacancy Unit Pymt	-	-	-	N/A	81,180.00	-	(81,180.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,084,705.00	1,065,424.00	(19,281.00)	-1.81	12,439,961.00	12,218,802.00	(221,159.00)	-1.81
	TOTAL OPERATING EXPENSES	1,215,680.74	1,179,962.00	(35,718.74)	-3.03%	13,824,106.61	13,570,688.00	(253,418.61)	-1.87%
500000-000	NON-OPERATING ITEMS								
523409-000	RAD SUBSIDY-LIHTC-PBV	-	-	-	N/A	(260,676.00)	-	260,676.00	N/A

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM INCLUDING MOD REHAB									
Actual to Budget Variance Comparison									
September 30, 2017									
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
523410-000	Pinnacle shortfall	-	-	-	N/A	(20,166.79)	-	20,166.79	N/A
523418-000	Settlement offset due to HUD overpayment -HAP	-	-	-	N/A	(345,169.00)	-	345,169.00	N/A
523419-000	Settlement offset due to HUD overpayment -ADMIN	-	-	-	N/A	(41,109.00)	-	41,109.00	N/A
599900-000	TOTAL NON-OPERATING ITEMS	-	-	-	N/A	(667,120.79)	-	667,120.79	N/A
900000-000	NET INCOME	(76,522.02)	42,914.00	(119,436.02)	-278.31%	(201,914.41)	10,143.00	(212,057.41)	-2090.68%
	Proof:								
	HCV HAP	(91,713.66)				(307,158.54)			
	HCV Admin	(4,555.85)				(15,930.83)			
	Mod Rehab HAP	17,349.00				135,057.00			
	Mod Rehab Admin	2,103.19				(14,904.64)			
	TBRA	295.30				1,022.60			
		(76,522.02)				(201,914.41)			
		-	check			0.00	check		

TBRA-HCV Program (075-tbra)

Budget Comparison (with PTD)

Period = Oct 2016-Sep 2017

Book = Accrual ; Tree = ysl_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
364002-000	TBRA -HAP Earned	2,953.00	-	2,953.00	N/A	10,151.70	-	10,151.70	N/A
365000-000	Miscellaneous Other Income	295.30	-	295.30	N/A	1,096.90	-	1,096.90	N/A
369900-000	TOTAL OTHER INCOME	3,248.30	-	3,248.30	N/A	11,248.60	-	11,248.60	N/A
399900-000	TOTAL INCOME	3,248.30	-	3,248.30	N/A	11,248.60	-	11,248.60	N/A
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	2,916.00	-	(2,916.00)	N/A	9,930.00	-	(9,930.00)	N/A
471501-000	Tenant Utility Payments	37.00	-	(37.00)	N/A	296.00	-	(296.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,953.00	-	(2,953.00)	N/A	10,226.00	-	(10,226.00)	N/A
900000-000	NET INCOME	295.30	-	295.30	N/A	1,022.60	-	1,022.60	N/A

	THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG			
	CASH BALANCES AS OF SEPTEMBER 30, 2017			
SUMMARY OF MONTHLY CASH FLOW:		Amount	Total	
	SOURCES: (INFLOW)			
	Section 8 -HAP funds	\$ 1,004,791		
	Mod Rehab funds	132,824		
	Public Housing subsidy	221,031		
	SLHC PBV subsidy	11,434		
	State grant for JC Bull	40,990		
	Other Grant Revenue	146,575		
	Rent Revenue	136,334		
	Misc receipts	20,981	1,714,960	
	USES: (OUTFLOW)			
	Section 8 HAP payments	\$ 977,160		
	Mod Rehab HAP payments	104,592		
1	Payroll and Benefits	263,882		
	State insurance and rent	48,864		
2	Operating expenses	462,412		
	Grant expenses	27,775	1,884,685	
	TOTAL NET INFLOW (OUTFLOW)		\$ (169,725)	
Note:				
1	Additional payroll of \$70K due to sick accrual buy out at \$.50 per \$1.00			
2	SHA cut more checks to decrease the payables at the year end for higher			
	PH assessment systems (PHAS) financial scoring points.			
	SUMMARY OF MONTHLY BANK BALANCES:			
	General Fund -Operating		\$ 2,270,852	
	Section 8 HAP Disbursement	173,529		
	Section 8 -Net Restricted	341,064		
	Section 8 - Unrestrcited	191,381	705,974	
	Mod Rehab - Admin		92,399	
	JC Bull Operating		1,041,495	
	SLHC Operating		319,158	
	TOTAL BANK BALANCES		\$ 4,429,878	

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG													
Cash Flow													
September 30, 2017													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	796,758	451,778	841,047	857,301	1,136,417	1,008,297	1,008,297	963,928	1,068,596	623,951	891,188	891,188	10,538,746
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097	81,097	126,440	110,896	100,690	100,691	110,638	110,638	113,603	1,173,294
Mod Rehab HAP	119,121	119,121	119,121	119,121	119,121	119,121	-	-	13,636	-	231,797	119,121	1,079,280
Mod Rehab Admin	13,703	13,703	13,703	13,703	13,703	13,703	-	-	2,183	-	27,406	13,703	125,510
Public Housing Subsidy	233,887	258,120	288,411	152,164	213,311	137,191	166,276	166,309	259,540	175,677	185,473	189,917	2,426,276
Tax Credit Properties Subsidy	96,330	24,402	27,649	24,330	24,332	23,860	37,978	27,626	43,019	29,067	30,689	31,114	420,395
SLHC PBV Subsidy	8,086	9,482	9,238	9,320	10,559	8,522	8,521	8,648	10,421	10,429	10,196	11,434	114,856
SC State Grant for JCB	42,964	41,817	41,030	40,826	41,699	40,513	41,576	38,600	41,224	41,369	41,407	40,990	494,015
1) HUD & State Subsidy	1,399,645	992,777	1,414,553	1,297,862	1,640,239	1,477,647	1,373,544	1,305,801	1,539,310	991,131	1,528,794	1,411,070	16,372,372
ROSS	17,836	23,590	22,229	104,394	28,557	32,693	21,901	22,055	28,019	12,911	20,436	83,456	418,075
Youthbuild - 022-yb -NEW GRANT	16,940	42,841	25,222	36,606	17,543	49,777	25,316	29,920	37,782	36,762	34,094	37,771	390,576
YB -Face Forward	15,742	15,432	16,319	13,692	11,787	-	7,571	45,346	-	2,829	-	-	128,718
CFP and RHF	98,964	-	-	-	-	204,170	-	44,004	268,559	-	-	25,348	641,046
2) Other Grant Revenue	149,482	81,864	63,770	154,691	57,887	286,641	54,788	141,325	334,360	52,502	54,530	146,575	1,578,415
Public Housing Rents	102,395	100,189	104,567	112,991	93,230	103,218	103,634	104,784	101,385	103,271	102,987	100,354	1,233,004
JC Bull Rents	26,002	26,288	24,974	29,635	25,772	26,240	25,005	25,791	26,508	26,978	26,940	26,909	317,042
SLHC Rents	8,906	9,241	9,241	8,746	9,197	8,896	8,951	9,273	9,290	9,110	9,081	9,071	109,003
3) Rent Revenue	137,302	135,718	138,782	151,372	128,199	138,354	137,590	139,848	137,183	139,359	139,008	136,334	1,659,049
4) Misc Receipts	24,630	69,238	5,461	3,852	57,186	143,247	142,437	26,676	95,502	691,716	15,563	20,981	1,296,488
5) Other Cash-In													
Section 8 Reserves Transfer In				-	-	-					200,000	-	200,000
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,711,059	1,279,596	1,622,566	1,607,777	1,883,512	2,045,888	1,708,359	1,613,650	2,106,355	1,874,708	1,937,895	1,714,959	21,106,323
1) HUD subsidy for Section 8 is based on the prior year actual costs. Public Housing Subsidy is a formula based calculation using rents, three year rolling based utility costs calculation, and other add-ons for audit, PILOT, IT, etc. This is also done annually and there will be a change in January. The SC State subsidy is for JC Bull and it is submitted monthly based on units leased. The TBRA is a grant and the funds have to be requested as needed.													
2) Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
3) Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													
4) Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, Section 8 repayment agreements, Public Housing bad debt recovery, laundry facility rebates, tower rental, proceeds from the sale of homes, and any other miscellaneous income. Also, included the W/C refund of \$291,460.00													
5) Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG													
Section 8 Reserved & Restricted Cash Flow													
September 30, 2017													
INFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8 HAP Subsidy	796,758	451,778	841,047	857,301	1,136,417	1,008,297	1,008,297	963,928	1,068,626	623,951	891,188	891,188	10,538,776
Inter fund settlement //HAP acct	-	-	-	-	-	-	-	-	-	-	-	-	-
Section 8 Admin Subsidy	88,796	74,354	74,354	81,097	81,097	126,440	110,896	100,690	100,691	110,638	110,638	113,603	1,173,294
Section 8 Port-In Admin Fees	-	(750)	-	-	-	-	-	42	236	229	403	397	556
Mod Rehab HAP	119,121	119,121	119,121	119,121	119,121	119,121	-	-	13,636	-	231,797	121,941	1,082,100
Mod Rehab Admin	13,703	13,703	13,703	13,703	13,703	13,703	-	-	2,183	-	27,406	13,703	125,510
Port in -HAP Earned	-	(6,782)	-	-	-	-	-	1,108	3,204	2,854	6,178	(6,562)	-
HCV Refunds/Recovery/Interest	2,546	2,087	2,012	1,927	3,196	2,938	2,955	1,534	2,385	2,751	5,644	4,889	34,865
HUD Subsidy	1,020,924	653,511	1,050,237	1,073,149	1,353,534	1,270,499	1,122,148	1,067,302	1,190,961	740,423	1,273,255	1,139,159	12,955,101
OUTFLOWS:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTAL
Section 8:													
Housing Assistance	780,888	800,714	797,382	881,302	892,221	896,847	920,808	943,947	1,028,957	959,834	976,620	977,160	10,856,680
Mod Rehab Vouchers	118,791	108,112	99,805	109,561	114,352	118,668	105,124	102,594	108,300	99,631	102,682	104,592	1,292,212
Sec 8 Admin Expenses	81,209	105,890	92,594	91,471	92,147	129,787	100,200	90,854	103,995	99,385	95,663	119,376	1,202,572
Mod Rehab Admin	12,597	17,963	20,122	13,975	13,998	16,656	15,947	13,452	16,201	10,353	18,327	11,600	181,191
Total Payments	993,485	1,032,679	1,009,903	1,096,309	1,112,718	1,161,959	1,142,079	1,150,848	1,257,453	1,169,203	1,193,292	1,212,728	13,532,655
Net Inflow (Outflow)	27,439	(379,168)	40,334	(23,160)	240,816	108,541	(19,931)	(83,546)	(66,492)	(428,781)	79,963	(73,569)	(577,554)
Reserve Account INFLOW(OUTFLOW)													
Net Section 8 HAP	18,416	(346,849)	45,677	(22,074)	247,392	114,388	90,444	21,515	42,054	(333,132)	(79,788)	(81,083)	
Net Mod Rehab HAP	330	11,009	19,316	9,560	4,769	453	(105,124)	(102,594)	(94,664)	(99,631)	129,115	17,349	
Section 8 Admin	7,587	(31,536)	(18,240)	(10,374)	(11,050)	(3,347)	10,696	9,836	(3,304)	11,253	14,975	(5,773)	
Mod Rehab Admin	1,106	(4,260)	(6,419)	(272)	(295)	(2,953)	(15,947)	(13,452)	(14,018)	(10,353)	9,079	2,103	
	27,439	(371,636)	40,334	(23,160)	240,816	108,541	(19,931)	(84,696)	(69,932)	(431,863)	73,382	(67,404)	
Reserve Bank Accounts													
Section 8 and Mod Rehab disbursement	1,284,678	859,242	1,830,621	278,588	510,321	656,023	601,469	511,466	456,227	72,179	362,047	173,529	
Sec 8 HAP -NRA	87,708	89,244	90,354	532,154	535,846	537,805	538,433	538,801	539,088	539,683	340,052	341,064	
Sec 8 - Operations -UNA	225,716	225,716	225,716	241,381	241,381	241,381	241,381	241,381	241,381	191,381	191,381	191,381	
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	92,399	
	1,690,501	1,266,601	2,239,090	1,144,522	1,379,947	1,527,608	1,473,682	1,384,047	1,329,095	895,642	985,880	798,373	



Monthly Reports:

Programs Dashboard

Board of Commissioners Meeting
Tuesday, October 24, 2017



Housing Authority of the City of Spartanburg Programs Dashboard SEPTEMBER 2017

ASSET MANAGEMENT

Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of September 2017, Asset Management ended the month at 93.93%. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Cammie Clagett and Scattered Sites, the SHA would have reached that goal with a 98.63% overall occupancy.

HUD GOAL	SHA Actual	Excluding Outliers
97%	93.93%	98.63%

TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 99.71% for all public housing properties and 100% for SHA managed market units and multi-family properties.
- Notices were provided to all habitual late payment renters in the month of September and referrals were made to the resident services department.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	99.71%	100%

Re-certifications

- The Asset Management department is current with all re-certifications; the department completes an average of 40 per month.
- Staff makes great strides to keep the number of late re-certifications (exceeds 12 months since last annual) to a minimum.

REAC

- The Asset Management department received notification of Real Estate Assessment Center (REAC) inspections for the month of October. HUD's Real Estate Assessment Center conducts physical property inspections of properties that are owned, insured or subsidized by HUD, including public housing and multifamily assisted housing. All sites



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have been working to maintain that our housing is decent, safe, sanitary, and in good repair year round.

MILESTONES

- The Cambridge Place/Brawley waiting list opened from September 18 – 22 with a total of 71 applicants. The property management team began preparations with Kathy Hill of the City of Spartanburg for the 2017 National Night Out scheduled at all sites on Tuesday, October 03, 2017. In addition, the team met with and counseled residents with a history of paying their rent late; referrals were made to the resident services department to assist with job placement and budgeting.

HOUSING CHOICE VOUCHER PROGRAM

COMPLIANCE/REGULATORY

- The HUD requirement is that the PHA utilizes 98% of its vouchers or 98% of its allocated funding.
- The **Housing Choice Voucher Program's (HCV)** cumulative budget utilization is 100%.
- The current monthly lease up rate is 95%, which includes the **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs.
- The **Mod Rehab Program (MOD)** leasing rate is 88%.
- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 58%.

OUTLIERS

- The HCV Department is working to maintain leasing within our budget allocation in the HCV, RAD, PBV, and MOD Rehab programs to ensure that the program meets HUD requirements.
- The MOD Rehab properties continue to struggle with leasing. The families move in and move out of the units at the same rate.
- TBRA Program has eight (8) veterans searching for housing. We received two (2) referrals and seven (7) coupons expired. We will continue to reach out to our partners to assist the veterans with their housing search.

MILESTONES

- In the HCV program four (4) vouchers were issued and thirty-four (34) families are currently searching for housing. Six (6) vouchers expired.



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- There was a net negative 5 vouchers utilized in all HCV programs and a net negative 5 vouchers utilized in the MOD programs.
- The TBRA Program has seven (7) participants.
- The HCV FSS Program currently has 70 participants and an escrow balance of \$73,009.00. Two (2) participants left the program and forfeited their escrow funds in the amount of \$1811.00.

HUMAN RESOURCES

COMPLIANCE/REGULATORY

- The staffing-level, at SHA, decreased, by one, to a count of 52, as only one new employee was on-boarded, and two existing employees separated involuntarily.
- The agency is currently recruiting for one part-time position:
 - Board of Commissioners – Board Packet preparation

OUTLIERS

- In anticipation of traditional public housing units' conversion to RAD units, SHA is filling vacant public housing positions with temporary employees.

MILESTONES

- Benefits Open Enrollment period, for 2018, has started.