



AGENDA AND NOTICE

**Board of Commissioners Meeting
Tuesday, February 27, 2018**



**Spartanburg Housing Authority
Regular Board Meeting
Tuesday, February 27, 2018
04:15 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its regularly scheduled Board of Commissioner's meeting at 04:15 P.M. Tuesday, February 27, 2018, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302.

CALL MEETING TO ORDER

Moment of Silence

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes - Regular Board Meeting January 23, 2018**
- IV. Approval of Minutes – Special Board Meeting February 7, 2018**
- V. Commission Comments**
- VI. Public/Staff Comments**
- VII. Information Items**
 1. Procurement Policy
 2. Cammie Clagett Updates
- VIII. Action Items and Resolutions**
 1. Resolution 2018-06 – Archibald Rutledge RAD Redevelopment-LIHTC Application 9%
 2. Resolution 2018-07 – Archibald Rutledge RAD Redevelopment-LIHTC Application 4%
 3. Resolution 2018-08 Option to Ground Lease Archibald Landing
 4. Resolution 2018-09 Option to Ground Lease Archibald Towers
 5. Resolution #2018-12 – Unit Turns Contract Extension
- IX. Executive Session**
 1. To discuss a legal matter pursuant to Section 30-4-70 (a)(2) of the South Carolina Code
- X. Monthly Reports**
 1. CEO Report (Ms. Bates)
 2. Finance (Angela Leopard)
 3. SHA Program Dashboard
 - i. Asset Management
 - ii. Housing Choice Voucher (HCV)
 - iii. Development
- XI. Adjournment**



Board of Commissioners Meeting
Tuesday, February 27, 2018



**Approval of Minutes –
Regular Board Meeting
January 23, 2018**

**Board of Commissioners Meeting
Tuesday, February 27, 2018**



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**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
January 23, 2018**

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

Chairman Charles White called the meeting to order at 4:10 PM with a moment of silence.

**Commissioners Boyd arrived at 4:40 PM*

MOMENT OF SILENCE: - *observed*

PRESENT: Chuck White, John O. Fairey, Jr., Bryant Boyd*, Andrew Poliakoff, Brenda Thomas, and Matthew Myers

ABSENT: Molly Talbot-Metz

APPROVAL OF THE AGENDA:

Commissioner Poliakoff made a motion to approve the agenda. The motion was seconded by Commissioner Thomas, and unanimously carried.

APPROVAL OF THE PREVIOUS MEETING MINUTES:

A motion to approve the minutes of the November 20, 2017 regular Board of Commission meeting was made by Commissioner Poliakoff, seconded by Commissioner Thomas, and unanimously carried.

COMMISSION COMMENTS

Chairman White expressed that the training is off to a great start and he appreciated everyone's engagement and involvement. The training sets the platform for common language and common understanding so that the meetings are better handled. Chairman White stated that the teambuilding was great, and he thanked everyone for their enthusiasm.

Due to the snow day, the training will be extended by one week. The Tax Credit training will be conducted on February 28, 2018 at 2 p.m.; this training date was originally scheduled for January 30, 2018.



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PUBLIC/STAFF COMMENTS

Terril Bates stated that there is a continuing resolution now until February 8, 2018. The Housing Choice Voucher Department is significantly impacted by the continuing resolutions. It was initially stated that we would have a revision to the budget in March, however without knowing what the funding is going to look like, it's possible that we won't meet the March goal.

A meeting was held with Terril Bates, Angela Leopard and Joe Gomez on January 22, 2018 to discuss preliminary options related to the Housing Choice Voucher program. Some early adjustment may be considered such as booking rents from March through September as a note payable. Additionally, a consideration of reducing the bookkeeping fee from \$7.50 to \$6.00 is being considered. The goal is to have some additional information for the board during next month's Board Meeting.

INFORMATION ITEM

Draft Strategic Plan – Workgroup Input Report – Weathers Group

Terril Bates stated that a draft of the Strategic Plan was provided by the Weather's Group. In June 2017, the senior staff along with board members met to start the strategic process and subsequently various work groups were formulated. There were four areas that the Board of Commissioners wanted the plan to focus on:

1. Proactively redefine and shape the organization's culture;
2. Explore and determine permanent operational location;
3. Efficiently and effectively implement and oversee the RAD transition;
4. Strengthen collaborative relationships.

All employees were given the opportunity to participate in one of the four work groups. The draft Strategic Plan was put together based upon the outcome of those work groups. A decision needs to be made regarding the acceptance of the final document.

The Weathers Group also provided a Harmony Relationship checklist, which will generally be used by the Resident Services department.

Chairman White asked how the checklist would be used.

Terril Bates indicated that the checklist is for staff that works with community partners. It will be used to ensure that the programs, the staff, and the inter-relationship are what they're supposed to be. It is a guide that would help strengthen collaborative relationships.



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Terril Bates asked for direction from the Board on how they would like to move forward. Either through a formalized resolution or through quarterly, biannually, or monthly reporting?

Chairman White indicated that he would like to hear from the work groups in some sort of frequency. Likewise, it was indicated that the work groups could send to the board a report or give a presentation.

It was also noted that the Weather's Group recommended that another contract be awarded so that the issues surrounding culture could be addressed. While there was a lot of discussion about things that people believed existed and historical things that have happened to cause people to feel the way that they feel. There wasn't a lot of progress wrapping up the subject surrounding culture due to changes in staff and the magnitude of the issues.

Terril Bates stated that the Weather's Group provided the deliverable for the strategic plan and if SHA wanted to further delve in the issue of culture, it would require another procurement action. Likewise, in order to be properly addressed, the process could take approximately 12 months.

Chairman White stated that it's (about) building trust, building integrity, (and) getting people to commit to the values of the organization. The business location and RAD are immediate pressing issues. Culture will evolve as the agency builds the board, as the staff is built, and as we create a positive energetic and professional climate.

Terril Bates noted that the United Way went through the same kind of process and that it took them two years to redefine their culture.

Chairman White indicated that there wouldn't be a decision made today regarding the next steps. However, there are a couple of things that absolutely have to be done. The plan should be a working document and it needs to integrate the board review and how to integrate it into the staff responsibilities.

ACTION ITEM:

1) RESOLUTION NO. 2018-01 Financial Management Policy

Angela Leopard gave an overview of the resolution.

Angela Leopard noted that the Financial Management Policy was presented as an information item in late 2017. In December 2017, the Finance Committee met to review the policy and made corrections related to terminology and wording and to provide better clarity in the language. It was also noted that specific dates needed to be provided. Better clarification, internal controls, and responsibilities were addressed, and a couple of processes were updated.



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It was noted that the Finance Committee met on December 16, 2017 and agreed to approve the Policy and make it effective February 1, 2018.

Chairman White asked for a motion to approve Resolution 2018-01.

RESOLUTION NO. 2018-01

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
January 23, 2018

A motion to approve **Resolution 2018-01** was made and seconded. The motion was unanimously carried.

Chairman White applauded the Finance Committee for their work and especially Angela Leopard. The document was great and well done and it validates the decision to have a Finance Committee.

2) RESOLUTION NO. 2018-02 Bad Debt/Write Off

Angela Leopard gave an overview of the resolution.

The bad debt/write off resolution encompasses first quarter of fiscal year 2018; October 1, 2017 through December 31, 2017. The amount being written off is \$10,292.79. The amount of write off for the same quarter in fiscal year 2017 was \$11,363.33 or \$1070 less.

RESOLUTION NO. 2018-02

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
January 23, 2018

Chairman White inquired about the higher amounts for Archibald; the amounts went from \$5,800 compared to \$2,000 in the previous fiscal year.

Jessica Holcomb responded that it was due to some damages in the units and stricter management.

carried.

A motion to approve **Resolution 2018-02** was made and seconded. The motion was unanimously



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3) RESOLUTION NO. 2018-03

General Counsel Legal Services

Terril Bates gave an overview of the resolution.

It was recommended that the Board authorize the agency to contract with the Horton Law Firm of Greenville, SC to provide a wide range of general counsel legal services for the period of three years with two possible extensions of one year each for an amount not to exceed \$100,000 per fiscal year.

The previous contract with McNair Law Firm was terminated by mutual agreement during the last quarter of 2017.

It was further explained that much of the previous legal activity surrounded the unwinding of Spartanburg Leased Housing and various real estate transactions.

RESOLUTION NO. 2018-03

ADOPTED BY THE BOARD OF COMMISSIONERS OF

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

January 23, 2018

A motion to approve **Resolution 2018-03** was made and seconded. The motion was unanimously carried.

MONTHLY REPORTS:

1. Chief Executive Office (Terril Bates):

Terril Bates provided highlights of the CEO's report.

It was also further explained that there is a close watch on the imminent tax bill. An article by Novogradac, an industry expert, estimates a loss of approximately 225,000 affordable housing units because of the implication of the proposed tax bill.

Terril Bates indicated that there are several upcoming conferences hosted by NAHRO and PHADA that the Commissioners should consider attending this year. Chairman White stated that the attendance to those conference would help to see the big picture.

Terril Bates further explained that the implications of the proposed tax bill could halt the Agencies RAD process due to the fact that there aren't enough corporations whose mission supports affordable housing in the South Carolina area.



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2. Finance (Angela Leopard):

Angela Leopard gave a brief review of the finance dashboard report.

3. Programs Dashboard:

Jessica Holcomb provided highlights of the Asset Management Dashboard Report.

As further explained by Terril Bates, there are several millions of dollars' worth of capital needs that are not funded and HUD expects sites to continue to pass inspections. For example, Victoria Gardens needs windows in every single unit and has several hundreds of thousands of dollars of capital needs. So, given the reality of the property condition and the fact that it's not funded by HUD, the score of 77 was good.

Chairman White asked for an update on Cammie Clagett. Terril Bates explained that the process was still being reviewed by the Special Application Center (SAC) Office through the office of HUD. The process for removing the units is different because of the RAD association and the fact that the SAC did a conditional release of the DOT in order for the units to be sold. So, the process that should normally happen is not possible right now.

The units have to be down by June and asbestos removal is currently taking place. All of the property will be demolished except for the office building.

Tiffany Askew provided highlights of the HCV Dashboard Report.

The funding that we are receiving is less than what is currently being paid out. Therefore, next month we will see the percentages go down as far as the leasing in the voucher program.

The MOD Rehab program is struggling with leasing. The property was asked to come up with a leasing plan that could be executed in a very short period of time. If the property fails to meet the objectives of the leasing plan, HUD will be petitioned to have those vouchers transferred from MOD to Tenant Based Rental Assistance.

A motion to adjourn the meeting was made and seconded. The motion was unanimously carried.

Meeting Adjourned at 5:33 PM.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Approval of Minutes –
Special Board Meeting
February 7, 2018

Board of Commissioners Meeting
Tuesday, February 27, 2018



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**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
February 7, 2018**

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

Chairman Charles White called the meeting to order with a moment of silence.

MOMENT OF SILENCE: - *observed*

PRESENT: Chuck White, John O. Fairey, Jr., Bryant Boyd*, Andrew Poliakoff, Brenda Thomas, and Matthew Myers

ABSENT: Molly Talbot-Metz

APPROVAL OF THE AGENDA:

A motion to approve the agenda. The motion was seconded and unanimously carried.
A correction was made to the agenda by adding the topic "Lunch and Learn" as item number 6.

ACTION ITEM:

1) RESOLUTION NO. 2018-04 Conveyance of Lots to Habitat

Terril Bates indicated that the grant provides approximately \$100,000 for materials for the project. The students are getting hands on training and the Department of Labor is providing funding for the materials which are ultimately used to build the homes. The students receive a stipend for everyday that they participate in the Youthbuild Program.

SHA received the lots approximately ten years ago through a number of transfers during the HOPE VI program.

Commissioner Boyd recused himself from voting because of his affiliation with Habitat.

Chairman White asked for a motion to approve Resolution 2018-04.

RESOLUTION NO. 2018-04
ADOPTED BY THE BOARD OF COMMISSIONERS OF

THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 7, 2018



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A motion to approve **Resolution 2018-04** was made and seconded. The motion was unanimously carried.

2) RESOLUTION NO. 2018-05 Predevelopment Loan Agreement

Terril Bates gave an overview of the resolution.

As further described by Terril Bates, Spartanburg Housing Partners is a development partner and they were selected to produce an architectural rendering and be responsible for the construction build out.

RESOLUTION NO. 2018-05
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
February 7, 2018

A motion to approve **Resolution 2018-05** was made and seconded. The motion was unanimously carried.

Lunch and Learn:

During the lunch and learn, the following topics were discussed:

Performance Assessment
Public Housing Assessment Systems (PHAS)
Story Lead Activity
Section Eight Management Assessment Programs (SEMAP)

A motion to adjourn the meeting was made and seconded. The motion was unanimously carried.

Meeting Adjourned

Respectfully Submitted,

The Housing Authority of the City of Spartanburg



Information Item

Draft Procurement Policy

Board of Commissioners Meeting

Tuesday, February 27, 2018



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February 27, 2018

Spartanburg Housing Authority
Spartanburg, SC 29306

HONORABLE MEMBERS IN

SESSION: SUBJECT: INFORMATION

ITEM Draft Procurement Policy

CONTACT PERSON:

Terril Bates
CEO
864-598-6010

Background

The existing Procurement Policy was approved by the Board of Commissioners on September 23, 2014. Since this time, there have been updates by HUD. PHAs were required to implement Procurement Standards that follows 2 CFR 200.317 – 300.326. Michael S. Gifford, of Housing Agency Procurement Assistance authorized SHA to use their HUD approved Procurement Policy as a draft for guidance.

As such, the Draft Procurement Policy incorporates a sample policy issued by HUD within Appendix 1 of HUD Procurement Handbook 7460.8 REV 2, combined with the changes imposed by HUD. Additionally, changes to SHA's Small Purchase Limit is incorporated within the Draft Procurement Policy.

The Board of Commissioners is encouraged to review the draft Procurement Policy in preparation for adoption in the next Board Meeting.

PROCUREMENT POLICY

Adopted: 00/00/0000

Resolution No.: 000000000

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SPARTANBURG HOUSING AUTHORITY

Page 2

PROCUREMENT POLICY

Adopted: 00/00/0000

Resolution No.: 000000000

1.0 INTRODUCTION

- 1.1 General. Established for the Housing Authority of the City of Spartanburg (hereinafter, "the SHA") by Action of SHA Board of Commissioners (Board) on March 27, 2018, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between SHA and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR \$200.317 through \$200.326, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

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2.0 GENERAL PROVISIONS

- 2.1 Purpose. The purpose of this Procurement Policy is to:
- 2.1.1 Provide for a procurement system of quality and integrity;
- 2.1.2 Provide for the fair and equitable treatment of all persons or firms involved in purchasing by SHA;
- 2.1.3 Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to SHA;
- 2.1.4 Promote competition in contracting; and
- 2.1.5 Assure that SHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.
- 2.2 Application. This Procurement Policy applies to all procurement actions of t
SH, regardless of the source of funds, except as noted under "exclusions" below. However, nothing in this Policy shall prevent SHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

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PROCUREMENT POLICY

Adopted: 00/00/0000

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- 2.3 Definition. The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.
- 2.4 Exclusions. This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable State and local requirements.

This Procurement Policy also does not govern procurements under the Rental Assistance Demonstration (RAD) program, which shall instead be subject to those requirements described at Exhibit (A) of this Procurement Policy.

- 2.5 Changes in Laws and Regulations. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

- 2.6 Public Access to Procurement Information. Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent required by Chapter 4 of Title 30 of the South Carolina Code of Laws (the Freedman of Information Act), as amended from time to time, unless an exception to such Freedom of Information Act applies.

For all documents submitted in response to a solicitation under this Policy, the person submitting such documents shall comply with the instructions provided in the solicitation for marking information exempt from public disclosure. SHA may be required to disclose to the public any information not marked as required in the solicitation.

3.0 ETHICS IN PUBLIC CONTRACTING

- 3.1 General. The SHA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable Federal, State, or local law.

SPARTANBURG HOUSING AUTHORITY

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PROCUREMENT POLICY

Adopted: 00/00/0000

Resolution No.: 000000000

- 3.2 Conflicts of Interest. No employee, officer, Board member, or agent of **SHA** shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- 3.2.1 An employee, officer, Board member, or agent involved in making the award;
- 3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- 3.2.3 His/her partner; or
- 3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

- 3.3 Gratuities, Kickbacks, and Use of Confidential Information. No officer, employee, Board member, or agent of **SHA** shall ask for or accept gratuities, favors, or items of more than nominal value (i.e. inexpensive hat with logo) from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

- 3.4 Prohibition against Contingent Fees. Contractors wanting to do business with **SHA** must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

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4.0 PROCUREMENT PLANNING

- 4.1 General. Planning is essential to managing the procurement function properly. Hence, **SHA** will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;
- 4.1.2 Maximize competition and competitive pricing among contracts and decrease **SHA's** procurement costs;

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SPARTANBURG HOUSING AUTHORITY

PROCUREMENT POLICY

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4. . 1 . 3 Reduce SHA administrative costs;

4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and

4.1.5 Minimize errors that occur when there is inadequate lead time.

4.1.6 Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

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4.2 To further implement this Procurement Policy, SHA shall also develop and use a procurement manual (the "Manual") that provides operational guidance for procurements made under this Procurement Policy, and which shall not require Board approval.

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Before initiating any procurement or contract, the SHA shall ensure that there are sufficient funds of the appropriate character available for the proposed procurement or contract.

5.0 PROCUREMENT METHODS

If this Procurement Policy applies to the procurement in question, one of the following procurement methods shall be chosen.

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5.1 Credit or Purchasing Cards. Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Petty Cash or Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for all purchases above the Micro Purchase level, the Contracting Officer must follow the procedures outlined below before purchasing via a credit card.

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Credit card usage shall follow those procedures outlined in the Procurement Manual to ensure that credit cards are used only for their intended purposes.

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5.2 Small Purchase Procedures. Any contract not exceeding \$60,000 (the "Small Purchase Limit") may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section

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PROCUREMENT POLICY

Adopted: 00/00/0000

Resolution No.: 000000000

except as may be otherwise permitted to the extent required by Section (16) of this Procurement Policy relating to assistance to small and minority businesses, and lower income persons.

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5.2.1 Administrative Requirements. Small Purchases shall require a Purchase order signed by the Contracting Officer or other SHA officer or employee as indicated in the Procurement Manual.

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5.2.2 Small purchases of \$3,500 or less (Micro Purchases). For small purchases below \$3,500 only one quotation need be solicited if the price received is considered reasonable. This quote may be obtained orally (either in person or by phone), by fax, or in writing (ie., through emails, online catalogs, etc.). To the extent feasible, such purchases must be distributed equitably among qualified sources. If practicable, a quotation shall be solicited from other than the previous source before placing a repeat order.

5.2.3 Small purchases over \$3,500. For small purchases in excess of \$3,500 but not exceeding the Small Purchase Limit, the SHA may use small purchase procedures. Under small purchase procedures, the SHA shall obtain a reasonable number of quotes (preferably three). To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. This quote may be obtained orally (either in person or by phone), by fax, in writing (ie., through emails, online catalogs, etc.) or through e-procurement as allowed under state or local laws. The names, addresses, and/or telephone numbers of the offerors and person contacted, the date and the amount of each quotation shall be recorded.

Award shall be made to the qualified offeror that provides the best value to the SHA; the responsive and responsible vendor.

If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The SHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

5.3 Sealed Bids. Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are

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not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, SHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed the Small Purchase Limit of \$60,000.

- 5.3.1 **Conditions for Using Sealed Bids.** The SHA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; three or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.
- 5.3.2 **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. Adequate notice of the IFB must be given at a reasonable time before the date set forth in the opening for bids. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.
- 5.3.3 **Bid Opening and Award.** Bids shall be opened publicly and in the presence of at least one witness. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method, unless otherwise provided in State or Local Law. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis. Award shall be made by written notice to the successful bidder.
- 5.3.4 **Mistakes in Bids.** Correction or withdrawal of bids may be permitted, where appropriate, and in SHA's sole discretion, before bid opening by written or telegraphic notice received in the office

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designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made, the nature of the mistake, and the bid price actually intended. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of SHA or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to SHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number

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of offerors, identity of the offerors, and the contents of their proposals until after award. The **SHA** may assign price a specific weight in the evaluation factors or **SHA** may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

- 5.4.3 Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, **SHA** shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

- 5.4.4 Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between **SHA** and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the **Contracting Officer** with each offeror within the competitive range. The primary object of discussions is to maximize **SHA's** ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The **Contracting Officer** shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past

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performance, and terms and conditions) that could, in the opinion of the Contracting Officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the Contracting Officer's judgment. The Contracting Officer may inform an offeror that its price is considered by SHA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that SHA's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.4 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most advantageous to SHA provided that the price is within the maximum total project budgeted amount established for the specific property, project, or activity.

5.4.6 A/E Services. The SHA shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5 Noncompetitive Proposals.

5.5.1 Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.5.1.1 The item is available only from a single source, based on a good faith review of available sources;

5.5.1.2 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or

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would otherwise cause serious injury to SHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

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5.5.1.3 HUD authorizes the use of noncompetitive proposals; or

5.5.1.4 After solicitation of a number of sources, competition is determined inadequate.

5.5.2 Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

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5.5.2.1 Description of the requirement;

5.5.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);

5.5.2.3 The specific exception in 2 CFR §200.320(f)(1)-(4) which applies;

5.5.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;

5.5.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);

5.5.2.6 Statement as to efforts that will be taken in the future to promote competition for the requirement;

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5.5.2.7 Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer);

5.5.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing _____ in this Procurement Policy.

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7.1.1 Micro Purchases. No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

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7.1.2 Small Purchases. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no

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further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

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7.1.3 Sealed Bids. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where SHA cannot reasonably determine price reasonableness, SHA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

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7.1.4 Competitive Proposals. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, SHA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, SHA must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

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7.1.5 Contract Modifications. A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of the Small Purchase Limit.

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7.1.6 Other Situations Requiring a Costs Analysis. A cost analysis must be conducted if one or more of the following conditions apply:

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7.1.6.1 The SHA is conducting a sole-source or non-competitive procurement.

7.1.6.2 The SHA has solicited bids or proposals but received only one bid or proposal and finds that bid or proposal unreasonable, and decides to cancel the solicitation and negotiate a contract price with the sole bidder.

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7.1.6.3 The SHA conducted a competitive procurement and requested that bidders provide separate elements of their costs (labor, materials, overhead, profit, etc.). In reviewing profit, the SHA shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting the quality of past performance, and industry profit rates in the area for similar work.

7.1.6.4 When making contract termination payments.

7.1.6.5 When awarding construction contracts obtained through any means other than sealed bidding.

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8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

8.1.1 Micro Purchases. The SHA may contact only one source if the price is considered reasonable.

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8.1.2 Small Purchases. Quotes may be solicited orally, through email, fax, E-Procurement, or by any other reasonable method.

8.1.3 Sealed Bids and Competitive Proposals. Solicitation must be done publicly. The SHA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

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8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.

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8.1.3.2 Advertising in various trade journals or publications (for construction).

8.1.3.3 E-Procurement. The SHA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR \$200.317 through \$200.326, State and local requirements, and SHA's procurement policy.

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- 8.2 Time Frame. For purchases ~~that exceed the Small Purchase Limit, the public notice should run not less than once each week for two consecutive weeks.~~

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- 8.2 Form. Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed item(s).

- 8.4 Time Period for Submission of Bids. A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

- 8.5 Cancellation of Solicitations.

- 8.5.1 An IFB, RFP, or other solicitation may be cancelled ~~at SHA's discretion when necessary or when otherwise considered to be in SHA's best interest~~ before bids/offers are due if:

8.5.1.1 The supplies, services or construction is no longer required;

8.5.1.2 The funds are no longer available;

8.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

8.5.1.4 Other similar reasons.

- 8.5.2 A solicitation may be cancelled ~~at SHA's discretion when necessary or when otherwise considered to be in SHA's best interest~~ and all bids or proposals that have already been received may be rejected if:

8.5.2.1 The supplies or services (including construction) are no longer required;

8.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;

8.5.2.3 All factors of significance to ~~SHA~~ were not considered; _____

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8.5.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;

8.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

8.5.2.6 For good cause of a similar nature when it is in the best interest of ~~SHA~~.

8.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

8.5.4 A notice of cancellation shall be sent to all bidders/offers solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

8.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or ~~SHA's~~ cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the ~~Contracting Officer~~ may cancel the solicitation and either

8.5.5.1 Re-solicit using an RFP; or

8.5.5.2 Complete the procurement by using the competitive proposal method. The ~~Contracting Officer~~ must determine, in writing, that such action is appropriate, must inform all bidders of ~~SHA's~~ intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

8.5.6 If problems are found with the specifications, ~~SHA~~ should cancel the solicitation, revise the specifications and re-solicit using an IFB.

8.6 Credit (or Purchasing) Cards. Credit card usage should follow the rules for all other small purchases. For example, the ~~Contracting Officer~~ may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro

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Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, SHA shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

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9.0 BONDING REQUIREMENTS

- 9.1 General. The standards under this section apply to construction contracts that exceed the Small Purchase Limit. There are no bonding requirements for small purchases or for competitive proposals. The SHA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds. The SHA shall also comply with any applicable more restrictive state or local requirements.

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- 9.1.1 Bid Bonds. For construction contracts exceeding the Small Purchase Limit, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

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- 9.1.2 Payment Bonds. For construction contracts exceeding the Small Purchase Limit, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

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9.1.2.1 A performance and payment bond in a penal sum of 100% of the contract price; or

9.1.2.2 Separate performance and payment bonds, each for 50% or more of the contract price; or

9.1.2.3 A 20 % cash escrow; or

9.1.2.4 A 25 % irrevocable letter of credit.

9.1.2.5 These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of of South Carolina. Individual sureties shall not be considered. U. S. Treasury Circular

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Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

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10.1 Contractor Responsibility

10.1.1 The SHA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

10.1.1.3 Have a satisfactory performance record;

10.1.1.4 Have a satisfactory record of integrity and business ethics;

10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed Limited Denial of Participation (LDP).

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR §200.317 through §200.326) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a

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contract, **SHA** staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

- 10.3 Vendor Lists. All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11.0 CONTRACT PRICING ARRANGEMENTS

- 11.1 Contract Types. Any type of contract which is appropriate to the procurement and which will promote the best interests of **SHA** may be used, provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and **SHA**. For all cost reimbursement contracts, **SHA** must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

- 11.2 Options. Options for additional quantities or performance periods may be included in contracts, provided that:

- 11.2.1 The option is contained in the solicitation;
- 11.2.2 The option is a unilateral right of **SHA**;
- 11.2.3 The contract states a limit on the additional quantities and the overall term of the contract, and the contract, together with options for renewal or extension, do not exceed a period of five years;
- 11.2.4 The options are evaluated as part of the initial competition;
- 11.2.5 The contract states the period within which the options may be exercised;
- 11.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and

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- 11.2.7 The options may be exercised only if determined to be more advantageous to **SHA** than conducting a new procurement.

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12.0 CONTRACT CLAUSES

- 12.1 Contract Pricing Arrangements. All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by **SHA**.

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- 12.2 Required Forms. Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used, as applicable, in all corresponding solicitations and contracts issued by **SHA**.

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- 12.3 Required Contract Clauses: The **SHA** shall ensure that each contract executed by **SHA** contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II.

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13.0 CONTRACT ADMINISTRATION

- 13.1 General. The **SHA** shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

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14.0 SPECIFICATIONS

- 14.1 General. All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying **SHA's** needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

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14.2 Limitation. The following types of specifications shall be avoided:

14.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use);

14.2.3 Excessive bonding or unnecessary experience requirements.

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

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15.0 APPEALS AND REMEDIES

15.1 General. It is SHA policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

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15.2 Informal Appeals Procedure. The SHA shall adopt an informal bid protest/appeal procedure for contracts at or below the Small Purchase Limit. Under these procedures, the bidder/contractor may request to meet with the appropriate Contracting Officer. The SHA may also consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences.

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15.3 Formal Appeals Procedure. A formal appeals procedure shall be established for solicitations/contracts that exceed the Small Purchase Limit as provided in subsections below.

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15.3.1 Bid Protest. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Procurement Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract

PROCUREMENT POLICY

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receives notice of the contract award, or the protest will not be considered. ALL bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

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- 15.3.2 Contractor Claims. ALL claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in SHA. Contractor claims shall be governed by the Changes clause in the relevant form HUD-5370.

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16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

- 16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the SHA project are used when possible. Such efforts shall include, but shall not be limited to:

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- 16.1.1 Including such firms, when qualified, on solicitation mailing lists;
- 16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development of the Department of Commerce;
- 16.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to

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PROCUREMENT POLICY

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award subcontracts for work in connection with the project to business concerns which **provide** opportunities to low-income residents, as described in 24 CFR §135 (so-called Section 3 businesses); and

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16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

16.2 Goals. Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in **SHA's** prime contracts and subcontracting opportunities.

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16.3 Definitions.

16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.

16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A "Section 3 business concern" is as defined under 24 CFR §135.

16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

PROCUREMENT POLICY

Adopted: 00/00/0000

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17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

- 17.1 Procurement Authority and Administration. Other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement actions, as permitted under State and local law. Rather, it is the responsibility of the Executive Director to make sure that all procurement actions are conducted in accordance with the policies contain herein.

Deleted: [NOTE: An Agency will normally utilize either of the following Sections 17.1 or 17.2, but not both. I recommend Section 17.1, but such requires that the ED is competent (e.g. trained) to assume such responsibility. Questions? Ask me, 11]
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- 17.2 Authority. The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$60,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for SHA. All procurements that exceed \$60,000 must have approval from the Board prior to award and/or contract execution.

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- 17.3. The Board of Commissioners must approve any change order or contract modification where the conditions that follow occur:

17.3.1 Any cumulative change order that exceed ten percent (10%) of the original contract amount, provided that the contract values exceed \$60,000, or will exceed \$60,000 if such change order is approved.

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17.3.2 Any change order that would increase the contract to an amount that exceeds \$60,000.

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18.0 DELEGATION OF CONTRACTING AUTHORITY

- 18.1 Delegation. While the ED is responsible for ensuring that SHA's procurements comply with this Policy, the ED may delegate in writing all procurement authority as is necessary and appropriate to one or more persons conduct the business of SHA. In the absence of such designation, the Executive Director shall serve as the Contracting Officer.

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- 18.2 Procedures. Further, and in accordance with this delegation of authority, the ED shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. The ED shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with Federal, State, or local law.

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19.0 DOCUMENTATION RETENTION

SPARTANBURG HOUSING AUTHORITY

PROCUREMENT POLICY

Adopted: 00/00/0000

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19.1 Required Records. The SHA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (also if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price (as prescribed in this handbook);

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. Records are to be retained for a period of three years after final payment and all matters pertaining to the contract are closed or no longer required by applicable program requirements, contract documents, or state or federal law or regulation.

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22.0 →SELF-CERTIFICATION¶

¶

22.1 →General. The Agency self-certifies that this Procurement Policy, and the Agency's procurement system, complies with all applicable Federal regulations and, as such the Agency is exempt from prior HUD review and approval of individual procurement action.

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20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for SHA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, SHA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

PROCUREMENT POLICY

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Exhibit A

RAD Addendum

The Housing Authority of the City of Spartanburg (the "Authority" or "SHA") is participating in the United States Department of Housing and Urban Development's ("HUD") Rental Assistance Demonstration ("RAD") program, the requirements of which are set forth in The Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 111-55) and HUD Notice PIH 2012-32 (HA), REV-1, each as amended from time to time (the "RAD Requirements").

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Prior to conversion of any public housing project under RAD and in accordance with RAD Requirements, SHA shall continue to comply with the procurement standards of SHA's Annual Contributions Contract ("ACC") between the PHA and the U.S. Department of Housing and Urban Development ("HUD"), the HUD Handbook 7460.8 REV-2, "Procurement Handbook for Public Housing Agencies and Indian Housing Authorities" ("Procurement Handbook"), the procurement standards of 24 CFR 85.36 (collectively, the ACC, Procurement Handbook and 24 CFR 85.36 referred to herein as "Federal Public Housing Procurement Requirements"), and all applicable state and local laws regarding procurement. After conversion of any public housing project under RAD and in accordance with RAD Requirements, SHA not be mandated to follow Federal Public Housing Procurement Requirements but shall comply with all applicable state and local laws regarding procurement.

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SPARTANBURG HOUSING AUTHORITY

PROCUREMENT POLICY

Adopted: 00/00/0000

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Exhibit B

Section 8 HCV and COCC Addendum

The U.S. Department of Housing and Urban Development (HUD) has provided HUD Handbook 7460.8 REV. 2, dated 2/2007, which is entitled, Procurement Handbook for

board approval, but will be available for review.

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Information Item

Cammie Clagett Updates

Board of Commissioners Meeting

Tuesday, February 27, 2018



WWW.SHASC.ORG

February 27, 2018

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN

SESSION: SUBJECT: INFORMATION

ITEM Cammie Clagett

CONTACT PERSON:

Terril Bates
CEO
864-598-6010

Background

On February 22, 2018, the City of Spartanburg issued a RFP for Planning, Architectural, and Urban Design Services for the development of a Transformation Plan for the Highland Neighborhood. The community includes commercial buildings and large multifamily developments that includes the recently vacated and partially demolished Cammie Clagett (Public Housing), Prince Hall (Public Housing), and Norris Ridge (Moderate Rehabilitation unit). A pre-bid meeting is scheduled for Tuesday, March 27, 2018 at 9 a.m. at the site and proposals are due Tuesday, April 24, 2018.

The City of Spartanburg is offering job opportunities for individuals interested in obtaining their Asbestos Handler's certification. From February 27, 2018 to March 2, 2018, participants will be trained in Asbestos removal at the CC Woodson Community Center. Once they graduate, they will have the opportunity to be hired as an Asbestos Handler/Removal for the Cammie Clagett demolition that will start on Monday, March 12, 2018.

City of Spartanburg
Procurement and Property Division
Post Office Drawer 1749, SC 29304-1749
Phone (864) 596-2049 - Fax (864) 596-2365

RFP Legal Notice
Request for Qualification for Planning Services
for Transformation Plan for Highland Neighborhood

February 22, 2018

NOTICE IS HEREBY GIVEN – The City of Spartanburg is requesting qualifications for Planning, Architectural, and Urban Design Services for the development of a Transformation Plan for the Highland Neighborhood in the City of Spartanburg.

Proposal No:

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women's business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Proposals may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Proposals for the purpose of reviewing the Proposals and investigating the qualifications of prospective parties, prior to awarding of the Contract. The vendor that is awarded the proposal will be required to obtain a City of Spartanburg Business License.

Pre-Bid: Tuesday, March 27, 2018 at 9:00 AM at the site. Starting at 397 Highland Avenue.

Please submit two (2) copies of your sealed proposals:

Sealed Qualifications Due Tuesday, April 24, 2018 no later than 3:00 PM. Proposals must be submitted to Carl Wright, Procurement and Property Manager, City Hall 145 W. Broad Street, at which time they will be publicly opened and read aloud in the Training Room.

Technical question regarding the scope of services should be directed to Lynn Coggins, Construction Project Administrator, and City of Spartanburg at 864-596-2914.

Proposals can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 5107
145 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and complete Proposal Package, please contact the Procurement and Property office at (864) 596-2049. Complete proposal package also available at www.cityofspartanburg.org by following the links for Invitations for bids.

**REQUEST FOR QUALIFICATIONS
FOR
TRANSFORMATION PLAN**

**For the Highland Neighborhood
Spartanburg, South Carolina**

The City of Spartanburg is requesting statements of qualifications from local and national planning, urban design, and architecture firms for planning services for a Transformation Plan for the Highland Neighborhood located in the City of Spartanburg, South Carolina.

A pre-submittal conference will be held at the Bethlehem Center in the Highland Neighborhood, 397 Highland Avenue, on Tuesday, March 27, 2018, at 10:00 am. As a part of the pre-submittal conference a site tour will be conducted. Although this pre-submittal conference is not mandatory we strongly encourage prospective responders to attend, and if they are unable to attend the conference, we strongly encourage all prospective responders to make a site visit to the City of Spartanburg to review the Highland Neighborhood.

Sealed responses to this solicitation will be received at the offices of City of Spartanburg Procurement Office until 3:00 p.m. local time on: Tuesday, April 24, 2018.

Deliver one original, 2 printed copies, and a flash drive with one PDF document (with blank or clearly identified pages as tabs) of the required submittals in a sealed envelope or box clearly marked with the words "Highland Neighborhood Transformation Plan RFQ" to the following address:

Carl Wright
Procurement Manager
City of Spartanburg
PO Box 1749
Spartanburg, SC 29303

Copies of the RFQ may be obtained from the City's Procurement Office and Martin Livingston, at the above address. Mr. Livingston can be reached at (864) 580-5323 or mlivingston@cityofspartanburg.org. All responses submitted are subject to these Instructions and Supplemental Instructions to Offerors, General and Supplemental Conditions, and all other requirements contained herein, all of which are made a part of this Request for Qualifications by reference. The City of Spartanburg reserves the right to reject any or all responses for just cause and to waive any informalities in the submission process.

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SECTION I – PROJECT DESCRIPTION

PROJECT OVERVIEW

The City of Spartanburg is requesting proposals from qualified Planning, Urban Design and Architecture teams for the development of a Transformation Plan for the Highland Neighborhood. The City of Spartanburg, the Highland Working Group, and the Highland Neighborhood Association proposes to select an interdisciplinary team that has the following experience areas:

1. Planning and urban design, landscape architecture, architecture and master planning; and
2. Economic feasibility and market demand analysis, including consideration of affordable and workforce housing, small business development, and community benefits; and
3. Neighborhood and People Services, including identifying health safety, mobility, and employment opportunities, educational challenges and opportunities, improved access to jobs.
4. Public meetings and community outreach.
5. Choice Neighborhood Goals; and

Individuals, firms with expertise and experience in any of these areas are encouraged to apply, as are multi-disciplinary teams with capability to manage multi-faceted planning projects and coordinate sub-consultants.

SITE OVERVIEW

The City of Spartanburg

For the better part of a century, in an era when textiles were king, Spartanburg forged a reputation as a manufacturing center, and both the economic security of our citizens and the social fabric of our community were linked to the prosperity of the individual mills and villages that dotted our landscape.

That day is gone, swept away by global economic changes and sweeping social forces. Spartanburg is not alone as a city grappling with how best to remake itself in the wake of these changes. However, Spartanburg is one of a small group of cities that have developed a multidisciplinary coalition of partners, a track record of achievement, and a plan for the future that signals larger successes to come.

Highland Community

The Highland Community is generally bounded by Fair Forest Creek to the south, John B. White Boulevard to the west, West Main Street to the north and Forest Street to the east. Community meetings to discuss residents needs indicate that this boundary is potentially in question. The composition of the community includes institutional facilities such as The Journey, a non-denominational church, Macedonia Missionary Baptist Church, Bethlehem Community Center, Spartanburg Soup Kitchen, and Stewart Park. The community also includes commercial buildings some that are substandard and are the main entry into Spartanburg's central business district from the south and west. Housing in the community is composed of large multifamily

developments that include the recently vacated and partially demolished Cammie Clagett Public Housing, Prince Hall Public Housing, and Norris Ridge – privately owned Moderate Rehabilitation units. Housing also includes smaller single family and multi-family developments clustered in an area surrounded by the multi-family developments. Most housing appears to be built in the 60's and 70's based on census data. The neighborhood is proud of its history and supports a balanced redevelopment effort to improve the community.

The community has expressed interest in developing and improving the major corridors on Daniel Morgan Avenue, John B. White Boulevard, West Main Street, and South Forest Street where existing commercial businesses operate and new commercial development could be created. The City has an interest in improving these major corridors into the City's central business district. The downtown master plan prepared several years ago addresses the West Main Street corridor, but does not address South Daniel Morgan Avenue, portions of Forest Street and John B. White Boulevard adjacent to the neighborhood.

According to the 2015 American Community Survey 5-year estimates, the population of the Highland Neighborhood located in Census Tract 208 is 1,613. The median income in this census tract is \$11,708 compared to \$35,126 in the City of Spartanburg. The unemployment rate in Highland is 26.4%, while it is 11.7% in the City of Spartanburg and 8.9% in Spartanburg County. In Highland 59.8% of adults aged 18 to 64 live below the poverty level. The highest rate of poverty occurs for children in the Highland neighborhood where 94.8% of people under age 18 live below the poverty level. The City and the County of Spartanburg have much lower rates of poverty among children.

In January of 2016, the City convened a Highland Working Group consisting of many local partners to discuss options for the improvement of the Highland neighborhood. At this time an MOU of the partnership was signed by all 7 partners which included the City of Spartanburg, the Housing Authority of the City of Spartanburg, Spartanburg School District Seven, the Highland Neighborhood Association, the Bethlehem Center, Macedonia Missionary Baptist Church, and the Highland Community Development Corporation now known as The Highland Working Group. This group has now been meeting for over a year to discuss issues such as crime prevention, neighborhood needs, and the development of a master plan for the neighborhood.

It will be necessary during the planning process to include a gap study for commercial and retail needs as well as a housing needs assessment for the community. The Highland Neighborhood Association, in anticipation of requesting from the City a Neighborhood Master Plan, initiated and completed an independent survey of community needs. Over 100 residents responded to the neighborhood conducted survey with a majority of survey respondents indicating such commercial needs as a nearby grocery store, a daycare facility, and a medical facility or clinic. These were the top three needed facilities according to residents. This Transformation Planning Process is intended to continue the work of the partners to develop a vision, organize the mission, and strategically implement a plan that is grassroots in it process.

A few efforts in the community include:

- Stewart Park: The City has spent approximately \$1.6 million on the redevelopment of Stewart Park over the past four years. This represents the largest investment in a single park in the City's history.

- > Thornton Activity Center: The Thornton Activity Center at Stewart Park opened in 2015. This addition to the park is the home for year-round youth programming and neighborhood events.
- > Highland Crossing: Completed, this \$9 million, 72-unit affordable housing development had over 400 applications for a limited number of units. Spartanburg Housing Authority and Community Housing Partners are partnering on the project, which replaces 72 units of the obsolete Cammie Clagett Courts.
- > A partnership between Spartanburg School District 7 and Meeting Street Academy will provide access to nationally certified preschool starting at 3K for all residents of the Highland Community. This early childhood education initiative is the first of its kind in the state of South Carolina.
- > The Bethlehem Center provides needed services and coordinates a few activities with the City in the Thornton Activity Center. It is an active part of the community and has been in existence for over 80 years.
- > The City provided Community Oriented Policing in the neighborhood that is fostering cooperation with residents to address crime. Officers are visible and effective in deterring potential problems in the community.
- > Macedonia Missionary Baptist Church will be undergoing construction of a facility to serve the congregation. The very visible multi-million dollar improvements by the church will have a positive impact in the surrounding area.

SECTION II – SCOPE OF WORK

Consultants should respond to this RFQ with a statement of qualifications for the following services. The following descriptions identify the minimum scope of services that may be provided by a qualified consultant or consulting team.

PLANNING AND URBAN DESIGN SERVICES

The City of Spartanburg is seeking support in land use planning, urban design, programming and conceptual design for the Highland Community and surrounding areas. The City is soliciting qualified professional individuals, firms, or multi-disciplinary teams with experience in any of the areas described below to assist in the development of its planning efforts. Coordination with City staff is critical for the successful implementation. Urban Design, Streetscape, Landscape Architecture, Design Standards and Planning Services may include but are not limited to:

1. The completion of a final document in written and electronic format that provides the community with guidance on the potential transformation of the Highland community and the surrounding areas; and
2. Provide an initial assessment and inventory of the physical, social and environmental elements and current conditions. Existing documents may be available that can be used for the study of housing conditions, SWOT analysis, community opinions, and surveys;
3. Provide a potential design for the expansion of Stewart Park to include connections to existing trails and the potential for connections to other neighborhoods across Fairforest Creek. Identify any additional recreation potential for Stewart Park; and
4. Research and inventory existing streetscape conditions and urban design characteristics including but not limited to analysis of existing character of streets within the study area(s), including assessment of walkability, bike facilities, transportation connections, open space, existing and planned street dimensions, roadway, utilities, drainage, storm water management, built and historic structures. Analyzing and evaluating existing planning, transportation and traffic studies and identifying opportunities for pedestrian and community enhancements. Specific attention should focus on a road diet for Daniel Morgan Avenue and Highland Avenue; and
5. Develop preliminary land use concepts, policies, and implementation strategies, including zoning ordinances, development standards and design guidelines to implement the Master Plan for the community. Provide written design standards for the community that could potential be adopted by council and enforced City of Spartanburg staff. Identify areas where design standards and zoning overly may be adopted by the City; and
6. Identify any potential for Transportation Oriented Development (TOD) in the study area. Develop implementation and funding strategies to address phasing of projects and infrastructure, as well as methods to finance infrastructure improvements; and
7. Prepare street cross-section designs and draft design guidelines for development sites, for implementation through community plans, design overlays, streetscape plans, new street

standards or other strategies. Evaluate and prioritize streetscape, public works projects, urban design improvements and area programming, and present findings to local community stakeholders. Identification and evaluation of priority public investment that would be a catalyst for redevelopment. Identify in the implementation strategy the initial public invest that could be made to attract private investment. Provide a cost estimate or detailed proforma of a public private partnership that could be the initial project implemented in the neighborhood; and

8. Provide recommendations for developing housing at various affordability levels either as stand-alone projects or within mixed-use projects. Develop single-family and multifamily residential designs that could be built in the community to meet any adopted design standards; Identify potential locations where residential development could occur on existing vacant property or redevelopment of specific sites identified by the community; Provide a sample estimated cost or proforma of the one multi-family and one single-family residential model identified in the plan.

ECONOMIC ANALYSIS SERVICES / MARKET STUDIES

Housing and Commercial Market Studies are required to assist City Staff with accurate data that can help in the development of realistic and effective plans, policies, and regulations. The City will need to determine economic development priorities and further expand on place-based development strategies. Information about market forces will be used to test and shape potential development scenarios so that development parameters are in line with desired outcomes. Planning efforts may also include implementation measures focusing on funding opportunities that need to be identified. Economic Analysis Services may include, but not limited to:

1. Coordinate efforts with the City's Economic Development Division to estimate the market potential for various types of housing and commercial sectors, and identifying market gaps. Market demand studies should concentrate on the types of businesses that have the greatest potential for growth and sustainability; and
2. Evaluating the short- and long-term economic viability of existing uses on particular sites to determine redevelopment potential. Providing specific tools for successful small business development in the implementation strategy. Identifying incentives to attract desired uses and means of monitoring implementation. Develop as part of the implementation strategy designs and plans for the development of the uses based on a completed market study; and
3. Evaluating opportunities for joint venture development (e.g. public/private partnerships). Identifying areas where private or public funds will be optimized. Identifying new funding opportunities. Identify opportunities for grant funding.

NEIGHBORHOOD AND PEOPLE SERVICES

The City of Spartanburg is seeking support with identifying Neighborhood and People Services that will be critical for moving residents from poverty to self-sufficiency. Coordination with City staff and its partners is critical for the successful implementation. Neighborhood and People Services may include but are not limited to:

1. Identify any additional partners that may need to be included in the planning process to address neighborhood and people services. Partnerships may include Social Services, Job Readiness, Educational attainment, Non-traditional education paths, Homeless service providers; Childcare service providers; and
2. Evaluating best practices in providing job training and employment services and moving people out of poverty in community areas. Coordinate research and efforts with United Way Financial Stability Council; and
3. Summarize and evaluate opportunities to provide or connect high quality education currently undertaken in neighborhood and opportunities for improvement. Coordinate efforts with a to be created committee and various partners including School District 7.

PUBLIC OUTREACH SERVICES

Public outreach services are needed in order to assist City Staff in gathering and summarizing stakeholder input as part of the planning process. Coordinate efforts with City staff to engage the general public, residents of Highland, businesses owners and other interested parties to participate in the planning and urban design process. Public outreach services may include, but are not limited to;

1. Developing an outreach strategy for stakeholders to encourage maximum participation among the many potential stakeholders, partners, organizations, businesses and residents of the area; and
2. Coordinating initial community outreach to identify issues, concerns, and opportunities. Include a method for reaching children and young adults in the planning process; and
3. Participation in community outreach activities including stakeholder interviews, steering and advisory committees, public workshops, events and public hearings; and
4. Provide a public outreach plan that describes the number of meetings, types of meetings or interactions with individuals, groups, and stakeholders.

CHOICE NEIGHBORHOOD GOALS

As a best practice the City and its partners intend to model the redevelopment of the Neighborhood in a manner that provides residents with Choice and access.

The overall plan will be formed around three core goals:

1. **Housing:** Transform distressed public and assisted housing into energy efficient, mixed income housing that is physically and financially viable over the long-term:
 - a. Housing that is energy efficient, sustainable, accessible, and free from discrimination;
 - b. Well managed, financially feasible, and sustainable over time; and
 - c. Mixed-Income. The goal is to de-concentrate poverty and to create housing affordable to families and individuals with a broad range of incomes including, low income, moderate income, and market rate.
2. **People:** Support positive outcomes for families who live in the development area and the surrounding neighborhood, particularly outcomes related to residents' health, safety, employment, mobility, and education; and
3. **Neighborhood:** Transform neighborhoods of poverty into viable, mixed-income neighborhoods with access to well-functioning services, high quality public schools and education programs, high quality early learning programs and services, public assets, public transportation, and improved access to jobs.

Product deliverables are to be provided in paper copy as well as in electronic format as follows:

All spatial and spatial attribute data in ESRI ArcGIS compatible format

All analytical data in Microsoft Office Excel or Access format

All text and text tables in Microsoft Word format

All charts, illustrations or graphic images in Graphic Interchange format (.gif). Joint

Photographic Experts Group (.jp/.jpeg) and Portable Document Format (pdf) format

All final documents in bookmark enabled Portable Document Format (pdf) format.

SECTION III -QUALIFICATIONS CONTENTS, PROVISIONS AND REQUIREMENTS

The RFQ has been structured to provide specific requirements which function as a standardized framework for the evaluation of prospective submitters qualifications. The City of Spartanburg and its partners are focused on selecting planning and urban design firms that are qualified to develop a transformation plan for the Highland community, but that also have a high rate of success with implementation of plans.

Submission Requirements

Listed below are the sections that must be included in the written response. Each section must be clearly labeled using the titles listed below, and shall be assembled in the order described herein. The required submission must be bound and each section tabbed. Respondents must compile responses using the following outline:

- I. Planning Team
- II. Planning Team Experience
- III. Stakeholder Participation
- IV. Minority Participation
- V. References
- VI. Required Certifications

Respondent shall submit the following documentation in the order listed, which will serve as the **Statement of Qualifications**.

1. **PLANNING TEAM:** Include a cover letter of interest. Include in this section names and resumes of key personnel who will constitute the Planning Team under this request. This shall include, but not be limited to: an organizational chart identifying the team structure that will participate in the planning process and the address of the principal office of each entity of the team. Identify the Project Manager that will be responsible for day-to-day activities and the primary contact information.
2. **PLANNING EXPERIENCE:** A description of the scope and nature of planning and urban design experience. Provide a listing of all planning and urban design projects in progress or completed over the past five years. Include examples of plans completed and the status of implementing complete plans and designs. Provide examples of successful planning and urban design efforts that resulted in the implementation of the recommendations from the team. Every effort will be made by the review team to determine from the submission that the team has experience with plan development and a high success rate of implementation of completed urban design plans.
3. **STAKEHOLDERS PARTICIPATION:** The planning and urban design team will be required to communicate and coordinate development activities with local community leaders and neighborhood residents in the Highland Neighborhood. It is expected that the firm will schedule and coordinate meetings, community workshops and other open forums to conduct a respectful and valuable engagement process. The submitters is

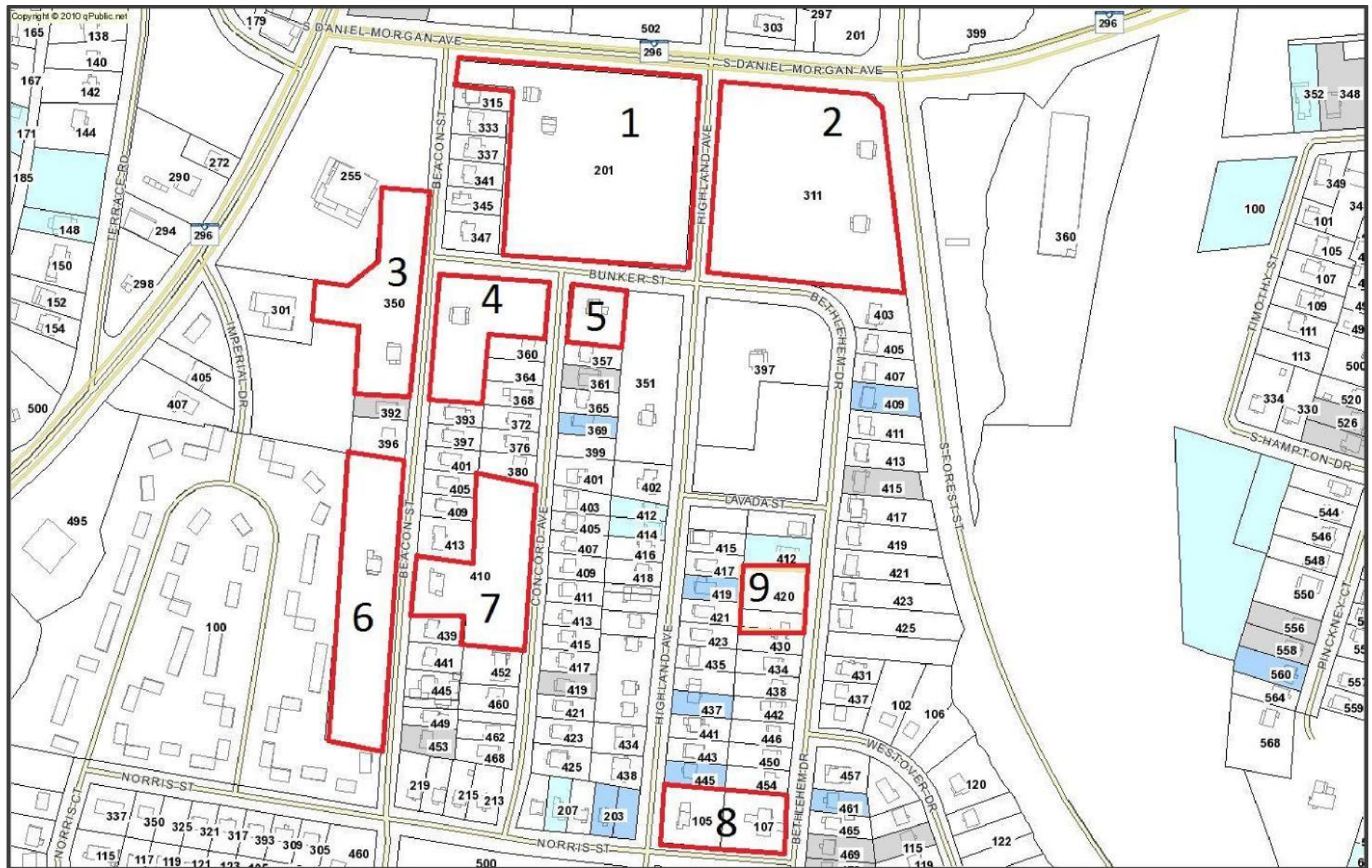
4. **MINORITY PARTICIPATION:** The City Encourages minority participation in the selecting and awarding contracts. Particular consideration will be given to the proposal
5. **REFERENCES:** Submit five (5) references for planning and urban design projects implemented in the last five years. Include at least one of the five (5) references where urban design and planning efforts have had physical implementation of the planning recommendations. Include in this section all forms attached and/or required to be attached
6. **REQUIRED CERTIFICATIONS:** The following certifications and forms must be attached to this RFQ

that best exemplifies compliance with the City's Minority and Woman Owned Business Goal. Credit is given if the company submitting the proposal is a Minority or Woman Owned Business. Credit is also given if the planning, architecture, or urban design team includes a Minority or Woman Owned Business as a member of the team.

Description of Submission Requirements

This solicitation is requesting professional qualifications to prepare a Master Plan and Urban Design for the Highland Neighborhood and surrounding areas. It is the intent to select one Planning and Urban Design Team, based on qualifications and enter into negotiations with the selected team for the development of the Planning documents. The following schedule has been developed for the processing of this RFQ. It should be noted that the dates listed are estimated and may be changed via an addendum to this solicitation.

TEAM SELECTION SCHEDULE	ESTIMATED DATE
Availability of RFQ Package	Thursday, February 22
Tour of Highland Neighborhood and Surrounding Study Areas	Tuesday, March 20
Deadline for Submission of Questions	Thursday, March 29
Issuance of Response to Questions (Addendum)	Thursday, April 10
Proposal Due Date and Time	Tuesday, April 24 At 3:00 PM
Preliminary Evaluation Completed / Teams Shortlisted	May 24
Interviews of Shortlist Firms	June 21
Recommendation to Highland Working Group Partners and City of Spartanburg	Tuesday, July 19



FOR NIP PURCHASE AND DEMOLITION CAMMIE CLAGETT BLOCK MAP



FREE ASBESTOS REMOVAL TRAINING

JOB OPPORTUNITY EARNING \$12/HOUR

PARTICIPANTS WHO COMPLETE THIS COURSE WILL RECEIVE:

-SC STATE CERTIFICATION IN ASBESTOS REMOVAL

-\$100STIPEND

-OPPORTUNITY TO BE HIRED AS AN ASBESTOS HANDLER/REMOVAL

When?

February 27, 2018 - March 2, 2018

8:30am-4:30pm

Where?

CC Woodson Community Center

Asbestos Handler will begin work
at the Cammie Clagett Demolition

Project starting

Monday, March 12, 2018.

Applications can be picked up at any of the following locations:

Thornton Activity Center.....500 Norris st.

CC Woodson.....210 Bomar ave.

City hall.....145 W. Broad st. Rm 103

For more information, contact Community Services at 864-5aVeQ;21Q52.



Action Items & Resolution

2018-06

Archibald Rutledge LIHTC Application

Board of Commissioners Meeting
Tuesday, February 27, 2018

RESOLUTION NO. 2018-06

ADOPTED BY THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SC February 27, 2018

A duly noticed regular meeting of the Board of Commissioners of the Housing Authority of the City of Spartanburg, SC (the “Board” and “SHA”) took place on February 27, 2018, at 2271 South Pine Street, Spartanburg, SC 29302.

The Board, after consideration and discussion of matters herein, hereby takes the following actions and adopts the following resolutions on behalf of SHA with respect to the redevelopment of Archibald Rutledge:

WHEREAS, SHA received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration program to reposition all Public Housing communities;

WHEREAS, SHA has four remaining properties for which it must prepare redevelopment plans under RAD;

WHEREAS, SHA determined that a development partner was needed to assist with the redevelopment efforts of the remaining four properties and provide the necessary guarantees to finance the projects;

WHEREAS, following a June 13, 2017, Request for Qualifications seeking one or more development partners to redevelop various properties under the RAD Program, SHA selected NHP as the development partner for the redevelopment of Archibald Rutledge (the “Project”);

WHEREAS, to finance the Project, SHA and NHP will submit a competitive 9% Low Income Housing Tax Credit Application to the South Carolina Housing Finance and Development Authority (“SCHFDA Application”);

WHEREAS, the Board desires to authorize various SHA commitments and actions that are necessary for completion of the SCHFDA Application and to authorize Terril Bates, as Chief Executive Officer of SHA (“Bates”), to enter into, execute and deliver on behalf of SHA all agreements and documents necessary for submission of the SCHFDA Application;

WHEREAS, a development fee will be paid to the co-developers of the Project in the estimated amount of \$1,407,437 (the “Development Fee”); for the 9% transaction.

WHEREAS, in order to finance the Project, payment of a portion of the Development Fee, in an amount anticipated not to exceed \$400,000 (the “Deferred Amount”), will need to be deferred at an interest rate expected to be 2.66% zero percent (2.66%), and to be paid out of the net cash flow of the Project for a period no longer than ten (10) years (the “Deferred Amount Repayment Terms”);

WHEREAS, SHA’s share of both the Development Fee and the Deferred Amount is fifty percent (50%) of the total of each;

WHEREAS, the Board hereby approves the deferral and desires to authorize Bates to enter into and execute and deliver the Development Fee Agreement in substantially the form attached hereto as Exhibit A;

WHEREAS, SHA intends to lease the real property upon which Archibald Rutledge sits to Archibald Towers, LLC, the newly formed owner entity in which an affiliate of SHA shall own a membership interest and options and rights of first refusal with to purchase the complete project at the conclusion of the tax credit compliance period;

WHEREAS, insofar Archibald Towers, LLC must demonstrate Project site control for purposes of the SCHFDA Application, SHA desires to grant Archibald Towers, LLC an option to lease the Archibald Rutledge real property and certain portions of the improvements thereon for 99 years at \$10.00 per year, said option to expire on December 31, 2018;

WHEREAS, the Board desires to authorize Bates to enter into, execute, and deliver the Option to Ground Lease in substantially the form attached hereto as Exhibit B;

WHEREAS, SHA desires to provide financial assistance in connection with the preparation of SCHFDA Application by way of a predevelopment loan in an amount not to exceed \$90,000 with disbursements of loan proceeds limited to 50% until receipt of Low Income Housing Tax Credits; and 75% after receipt of LIHTC.

WHEREAS, the Board desires to authorize Bates to enter into, execute and deliver all necessary documents in connection with the Predevelopment Loan Agreement in substantially the form attached hereto as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED that SHA be and hereby is authorized to take the following actions:

1. Submit the SCHFDA Application as Co-Developer with NHP for Archibald Rutledge.
2. Enter into a Development Fee Agreement in substantially the form attached hereto as Exhibit A, subject to final review by SHA legal counsel.
3. Enter into an Option to Ground Lease the real property at Archibald Rutledge in substantially the form attached hereto as Exhibit B, subject to final review by SHA legal counsel.
4. Enter into a Predevelopment Loan Agreement with NHP or it's affiliate in the amount of \$90,000 with disbursements of loan proceeds limited to 50% until receipt of Low Income Housing Tax Credits, in substantially the form attached hereto as Exhibit C, subject to final review by SHA legal counsel.
5. Commit 86 RAD Project Based Vouchers to the Project at rents established by the U.S. Department of Housing and Urban Development under the RAD Program.

BE IT FURTHER RESOLVED, that Bates be, and hereby is, authorized, directed, and empowered in the name and on behalf of SHA to do all acts necessary and to execute, perform and deliver all necessary documents in connection with the foregoing resolutions, including all documents, instruments, agreements and other papers as may reasonably be required to carry out

its terms and in such form as may be deemed necessary, appropriate, or advisable by Bates, the execution thereof to be conclusive evidence of such necessity, appropriateness, or advisability.

RECORDING OFFICER'S CERTIFICATION

I, Chuck White, the duly appointed Chairman of the Board of Commissioners of Housing Authority of the City of Spartanburg, SC, do hereby certify that this resolution was properly adopted at a duly noticed regular meeting of Board of Commissioners of the Housing Authority of the City of Spartanburg, SC, held on February 27, 2018.

Chuck White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-06

DATE ADOPTED: February 27, 2018

DEVELOPMENT FEE (9%) AGREEMENT

THIS DEVELOPMENT FEE AGREEMENT (the "Agreement") made effective as of the 27th day of February, 2018, by and among Archibald Towers, LLC, a South Carolina limited liability company, with its principal place of business at 2271 South Pine Street, Spartanburg, SC 29302, (the "Company"), NHP Development, LLC, a South Carolina limited liability company, with its principal place of business at 22 E 42nd St Suite 4900, N.Y., N.Y. 10168 ("NHP") and the Housing Authority of the City of Spartanburg, SC, a South Carolina body corporate and politic, ("SHA"), with its principal place of business at 2271 S. Pine Street, Spartanburg, SC 29302 (NHP and SHA, collectively referred to herein as the "Developer").

W I T N E S S E T H

WHEREAS, the Company has been formed to redevelop, improve, maintain, own, operate, and otherwise deal with an affordable housing project utilizing low-income housing tax credits (the "Tax Credits") to be known as Archibald Rutledge, located in Spartanburg, South Carolina (the "Project");

WHEREAS, the Developer has experience in construction and rehabilitation of real property and in developing affordable housing for low-income families; and

WHEREAS, each of the parties hereto desires to memorialize the understanding of the parties with respect to the development of the Project;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, and intending to be legally bound hereby, the Company and the Developer hereby agree as follows:

1. Agreement to Act as Developer.

The Company hereby retains the Developer, and the Developer hereby agrees with the Company, to serve as the developer on behalf of the Company with respect to the Project upon the terms and conditions hereinafter set forth.

2. Development Services.

(a) The Developer shall oversee the development and construction of the Project and perform the services and carry out the responsibilities with respect to the Project as are set forth herein, and such additional duties and responsibilities as are reasonably within the general scope of such services and responsibilities and are designated from time to time by the Members of the Company on behalf of the Company, including but not limited to:

(i) Preparing and submitting to the Company for approval a Project budget (the "Budget") and Project plans and specifications (the "Plans and Specifications");

(ii) Obtaining construction financing on behalf of the Company in an amount sufficient to fund the construction of the Project pursuant to the Budget and the Plans and Specifications (such financing is referred to hereinafter as the "Financing");

(iii) Causing a qualified party to prepare a market study of the area in which the Project is situated to determine the demand for low-income housing in that area;

(iv) Causing a qualified party to conduct a Phase I environmental assessment survey of the Project;

(v) Negotiating and causing to be executed in the name or on behalf of the Company agreements for architectural, engineering, testing or consulting services for the Project, and any agreements for the construction of any improvement or tenant improvements to be constructed or installed by the Company, or the furnishing of any supplies, materials, machinery or equipment therefor, or any amendments thereof, provided that no agreement shall be executed, nor a binding commitment made, until the terms and conditions thereof and the party with whom the agreement is to be made shall have been approved by the Company, unless the terms, conditions, and parties comply with guidelines issued by the Members concerning such agreements;

(vi) Assisting the Company in dealing with neighborhood groups, local organizations, abutters and other parties interested in the Project;

(vii) Establishing and implementing appropriate administrative and financial controls for the design and construction of the Project, including but not limited to:

(A) coordination and administration of the Project's architect, the general contractor, and other contractors, professionals and consultants employed in connection with the design or rehabilitation of the Project;

(B) administration of any construction contracts on behalf of the Company;

(C) rendering such advice and assistance as will aid in developing economical, efficient, and desirable design and construction procedures;

(D) rendering of advice and recommendations as to the selection procedures for, and selection of, subcontractors and suppliers;

(E) review and submission to the Company for approval of all requests for payment under any architectural agreement, general contractor's agreement, or loan agreement with any lending institution providing funds for the benefit of the Project;

(F) submission of suggestions or requests for changes which could in any reasonable manner improve the design, efficiency or cost of the Project;

(G) applying for and maintaining in full force and effect any and all governmental permits and approvals required for the lawful construction of the Project;

(H) complying with all terms and conditions applicable to the Company or the Project contained in any governmental permit or approval required or obtained for the lawful construction of the Project, or in any insurance policy affecting or covering the Project;

(I) furnishing such consultation and advice relating to the construction and development of the Project as may be reasonably requested from time to time by the Company;

(J) keeping the Company fully informed on a regular basis of the progress of the design and construction of the Project, including the preparation of such reports and financial documents as are provided for herein or as may reasonably be requested by the Company; and

(K) at the Company's expense, filing on behalf of and for the Company any notices of completion of any improvement(s) and taking such actions as may be required to obtain any certificates of occupancy or equivalent documents required to permit the occupancy of dwelling units and other space in the Project;

(viii) Inspecting the progress of the course of construction of the Project, including verification of the materials and labor being furnished to and on such construction so as to be fully competent to approve or disapprove requests for payment made by the architect and the general contractor, or by any other parties with respect to the design and construction of the Project, and in addition to verify that the same is being carried out substantially in accordance with the plans and specifications approved by the Company or, in the event that the same is not being so carried out, to promptly notify the Company;

(ix) To the extent requested to do so by the Company, but in any event not less frequently than quarterly, preparing and distributing to the Company a critical path schedule, and periodic updates thereto as necessary to reflect any material changes, other design or construction cost estimates as required by the Company, and financial accounting reports, including monthly progress reports on the quality, progress and cost of construction and recommendations as to the drawing of funds from any loans arranged by the Company to cover the cost of design and construction of the Project;

(x) Assisting the Company in obtaining and maintaining insurance coverage for the Project, the Company and its employees during the development phase which insurance shall include general public liability insurance covering claims for personal injury, or property damage, occurring in or upon the Project property or the streets, passageways, curbs and vaults adjoining the property and all insurance typical in similar construction projects. Such insurance shall be in an amount and issued by a carrier approved by the Company;

(xi) During the construction and development period of the Project, complying with all applicable present and future laws, ordinances, orders, rules, regulations and requirements (hereinafter called "laws") of all Federal, state and municipal governments, courts, departments,

commissions, boards and offices, any national or local Board of Fire Underwriters or Insurance Services Offices having jurisdictions in the county in which the Project is located or any other body exercising functions similar to those of any of the foregoing, or any insurance carriers providing any insurance for the Company or the Project, which may be applicable to the Project or any part thereof. Any such compliance undertaken by the Developer on behalf of and in the name of the Company, in accordance with the provisions of this Agreement, shall be at the Company's expense. The Developer shall likewise ensure that all agreements between the Company and independent contractors comply with all such applicable laws;

(xii) Assembling and retaining all contracts, agreements and other records and data as may be necessary to carry out the Developer's functions hereunder. The Developer will prepare, accumulate and furnish to the Members and the appropriate governmental authorities, as necessary, data and information sufficient to identify the market value of improvements in place as of each real property tax lien date, and will make application for appropriate exclusions from the capital costs of the Project for purposes of real property ad valorem taxes;

(xiii) Using its best efforts to accomplish the timely completion of the Project in accordance with the approved Plans and Specifications and the time schedules for such completion approved by the Company; and

(xiv) Performing and administering any and all other services and responsibilities of the Developer which are set forth in any other provision of this Agreement, or which are requested to be performed by the Company and are within the general scope of the services described herein.

(b) The Developer's services shall be performed in the name of and on behalf of the Company; provided, however, that if the performance of any duty of the Developer set forth in this Agreement is beyond the reasonable control of the Developer, the Developer shall nonetheless be obligated to (i) use its best efforts to perform such duty, and (ii) promptly notify the Company that the performance of such duty is beyond its reasonable control.

3. Obligation to Complete Construction and to Pay Development Costs.

The Developer shall complete the construction of the Project or cause the same to be completed by the Completion Date in a good and workmanlike manner, free and clear of all mechanic's, materialmen's or similar liens, and shall equip the Project or cause the same to be equipped with all necessary and appropriate fixtures, equipment and articles of personal property, including refrigerators and ranges, all in accordance with the Plans and Specifications forming a part of the Construction Contract.

4. Development Fee.

(a) Subject to the provisions of this Section and in consideration of the performance by the Developer of the services described herein, the Developer shall receive from the Company, as its full and complete compensation for its services in connection with the development of the

Project, a fee in the amount of \$ **2,127,133.00** (the "Development Fee"), which Development Fee shall be paid by the Company as provided in this Section.

(b) The Development Fee will be earned by the Developer as follows:

(i) The Developer shall have been deemed to have been earned, as of the date of this Agreement, twenty percent (20%) of the Development Fee for performing the following services:

(A) Obtaining and analyzing a third party market study establishing sufficient market demand for the Project;

(B) Obtaining and analyzing an environmental assessment of the Project including past uses of the adjoining properties;

(C) Obtaining an updated geotechnical evaluation of the Project;

(D) Causing the Company to engage an architect to design the Project, negotiation of the architectural contract, and obtaining and reviewing complete design drawings and the Plans and Specifications; and

(E) For assisting the Company in preparing various financial reports for the Project.

(ii) Subject to such limitations as may be proposed by the Company's tax credit investor (the "Investor"), the Developer shall earn forty-five percent (45%) upon the closing of the Project construction loan and the balance of thirty-five percent (35%) of the Development Fee upon issuance of Certificates of Occupancy.

(c) Except as otherwise provided herein, the Development Fee shall be paid from capital contributions of the Investor after payment of all third party Project development costs.

(d) Any portion of the Development Fee which is not paid in accordance with subsection (c) above shall be paid to the Developer over a 13-year period from available cash of the Company pursuant to the Company's Operating Agreement.

(e) All payments of Development Fee shall be paid, as they are received from the Company, pro rata as follows: fifty percent (50%) to SAHC and fifty percent (50%) to NHP.

5. Completion Date.

(a) The term "Completion Date" shall mean a date to be determined upon the Company's closing with the Investor unless such date has been extended by reason of an "Unavoidable Delay," as hereinafter defined, at which Completion Date the Developer shall obtain a certificate(s) of occupancy, approving the Project as ready for occupancy pursuant to all applicable zoning and/or building codes or laws (the "Certificate of Occupancy").

(b) The term "Unavoidable Delay" shall mean delays due to causes beyond the Developer's control, including, but not limited to, acts of God, hurricanes and other adverse weather conditions, including, but not limited to, days of loss time due to rain or flooding and adverse job site conditions caused by adverse weather, inability to obtain labor, strikes, lockouts, lack of materials (regardless of pricing), governmental restrictions, civil commotion, fire or unavoidable casualty.

6. Intentionally Deleted.

7. Waiver of Mechanic's Liens.

The Developer agrees that no mechanic's lien or materialmen's lien or claim shall be filed or maintained by it against the Project for or on account of any work heretofore or hereafter done or materials heretofore or hereafter furnished by it under this Agreement. The Developer hereby waives and relinquishes all rights to file a mechanic's lien, claim, or notice of intention to file any lien or claim whether or not the right to file a lien or claim arises under a statute, and hereby further agrees to file all necessary and appropriate documents to evidence or record such waiver. The Developer further agrees to have any mechanic's or materialmen's liens which may be filed against the Project released or bonded to the satisfaction of the Company in accordance with the provisions of this Agreement. The Developer shall defend, indemnify, and save harmless the Company and its Partners from the claims, suits, or demands of any person, contractor, subcontractor, materialman, or supplier who shall claim any amount with respect to work performed or materials supplied to the Project beyond the total cost of construction. Concurrent with payment made to the Contractor or to any subcontractors, architects, structural or professional engineers, surveyors or any other parties entitled to file mechanic's liens in the State wherein the Project is located, waivers of liens from such parties shall first be secured by, or caused to be secured by, the Developer. Notwithstanding the foregoing, if the Developer determines that substandard or otherwise unsatisfactory work has been performed or substandard materials used by a contractor, subcontractor, materialman, or supplier, the Developer may withhold payment and permit a lien to be filed against the Project, so long as such action does not result in the Project being seized or the occurrence of a default under a mortgage lien, and bring appropriate legal action against such party, at the sole cost and expense of the Developer.

8. Notice of Default and Cure; Remedies.

If the Company determines that the Developer is in default of any representation, warranty or obligation of the Developer under this Agreement, the Company shall notify the Developer of such default in writing. The Developer shall have thirty (30) days from receipt of such notice to cure such default. If such default cannot be cured within such thirty day period, the Developer shall commence the cure within such period and shall diligently pursue such cure thereafter,

provided the cure is completed within ninety (90) days of receipt of such notice or such lesser period as is necessary to cure such default.

9. Prior Agreements.

Both parties acknowledge that the Development Fee provided for herein and the method of payment may be different from the development fee heretofore agreed to by said parties and represent, one to the other, that the Development Fee provided for herein is fair compensation for all services provided and to be provided by the Developer to the Company pursuant to this Agreement or any other agreement between said parties, whether or not superseded by this Agreement.

10. Notices.

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be in writing, signed by the party giving the same, and shall be deemed properly given if sent by express courier service, personal delivery, or by registered or certified United States mail, return receipt requested, postage prepaid and addressed to the parties at their respective addresses set forth on page 1 hereof, or to such other addresses as the parties may from time to time designate in writing in the manner set forth above.

11. Miscellaneous.

(a) This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns. Neither the Company nor the Developer shall have the right to assign this Agreement to any person or entity without the prior written consent of the other.

(b) The descriptive paragraph headings of this Agreement are inserted for convenience only and are not intended to and shall not be construed to limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provision hereof.

(c) Nothing in this Agreement shall be construed as establishing a Company or joint venture between the Company and the Developer.

(d) All representations, warranties, covenants, agreements and indemnification set forth in this Agreement shall survive the completion of the Project.

(e) This Agreement may not be modified, amended or revised, except by written instrument signed by each of the parties hereto.

(f) This Agreement, and the application or interpretation hereof, shall be governed by and construed in accordance with the laws of the State of South Carolina.

(g) The obligations and undertakings of the Developer set forth in this Agreement are made for the benefit of the Company and its members and shall not inure to the benefit of any

creditor of the Company other than a member, notwithstanding any pledge or assignment by the Company of this Agreement or any rights hereunder.

(h) This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

[SEPARATE SIGNATURE PAGE FOLLOWS]

SEPARATE SIGNATURE PAGE TO
DEVELOPMENT FEE AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

COMPANY:

Archibald Towers, LLC, a South Carolina limited liability company

By: SAHC Archibald Towers, LLC, Managing Member

By: _____
Terril Bates, President

DEVELOPER:

NHP Development, LLC, a South Carolina limited liability company

By: _____
Name:
Title:

Housing Authority of the City of Spartanburg, SC

By: _____
Terril Bates, Chief Executive Officer



Action Items & Resolution

2018-07

Archibald Rutledge LIHTC Application 4%

**Board of Commissioners Meeting
Tuesday, February 27, 2018**

RESOLUTION NO. 2018-07

**ADOPTED BY THE BOARD OF COMMISSIONERS OF
HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SC
February 27, 2018**

A duly noticed regular meeting of the Board of Commissioners of the Housing Authority of the City of Spartanburg, SC (the “Board” and “SHA”) took place on February 27, 2018, at 2271 South Pine Street, Spartanburg, SC 29302.

The Board, after consideration and discussion of matters herein, hereby takes the following actions and adopts the following resolutions on behalf of SHA with respect to the redevelopment of Archibald Rutledge:

WHEREAS, SHA received HUD approval to complete a Public Housing portfolio conversion under the Rental Assistance Demonstration program to reposition all Public Housing communities;

WHEREAS, SHA has four remaining properties for which it must prepare redevelopment plans under RAD;

WHEREAS, SHA determined that a development partner was needed to assist with the redevelopment efforts of the remaining four properties and provide the necessary guarantees to finance the projects;

WHEREAS, following a June 13, 2017, Request for Qualifications seeking one or more development partners to redevelop various properties under the RAD Program, SHA selected NHP as the development partner for the redevelopment of Archibald Rutledge (the “Project”);

WHEREAS, to finance the Project, SHA and NHP will submit a non-competitive 4% Low Income Housing Tax Credit Application to the South Carolina Housing Finance and Development Authority (“SCHFDA Application”);

WHEREAS, the Board desires to authorize various SHA commitments and actions that are necessary for completion of the SCHFDA Application and to authorize Terril Bates, as Chief Executive Officer of SHA (“Bates”), to enter into, execute and deliver on behalf of SHA all agreements and documents necessary for submission of the SCHFDA Application;

WHEREAS, a development fee will be paid to the co-developers of the Project in the estimated amount of \$719,696 (the “Development Fee”); for the 4% transaction.

WHEREAS, in order to finance the Project, payment of a portion of the Development Fee, in an amount anticipated not to exceed \$360,000 (the “Deferred Amount”), will need to be deferred at an interest rate expected to be 2.66% zero percent (2.66%), and to be paid out of the net cash flow of the Project for a period no longer than ten (10) years (the “Deferred Amount Repayment Terms”);

WHEREAS, SHA’s share of both the Development Fee and the Deferred Amount is fifty percent (50%) of the total of each;

WHEREAS, the Board hereby approves the deferral and desires to authorize Bates to enter into and execute and deliver the Development Fee Agreement in substantially the form attached hereto as Exhibit A;

WHEREAS, SHA intends to lease the real property upon which Archibald Rutledge sits to Archibald Towers, LLC, the newly formed owner entity in which an affiliate of SHA shall own a membership interest and options and rights of first refusal with to purchase the complete project at the conclusion of the tax credit compliance period;

WHEREAS, insofar Archibald Towers, LLC must demonstrate Project site control for purposes of the SCHFDA Application, SHA desires to grant Archibald Towers, LLC an option to lease the Archibald Rutledge real property and certain portions of the improvements thereon for 99 years at \$10.00 per year, said option to expire on December 31, 2018;

WHEREAS, the Board desires to authorize Bates to enter into, execute, and deliver the Option to Ground Lease in substantially the form attached hereto as Exhibit B;

WHEREAS, SHA desires to provide financial assistance in connection with the preparation of SCHFDA Application by way of a predevelopment loan in an amount not to exceed \$60,000 with disbursements of loan proceeds limited to 50% until receipt of Low Income Housing Tax Credits; and 75% after receipt of LIHTC.

WHEREAS, the Board desires to authorize Bates to enter into, execute and deliver all necessary documents in connection with the Predevelopment Loan Agreement in substantially the form attached hereto as Exhibit C.

NOW, THEREFORE, BE IT RESOLVED that SHA be and hereby is authorized to take the following actions:

1. Submit the SCHFDA Application as Co-Developer with NHP for Archibald Rutledge.
2. Enter into a Development Fee Agreement in substantially the form attached hereto as Exhibit A, subject to final review by SHA legal counsel.
3. Enter into an Option to Ground Lease the real property at Archibald Rutledge in substantially the form attached hereto as Exhibit B, subject to final review by SHA legal counsel.
4. Enter into a Predevelopment Loan Agreement with NHP or it's affiliate in the amount of \$60,000 with disbursements of loan proceeds limited to 50% until receipt of Low Income Housing Tax Credits, in substantially the form attached hereto as Exhibit C, subject to final review by SHA legal counsel.
5. Commit 42 RAD Project Based Vouchers to the Project at rents established by the U.S. Department of Housing and Urban Development under the RAD Program.

BE IT FURTHER RESOLVED, that Bates be, and hereby is, authorized, directed, and empowered in the name and on behalf of SHA to do all acts necessary and to execute, perform and deliver all necessary documents in connection with the foregoing resolutions, including all documents, instruments, agreements and other papers as may reasonably be required to carry out its terms and in such form as may be deemed necessary, appropriate, or advisable by Bates, the execution thereof to be conclusive evidence of such necessity, appropriateness, or advisability.

RECORDING OFFICER'S CERTIFICATION

I, Chuck White, the duly appointed Chairman of the Board of Commissioners of Housing Authority of the City of Spartanburg, SC, do hereby certify that this resolution was properly adopted at a duly noticed regular meeting of Board of Commissioners of the Housing Authority of the City of Spartanburg, SC, held on February 27, 2018.

Chuck White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-07

DATE ADOPTED: February 27, 2018

DEVELOPMENT FEE (4%) AGREEMENT

THIS DEVELOPMENT FEE AGREEMENT (the "Agreement") made effective as of the 27th day of February, 2018, by and among Archibald Towers, LLC, a South Carolina limited liability company, with its principal place of business at 2271 South Pine Street, Spartanburg, SC 29302, (the "Company"), NHP Development, LLC, a South Carolina limited liability company, with its principal place of business at 22 E 42nd St Suite 4900, N.Y., N.Y. 10168 ("NHP") and the Housing Authority of the City of Spartanburg, SC, a South Carolina body corporate and politic, ("SHA"), with its principal place of business at 2271 S. Pine Street, Spartanburg, SC 29302 (NHP and SHA, collectively referred to herein as the "Developer").

W I T N E S S E T H

WHEREAS, the Company has been formed to redevelop, improve, maintain, own, operate, and otherwise deal with an affordable housing project utilizing low-income housing tax credits (the "Tax Credits") to be known as Archibald Rutledge, located in Spartanburg, South Carolina (the "Project");

WHEREAS, the Developer has experience in construction and rehabilitation of real property and in developing affordable housing for low-income families; and

WHEREAS, each of the parties hereto desires to memorialize the understanding of the parties with respect to the development of the Project;

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, and intending to be legally bound hereby, the Company and the Developer hereby agree as follows:

1. Agreement to Act as Developer.

The Company hereby retains the Developer, and the Developer hereby agrees with the Company, to serve as the developer on behalf of the Company with respect to the Project upon the terms and conditions hereinafter set forth.

2. Development Services.

(a) The Developer shall oversee the development and construction of the Project and perform the services and carry out the responsibilities with respect to the Project as are set forth herein, and such additional duties and responsibilities as are reasonably within the general scope of such services and responsibilities and are designated from time to time by the Members of the Company on behalf of the Company, including but not limited to:

(i) Preparing and submitting to the Company for approval a Project budget (the "Budget") and Project plans and specifications (the "Plans and Specifications");

(ii) Obtaining construction financing on behalf of the Company in an amount sufficient to fund the construction of the Project pursuant to the Budget and the Plans and Specifications (such financing is referred to hereinafter as the "Financing");

(iii) Causing a qualified party to prepare a market study of the area in which the Project is situated to determine the demand for low-income housing in that area;

(iv) Causing a qualified party to conduct a Phase I environmental assessment survey of the Project;

(v) Negotiating and causing to be executed in the name or on behalf of the Company agreements for architectural, engineering, testing or consulting services for the Project, and any agreements for the construction of any improvement or tenant improvements to be constructed or installed by the Company, or the furnishing of any supplies, materials, machinery or equipment therefor, or any amendments thereof, provided that no agreement shall be executed, nor a binding commitment made, until the terms and conditions thereof and the party with whom the agreement is to be made shall have been approved by the Company, unless the terms, conditions, and parties comply with guidelines issued by the Members concerning such agreements;

(vi) Assisting the Company in dealing with neighborhood groups, local organizations, abutters and other parties interested in the Project;

(vii) Establishing and implementing appropriate administrative and financial controls for the design and construction of the Project, including but not limited to:

(A) coordination and administration of the Project's architect, the general contractor, and other contractors, professionals and consultants employed in connection with the design or rehabilitation of the Project;

(B) administration of any construction contracts on behalf of the Company;

(C) rendering such advice and assistance as will aid in developing economical, efficient, and desirable design and construction procedures;

(D) rendering of advice and recommendations as to the selection procedures for, and selection of, subcontractors and suppliers;

(E) review and submission to the Company for approval of all requests for payment under any architectural agreement, general contractor's agreement, or loan agreement with any lending institution providing funds for the benefit of the Project;

(F) submission of suggestions or requests for changes which could in any reasonable manner improve the design, efficiency or cost of the Project;

(G) applying for and maintaining in full force and effect any and all governmental permits and approvals required for the lawful construction of the Project;

(H) complying with all terms and conditions applicable to the Company or the Project contained in any governmental permit or approval required or obtained for the lawful construction of the Project, or in any insurance policy affecting or covering the Project;

(I) furnishing such consultation and advice relating to the construction and development of the Project as may be reasonably requested from time to time by the Company;

(J) keeping the Company fully informed on a regular basis of the progress of the design and construction of the Project, including the preparation of such reports and financial documents as are provided for herein or as may reasonably be requested by the Company; and

(K) at the Company's expense, filing on behalf of and for the Company any notices of completion of any improvement(s) and taking such actions as may be required to obtain any certificates of occupancy or equivalent documents required to permit the occupancy of dwelling units and other space in the Project;

(viii) Inspecting the progress of the course of construction of the Project, including verification of the materials and labor being furnished to and on such construction so as to be fully competent to approve or disapprove requests for payment made by the architect and the general contractor, or by any other parties with respect to the design and construction of the Project, and in addition to verify that the same is being carried out substantially in accordance with the plans and specifications approved by the Company or, in the event that the same is not being so carried out, to promptly notify the Company;

(ix) To the extent requested to do so by the Company, but in any event not less frequently than quarterly, preparing and distributing to the Company a critical path schedule, and periodic updates thereto as necessary to reflect any material changes, other design or construction cost estimates as required by the Company, and financial accounting reports, including monthly progress reports on the quality, progress and cost of construction and recommendations as to the drawing of funds from any loans arranged by the Company to cover the cost of design and construction of the Project;

(x) Assisting the Company in obtaining and maintaining insurance coverage for the Project, the Company and its employees during the development phase which insurance shall include general public liability insurance covering claims for personal injury, or property damage, occurring in or upon the Project property or the streets, passageways, curbs and vaults adjoining the property and all insurance typical in similar construction projects. Such insurance shall be in an amount and issued by a carrier approved by the Company;

(xi) During the construction and development period of the Project, complying with all applicable present and future laws, ordinances, orders, rules, regulations and requirements (hereinafter called "laws") of all Federal, state and municipal governments, courts, departments,

commissions, boards and offices, any national or local Board of Fire Underwriters or Insurance Services Offices having jurisdictions in the county in which the Project is located or any other body exercising functions similar to those of any of the foregoing, or any insurance carriers providing any insurance for the Company or the Project, which may be applicable to the Project or any part thereof. Any such compliance undertaken by the Developer on behalf of and in the name of the Company, in accordance with the provisions of this Agreement, shall be at the Company's expense. The Developer shall likewise ensure that all agreements between the Company and independent contractors comply with all such applicable laws;

(xii) Assembling and retaining all contracts, agreements and other records and data as may be necessary to carry out the Developer's functions hereunder. The Developer will prepare, accumulate and furnish to the Members and the appropriate governmental authorities, as necessary, data and information sufficient to identify the market value of improvements in place as of each real property tax lien date, and will make application for appropriate exclusions from the capital costs of the Project for purposes of real property ad valorem taxes;

(xiii) Using its best efforts to accomplish the timely completion of the Project in accordance with the approved Plans and Specifications and the time schedules for such completion approved by the Company; and

(xiv) Performing and administering any and all other services and responsibilities of the Developer which are set forth in any other provision of this Agreement, or which are requested to be performed by the Company and are within the general scope of the services described herein.

(b) The Developer's services shall be performed in the name of and on behalf of the Company; provided, however, that if the performance of any duty of the Developer set forth in this Agreement is beyond the reasonable control of the Developer, the Developer shall nonetheless be obligated to (i) use its best efforts to perform such duty, and (ii) promptly notify the Company that the performance of such duty is beyond its reasonable control.

3. Obligation to Complete Construction and to Pay Development Costs.

The Developer shall complete the construction of the Project or cause the same to be completed by the Completion Date in a good and workmanlike manner, free and clear of all mechanic's, materialmen's or similar liens, and shall equip the Project or cause the same to be equipped with all necessary and appropriate fixtures, equipment and articles of personal property, including refrigerators and ranges, all in accordance with the Plans and Specifications forming a part of the Construction Contract.

4. Development Fee.

(a) Subject to the provisions of this Section and in consideration of the performance by the Developer of the services described herein, the Developer shall receive from the Company, as its full and complete compensation for its services in connection with the development of the

Project, a fee in the amount of \$ **2,127,133.00** (the "Development Fee"), which Development Fee shall be paid by the Company as provided in this Section.

(b) The Development Fee will be earned by the Developer as follows:

(i) The Developer shall have been deemed to have been earned, as of the date of this Agreement, twenty percent (20%) of the Development Fee for performing the following services:

(A) Obtaining and analyzing a third party market study establishing sufficient market demand for the Project;

(B) Obtaining and analyzing an environmental assessment of the Project including past uses of the adjoining properties;

(C) Obtaining an updated geotechnical evaluation of the Project;

(D) Causing the Company to engage an architect to design the Project, negotiation of the architectural contract, and obtaining and reviewing complete design drawings and the Plans and Specifications; and

(E) For assisting the Company in preparing various financial reports for the Project.

(ii) Subject to such limitations as may be proposed by the Company's tax credit investor (the "Investor"), the Developer shall earn forty-five percent (45%) upon the closing of the Project construction loan and the balance of thirty-five percent (35%) of the Development Fee upon issuance of Certificates of Occupancy.

(c) Except as otherwise provided herein, the Development Fee shall be paid from capital contributions of the Investor after payment of all third party Project development costs.

(d) Any portion of the Development Fee which is not paid in accordance with subsection (c) above shall be paid to the Developer over a 13-year period from available cash of the Company pursuant to the Company's Operating Agreement.

(e) All payments of Development Fee shall be paid, as they are received from the Company, pro rata as follows: fifty percent (50%) to SAHC and fifty percent (50%) to NHP.

5. Completion Date.

(a) The term "Completion Date" shall mean a date to be determined upon the Company's closing with the Investor unless such date has been extended by reason of an "Unavoidable Delay," as hereinafter defined, at which Completion Date the Developer shall obtain a certificate(s) of occupancy, approving the Project as ready for occupancy pursuant to all applicable zoning and/or building codes or laws (the "Certificate of Occupancy").

(b) The term "Unavoidable Delay" shall mean delays due to causes beyond the Developer's control, including, but not limited to, acts of God, hurricanes and other adverse weather conditions, including, but not limited to, days of loss time due to rain or flooding and adverse job site conditions caused by adverse weather, inability to obtain labor, strikes, lockouts, lack of materials (regardless of pricing), governmental restrictions, civil commotion, fire or unavoidable casualty.

6. Intentionally Deleted.

7. Waiver of Mechanic's Liens.

The Developer agrees that no mechanic's lien or materialmen's lien or claim shall be filed or maintained by it against the Project for or on account of any work heretofore or hereafter done or materials heretofore or hereafter furnished by it under this Agreement. The Developer hereby waives and relinquishes all rights to file a mechanic's lien, claim, or notice of intention to file any lien or claim whether or not the right to file a lien or claim arises under a statute, and hereby further agrees to file all necessary and appropriate documents to evidence or record such waiver. The Developer further agrees to have any mechanic's or materialmen's liens which may be filed against the Project released or bonded to the satisfaction of the Company in accordance with the provisions of this Agreement. The Developer shall defend, indemnify, and save harmless the Company and its Partners from the claims, suits, or demands of any person, contractor, subcontractor, materialman, or supplier who shall claim any amount with respect to work performed or materials supplied to the Project beyond the total cost of construction. Concurrent with payment made to the Contractor or to any subcontractors, architects, structural or professional engineers, surveyors or any other parties entitled to file mechanic's liens in the State wherein the Project is located, waivers of liens from such parties shall first be secured by, or caused to be secured by, the Developer. Notwithstanding the foregoing, if the Developer determines that substandard or otherwise unsatisfactory work has been performed or substandard materials used by a contractor, subcontractor, materialman, or supplier, the Developer may withhold payment and permit a lien to be filed against the Project, so long as such action does not result in the Project being seized or the occurrence of a default under a mortgage lien, and bring appropriate legal action against such party, at the sole cost and expense of the Developer.

8. Notice of Default and Cure; Remedies.

If the Company determines that the Developer is in default of any representation, warranty or obligation of the Developer under this Agreement, the Company shall notify the Developer of such default in writing. The Developer shall have thirty (30) days from receipt of such notice to cure such default. If such default cannot be cured within such thirty day period, the Developer shall commence the cure within such period and shall diligently pursue such cure thereafter,

provided the cure is completed within ninety (90) days of receipt of such notice or such lesser period as is necessary to cure such default.

9. Prior Agreements.

Both parties acknowledge that the Development Fee provided for herein and the method of payment may be different from the development fee heretofore agreed to by said parties and represent, one to the other, that the Development Fee provided for herein is fair compensation for all services provided and to be provided by the Developer to the Company pursuant to this Agreement or any other agreement between said parties, whether or not superseded by this Agreement.

10. Notices.

All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be in writing, signed by the party giving the same, and shall be deemed properly given if sent by express courier service, personal delivery, or by registered or certified United States mail, return receipt requested, postage prepaid and addressed to the parties at their respective addresses set forth on page 1 hereof, or to such other addresses as the parties may from time to time designate in writing in the manner set forth above.

11. Miscellaneous.

(a) This Agreement shall be binding upon the parties hereto and their respective successors and permitted assigns. Neither the Company nor the Developer shall have the right to assign this Agreement to any person or entity without the prior written consent of the other.

(b) The descriptive paragraph headings of this Agreement are inserted for convenience only and are not intended to and shall not be construed to limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provision hereof.

(c) Nothing in this Agreement shall be construed as establishing a Company or joint venture between the Company and the Developer.

(d) All representations, warranties, covenants, agreements and indemnification set forth in this Agreement shall survive the completion of the Project.

(e) This Agreement may not be modified, amended or revised, except by written instrument signed by each of the parties hereto.

(f) This Agreement, and the application or interpretation hereof, shall be governed by and construed in accordance with the laws of the State of South Carolina.

(g) The obligations and undertakings of the Developer set forth in this Agreement are made for the benefit of the Company and its members and shall not inure to the benefit of any

creditor of the Company other than a member, notwithstanding any pledge or assignment by the Company of this Agreement or any rights hereunder.

(h) This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

[SEPARATE SIGNATURE PAGE FOLLOWS]

SEPARATE SIGNATURE PAGE TO
DEVELOPMENT FEE AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

COMPANY:

Archibald Towers, LLC, a South Carolina limited liability company

By: SAHC Archibald Towers, LLC, Managing Member

By: _____
Terril Bates, President

DEVELOPER:

NHP Development, LLC, a South Carolina limited liability company

By: _____
Name:
Title:

Housing Authority of the City of Spartanburg, SC

By: _____
Terril Bates, Chief Executive Officer



Action Items & Resolution

2018-08

Archibald Landing –Option to Lease

Board of Commissioners Meeting
Tuesday, February 27, 2018



February 27, 2018

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

HONORABLE MEMBERS IN SESSION:

Resolution- 2018- 08

SUBJECT: Archibald Landing, Option to Lease

RECOMMENDATION:

Authorize the President to take actions necessary to execute an Option to Lease for Archibald Landing.

CONTACT PERSON:

Terril Bates
President
864-598-6010

SUMMARY:

The SHA contracted with NHP in the redevelopment of Archibald Rutledge Apartments. An option to lease is required as part of the development process.

FINANCIAL CONSIDERATIONS:

Funds to support this project are available through the HUD approved Capital Fund grant.

POLICY CONSIDERATIONS:

The SAHC Board of Commissioners is required to provide approval for the execution of an option to lease.

Respectfully Submitted, _____

Terril Bates, CEO
Housing Authority of the City of Spartanburg

Resolution 2018-08 – Option to Lease Archibald Landing

This document prepared by and
after recording shall be returned
to:

Horton Law Firm, PA
307 Pettigru Street
Greenville, SC 29601
Attention: Bo
Campbell

This space reserved for Recorder's use only.

OPTION TO LEASE

THIS OPTION TO LEASE (this "Option") is made and entered in to as of this day of February, 2018, by and between the Housing Authority of the City of Spartanburg, SC ("SHA"), a public body corporate and politic, organized and existing under the laws of the State of South Carolina, and Archibald Landing, LLC, a South Carolina limited liability company ("Optionee").

W I T N E S S E T H:

WHEREAS, SHA and Optionee have entered into that certain Master Development Agreement effective February 27th, 2018 ("MDA"), pursuant to which SHA has selected Optionee to redevelop certain property in the City of Spartanburg, South Carolina known as "Archibald Rutledge;"

WHEREAS, in furtherance of the terms of the MDA and as described hereinafter, SHA and Optionee desire to enter into a ground lease of the Archibald Rutledge site, the same being the 7.045 acre parcel of land described in Exhibit A attached hereto and incorporated herein by reference (the "Parcel"), the intent being that the Optionee redevelop floors 1-5 of the existing improvements by way of ;

WHEREAS, Optionee is a South Carolina limited liability company organized for purposes of leasing the Parcel from SHA and redeveloping the Parcel pursuant to the terms of the MDA;

WHEREAS, Optionee is an "Owner Entity" as defined in the MDA; and

WHEREAS, pursuant to this Option SHA shall grant to Optionee an option to lease the Parcel as a development site under the MDA.

NOW THEREFORE, in consideration of One Dollar (\$1.00) and the mutual covenants

by SHA and Optionee and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SHA and Optionee agree as follows:

- If to SHA:
- Housing Authority of the City of Spartanburg, SC
2271 Pine Street
Spartanburg, SC 29302
Attention: Terril Bates, CEO
- With a copy to:
- Horton Law Firm, PA
307 Pettigru Street
Greenville, SC 29601
Attention: Bo Campbell
- If to the Optionee:
- Archibald Landing, LLC
2271 Pine Street
Spartanburg, SC 29302
Attention: Terril Bates, President

With a copy to: Blanco, Tackabery and Matamoros, P.A.
110 S. Stratford Road, Suite 500
Winston-Salem, NC 27104
Attention: Carolyn Scogin

6. **Choice of Law:** This Option shall be governed by and construed in accordance with the laws of the State of South Carolina.
7. **Successors and Assigns:** The covenants and conditions herein contained inure to and bind the heirs, successors, executors, administrators and assigns of the parties hereto; provided, however, the Optionee shall not assign its interest in the Option without the prior written consent of SHA.
8. **Counterparts:** This Option may be executed in multiple original counterparts, each of which shall constitute an original document binding upon the parties signing the same. It shall not be necessary that all parties sign all counterparts and this Option shall be binding if each party shall have executed at least one counterpart.
9. **Recording:** This Option may be recorded against the Parcel at the expense of Optionee.

I, Chuck White, the duly appointed Chairman of the Board of Commissioners of Housing Authority of the City of Spartanburg, SC, do hereby certify that this resolution was properly adopted at a duly noticed regular meeting of Board of Commissioners of the Housing Authority of the City of Spartanburg, SC, held on February 27, 2018.

Chuck White, CHAIR

ATTEST:

SECRETARY
FOR CLERK USE ONLY
RESOLUTION NO. 2018-08
DATE ADOPTED: February 27, 2018



Action Items & Resolution

2018-09

Archibald Towers –Option to Lease

Board of Commissioners Meeting
Tuesday, February 27, 2018



February 27, 2018

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

HONORABLE MEMBERS IN SESSION:

Resolution- 2018- 09

SUBJECT: Archibald Towers, Option to Lease

RECOMMENDATION:

Authorize the President to take actions necessary to execute an Option to Lease for Archibald Towers.

CONTACT PERSON:

Terril Bates
President
864-598-6010

SUMMARY:

The SHA contracted with NHP in the redevelopment of Archibald Rutledge Apartments. An option to lease is required as part of the development process.

FINANCIAL CONSIDERATIONS:

Funds to support this project are available through the HUD approved Capital Fund grant.

POLICY CONSIDERATIONS:

The SAHC Board of Commissioners is required to provide approval for the execution of an option to lease.

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

RESOLUTION NO. 2018-09

Resolution No. 2018-09

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This space reserved for Recorder's use only.

OPTION TO LEASE

THIS OPTION TO LEASE (this "Option") is made and entered in to as of this day of February, 2018, by and between the Housing Authority of the City of Spartanburg, SC ("SHA"), a public body corporate and politic, organized and existing under the laws of the State of South Carolina, and Archibald Towers, LLC, a South Carolina limited liability company ("Optionee").

WITNESSETH:

WHEREAS, SHA and Optionee have entered into that certain Development Fee Agreement effective February 27, 2018 ("DFA"), pursuant to which SHA has selected Optionee to redevelop certain property in the City of Spartanburg, South Carolina known as "Archibald Rutledge;"

WHEREAS, in furtherance of the terms of the DFA and as described hereinafter, SHA and Optionee desire to enter into a ground lease of the Archibald Rutledge site, the same being the 7.045 acre parcel of land described in Exhibit A attached hereto and incorporated herein by reference (the "Parcel"), the intent being that the Optionee redevelop the improvements using a mixed finance approach including a 4% or 9% Low Income Housing Tax Credits;

WHEREAS, Optionee is a South Carolina limited liability company organized for purposes of leasing the Parcel from SHA and redeveloping the Parcel pursuant to the terms of the DFA;

WHEREAS, Optionee is an "Owner Entity" as defined in the DFA; and

WHEREAS, pursuant to this Option SHA shall grant to Optionee an option to lease the Parcel as a development site under the DFA.

NOW THEREFORE, in consideration of One Dollar (\$1.00) and the mutual covenants by SHA and Optionee and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, SHA and Optionee agree as follows:

- 1. Option.** At any time on or before December 31, 2018, as such date may be extended by SHA at the request of Optionee (as so extended, the "Option Deadline"), Optionee shall have the right and option to lease the Parcel pursuant to the terms and conditions contained in a ground lease ("Lease") to be negotiated between SHA and Optionee or to acquire the Parcel upon such other such terms as SHA and Optionee shall agree to in writing. Optionee may exercise the option granted herein upon written notice to SHA at any time on or before the Option Deadline. Following Optionee's exercise of the option granted herein, SHA and Optionee shall execute the Lease at least thirty (30) days prior to the date that the Lease shall become effective between SHA and Optionee.

- 2 Terms and Conditions of the Lease.** SHA and Optionee shall negotiate in good faith to finalize the terms and conditions of the Lease no later than the Option Deadline. The Lease shall contain the following basic terms: (a) the Lease shall be for a term of ninety-nine (99) years (the "Term"); (b) the Lease shall permit Optionee to construct and own the improvements on the Parcel pursuant to the DFA; (c) the Lease shall contain terms that permit financing of the improvements as contemplated by the DFA; and (d) the Lease shall contain such terms and conditions as are usual and customary for similar transactions. In the event Optionee shall fail to exercise the option as provided in Section 1 above, and notwithstanding anything contained herein to the contrary, this Option shall terminate, whereupon neither of the parties shall have any further rights, claims or liabilities under this Option. Nothing contained in this Option shall amend or modify the terms contained in the DFA.
- 3 Condominium For Property.** Each of Optionee and SHA recognize that Optionee's plans for financing the may require the division of the property into two condominiums units (the "Condominium") so Optionee may hold and acquire a distinct condominium unit within the Property that contains approximately 74,000 gross square feet and an undivided interest in the common area property (the "Condo Unit A") and Optionee can assign the right to acquire a second condominium unit within the Property that contains approximately TBD gross square feet] and an undivided interest in the common area property (the "Condo Unit B"). Optionee will bear all costs associated with creating such Condominium. SHA agrees to provide Purchaser access to the Property to prepare condominium plats and plans. Optionee may initiate the steps necessary for the creation of the Condominium, but Optionee and SHA agree to wait until Closing before creation of the Condominium and neither Optionee nor SHA may record any of the Condominium documents or take any other final action toward the final imposition of the Condominium until closing. In addition, during the process of creating the Condominium, Optionee will not incur or agree to any obligations that would be a liability or obligation of SHA or binding upon the Parcel or SHA in the event that Closing under this Agreement does not take place. SHA will cooperate fully with Purchaser in creating the Condominium and on any documentation required to implement the foregoing and will not do anything to prevent the creation of the Condominium. SHA agrees to execute and subject its interest in the Lease or Leases to the Condominium and related documents.
- 4 Rent:** The rent payable under the Lease shall be \$10.00 per year for the Term to be paid in full upon closing of the Project financing and execution of the Lease.
- 5 Time of Essence:** Time is of the essence of this option.
- 6 Notices:** Any and all notices, elections, demands or communications permitted or required to be made under this Option shall be in writing,

signed by the party giving such notice, and shall be delivered in person or sent by registered or certified mail, to the other party hereto. The date of the personal delivery or the date of the mailing, as the case may be, shall be the date that such notice or election shall be deemed to have been given. For the purpose of this Option:

If to SHA:

Housing Authority of the City of Spartanburg
2271 S Pine Street
Spartanburg, S. C. 29302
Attention: Terril Bates, CEO

With a copy to:

Horton Law Firm, PA
307 Pettigru Street
Greenville, SC 29601
Attention: Bo Campbell

If to the Optionee:

Archibald Towers, LLC
2271 Pine Street
Spartanburg, SC 29302
Attention: Terril Bates, President

With a copy to:

Blanco, Tackabery and Matamoros, P.A.
110 S. Stratford Road, Suite 500
Winston-Salem, NC 27104
Attention: Carolyn Scogin

7. **Choice of Law:** This Option shall be governed by and construed in accordance with the laws of the State of South Carolina.
8. **Successors and Assigns:** The covenants and conditions herein contained inure to and bind the heirs, successors, executors, administrators and assigns of the parties hereto; provided, however, the Optionee shall not assign its interest in the Option without the prior written consent of SHA.
9. **Counterparts:** This Option may be executed in multiple original counterparts, each of which shall constitute an original document binding upon the parties signing the same. It shall not be necessary that all parties sign all counterparts and this Option shall be binding if each party shall have executed at least one counterpart.
10. **Recording:** This Option may be recorded against the Parcel at the expense of Optionee.

RECORDING OFFICER'S CERTIFICATION

I, Chuck White, the duly appointed Chairman of the Board of Commissioners of Housing Authority of the City of Spartanburg, SC, do hereby certify that this resolution was properly adopted at a duly noticed regular meeting of Board of Commissioners of the Housing Authority of the City of Spartanburg, SC, held on February 27, 2018.

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-09

DATE ADOPTED: February 27, 2018

[signature pages follow]

IN WITNESS WHEREOF, the parties herein have hereunto set their hand and seal the day and year first above written.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SC

By:
Terril Bates, Chief Executive Officer

STATE OF SOUTH CAROLINA)
)
COUNTY OF SPARTANBURG)

I, the undersigned, a Notary Public in and for the County and State aforesaid, certify that Terril Bates, personally known to me to be the Chief Executive Officer of the Housing Authority of the City of Spartanburg, SC (the "Authority"), and personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that she signed and delivered the said instrument in her capacity as Executive Director of the Authority as her free and voluntary act and deed and as the free and voluntary act and deed of the Authority for the uses and purposes therein set forth.

Given under my hand and official seal this day of February, 2018.

Notary Public

My Commission expires:

OPTIONEE:

ARCHIBALD LANDING, LLC

By:

Its:

By: _____

Its:

STATE OF SOUTH CAROLINA)
)
COUNTY OF)

I, _____, a Notary Public, in and for the County and State aforesaid, DO
HEREBY CERTIFY that _____, as Manager of _____, LLC, personally known
to me to be the same person whose name is subscribed to the foregoing instrument, appeared before
me this day in person and acknowledged to me that he, being thereunto duly authorized, signed and
delivered said instrument as the free and voluntary act of said limited liability company as
Manager of _____, LLC and as his own free and voluntary act, for the uses and
purposes set forth therein.

GIVEN under my hand and notarial seal this _____ day of _____ 2018.

Notary Public

My commission expires:

EXHIBIT A

THE PARCEL IS A PORTION OF THE FOLLOWING DESCRIBED PROPERTY AND
IS MORE PARTICULARLY SHOWN ON EXHIBIT B ATTACHED HERETO AND
INCORPORATED HEREIN BY REFERENCE



Action Items & Resolution 2018-12

Unit Turns Contract Extension

Board of Commissioners Meeting
Tuesday, February 27, 2018



February 27, 2018

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of Unit Turns Contract Extension
Resolution 2018-12**

RECOMMENDATION:

Authorize the CEO Director to issue a contract extension for Unit Turn contracts with the following vendors: Milton Turn Key, NTE \$35,000 annually for one additional year; Upstate Multi-Service, NTE \$35,000 annually for one additional year; and TLAQK, NTE \$35,000 annually for one additional year.

CONTACT PERSON:

Jessica M. Holcomb
Deputy Director of Asset Management and Special Projects
864-598-6023

SUMMARY:

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

BACKGROUND:

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

SHA anticipates that maintenance staff will be more engaged in the preparation of units than has been required in the past. Contractors will be used in those instances where maintenance cannot complete the unit in a reasonable period of time. Vacant units impact PHAS scoring, and certainly impact tenants waiting to move into the unit. Contractors may also be used when the level of repair exceeds the skill level of available staff.

Staff will contact vendors based on their availability and pricing. A lack of availability from two of the three vendors in year one, resulted in an increase in the contractor for Upstate Multi-Service in year two. These conditions remain and are anticipated in year three.

FINANCIAL CONSIDERATIONS:

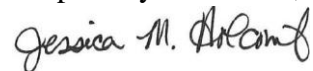
SHA has budgeted \$50,004 in this BLI for FY 2018 and an additional \$118,564 in the Maintenance Miscellaneous Contracts BLI. In addition, historically, some repair work has been paid from insurance claims which is a non-budgeted expense.

POLICY CONSIDERATIONS:

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

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

Respectfully Submitted,



Deputy Director of Asset Management and Special Projects
Spartanburg Housing Authority



Executive Session

Board of Commissioners Meeting

Tuesday, February 27, 2018



Monthly Report:

CEO

Terril Bates

Board of Commissioners Meeting

Tuesday, February 27, 2018



February 27, 2018

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

HONORABLE MEMBERS IN SESSION:

**SUBJECT:
CEO REPORT FOR THE MONTH OF JANUARY 2018**

CONTACT PERSON:
Terril Bates
CEO
864-598-6010

OVERVIEW:

During the month of January, I was heavily engaged with the three development teams, NHP, Shaumbauer and Spartanburg Housing Partners. Preparations are being made for the submission of two tax credit applications on March 9th, one for Victoria Gardens and the other for Archibald Rutledge High-rise. SHP is anticipating a pre-development agreement to be approved by the SHA board of Commissioners and other partners. This Northside Project is well under way with an expected closing during the last quarter of 2018, construction during the last quarter of 2018 through the first quarter of 2020 and occupancy in early 2020. Substantial representation by the SHA and partner attorneys occurred during the month as well. Multiple weekly calls continue with all vendors, contractors and other engaged parties.

Auditors were on site beginning January 15th and for two weeks following. Auditors made numerous recommendations that may assist us in improving our operations. There were no findings expected during the exit conference with the auditors. This is year three of the contract with Rubino. SHA will issue an RFP for an auditor during the first quarter of 2018.

I conducted a RAD Community meeting on January 24th. The residents received a briefing about the HCV program by Tiffany Askew, HCV Administrator. Ongoing meetings will continue with communities whose RAD position involves activity at this time.

Board Lunch and Learn sessions were conducted during the month of January and are scheduled to continue, as the Commissioners review the HUD, "Lead The way" training. "Tax Credit 101" is scheduled on February 28th at 2:00p.m.

I attended Resident Council inductions for Prince Hall, Camp Croft and Victoria Gardens on January 9th. It was exciting to see so many new residents who were elected for various positions in the Resident Council. Training for the Resident Council is scheduled on January 26th.

CEO Monthly Report
February 27, 2018

Staff and students from the Youthbuild program attended the Martin Luther King, Unity Breakfast on January 11th.

An initial 5 Year Plan meeting was held with senior staff on January 19th. We will continue to move this project along. We are awaiting a decision from the board regarding their involvement with the plan process. I conducted a meeting with the Employee Committee, which includes representatives from front line staff in each department. A recurring meeting has been scheduled for the fourth Wednesday at 4:00p.m. The committee has taken on the tasks of outreach to employees experiencing special personal circumstances, by sending cards, sending birthday cards, considering a quarterly staff newsletter and reviewing a special staff project in April.

A meeting with McMillan, Pazden, Smith met with senior staff and the “Building Committee” to gather information for an analysis of our building needs. A report was subsequently completed to be reviewed by the Board of Commissioners.

Upcoming events include a RAD community meeting with Archibald tenants, a meeting with Spartanburg Regional regarding a diabetes program that they would like to introduce. The Regenesi Clinic is scheduled to open at Archibald in February. We are scheduling a tour for residents and staff to visit a site in Greenville recently completed by the developer assigned to Victoria Gardens. Plans have begun for a Father’s Day event on June 16, 2018.

Respectfully Submitted,

Terril Bates, CEO
Housing Authority of the City
of Spartanburg



Monthly Report:

FINANCE

Angela Leopard

Board of Commissioners Meeting
Tuesday, February 27, 2018

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

	MTD Actual	MTD Budget	\$ Variance	% Variance	PTD Actual	PTD Budget	\$ Variance	% Variance		% Used PTD	Annual Target
1 Public Housing											
Total Revenue	250,991\$	246,410\$	4,581\$	2%	1,022,044\$	985,640\$	36,404\$	4%	2,956,870	34.6%	33.3%
Total Operating Expenses	331,339	352,009	20,670	6%	1,071,964	1,127,341	(55,377)	5%	3,020,196	35%	33.3%
Total Non- operating Expenses		-	-		580	-	(580)				
Reserve transfer out(in)									(101,574)		
↑ Net Operating Income	(80,347)\$	(105,599)\$	25,252\$	24%	(50,500)\$	(141,701)\$	91,201\$	64%	38,248		

*Variance due to numerous BLI's reflecting annualized budget amounts and timing of receiving invoices.

2 HCV Program - HAP only

Total Revenue	1,004,855\$	957,226\$	47,629\$	5%	3,710,718\$	3,828,904\$	(118,186)\$	3%	11,486,712	32.3%	33.3%
Total Expenses	934,396\$	956,434\$	22,038	2%	3,844,920\$	3,825,736\$	(19,184)	1%	11,477,212	33.5%	33.3%
← ↓ Net Operating Income (loss)	70,459\$	\$	792\$	69,667	8796%	(134,202)\$	\$	3,168	(137,370)\$	4336%	9,500

* HCV continues to manage unstable HAP receipts from HUD, received notice of receipts through end of February during the month of December. Staff continues to monitor and will update as information is available.

3 HCV Program - Admin only

Total Revenue	\$	95\$			343,638\$	367,052\$	(23,414)\$	6%	1,101,149	31.2%	33.3%
Total Expenses	\$	\$			392,029\$	403,596\$	11,567	3%	1,233,529	31.8%	33.3%
Reserve transfer out (in)									(132,380)		
↓ Net Operating Income (loss)	\$	\$			(48,391)\$	(36,544)\$	(11,847)\$	32%	-		

*PTD variance due to some expenses incurred being lower than budgeted and annualized BLI's. MTD revenue and expenses managed closely with budget.

4 Mod Rehab Program - HAP only

Total Revenue		16\$			4	4			143194		
Total Expenses		16\$			5	4			14394		
↑ Net Operating Income		12,350\$	\$		34\$	\$			-		

*Variance due to annualized BLI's and timing for payables. No concerns.

5 Mod Rehab Program - Admin only

Total Revenue	14\$	130\$			56,600\$	54,808\$	1,792\$	3%	164,428	34.4%	33.3%
Total Expenses	20	979			30,787	36,872	6,085	17%	105,581	29.2%	33.3%
↑ Net Operating Income (loss)	\$	\$			25,813\$	17,936\$	7,877\$	44%	58,847		

*Calculated as percentage allocation of HCV Admin budget.

**Actual to Budget Variance Comparison
For three months ending January 31, 2018**

Month To Date

Period to Date

Annual Budget

6 COCC Program Only

Total Revenue	\$	91,235	\$	121,992	\$ (30,757)	25%	\$ 416,788	443,884	\$ \$ (27,096)	6%	1,423,394	29.3%	33.3%
Total Expenses	\$	147,696		171,715	\$ \$ 24,019	14%	\$ 527,007	606,450	\$ \$ 79,443	13%	1,663,853	31.7%	33.3%
Reserve transfer out(in)		(23,333)	\$ \$	(23,333)			(93,332)	\$ \$ (93,332)			(280,000)	33.3%	
↑ Net Operating Income	\$	(33,129)	\$	(26,390)	\$ (6,739)	26%	\$ (16,887)	(69,234)	\$ \$ 52,347	518%	39,541		

*Variance due to timing for payables. No concerns.

7 JC BULLS (100 & 32 units)

Total Revenue	\$	85,992		85,233	\$ \$ 759	1%	\$ 349,256	340,932	\$ \$ 8,324	2%	1,022,796	34.1%	33.3%
Total Operating Expenses	\$	74,885	\$	97,783	\$ 22,898	23%	\$ 214,874	320,406	\$ \$ 105,532	33%	911,690	23.6%	33.3%
Net Operating Income	\$	11,107	\$	(12,550)	\$ 23,657	189%	\$ 134,382	\$ 20,526	\$ 113,856	555%	111,106		

SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
January 31, 2018									
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
310000-000	TENANT INCOME								
310100-000	Rental Income								
311100-000	Tenant Rent	143,922.79	133,714.00	10,208.79	7.63	574,039.18	534,856.00	39,183.18	7.33
311201-000	Utility Reimbursement - Neg Rent	(239.00)	-	(239.00)	N/A	(1,058.00)	-	(1,058.00)	N/A
311900-000	Total Rental Income	143,683.79	133,714.00	9,969.79	7.46	572,981.18	534,856.00	38,125.18	7.13
312000-000	Other Tenant Income								
312003-000	Damages	517.16	1,400.00	(882.84)	-63.06	11,943.87	5,600.00	6,343.87	113.28
312004-000	Late Charges	1,190.00	1,408.00	(218.00)	-15.48	4,925.00	5,632.00	(707.00)	-12.55
312005-000	Legal Fees - Tenant	1,155.00	1,038.00	117.00	11.27	3,535.00	4,152.00	(617.00)	-14.86
312006-000	NSF Charges	105.00	83.00	22.00	26.51	375.00	332.00	43.00	12.95
312007-000	Tenant Owed Utilities - Excess	2,388.83	7,317.00	(4,928.17)	-67.35	21,904.39	29,268.00	(7,363.61)	-25.16
312009-000	Misc.Tenant Income	744.39	1,861.00	(1,116.61)	-60.00	2,878.52	7,444.00	(4,565.48)	-61.33
312010-000	Maintenance Charges	-	-	-	N/A	696.60	-	696.60	N/A
312900-000	Total Other Tenant Income	6,100.38	13,107.00	(7,006.62)	-53.46	46,258.38	52,428.00	(6,169.62)	-11.77
319900-000	NET TENANT INCOME	149,784.17	146,821.00	2,963.17	2.02	619,239.56	587,284.00	31,955.56	5.44
340000-000	GRANT INCOME								
340100-000	HUD PH Subsidy	144,650.00	133,281.00	11,369.00	8.53	575,407.00	533,124.00	42,283.00	7.93
340111-000	Pet Fee Income	130.00	-	130.00	N/A	483.00	-	483.00	N/A
341001-000	Section 8 HAP Earned	996,703.00	956,434.00	40,269.00	4.21	3,675,794.00	3,825,736.00	(149,942.00)	-3.92
341002-000	Sec 8 Admin. Fee Inc-HCV	96,278.00	90,971.00	5,307.00	5.83	338,500.00	363,884.00	(25,384.00)	-6.98
341004-000	Section 8 Port-In Admin Fees	481.56	-	481.56	N/A	1,856.05	-	1,856.05	N/A
341006-000	Port In HAP Earned	7,304.00	-	7,304.00	N/A	28,460.00	-	28,460.00	N/A
341007-000	FSS Forfeitures-Income	-	-	-	N/A	3,182.00	-	3,182.00	N/A
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	56,600.00	54,808.00	1,792.00	3.27
341011-000	Mod Rehab- HAP EARNED	116,316.00	119,326.00	(3,010.00)	-2.52	465,271.00	477,304.00	(12,033.00)	-2.52
341500-000	Other Govt and Private Grants	49,542.00	49,439.00	103.00	0.21	203,484.00	197,756.00	5,728.00	2.90
349900-000	TOTAL GRANT INCOME	1,425,554.56	1,363,153.00	62,401.56	4.58	5,349,037.05	5,452,612.00	(103,574.95)	-1.90
360000-000	OTHER INCOME								
362000-000	Management Fee Income	69,222.18	67,555.00	1,667.18	2.47	277,318.44	270,220.00	7,098.44	2.63
362001-000	Bookkeeping fee income	22,012.50	22,378.00	(365.50)	-1.63	88,635.00	89,512.00	(877.00)	-0.98
364000-000	Fraud Recovery Income-Admin	848.38	792.00	56.38	7.12	3,282.43	3,168.00	114.43	3.61
364001-000	Fraud Recovery - HAP	848.37	792.00	56.37	7.12	3,282.41	3,168.00	114.41	3.61
364002-000	TBRA -HAP Earned	2,700.00	-	2,700.00	N/A	11,391.96	-	11,391.96	N/A
365000-000	Miscellaneous Other Income	12,707.72	33,327.00	(20,619.28)	-1.62	52,551.52	89,224.00	(36,672.48)	-0.70
365002-000	Bad Debt Recovery	-	834.00	(834.00)	-100.00	422.27	3,336.00	(2,913.73)	-87.34
369900-000	TOTAL OTHER INCOME	108,339.15	125,678.00	(17,338.85)	-0.16	436,884.03	458,628.00	(21,743.97)	-0.05
399900-000	TOTAL INCOME	1,683,677.88	1,635,652.00	48,025.88	0.03	6,405,160.64	6,498,524.00	(93,363.36)	-0.01
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	122,809.92	129,681.00	(6,871.08)	5.30	475,490.15	506,542.00	(31,051.85)	6.13
411002-000	Administrative Overtime	1,434.96	-	(1,434.96)	N/A	9,736.59	-	(9,736.59)	N/A
411003-000	Administrative: Employer FICA/SUI	15,941.49	15,936.00	(5.49)	-0.03	42,594.76	45,352.00	(2,757.24)	6.08
411004-000	Administrative: Employee Benefits	34,484.20	35,936.00	(1,451.80)	4.04	139,121.18	142,618.00	(3,496.82)	2.45
411005-000	Administrative: Retirees Medical ER share	1,552.48	3,083.00	(1,530.52)	49.64	8,401.92	12,332.00	(3,930.08)	31.87
411006-000	Administrative: Emp Incentive	2,862.76	2,900.00	(37.24)	1.28	13,973.84	3,698.00	(10,275.84)	-277.88
411099-000	Total Administrative Salaries	179,085.81	187,536.00	(8,450.19)	4.51	689,318.44	710,542.00	(21,223.56)	2.99
413000-000	Legal Expense								
413001-000	Legal Expense	185.59	4,167.00	(3,981.41)	95.55	18,399.48	27,868.00	(9,468.52)	33.98
413002-000	Yard Resident Screening Checks	98.50	309.00	(210.50)	68.12	465.50	1,257.00	(791.50)	62.97
413003-000	Credit Reports	466.00	777.00	(311.00)	40.03	1,881.00	2,868.00	(987.00)	34.41
413100-000	Total Credit and Legal Expense	750.09	5,253.00	(4,502.91)	85.72	20,745.98	31,993.00	(11,247.02)	35.15
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	4,671.00	(4,671.00)	100.00	4,722.96	14,234.00	(9,511.04)	66.82
415000-000	Travel	254.59	1,662.00	(1,407.41)	84.68	4,595.18	9,230.00	(4,634.82)	50.21
417000-000	Bookkeeping Fees	20,587.50	20,702.00	(114.50)	0.55	82,837.50	82,808.00	29.50	-0.04
417001-000	Bookkeeping Fees-MOD Rehab	1,425.00	1,613.00	(188.00)	11.66	5,797.50	6,452.00	(654.50)	10.14
417100-000	Auditing Fees	-	2,467.00	(2,467.00)	100.00	-	9,868.00	(9,868.00)	100.00
417200-000	Port Out Admin Fee	719.80	667.00	(52.80)	-7.92	2,627.27	2,668.00	(40.73)	1.53
417300-000	Management Fee	59,182.18	58,170.00	(1,012.18)	-1.74	237,002.44	232,680.00	(4,322.44)	-1.86
417302-000	Asset Management Fee	6,560.00	6,250.00	(310.00)	-4.96	26,240.00	25,000.00	(1,240.00)	-4.96
417303-000	Management Fee- MOD Rehab	2,280.00	2,580.00	(300.00)	11.63	9,276.00	10,320.00	(1,044.00)	10.12
418000-000	Office Rent	11,889.38	11,890.00	0.62	0.01	47,538.86	47,560.00	(21.14)	0.04
418900-000	Total Other Admin Expenses	102,898.45	110,672.00	(7,773.55)	7.02	420,637.71	440,820.00	(20,182.29)	4.58
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	1,144.47	2,131.00	(986.53)	46.29	4,511.45	7,654.00	(3,142.55)	41.06
419003-000	Printing	2,729.40	2,628.00	(101.40)	-3.86	11,073.24	11,003.00	(70.24)	-0.64
419004-000	Telephone	10,491.78	10,274.00	(217.78)	-2.12	29,905.12	29,349.00	(556.12)	-1.89
419005-000	Postage	4,145.95	4,468.00	(322.05)	7.21	7,146.00	8,599.00	(1,453.00)	16.90
419006-000	Forms and Computer Supplies	11.60	393.00	(381.40)	97.05	316.60	1,702.00	(1,385.40)	81.40
419007-000	Court Costs	1,065.00	1,601.00	(536.00)	33.48	3,600.00	5,183.00	(1,583.00)	30.54
419008-000	Subscriptions and Fees	5,813.40	6,145.00	(331.60)	5.40	11,012.40	12,062.00	(1,049.60)	8.70
419009-000	Sundry Miscellaneous	2,515.38	2,599.00	(83.62)	3.22	6,895.39	10,511.00	(3,615.61)	34.40
419010-000	Newspaper ADS (Advertising)	-	134.00	(134.00)	100.00	627.54	1,122.00	(494.46)	44.07
419011-000	Sundry Service Contracts	16,311.62	16,064.00	(247.62)	-1.54	74,382.90	73,762.00	(620.90)	-0.84
419012-000	Software	246.57	-	(246.57)	N/A	246.57	250.00	(3.43)	1.37
419017-000	Temporary Administrative Labor	1,459.05	4,658.00	(3,198.95)	68.68	1,459.05	15,932.00	(14,472.95)	90.84
419018-000	False Alarms	-	17.00	(17.00)	100.00	410.00	438.00	(28.00)	6.39
419020-000	Bank Fees	(24.39)	83.00	(107.39)	129.39	2,752.18	3,032.00	(279.82)	9.23

419021-000	Discretionary	-	42.00	42.00	100.00	-	168.00	168.00	100.00
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SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
January 31, 2018									
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
419022-000	Other Misc Admin Expenses	490.25	654.00	163.75	25.04	1,690.25	2,616.00	925.75	35.39
419100-000	Total Miscellaneous Admin Expenses	46,400.08	51,891.00	5,490.92	10.58	156,028.69	183,383.00	27,354.31	14.92
419900-000	TOTAL ADMINISTRATIVE EXPENSES	329,134.43	355,352.00	26,217.57	7.38	1,286,730.82	1,366,738.00	80,007.18	5.85
420000-000	TENANT SERVICES								
422000-000	Tenant Svcs-Participation Fund \$15	287.38	1,194.00	906.62	75.93	3,319.04	5,486.00	2,166.96	39.50
422001-000	Tenant Svcs.-Stipend only \$10	833.34	1,004.00	170.66	17.00	1,896.67	2,525.00	628.33	24.88
423000-000	Tenant Svcs-PH ESDC	482.55	4,744.00	4,261.45	89.83	8,043.17	18,022.00	9,978.83	55.37
423001-000	Tenant Relocation	-	-	-	N/A	770.00	700.00	(70.00)	-10.00
429900-000	TOTAL TENANT SERVICES EXPENSES	1,603.27	6,942.00	5,338.73	76.90	14,028.88	26,733.00	12,704.12	47.52
430000-000	UTILITIES								
431000-000	Water	13,780.75	13,600.00	(180.75)	-1.33	57,212.99	53,725.00	(3,487.99)	-6.49
432000-000	Electricity	40,218.92	41,284.00	1,065.08	2.58	129,197.95	134,217.00	5,019.05	3.74
433000-000	Gas	44,332.37	44,640.00	307.63	0.69	70,212.85	71,256.00	1,043.15	1.46
439000-000	Sewer	21,514.53	21,579.00	64.47	0.30	81,420.35	80,376.00	(1,044.35)	-1.30
439900-000	TOTAL UTILITY EXPENSES	119,846.57	121,103.00	1,256.43	1.04	338,044.14	339,574.00	1,529.86	0.45
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441000-000	Labor Maintenance	29,152.28	32,833.00	3,680.72	11.21	86,698.70	100,667.00	13,968.30	13.88
441002-000	Maintenance: Overtime	1,917.96	416.00	(1,501.96)	-361.05	14,729.13	4,164.00	(10,565.13)	-253.73
441003-000	Maintenance: Employer FICA/SUI	3,551.21	3,754.00	202.79	5.40	8,912.30	10,561.00	1,648.70	15.61
441004-000	Temp Maintenance Labor	4,919.86	5,493.00	573.14	10.43	23,422.61	24,136.00	713.39	2.96
441005-000	Maintenance: Employee Benefits	4,040.34	8,666.00	4,625.66	53.38	15,971.90	25,584.00	9,612.10	37.57
441006-000	On Call- after hours work	-	1,998.00	1,998.00	100.00	-	7,698.00	7,698.00	100.00
441100-000	Maintenance Uniforms	-	-	-	N/A	3.34	-	(3.34)	N/A
441200-000	Vehicle Repair	707.41	2,410.00	1,702.59	70.65	9,140.06	13,297.00	4,156.94	31.26
441210-000	Equipment Repair	-	250.00	250.00	100.00	-	1,000.00	1,000.00	100.00
441300-000	Gasoline Purchases	1,854.30	2,175.00	320.70	14.74	7,509.49	7,991.00	481.51	6.03
441900-000	Total General Maint Expense	46,143.36	57,995.00	11,851.64	20.44	166,387.53	195,098.00	28,710.47	14.72
442000-000	Materials								
442002-000	Appliance-Maint Materials	358.40	1,352.00	993.60	73.49	3,243.65	6,084.00	2,840.35	46.69
442003-000	Painting-Maint Materials	839.83	1,377.00	537.17	39.01	3,801.80	5,388.00	1,586.20	29.44
442004-000	Electrical-Maint Materials	2,356.09	2,899.00	542.91	18.73	6,628.91	8,583.00	1,954.09	22.77
442005-000	Heating/AC-Maint Materials	911.46	3,039.00	2,127.54	70.01	1,316.64	10,146.00	8,829.36	87.02
442006-000	Janitorial Supplies	465.91	699.00	233.09	33.35	1,811.92	2,765.00	953.08	34.47
442008-000	Plumbing-Maint Materials	2,394.37	10,494.00	8,099.63	77.18	8,065.24	33,897.00	25,831.76	76.21
442009-000	Hand Tools-Maint Materials	103.86	348.00	244.14	70.16	321.09	1,192.00	870.91	73.06
442010-000	Maintenance Materials	5,974.41	7,261.00	1,286.59	17.72	21,525.68	22,986.00	1,460.32	6.35
442011-000	Work Supplies/Safety/Materials	(154.20)	242.00	396.20	163.72	650.00	1,552.00	902.00	58.12
442012-000	Landscaping Materials	5,379.38	9,359.00	3,979.62	42.52	8,623.10	22,622.00	13,998.90	61.88
442900-000	Total Materials	18,629.51	37,070.00	18,440.49	49.74	55,988.03	115,215.00	59,226.97	51.41
443000-000	Contract Costs								
443001-000	Alarm/Extinguisher Contract	1,803.84	1,357.00	(446.84)	-32.93	8,858.00	7,169.00	(1,689.00)	-23.56
443002-000	Extermination Contract	3,738.50	4,664.00	925.50	19.84	9,317.33	13,683.00	4,365.67	31.91
443005-000	Unit Turnaround-Contract	12,218.12	10,945.00	(1,273.12)	-11.63	39,388.59	28,215.00	(11,173.59)	-39.60
443006-000	Electrical-Contract	357.82	1,425.00	1,067.18	74.89	1,452.82	5,433.00	3,980.18	73.26
443007-000	Disposal Contract	3,146.08	3,032.00	(114.08)	-3.76	9,393.10	12,049.00	2,655.90	22.04
443009-000	Landscaping-Contract	10,447.25	8,340.00	(2,107.25)	-25.27	41,551.77	35,500.00	(6,051.77)	-17.05
443010-000	Contract:	-	-	-	N/A	5,183.00	-	(5,183.00)	N/A
443011-000	Heating/AC-Contract	7,150.00	3,709.00	(3,441.00)	-92.77	29,074.00	21,389.00	(7,685.00)	-35.93
443013-000	Contract: Uniform Rental	490.14	465.00	(25.14)	-5.41	1,883.74	2,017.00	133.26	6.61
443015-000	Janitorial-Contract	31.04	1,283.00	1,251.96	97.58	3,631.04	5,132.00	1,500.96	29.25
443017-000	Elevator-Contract	3,916.17	4,070.00	153.83	3.78	9,630.97	10,170.00	539.03	5.30
443018-000	Plumbing-Contract	8,540.79	9,427.00	886.21	9.40	30,991.63	33,390.00	2,398.37	7.18
443019-000	Miscellaneous Contracts	175.00	592.00	417.00	70.44	5,648.65	2,748.00	(2,900.65)	-105.55
443023-000	Com:Consultant/Mentoring	12,049.85	14,875.00	2,825.15	18.99	49,381.92	61,495.00	12,113.08	19.70
443099-000	Maintenance Misc-Contracts	20,785.05	25,742.00	4,956.95	19.26	51,303.42	83,609.00	32,305.58	38.64
443900-000	Total Contract Costs	84,849.65	89,926.00	5,076.35	5.64	296,689.98	321,999.00	25,309.02	7.86
449900-000	TOTAL MAINTENANCE EXPENSES	149,622.52	184,991.00	35,368.48	19.12	519,065.54	632,312.00	113,246.46	17.91
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	14,035.26	12,515.00	(1,520.26)	-12.15	45,431.49	45,518.00	86.51	0.19
451100-000	Property Tax	55,177.99	48,389.00	(6,788.99)	-14.03	55,177.99	48,389.00	(6,788.99)	-14.03
452100-000	Workers Comp Insurance	5,558.00	7,091.00	1,533.00	21.62	26,213.00	28,655.00	2,442.00	8.52
453010-000	SHA-Board/Commissioner exp	390.41	917.00	526.59	57.43	3,561.28	5,251.00	1,689.72	32.18
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	10,292.79	-	(10,292.79)	N/A
458000-000	All Protective Services	1,123.00	-	(1,123.00)	N/A	4,415.00	-	(4,415.00)	N/A
459900-000	TOTAL GENERAL EXPENSES	76,284.66	68,912.00	(7,372.66)	-10.70	145,091.55	127,813.00	(17,278.55)	-13.52
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	983,099.92	1,018,906.00	35,806.08	3.51	4,052,838.00	4,075,624.00	22,786.00	0.56
471501-000	Tenant Utility Payments	35,085.00	37,201.00	2,116.00	5.69	144,935.00	148,804.00	3,869.00	2.60
471502-000	Portable Out HAP Payments	17,479.00	15,185.00	(2,294.00)	-15.11	63,097.00	60,740.00	(2,357.00)	-3.88
471503-000	FSS Escrow Payments	6,688.00	4,718.00	(1,970.00)	-41.76	25,506.00	19,367.00	(6,139.00)	-31.70
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,042,351.92	1,076,010.00	33,658.08	3.13	4,286,376.00	4,304,535.00	18,159.00	0.42
480000-000	FINANCING EXPENSE								
485100-000	Interest Expense-BBT SL	285.02	-	(285.02)	N/A	1,078.72	-	(1,078.72)	N/A
489900-000	TOTAL FINANCING EXPENSES	285.02	-	(285.02)	N/A	1,078.72	-	(1,078.72)	N/A

	TOTAL OPERATING EXPENSES	1,719,128.39	1,813,310.00	94,181.61	5.19%	6,590,415.65	6,797,705.00	207,289.35	3.05%

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SPARTANBURG HOUSING AUTHORITY									
AGENCY WIDE INCOME STATEMENT -CORE PROGRAMS									
Actual to Budget Variance Comparison									
January 31, 2018									
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
500000-000	NON-OPERATING ITEMS								
523401-000	Bedbug expense	-	-	N/A	396.00	-	(396.00)	N/A	
523417-000	Fund Day/Fall Fling Expense	-	-	N/A	184.33	-	(184.33)	N/A	
599900-000	TOTAL NON-OPERATING ITEMS	-	-	N/A	580.33	-	(580.33)	N/A	
900000-000	NET INCOME	(35,450.51)	(177,658.00)	142,207.49	80.05%	(185,835.34)	(299,181.00)	113,345.66	37.89%
	PROOF:								

SPARTANBURG HOUSING AUTHORITY										
CONVENTIONAL PUBLIC HOUSING										
Actual to Budget Variance Comparison										
January 31, 2018										
MTD Actual			MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
310000-000	TENANT INCOME									
310100-000	Rental Income									
311100-000	Tenant Rent	100,560.79	98,420.00	2,140.79	2.18	402,024.18	393,680.00	8,344.18	2.12	
311201-000	Utility Reimbursement - Neg Rent	(239.00)	-	(239.00)	N/A	(1,058.00)	-	(1,058.00)	N/A	
311900-000	Total Rental Income	100,321.79	98,420.00	1,901.79	1.93	400,966.18	393,680.00	7,286.18	1.85	
312000-000	Other Tenant Income									
312003-000	Damages	504.66	1,350.00	(845.34)	-62.62	11,906.37	5,400.00	6,506.37	120.49	Less Damages
312004-000	Late Charges	1,140.00	1,358.00	(218.00)	-16.05	4,755.00	5,432.00	(677.00)	-12.46	Assessed less late fees
312005-000	Legal Fees - Tenant	1,065.00	1,013.00	52.00	5.13	3,220.00	4,052.00	(832.00)	-20.53	Less filings
312006-000	NSF Charges	75.00	58.00	17.00	29.31	225.00	232.00	(7.00)	-3.02	
312007-000	Tenant Owed Utilities - Excess	2,307.65	7,067.00	(4,759.35)	-67.35	21,014.64	28,268.00	(7,253.36)	-25.66	Annualized budget
312009-000	Misc.Tenant Income	732.67	1,861.00	(1,128.33)	-60.63	2,843.68	7,444.00	(4,600.32)	-61.80	Laundry
312010-000	Maintenance Charges	-	-	-	N/A	634.10	-	634.10	N/A	
312900-000	Total Other Tenant Income	5,824.98	12,707.00	(6,882.02)	-54.16	44,598.79	50,828.00	(6,229.21)	-12.26	
319900-000	NET TENANT INCOME	106,146.77	111,127.00	(4,980.23)	-4.48	445,564.97	444,508.00	1,056.97	0.24	
340000-000	GRANT INCOME									
340100-000	HUD PH Subsidy	144,650.00	133,281.00	11,369.00	8.53	575,407.00	533,124.00	42,283.00	7.93	
340111-000	Pet Fee Income	130.00	-	130.00	N/A	483.00	-	483.00	N/A	
349900-000	TOTAL GRANT INCOME	144,780.00	133,281.00	11,499.00	8.63	575,890.00	533,124.00	42,766.00	8.02	
360000-000	OTHER INCOME									
365000-000	Miscellaneous Other Income	64.50	1,168.00	(1,103.50)	-94.48	166.30	4,672.00	(4,505.70)	-96.44	Scrap metal
365002-000	Bad Debt Recovery	-	834.00	(834.00)	-100.00	422.27	3,336.00	(2,913.73)	-87.34	Annualized Budget
369900-000	TOTAL OTHER INCOME	64.50	2,002.00	(1,937.50)	-96.78	588.57	8,008.00	(7,419.43)	-92.65	
399900-000	TOTAL INCOME	250,991.27	246,410.00	4,581.27	1.86	1,022,043.54	985,640.00	36,403.54	3.69	
410000-000	ADMINISTRATIVE									
410099-000	Administrative Salaries									
411000-000	Administrative Salaries and Wages	34,539.34	35,822.00	1,282.66	3.58	133,652.62	138,918.00	5,265.38	3.79	
411002-000	Administrative Overtime	893.89	-	(893.89)	N/A	6,758.83	-	(6,758.83)	N/A	
411003-000	Administrative: Employer FICA/SUI	4,640.48	4,661.00	20.52	0.44	12,551.17	12,836.00	284.83	2.22	
411004-000	Administrative: Employee Benefits	12,384.55	13,044.00	659.45	5.06	47,712.89	49,526.00	1,813.11	3.66	
411006-000	Administrative: Emp Incentive	-	-	-	N/A	198.00	198.00	-	0.00	
411099-000	Total Administrative Salaries	52,458.26	53,527.00	1,068.74	2.00	200,873.51	201,478.00	604.49	0.30	
413000-000	Legal Expense									
413003-000	Credit Reports	466.00	735.00	269.00	36.60	1,881.00	2,700.00	819.00	30.33	Annualized Budget
413100-000	Total Credit and Legal Expense	466.00	735.00	269.00	36.60	1,881.00	2,700.00	819.00	30.33	
413900-000	Other Admin Expenses									
414000-000	Staff Training	-	725.00	725.00	100.00	-	2,900.00	2,900.00	100.00	Annualized budget
415000-000	Travel	23.54	434.00	410.46	94.58	231.41	1,736.00	1,504.59	86.67	Annualized budget
417000-000	Bookkeeping Fees	3,577.50	3,513.00	(64.50)	-1.84	14,265.00	14,052.00	(213.00)	-1.52	
417100-000	Auditing Fees	-	1,555.00	1,555.00	100.00	-	6,220.00	6,220.00	100.00	Annualized budget
417300-000	Management Fee	25,848.63	25,379.00	(469.63)	-1.85	103,069.38	101,516.00	(1,553.38)	-1.53	
417302-000	Asset Management Fee	5,070.00	4,930.00	(140.00)	-2.84	20,280.00	19,720.00	(560.00)	-2.84	
418900-000	Total Other Admin Expenses	34,519.67	36,536.00	2,016.33	5.52	137,845.79	146,144.00	8,298.21	5.68	
419000-000	Miscellaneous Admin Expenses									

419001-000	Office Expense	298.88	638.00	339.12	53.15	796.30	2,256.00	1,459.70	64.70	Annualized budget
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SPARTANBURG HOUSING AUTHORITY										
CONVENTIONAL PUBLIC HOUSING										
Actual to Budget Variance Comparison										
January 31, 2018										
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
419003-000	Printing	566.08	576.00	9.92	1.72	2,131.06	2,150.00	18.94	0.88	
419004-000	Telephone	3,809.38	3,663.00	(146.38)	-4.00	11,223.40	10,971.00	(252.40)	-2.30	
419005-000	Postage	-	218.00	218.00	100.00	-	872.00	872.00	100.00	Increase in Email/Hand Delivery
419006-000	Forms and Computer Supplies	-	150.00	150.00	100.00	106.00	690.00	584.00	84.64	Annualized Budget
419007-000	Court Costs	1,065.00	1,413.00	348.00	24.63	3,365.00	4,400.00	1,035.00	23.52	Fewer Eviction Filings
419008-000	Subscriptions and Fees	-	176.00	176.00	100.00	490.00	820.00	330.00	40.24	Annualized Budget
419009-000	Sundry Miscellaneous	237.50	810.00	572.50	70.68	732.98	2,838.00	2,105.02	74.17	Annualized Budget
419010-000	Newspaper ADS (Advertising)	-	50.00	50.00	100.00	34.89	211.00	176.11	83.46	Annualized Budget
419011-000	Sundry Service Contracts	7,784.61	7,496.00	(288.61)	-3.85	32,150.10	30,712.00	(1,438.10)	-4.68	
419018-000	False Alarms	-	12.00	12.00	100.00	380.00	418.00	38.00	9.09	
419022-000	Other Misc Admin Expenses	400.00	400.00	-	0.00	1,600.00	1,600.00	-	0.00	
419100-000	Total Miscellaneous Admin Expenses	14,161.45	15,602.00	1,440.55	9.23	53,009.73	57,938.00	4,928.27	8.51	
419900-000	TOTAL ADMINISTRATIVE EXPENSES	101,605.38	106,400.00	4,794.62	4.51	393,610.03	408,260.00	14,649.97	3.59	
420000-000	TENANT SERVICES									
422000-000	Tenant Svcs-Participation Fund \$15	274.78	729.00	454.22	62.31	1,681.98	3,336.00	1,654.02	49.58	Annualized Budget
422001-000	Tenant Svcs.-Stipend only \$10	341.67	477.00	135.33	28.37	1,338.34	1,847.00	508.66	27.54	Annualized Budget
423000-000	Tenant Svcs-PH ESDC	482.55	4,594.00	4,111.45	89.50	7,686.17	17,022.00	9,335.83	54.85	Annualized Budget
423001-000	Tenant Relocation	-	-	-	N/A	770.00	700.00	(70.00)	-10.00	Annualized Budget
429900-000	TOTAL TENANT SERVICES EXPENSES	1,099.00	5,800.00	4,701.00	81.05	11,476.49	22,905.00	11,428.51	49.90	
430000-000	UTILITIES									
431000-000	Water	11,359.61	11,333.00	(26.61)	-0.23	43,611.08	43,507.00	(104.08)	-0.24	
432000-000	Electricity	34,053.34	33,617.00	(436.34)	-1.30	105,239.37	103,549.00	(1,690.37)	-1.63	
433000-000	Gas	33,004.44	33,240.00	235.56	0.71	53,791.27	54,716.00	924.73	1.69	
439000-000	Sewer	18,692.41	18,662.00	(30.41)	-0.16	67,200.81	67,308.00	107.19	0.16	
439900-000	TOTAL UTILITY EXPENSES	97,109.80	96,852.00	(257.80)	-0.27	269,842.53	269,080.00	(762.53)	-0.28	
440000-000	MAINTENANCE AND OPERATIONS									
440099-000	General Maint Expense									
441000-000	Labor Maintenance	24,286.61	28,173.00	3,886.39	13.79	73,575.24	82,027.00	8,451.76	10.30	New Maintenance Contract at VGA

SPARTANBURG HOUSING AUTHORITY										
CONVENTIONAL PUBLIC HOUSING										
Actual to Budget Variance Comparison										
January 31, 2018										
MTD Actual		MTD Budget	Variance	% Var		PTD Actual	PTD Budget	Variance	% Var	
441002-000	Maintenance: Overtime	1,707.08	416.00	(1,291.08)	-310.36	14,019.62	4,164.00	(9,855.62)	-236.69	Increase at ARH and ARV; less contractor usage
441003-000	Maintenance: Employer FICA/SUI	2,921.66	3,153.00	231.34	7.34	7,687.44	9,366.00	1,678.56	17.92	
441004-000	Temp Maintenance Labor	4,919.86	5,493.00	573.14	10.43	23,422.61	24,136.00	713.39	2.96	
441005-000	Maintenance: Employee Benefits	2,999.41	7,413.00	4,413.59	59.54	11,713.96	20,572.00	8,858.04	43.06	
441006-000	On Call- after hours work	-	1,486.00	1,486.00	100.00	-	5,650.00	5,650.00	100.00	BLI not used; uses 441002 only
441100-000	Maintenace Uniforms	-	-	-	N/A	0.96	-	(0.96)	N/A	
441200-000	Vehicle Repair	50.00	494.00	444.00	89.88	5,083.55	5,633.00	549.45	9.75	
441300-000	Gasoline Purchases	632.26	963.00	330.74	34.34	3,034.21	3,358.00	323.79	9.64	
441900-000	Total General Maint Expense	37,516.88	47,591.00	10,074.12	21.17	138,537.59	154,906.00	16,368.41	10.57	
442000-000	Materials									
442002-000	Appliance-Maint Materials	358.40	935.00	576.60	61.67	1,784.03	3,750.00	1,965.97	52.42	Annualized Budget
442003-000	Painting-Maint Materials	839.83	1,185.00	345.17	29.13	3,801.80	4,620.00	818.20	17.71	Annualized Budget
442004-000	Electrical-Maint Materials	2,356.09	2,482.00	125.91	5.07	6,187.84	6,915.00	727.16	10.52	Annualized Budget
442005-000	Heating/AC-Maint Materials	911.46	2,039.00	1,127.54	55.30	1,316.64	6,146.00	4,829.36	78.58	Annualized Budget
442006-000	Janitorial Supplies	434.87	532.00	97.13	18.26	1,552.51	2,097.00	544.49	25.97	Annualized Budget
442008-000	Plumbing-Maint Materials	2,394.37	4,452.00	2,057.63	46.22	7,129.71	9,729.00	2,599.29	26.72	Annualized Budget
442009-000	Hand Tools-Maint Materials	103.86	281.00	177.14	63.04	321.09	924.00	602.91	65.22	Annualized Budget
442010-000	Maintenance Materials	3,381.75	3,808.00	426.25	11.19	15,889.57	16,394.00	504.43	3.08	
442011-000	Work Supplies/Safety/Materials	(154.20)	121.00	275.20	227.44	634.02	1,068.00	433.98	40.62	Overpayment; refund received
442012-000	Landscaping Materials	5,379.38	8,298.00	2,918.62	35.17	8,477.20	18,378.00	9,900.80	53.87	Annualized Budget
442900-000	Total Materials	16,005.81	24,133.00	8,127.19	33.68	47,094.41	70,021.00	22,926.59	32.74	
443000-000	Contract Costs									
443001-000	Alarm/Extinguisher Contract	948.84	1,090.00	141.16	12.95	6,653.47	5,591.00	(1,062.47)	-19.00	Refill of extinguishers and recent ARH inspection
443002-000	Extermination Contract	2,635.50	3,422.00	786.50	22.98	5,460.33	8,799.00	3,338.67	37.94	Annualized Budget
443005-000	Unit Turnaround-Contract	7,106.56	5,795.00	(1,311.56)	-22.63	21,057.03	22,305.00	1,247.97	5.60	
443006-000	Electrical-Contract	357.82	1,008.00	650.18	64.50	1,452.82	3,765.00	2,312.18	61.41	Annualized Budget
443007-000	Disposal Contract	2,148.00	2,156.00	8.00	0.37	6,968.56	8,633.00	1,664.44	19.28	Annualized Budget
443009-000	Landscaping-Contract	6,622.25	4,934.00	(1,688.25)	-34.22	26,719.77	21,876.00	(4,843.77)	-22.14	mulching completed at CCC
443011-000	Heating/AC-Contract	-	1,209.00	1,209.00	100.00	8,174.00	11,057.00	2,883.00	26.07	Annualized Budget
443013-000	Contract: Uniform Rental	338.10	323.00	(15.10)	-4.67	1,410.57	1,449.00	38.43	2.65	
443017-000	Elevator-Contract	3,916.17	4,070.00	153.83	3.78	9,630.97	10,170.00	539.03	5.30	
443018-000	Plumbing-Contract	5,239.14	5,977.00	737.86	12.34	18,819.43	22,320.00	3,500.57	15.68	Annualized Budget
443019-000	Miscellaneous Contracts	175.00	175.00	-	0.00	1,406.06	1,350.00	(56.06)	-4.15	
443023-000	Con:Consultant/Mentoring	-	-	-	N/A	195.03	195.00	(0.03)	-0.02	
443099-000	Maintenance Misc-Contracts	18,995.37	16,739.00	(2,256.37)	-13.48	42,820.39	42,000.00	(820.39)	-1.95	
443900-000	Total Contract Costs	48,482.75	46,898.00	(1,584.75)	-3.38	150,768.43	159,510.00	8,741.57	5.48	
449900-000	TOTAL MAINTENANCE EXPENSES	102,005.44	118,622.00	16,616.56	14.01	336,400.43	384,437.00	48,036.57	12.50	
450000-000	GENERAL EXPENSES									
451000-000	General Liability Insurance	2,788.00	3,064.00	276.00	9.01	11,152.00	12,256.00	1,104.00	9.01	
451100-000	Property Tax	22,317.00	18,489.00	(3,828.00)	-20.70	22,317.00	18,489.00	(3,828.00)	-20.70	Assessed value
452100-000	Workers Comp Insurance	2,001.00	2,532.00	531.00	20.97	9,438.00	10,419.00	981.00	9.42	
457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	10,132.82	-	(10,132.82)	N/A	
471503-000	FSS Escrow Payments	1,290.00	250.00	(1,040.00)	-416.00	3,180.00	1,495.00	(1,685.00)	-112.71	Based on tenant participation
458000-000	All Protective Services	1,123.00	-	(1,123.00)	N/A	4,415.00	-	(4,415.00)	N/A	
459900-000	TOTAL GENERAL EXPENSES	29,519.00	24,335.00	(5,184.00)	-21.30%	60,634.82	42,659.00	(17,975.82)	-42.14%	
	TOTAL OPERATING EXPENSES	331,338.62	352,009.00	20,670.38	5.87%	1,071,964.30	1,127,341.00	55,376.70	4.91%	

500000-000	NON-OPERATING ITEMS									
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SPARTANBURG HOUSING AUTHORITY										
CONVENTIONAL PUBLIC HOUSING										
Actual to Budget Variance Comparison										
January 31, 2018										
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
523401-000	Bedbug expense	-	-	N/A	396.00	-	(396.00)	N/A		
523417-000	Fund Day/Fall Ring Expense	-	-	N/A	184.33	-	(184.33)	N/A		
599900-000	TOTAL NON-OPERATING ITEMS	-	-	N/A	580.33	-	(580.33)	N/A		
900000-000	NET INCOME	(80,347.35)	(105,599.00)	23.91%	(50,501.09)	(141,701.00)	91,199.91	64.36%		

SPARTANBURG HOUSING AUTHORITY											
HCV PROGRAM INCLUDING MOD REHAB											
Actual to Budget Variance Comparison											
		MTD Actual	January31,2018 MTDBudget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
340000-000	GRANT INCOME										
341001-000	Section 8 HAP Earned	996,703.00	956,434.00	40,269.00	4.21	3,675,794.00	3,825,736.00	(149,942.00)	-3.92		
341002-000	Sec 8 Admin. Fee Inc-HCV	96,278.00	90,971.00	5,307.00	5.83	338,500.00	363,884.00	(25,384.00)	-6.98		
341004-000	Section 8 Port-In Admin Fees	481.56	-	481.56	N/A	1,856.05	-	1,856.05	N/A		
341006-000	Port In HAP Earned	7,304.00	-	7,304.00	N/A	28,460.00	-	28,460.00	N/A		
341007-000	FSS Forfeitures-Income	-	-	-	N/A	3,182.00	-	3,182.00	N/A		
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	56,600.00	54,808.00	1,792.00	3.27		
341011-000	Mod Rehab- HAP EARNED	116,316.00	119,326.00	(3,010.00)	-2.52	465,271.00	477,304.00	(12,033.00)	-2.52		
349900-000	TOTAL GRANT INCOME	1,231,232.56	1,180,433.00	50,799.56	4.30	4,569,663.05	4,721,732.00	(152,068.95)	-3.22		
360000-000	OTHER INCOME										
364000-000	Fraud Recovery Income-Admin	848.38	792.00	56.38	7.12	3,282.43	3,168.00	114.43	3.61		
364001-000	Fraud Recovery - HAP	848.37	792.00	56.37	7.12	3,282.41	3,168.00	114.41	3.61		
364002-000	TBRA -HAP Earned	2,700.00	-	2,700.00	N/A	11,391.96	-	11,391.96	N/A		
365000-000	Miscellaneous Other Income	270.00	-	270.00	N/A	1,171.14	-	1,171.14	N/A		
369900-000	TOTAL OTHER INCOME	4,666.75	1,584.00	3,082.75	194.62	19,127.94	6,336.00	12,791.94	201.89		
399900-000	TOTAL INCOME	1,235,899.31	1,182,017.00	53,882.31	4.56	4,588,790.99	4,728,068.00	(139,277.01)	-2.95		
410000-000	ADMINISTRATIVE										
410099-000	Administrative Salaries										
411000-000	Administrative Salaries and Wages	32,544.59	35,456.00	2,911.41	8.21	120,603.69	131,012.00	10,408.31	7.94		
411002-000	Administrative Overtime	60.94	-	(60.94)	N/A	224.02	-	(224.02)	N/A		
411003-000	Administrative: Employer FICA/SUI	4,292.87	4,268.00	(24.87)	-0.58	11,840.28	12,022.00	181.72	1.51		
411004-000	Administrative: Employee Benefits	8,850.59	8,976.00	125.41	1.40	35,406.15	35,708.00	301.85	0.85		
411006-000	Administrative: Emp Incentive	-	-	-	N/A	10,500.00	-	(10,500.00)	N/A		
411099-000	Total Administrative Salaries	45,748.99	48,700.00	2,951.01	6.06	178,574.14	178,742.00	167.86	0.09		
413000-000	Legal Expense										
413002-000	Yardi Resident Screening Checks	84.00	292.00	208.00	71.23	393.00	1,182.00	789.00	66.75	Based on recertifications	
413100-000	Total Credit and Legal Expense	84.00	292.00	208.00	71.23	393.00	1,182.00	789.00	66.75		
413900-000	Other Admin Expenses										
414000-000	Staff Training	-	500.00	500.00	100.00	432.20	2,000.00	1,567.80	78.39	Annualized BLI	
415000-000	Travel	-	333.00	333.00	100.00	-	1,332.00	1,332.00	100.00	Annualized BLI	
417000-000	Bookkeeping Fees	15,922.50	16,248.00	325.50	2.00	64,267.50	64,992.00	724.50	1.11		
417001-000	Bookkeeping Fees-MOD Rehab	1,425.00	1,613.00	188.00	11.66	5,797.50	6,452.00	654.50	10.14	Based upon units	
417100-000	Auditing Fees	-	458.00	458.00	100.00	-	1,832.00	1,832.00	100.00	Annualized BLI	
417200-000	Port Out Admin Fee	719.80	667.00	(52.80)	-7.92	2,627.27	2,668.00	40.73	1.53		
417300-000	Management Fee	25,476.00	25,996.00	520.00	2.00	102,828.00	103,984.00	1,156.00	1.11		
417303-000	Management Fee- MOD Rehab	2,280.00	2,580.00	300.00	11.63	9,276.00	10,320.00	1,044.00	10.12	Based upon units	
418000-000	Office Rent	3,570.00	3,570.00	-	0.00	14,280.00	14,280.00	-	0.00		
418900-000	Total Other Admin Expenses	49,393.30	51,965.00	2,571.70	4.95	199,508.47	207,860.00	8,351.53	4.02		
419000-000	Miscellaneous Admin Expenses										
419001-000	Office Expense	446.47	455.00	8.53	1.87	1,118.91	1,246.00	127.09	10.20	Annualized BLI	
419003-000	Printing	556.00	600.00	44.00	7.33	2,753.25	2,891.00	137.75	4.76		
419004-000	Telephone	2,633.53	2,655.00	21.47	0.81	6,716.14	6,766.00	49.86	0.74		
419005-000	Postage	2,000.00	2,000.00	-	0.00	3,423.43	3,427.00	3.57	0.10		

419006-000	Forms and Computer Supplies	11.60	135.00	123.40	91.41	210.60	580.00	369.40	63.69	Annualized BLI
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SPARTANBURG HOUSING AUTHORITY										
HCV PROGRAM INCLUDING MOD REHAB										
Actual to Budget Variance Comparison										
January 31, 2018										
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var	
419008-000	Subscriptions and Fees	-	13.00	13.00	100.00	-	Budget	52.00	100.00	Annualized BLI
419009-000	Sundry Miscellaneous	-	83.00	83.00	100.00	24.84	52.00 33 2.00	307.16	92.52	Annualized BLI
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	-	16 8.00	168.00	100.00	Annualized BLI
419011-000	Sundry Service Contracts	2,894.60	2,930.00	35.40	1.21	12,241.01	12,510.00	268.99	2.15	
419017-000	Temporary Administrative Labor	-	25.00	25.00	100.00	-	10 0.00	100.00	100.00	Annualized BLI
419100-000	Total Miscellaneous Admin Expenses	8,542.20	8,938.00	395.80	4.43	26,488.18	28,072.00	1,583.82	5.64	
419900-000	TOTAL ADMINISTRATIVE EXPENSES	103,768.49	109,895.00	6,126.51	5.57	404,963.79	415,856.00	10,892.21	2.62	
440000-000	MAINTENANCE AND OPERATIONS									
440099-000	General Maint Expense									
441200-000	Vehicle Repair	188.10	208.00	19.90	9.57	525.26	832.00	306.74	36.87	Annualized BLI
441300-000	Gasoline Purchases	219.18	220.00	0.82	0.37	896.49	900.00	3.51	0.39	
441900-000	Total General Maint Expense	407.28	428.00	20.72	4.84	1,421.75	1,732.00	310.25	17.91	
443000-000	Contract Costs									
443015-000	Janitorial-Contract	-	480.00	480.00	100.00	1,440.00	1,920.00	480.00	25.00	Invoice Timing
443023-000	Con:Consultant/Mentoring	948.00	2,008.00	1,060.00	52.79	2,844.00	8,032.00	5,188.00	64.59	Annualized BLI
443900-000	Total Contract Costs	948.00	2,488.00	1,540.00	61.90	4,284.00	9,952.00	5,668.00	56.95	
449900-000	TOTAL MAINTENANCE EXPENSES	1,355.28	2,916.00	1,560.72	53.52	5,705.75	11,684.00	5,978.25	51.17	
450000-000	GENERAL EXPENSES									
451000-000	General Liability Insurance	1,645.00	1,724.00	79.00	4.58	6,580.00	6,896.00	316.00	4.58	
452100-000	Workers Comp Insurance	1,181.00	1,508.00	327.00	21.68	5,567.00	6,032.00	465.00	7.71	
459900-000	TOTAL GENERAL EXPENSES	2,826.00	3,232.00	406.00	12.56	12,147.00	12,928.00	781.00	6.04	
470000-000	HOUSING ASSISTANCE PAYMENTS									
471500-000	Housing Assistance Payments	983,099.92	1,018,906.00	35,806.08	3.51	4,052,838.00	4,075,624.00	22,786.00	0.56	
471501-000	Tenant Utility Payments	35,085.00	37,201.00	2,116.00	5.69	144,935.00	148,804.00	3,869.00	2.60	
471502-000	Portable Out HAP Payments	17,479.00	15,185.00	(2,294.00)	-15.11	63,097.00	60,740.00	(2,357.00)	-3.88	
471503-000	FSS Escrow Payments	5,398.00	4,468.00	(930.00)	-20.81	22,326.00	17,872.00	(4,454.00)	-24.92	Based on tenant participation
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,041,061.92	1,075,760.00	34,698.08	3.23	4,283,196.00	4,303,040.00	19,844.00	0.46	
	TOTAL OPERATING EXPENSES	1,149,011.69	1,191,803.00	42,791.31	3.59%	4,706,012.54	4,743,508.00	37,495.46	0.79%	
900000-000	NET INCOME	86,887.62	(9,786.00)	96,673.62	987.88%	(117,221.55)	(15,440.00)	(101,781.55)	-659.21%	

SPARTANBURG HOUSING AUTHORITY									
HCV PROGRAM - HAP									
Actual to Budget Variance Comparison									
		MTD Actual	MTD Budget	1/31/2018 Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341001-000	Section 8 HAP Earned	996,703.00	956,434.00	40,269.00	4.21	3,675,794.00	3,825,736.00	(149,942.00)	-3.92
341006-000	Port In HAP Earned	7,304.00	-	7,304.00	N/A	28,460.00	-	28,460.00	N/A
341007-000	FSS Forfeitures-Income	-	-	-	N/A	3,182.00	-	3,182.00	N/A
364001-000	Fraud Recovery - HAP	848.37	792.00	56.37	7.12	3,282.41	3,168.00	114.41	3.61
399900-000	TOTAL INCOME	1,004,855.37	957,226.00	47,629.37	4.98%	3,710,718.41	3,828,904.00	(118,185.59)	-3.09%
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	877,348.92	900,537.00	23,188.08	2.57	3,618,076.00	3,602,148.00	(15,928.00)	-0.44
471501-000	Tenant Utility Payments	34,170.00	36,244.00	2,074.00	5.72	141,421.00	144,976.00	3,555.00	2.45
471502-000	Portable Out HAP Payments	17,479.00	15,185.00	(2,294.00)	-15.11	63,097.00	60,740.00	(2,357.00)	-3.88
471503-000	FSS Escrow Payments	5,398.00	4,468.00	(930.00)	-20.81	22,326.00	17,872.00	(4,454.00)	-24.92
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	934,395.92	956,434.00	22,038.08	2.30	3,844,920.00	3,825,736.00	(19,184.00)	-0.50
900000-000	NET INCOME	70,459.45	792.00	69,667.45	8796.40%	(134,201.59)	3,168.00	(137,369.59)	-4336.16%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

		MTD Actual	MTD Budget	1/31/2018 Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341002-000	Sec 8 Admin. Fee Inc-HCV	96,278.00	90,971.00	5,307.00	5.83	338,500.00	363,884.00	(25,384.00)	-6.98
341004-000	Section 8 Port-In Admin Fees	481.56	-	481.56	N/A	1,856.05	-	1,856.05	N/A
364000-000	Fraud Recovery Income-Admin	848.38	792.00	56.38	7.12	3,282.43	3,168.00	114.43	3.61
399900-000	TOTAL INCOME	97,607.94	91,763.00	5,844.94	6.37%	343,638.48	367,052.00	(23,413.52)	-6.38%
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	30,794.49	33,602.00	2,807.51	8.36	113,884.36	123,306.00	9,421.64	7.64
411002-000	Administrative Overtime	56.97	-	(56.97)	N/A	219.52	-	(219.52)	N/A
411003-000	Administrative: Employer FICA/SUI	4,070.03	4,100.00	29.97	0.73	11,261.48	11,350.00	88.52	0.78
411004-000	Administrative: Employee Benefits	8,413.81	8,500.00	86.19	1.01	33,669.42	33,804.00	134.58	0.40
411006-000	Administrative: Emp Incentive	-	-	-	N/A	10,500.00	-	(10,500.00)	N/A
411099-000	Total Administrative Salaries	43,335.30	46,202.00	2,866.70	6.20	169,534.78	168,460.00	(1,074.78)	-0.64
413000-000	Legal Expense								
413002-000	Yardi Resident Screening Checks	84.00	292.00	208.00	71.23	379.00	1,168.00	789.00	67.55
413100-000	Total Credit and Legal Expense	84.00	292.00	208.00	71.23	379.00	1,168.00	789.00	67.55
413900-000	Other Admin Expenses								
414000-000	Staff Training	-	500.00	500.00	100.00	432.20	2,000.00	1,567.80	78.39
415000-000	Travel	-	333.00	333.00	100.00	-	1,332.00	1,332.00	100.00
417000-000	Bookkeeping Fees	15,922.50	16,248.00	325.50	2.00	64,267.50	64,992.00	724.50	1.11
417100-000	Auditing Fees	-	458.00	458.00	100.00	-	1,832.00	1,832.00	100.00
417200-000	Port Out Admin Fee	719.80	667.00	(52.80)	-7.92	2,627.27	2,668.00	40.73	1.53
417300-000	Management Fee	25,476.00	25,996.00	520.00	2.00	102,828.00	103,984.00	1,156.00	1.11
418000-000	Office Rent	3,570.00	3,570.00	-	0.00	14,280.00	14,280.00	-	0.00
418900-000	Total Other Admin Expenses	45,688.30	47,772.00	2,083.70	4.36	184,434.97	191,088.00	6,653.03	3.48
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	377.62	380.00	2.38	0.63	953.57	960.00	6.43	0.67
419003-000	Printing	556.00	600.00	44.00	7.33	2,242.86	2,375.00	132.14	5.56
419004-000	Telephone	2,328.82	2,350.00	21.18	0.90	5,869.78	5,921.00	51.22	0.87
419005-000	Postage	1,750.00	1,750.00	-	0.00	2,887.57	2,892.00	4.43	0.15
419006-000	Forms and Computer Supplies	1.31	125.00	123.69	98.95	133.76	500.00	366.24	73.25
419008-000	Subscriptions and Fees	-	13.00	13.00	100.00	-	52.00	52.00	100.00
419009-000	Sundry Miscellaneous	-	83.00	83.00	100.00	24.84	332.00	307.16	92.52
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	-	168.00	168.00	100.00
419011-000	Sundry Service Contracts	2,170.95	2,200.00	29.05	1.32	9,365.27	9,440.00	74.73	0.79

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - ADMINISTRATIVE

Actual to Budget Variance Comparison

				1/31/2018					
		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
419017-000	Temporary Administrative Labor	-	25.00	25.00	100.00	-	100.00	100.00	100.00
419100-000	Total Miscellaneous Admin Expenses	7,184.70	7,568.00	383.30	5.06	21,477.65	22,740.00	1,262.35	5.55
419900-000	TOTAL ADMINISTRATIVE EXPENSES	96,292.30	101,834.00	5,541.70	5.44	375,826.40	383,456.00	7,629.60	1.99
440000-000	MAINTENANCE AND OPERATIONS								
440099-000	General Maint Expense								
441200-000	Vehicle Repair	188.10	208.00	19.90	9.57	525.26	832.00	306.74	36.87
441300-000	Gasoline Purchases	219.18	220.00	0.82	0.37	896.49	900.00	3.51	0.39
441900-000	Total General Maint Expense	407.28	428.00	20.72	4.84	1,421.75	1,732.00	310.25	17.91
443000-000	Contract Costs								
443015-000	Janitorial-Contract	-	480.00	480.00	100.00	1,440.00	1,920.00	480.00	25.00
443023-000	Con:Consultant/Mentoring	372.00	1,175.00	803.00	68.34	1,828.00	4,700.00	2,872.00	61.11
443900-000	Total Contract Costs	372.00	1,655.00	1,283.00	77.52	3,268.00	6,620.00	3,352.00	50.63
449900-000	TOTAL MAINTENANCE EXPENSES	779.28	2,083.00	1,303.72	62.59	4,689.75	8,352.00	3,662.25	43.85
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	1,559.00	1,572.00	13.00	0.83	6,236.00	6,288.00	52.00	0.83
452100-000	Workers Comp Insurance	1,119.00	1,375.00	256.00	18.62	5,277.00	5,500.00	223.00	4.05
459900-000	TOTAL GENERAL EXPENSES	2,678.00	2,947.00	269.00	9.13	11,513.00	11,788.00	275.00	2.33
	TOTAL OPERATING EXPENSES	99,749.58	106,864.00	7,114.42	6.66%	392,029.15	403,596.00	11,566.85	2.87%
900000-000	NET INCOME	(2,141.64)	(15,101.00)	12,959.36	85.82%	(48,390.67)	(36,544.00)	(11,846.67)	-32.42%

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB HAP

Actual to Budget Variance Comparison

		MTD Actual	1/31/2018 MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341011-000	Mod Rehab- HAP EARNED	116,316.00	119,326.00	(3,010.00)	-2.52	465,271.00	477,304.00	(12,033.00)	-2.52
399900-000	TOTAL INCOME	116,316.00	119,326.00	(3,010.00)	(2.52)	465,271.00	477,304.00	(12,033.00)	(2.52)
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	103,088.00	118,369.00	15,281.00	12.91	423,489.00	473,476.00	49,987.00	10.56
471501-000	Tenant Utility Payments	878.00	957.00	79.00	8.26	3,366.00	3,828.00	462.00	12.07
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	103,966.00	119,326.00	15,360.00	12.87	426,855.00	477,304.00	50,449.00	10.57
900000-000	NET INCOME	12,350.00	-	12,350.00	-	38,416.00	-	38,416.00	-

SPARTANBURG HOUSING AUTHORITY

HCV PROGRAM - MOD REHAB ADMIN

Actual to Budget Variance Comparison

		MTD Actual	1/31/2018 MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
340000-000	GRANT INCOME								
341010-000	Section 8 Admin Fee -Mod Rehab	14,150.00	13,702.00	448.00	3.27	56,600.00	54,808.00	1,792.00	3.27
399900-000	TOTAL INCOME	14,150.00	13,702.00	448.00	3.27	56,600.00	54,808.00	1,792.00	3.27
410000-000	ADMINISTRATIVE								
410099-000	Administrative Salaries								
411000-000	Administrative Salaries and Wages	1,750.10	1,854.00	103.90	5.60	6,719.33	7,706.00	986.67	12.80
411002-000	Administrative Overtime	3.97	-	(3.97)	N/A	4.50	-	(4.50)	N/A
411003-000	Administrative: Employer FICA/SUI	222.84	168.00	(54.84)	-32.64	578.80	672.00	93.20	13.87
411004-000	Administrative: Employee Benefits	436.78	476.00	39.22	8.24	1,736.73	1,904.00	167.27	8.79
411099-000	Total Administrative Salaries	2,413.69	2,498.00	84.31	3.38	9,039.36	10,282.00	1,242.64	12.09
413000-000	Legal Expense								
413002-000	Yardi Resident Screening Checks	-	-	-	N/A	14.00	14.00	-	0.00
413100-000	Total Credit and Legal Expense	-	-	-	N/A	14.00	14.00	-	0.00
413900-000	Other Admin Expenses								
417001-000	Bookkeeping Fees-MOD Rehab	1,425.00	1,613.00	188.00	11.66	5,797.50	6,452.00	654.50	10.14
417303-000	Management Fee- MOD Rehab	2,280.00	2,580.00	300.00	11.63	9,276.00	10,320.00	1,044.00	10.12
418900-000	Total Other Admin Expenses	3,705.00	4,193.00	488.00	11.64	15,073.50	16,772.00	1,698.50	10.13
419000-000	Miscellaneous Admin Expenses								
419001-000	Office Expense	68.85	75.00	6.15	8.20	165.34	286.00	120.66	42.19
419003-000	Printing	-	-	-	N/A	510.39	516.00	5.61	1.09
419004-000	Telephone	304.71	305.00	0.29	0.10	846.36	845.00	(1.36)	-0.16
419005-000	Postage	250.00	250.00	-	0.00	535.86	535.00	(0.86)	-0.16
419006-000	Forms and Computer Supplies	10.29	10.00	(0.29)	-2.90	76.84	80.00	3.16	3.95
419011-000	Sundry Service Contracts	723.65	730.00	6.35	0.87	2,875.74	3,070.00	194.26	6.33
419100-000	Total Miscellaneous Admin Expenses	1,357.50	1,370.00	12.50	0.91	5,010.53	5,332.00	321.47	6.03
419900-000	TOTAL ADMINISTRATIVE EXPENSES	7,476.19	8,061.00	584.81	7.25	29,137.39	32,400.00	3,262.61	10.07
440000-000	MAINTENANCE AND OPERATIONS								
443000-000	Contract Costs								
443023-000	Con:Consultant/Mentoring	576.00	833.00	257.00	30.85	1,016.00	3,332.00	2,316.00	69.51
443900-000	Total Contract Costs	576.00	833.00	257.00	30.85	1,016.00	3,332.00	2,316.00	69.51
449900-000	TOTAL MAINTENANCE EXPENSES	576.00	833.00	257.00	30.85	1,016.00	3,332.00	2,316.00	69.51
450000-000	GENERAL EXPENSES								
451000-000	General Liability Insurance	86.00	152.00	66.00	43.42	344.00	608.00	264.00	43.42
452100-000	Workers Comp Insurance	62.00	133.00	71.00	53.38	290.00	532.00	242.00	45.49
459900-000	TOTAL GENERAL EXPENSES	148.00	285.00	137.00	48.07	634.00	1,140.00	506.00	44.39
	TOTAL OPERATING EXPENSES	8,200.19	9,179.00	978.81	10.66%	30,787.39	36,872.00	6,084.61	16.50%
900000-000	NET INCOME	5,949.81	4,523.00	1,426.81	31.55%	25,812.61	17,936.00	7,876.61	43.92%

TBRA-HCV Program (075-tbra)									
Budget Comparison (with PTD)									
Period = Oct 2017-Jan 2018									
Book = Accrual ; Tree = ysi_is									
MTD Actual			MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
360000-000	OTHER INCOME								
364002-000	TBRA -HAP Earned	2,700.00	-	2,700.00	N/A	11,391.96	-	11,391.96	N/A
365000-000	Miscellaneous Other Income	270.00	-	270.00	N/A	1,171.14	-	1,171.14	N/A
369900-000	TOTAL OTHER INCOME	2,970.00	-	2,970.00	N/A	12,563.10	-	12,563.10	N/A
399900-000	TOTAL INCOME	2,970.00	-	2,970.00	N/A	12,563.10	-	12,563.10	N/A
470000-000	HOUSING ASSISTANCE PAYMENTS								
471500-000	Housing Assistance Payments	2,663.00	-	(2,663.00)	N/A	11,273.00	-	(11,273.00)	N/A
471501-000	Tenant Utility Payments	37.00	-	(37.00)	N/A	148.00	-	(148.00)	N/A
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	2,700.00	-	(2,700.00)	N/A	11,421.00	-	(11,421.00)	N/A
900000-000	NET INCOME	270.00	-	270.00	N/A	1,142.10	-	1,142.10	N/A

SPARTANBURG HOUSING AUTHORITY											
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM											
Actual to Budget Variance Comparison											
		MTD Actual	January MTD Budget	31, 2018 Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
360000-000	OTHER INCOME										
362000-000	Management Fee Income	69,222.18	67,555.00	1,667.18	2.47	277,318.44	270,220.00	7,098.44	2.63		
362001-000	Bookkeeping fee income	22,012.50	22,378.00	(365.50)	-1.63	88,635.00	89,512.00	(877.00)	-0.98		
365000-000	Miscellaneous Other Income	12,373.22	32,059.00	19,685.78	1.59	50,834.43	84,152.00	(33,317.57)	-0.66		
369900-000	TOTAL OTHER INCOME	91,234.68	121,992.00	20,987.46	0.23	416,787.87	443,884.00	(27,096.13)	-0.07		
399900-000	TOTAL INCOME	91,234.68	121,992.00	20,987.46	0.23	416,787.87	443,884.00	(27,096.13)	-0.07		
410000-000	ADMINISTRATIVE										
410099-000	Administrative Salaries										
411000-000	Administrative Salaries and Wages	48,382.60	51,182.00	2,799.40	5.47	197,796.19	207,728.00	9,931.81	4.78		
411002-000	Administrative Overtime	374.12	-	(374.12)	N/A	1,983.63	-	(1,983.63)	N/A		
411003-000	Administrative: Employer FICA/SUI	6,394.78	6,346.00	(48.78)	-0.77	16,224.04	17,850.00	1,625.96	9.11		
411004-000	Administrative: Employee Benefits	12,018.67	12,426.00	407.33	3.28	50,495.93	51,424.00	928.07	1.80		
411005-000	Administrative: Retirees Medical ER share	1,552.48	3,083.00	1,530.52	49.64	8,401.92	12,332.00	3,930.08	31.87	two participants came off since b	
411006-000	Administrative: Emp Incentive	2,862.76	2,900.00	37.24	1.28	3,275.84	3,500.00	224.16	6.40		
411099-000	Total Administrative Salaries	71,585.41	75,937.00	4,351.59	5.73	278,177.55	292,834.00	14,656.45	5.00		
413000-000	Legal Expense										
413001-000	Legal Expense	185.59	4,167.00	3,981.41	95.55	18,399.48	27,868.00	9,468.52	33.98	Annualized BLI	
413003-000	Credit Reports	-	42.00	42.00	100.00	-	168.00	168.00	100.00	Based on need	
413100-000	Total Credit and Legal Expense	185.59	4,209.00	4,023.41	95.59	18,399.48	28,036.00	9,636.52	34.37		
413900-000	Other Admin										
414000-000	Expenses Staff	-	2,983.00	2,983.00	100.00	3,765.76	7,482.00	3,716.24	49.67	Annualized BLI	
415000-000	Training Travel	32.08	517.00	484.92	93.80	4,031.04	4,768.00	736.96	15.46	Annualized BLI	
418000-000	Office Rent	8,319.38	8,320.00	0.62	0.01	33,258.86	33,280.00	21.14	0.06		
418900-000	Total Other Admin Expenses	8,351.46	11,820.00	3,468.54	29.34	41,055.66	45,530.00	4,474.34	9.83		
419000-000	Miscellaneous Admin										
419001-000	Expenses Office Expense	399.12	846.00	446.88	52.82	2,454.34	3,384.00	929.66	27.47	Annualized BLI	
419003-000	Printing	1,478.40	1,422.00	(56.40)	-3.97	5,784.42	5,638.00	(146.42)	-2.60		
419004-000	Telephone	3,146.21	3,200.00	53.79	1.68	9,138.43	9,400.00	261.57	2.78		
419005-000	Postage	2,145.95	2,150.00	4.05	0.19	3,722.57	3,900.00	177.43	4.55		
419008-000	Subscriptions and Fees	5,713.40	5,800.00	86.60	1.49	10,422.40	10,566.00	143.60	1.36		
419009-000	Sundry Miscellaneous	2,072.02	1,108.00	(964.02)	-87.01	5,415.57	4,949.00	(466.57)	-9.43		
419010-000	Newspaper ADS (Advertising)	-	-	-	N/A	546.12	575.00	28.88	5.02		
419011-000	Sundry Service Contracts	3,458.03	3,848.00	389.97	10.13	21,718.79	23,100.00	1,381.21	5.98		
419012-000	Software	246.57	-	(246.57)	N/A	246.57	250.00	3.43	1.37		
419017-000	Temporary Administrative Labor	1,459.05	4,633.00	3,173.95	68.51	1,459.05	15,832.00	14,372.95	90.78	Annualized BLI	

SPARTANBURG HOUSING AUTHORITY											
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM											
Actual to Budget Variance Comparison											
January 31, 2018											
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var			
419020-000	Bank Fees	(24.39)	83.00	107.39	129.39	2,752.18	3,032.00	279.82	9.23		
419021-000	Discretionary	-	42.00	42.00	100.00	-	168.00	168.00	100.00	Annualized BLI	
419022-000	Other Misc Admin Expenses	50.00	254.00	204.00	80.32	50.00	1,016.00	966.00	95.08	Annualized BLI	
419100-000	Total Miscellaneous Admin Expenses	20,144.36	23,386.00	3,241.64	13.86	63,710.44	81,810.00	18,099.56	22.12		
419900-000	TOTAL ADMINISTRATIVE EXPENSES	100,266.82	115,352.00	15,085.18	13.08	401,343.13	448,210.00	46,866.87	10.46		
430000-000	UTILITIES										
431000-000	Water	127.28	167.00	39.72	23.78	106.27	668.00	561.73	84.09	Based on Utilization	
432000-000	Electricity	1,111.50	1,667.00	555.50	33.32	4,462.28	6,668.00	2,205.72	33.08	Based on Utilization	
433000-000	Gas	927.71	950.00	22.29	2.35	1,912.86	1,960.00	47.14	2.41		
439000-000	Sewer	48.30	167.00	118.70	71.08	126.00	668.00	542.00	81.14	Based on Utilization	
439900-000	TOTAL UTILITY EXPENSES	2,214.79	2,951.00	736.21	24.95	6,607.41	9,964.00	3,356.59	33.69		
440000-000	MAINTENANCE AND OPERATIONS										
440099-000	General Maint Expense										
441200-000	Vehicle Repair	469.31	1,583.00	1,113.69	70.35	3,434.89	6,332.00	2,897.11	45.75	Annualized BLI	
441210-000	Equipment Repair	-	250.00	250.00	100.00	-	1,000.00	1,000.00	100.00	Annualized BLI	
441300-000	Gasoline Purchases	852.56	853.00	0.44	0.05	2,933.82	3,128.00	194.18	6.21		
441900-000	Total General Maint Expense	1,321.87	2,686.00	1,364.13	50.79	6,368.71	10,460.00	4,091.29	39.11		
442000-000	Materials										
442006-000	Janitorial Supplies	31.04	108.00	76.96	71.26	194.71	432.00	237.29	54.93	Annualized BLI	
442010-000	Maintenance Materials	308.58	903.00	594.42	65.83	1,988.10	2,892.00	903.90	31.26	Annualized BLI	
442011-000	Work Supplies/Safety/Materials	-	25.00	25.00	100.00	-	100.00	100.00	100.00	Annualized BLI	
442012-000	Landscaping Materials	-	92.00	92.00	100.00	-	368.00	368.00	100.00	Annualized BLI	
442900-000	Total Materials	339.62	1,128.00	788.38	69.89	2,182.81	3,792.00	1,609.19	42.44		
443000-000	Contract Costs										
443001-000	Alarm/Extinguisher Contract	55.00	58.00	3.00	5.17	723.94	742.00	18.06	2.43		
443007-000	Disposal Contract	161.44	218.00	56.56	25.94	538.62	784.00	245.38	31.30	Annualized BLI	
443009-000	Landscaping-Contract	1,610.00	2,090.00	480.00	22.97	6,489.50	8,360.00	1,870.50	22.37	Annualized BLI	
443013-000	Contract: Uniform Rental	87.04	58.00	(29.04)	-50.07	285.27	232.00	(53.27)	-22.96	Invoice Timing	
443015-000	Janitorial-Contract	31.04	720.00	688.96	95.69	2,191.04	2,880.00	688.96	23.92	Invoice Timing	
443019-000	Miscellaneous Contracts	-	417.00	417.00	100.00	732.59	1,398.00	665.41	47.60	Annualized BLI	
443023-000	Con:Consultant	11,101.85	12,867.00	1,765.15	13.72	46,342.89	53,268.00	6,925.11	13.00	Annualized BLI	
443099-000	Maintenance Misc-Contracts	1,789.68	3,170.00	1,380.32	43.54	2,298.04	12,277.00	9,978.96	81.28	Annualized BLI	
443900-000	Total Contract Costs	14,836.05	19,598.00	4,761.95	24.30	59,601.89	79,941.00	20,339.11	25.44		
449900-000	TOTAL MAINTENANCE EXPENSES	16,497.54	23,412.00	6,914.46	29.53	68,153.41	94,193.00	26,039.59	27.64		

SPARTANBURG HOUSING AUTHORITY											
CENTRAL OFFICE COST CENTER AND LANDSCAPE PROGRAM											
Actual to Budget Variance Comparison											
		MTD Actual	January MTD Budget	31, 2018 Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
450000-000	GENERAL EXPENSES										
451000-000	General Liability Insurance	3,931.33	4,083.00	151.67	3.71	15,725.32	16,332.00	606.68	3.71		
451100-000	Property Tax	22,452.35	22,500.00	47.65	0.21	22,452.35	22,500.00	47.65	0.21		
452100-000	Workers Comp Insurance	1,943.00	2,500.00	557.00	22.28	9,164.00	10,000.00	836.00	8.36		
453010-000	SHA-Board/Commissioner exp	390.41	917.00	526.59	57.43	3,561.28	5,251.00	1,689.72	32.18	Annualized BLI	
459900-000	TOTAL GENERAL EXPENSES	28,717.09	30,000.00	1,282.91	4.28	50,902.95	54,083.00	3,180.05	5.88		
	TOTAL OPERATING EXPENSES	147,696.24	171,715.00	24,018.76	13.99%	527,006.90	606,450.00	79,443.10	13.10%		
900000-000	NET INCOME	(56,461.56)	(49,723.00)	(6,738.56)	-13.55%	(110,219.03)	(162,566.00)	52,346.97	32.20%		

SPARTANBURG HOUSING AUTHORITY											
JC BULL (100 units) & SLHC (32 units)											
Actual to Budget Variance Comparison											
		MTD Actual	January 31, 2018 MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
310000-000	TENANT INCOME										
310100-000	Rental Income										
311100-000	Tenant Rent	36,185.00	35,294.00	891.00	2.52	143,783.00	141,176.00	2,607.00	1.85		
311900-000	Total Rental Income	36,185.00	35,294.00	891.00	2.52	143,783.00	141,176.00	2,607.00	1.85		
312000-000	Other Tenant Income										
312003-000	Damages	12.50	50.00	(37.50)	-75.00	37.50	200.00	(162.50)	-81.25	Fewer Damages	
312004-000	Late Charges	40.00	50.00	(10.00)	-20.00	150.00	200.00	(50.00)	-25.00	Annualized Budget	
312005-000	Legal Fees - Tenant	90.00	25.00	65.00	260.00	315.00	100.00	215.00	215.00	Annualized Budget; 2 court f	
312006-000	NSF Charges	30.00	25.00	5.00	20.00	120.00	100.00	20.00	20.00	Annualized Budget	
312007-000	Tenant Owed Utilities - Excess	81.18	250.00	(168.82)	-67.53	889.75	1,000.00	(110.25)	-11.02	Annualized Budget	
312009-000	Misc. Tenant Income	11.72	-)	N/A	34.84	-	34.84	N/A		
312010-000	Maintenance Charges	-	-	-	N/A	62.50	-	62.50	N/A		
312900-000	Total Other Tenant Income	265.40	400.00	(134.60)	-33.65	1,609.59	1,600.00	9.59	0.60		
319900-000	NET TENANT INCOME	36,450.40	35,694.00	756.40	2.12	145,392.59	142,776.00	2,616.59	1.83		
340000-000	GRANT INCOME										
341500-000	Other Govt and Private Grants	49,542.00	49,439.00	103.00	0.21	203,484.00	197,756.00	5,728.00	2.90		
349900-000	TOTAL GRANT INCOME	49,542.00	49,439.00	103.00	0.21	203,484.00	197,756.00	5,728.00	2.90		
360000-000	OTHER INCOME										
365000-000	Miscellaneous Other Income	-	100.00	(100.00)	-100.00	379.65	400.00	(20.35)	-5.09		
369900-000	TOTAL OTHER INCOME	-	100.00	(100.00)	-100.00	379.65	400.00	(20.35)	-5.09		
399900-000	TOTAL INCOME	85,992.40	85,233.00	759.40	0.89	349,256.24	340,932.00	8,324.24	2.44		
410000-000	ADMINISTRATIVE										
410099-000	Administrative Salaries										
411000-000	Administrative Salaries and Wages	6,978.41	7,221.00	242.59	3.36	21,621.2	28,884.00	7,262.79	25.14	Annualized Budget	
411002-000	Administrative Overtime	94.85	-	(94.85)	N/A	687.61	-	(687.61)	N/A		
411003-000	Administrative: Employer FICA/SUI	563.82	661.00	97.18	14.70	1,817.86	2,644.00	826.14	31.25		
411004-000	Administrative: Employee Benefits	1,077.09	1,490.00	412.91	27.7	4,840.43	5,960.00	1,119.57	18.78		
411099-000	Total Administrative Salaries	8,714.17	9,372.00	657.83	7.02	28,967.11	37,488.00	8,520.89	22.73		
413000-000	Legal Expense										
413002-000	Yardi Resident Screening Checks	14.50	17.00	2.50	14.71	72.50	75.00	2.50	3.33		
413100-000	Total Credit and Legal Expense	14.50	17.00	2.50	14.71	72.50	75.00	2.50	3.33		
413900-000											
414000-000		-	463.00	463.00	100.00	525.00	1,852.00	1,327.00	71.65	Staff will attend training in M	

415000-000	Other Admin Expenses	198.97	378.00	179.03	47.36	332.73	1,394.00	1,061.27	76.13	Annualized Budget
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SPARTANBURG HOUSING AUTHORITY											
JC BULL (100 units) & SLHC (32 units)											
Actual to Budget Variance Comparison											
January 31, 2018											
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var			
417000-000	Bookkeeping Fees	960.00	941.00	(19.00)	-2.02	3,802.50	3,764.00	(38.50)	-1.02		
417100-000	Auditing Fees	-	454.00	454.00	100.00	-	1,816.00	1,816.00	100.00		
417300-000	Management Fee	6,936.32	6,795.00	(141.32)	-2.08	27,474.33	27,180.00	(294.33)	-1.08		
417302-000	Asset Management Fee	1,320.00	1,320.00	-	0.00	5,280.00	5,280.00	-	0.00		
418900-000	Total Other Admin Expenses	9,415.29	10,351.00	935.71	9.04	37,414.56	41,286.00	3,871.44	9.38		
419000-000	Miscellaneous Admin Expenses										
419001-000	Office Expense	-	192.00	192.00	100.00	141.90	768.00	626.10	81.52	Annualized Budget	
419003-000	Printing	120.70	30.00	(90.70)	-302.33	373.55	324.00	(49.55)	-15.29	Past Due bill paid late	
419004-000	Telephone	742.70	756.00	13.30	1.76	2,187.31	2,212.00	24.69	1.12		
419005-000	Postage	-	100.00	100.00	100.00	-	400.00	400.00	100.00	Annualized Budget	
419006-000	Forms and Computer Supplies	-	108.00	108.00	100.00	-	432.00	432.00	100.00	Annualized Budget	
419007-000	Court Costs	-	188.00	188.00	100.00	235.00	783.00	548.00	69.95	Annualized Budget	
419008-000	Subscriptions and Fees	100.00	156.00	56.00	35.90	100.00	624.00	524.00	83.97	Annual HMA Dues Paid	
419009-000	Sundry Miscellaneous	205.86	598.00	392.14	65.58	722.00	2,392.00	1,670.00	69.82	Annualized Budget	
419010-000	Newspaper ADS (Advertising)	-	42.00	42.00	100.00	46.53	168.00	121.47	72.30	Annualized Budget	
419011-000	Sundry Service Contracts	1,802.11	1,790.00	(12.11)	-0.68	7,291.73	7,440.00	148.27	1.99		
419018-000	False Alarms	-	5.00	5.00	100.00	10.00	20.00	10.00	50.00	No False Alarms	
419100-000	Total Miscellaneous Admin Expenses	2,971.37	3,965.00	993.63	25.06	11,108.02	15,563.00	4,454.98	28.63		
419900-000	TOTAL ADMINISTRATIVE EXPENSES	21,115.33	23,705.00	2,589.67	10.92	77,562.19	94,412.00	16,849.81	17.85		
420000-000	TENANT SERVICES										
422000-000	Tenant Svcs-Participation Fund \$15	12.60	465.00	452.40	97.29	1,637.06	2,150.00	512.94	23.86		
422001-000	Tenant Svcs-Stipend only \$10	491.67	527.00	35.33	6.70	558.33	678.00	119.67	17.65		
423000-000	Tenant Svcs-PH ESDC	-	150.00	150.00	100.00	357.00	1,000.00	643.00	64.30		
429900-000	TOTAL TENANT SERVICES EXPENSES	504.27	1,142.00	637.73	55.84	2,552.39	3,828.00	1,275.61	33.32		
430000-000	UTILITIES										
431000-000	Water	1,915.63	2,100.00	184.37	8.78	9,245.78	9,550.00	304.22	3.19		
432000-000	Electricity	5,054.08	6,000.00	945.92	15.77	19,550.25	24,000.00	4,449.75	18.54	Annualized Budget	
433000-000	Gas	10,400.22	10,450.00	49.78	0.48	14,508.72	14,580.00	71.28	0.49		
439000-000	Sewer	2,560.52	2,750.00	189.48	6.89	12,014.29	12,400.00	385.71	3.11		
439900-000	TOTAL UTILITY EXPENSES	19,930.45	21,300.00	1,369.55	6.43	55,319.04	60,530.00	5,210.96	8.61		
440000-000	MAINTENANCE AND OPERATIONS										
440099-000	General Maint Expense										
441000-000	Labor Maintenance	4,594.85	4,660.00	65.15	1.40	12,652.14	18,640.00	5,987.86	32.12	Annualized Budget	
441002-000	Maintenance: Overtime	210.63	-	(210.63)	N/A	708.42	-	(708.42)	N/A		

441003-000	Maintenance: Employer FICA/SUI	595.88	601.00	5.12	0.85	1,177.28	1,195.00	17.72	1.48		
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SPARTANBURG HOUSING AUTHORITY											
JC BULL (100 units) & SLHC (32 units)											
Actual to Budget Variance Comparison											
January 31, 2018											
MTD Actual		MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var			
441005-000	Maintenance: Employee Benefits	995.57	1,253.00	257.43	20.55	4,080.13	5,012.00	931.87	18.59		
441006-000	On Call- after hours work	-	512.00	512.00	100.00	-	2,048.00	2,048.00	100.00	BLI Not used	
441200-000	Vehicle Repair	-	125.00	125.00	100.00	49.94	500.00	450.06	90.01	Annualized Budget	
441300-000	Gasoline Purchases	135.20	139.00	3.80	2.73	573.43	605.00	31.57	5.22		
441900-000	Total General Maint Expense	6,532.13	7,290.00	757.87	10.40	19,241.34	28,000.00	8,758.66	31.28		
442000-000	Materials										
442002-000	Appliance-Maint Materials	-	417.00	417.00	100.00	1,459.62	2,334.00	874.38	37.46	Annualized Budget	
442003-000	Painting-Maint Materials	-	192.00	192.00	100.00	-	768.00	768.00	100.00	Annualized Budget	
442004-000	Electrical-Maint Materials	-	417.00	417.00	100.00	441.07	1,668.00	1,226.93	73.56	Annualized Budget	
442005-000	Heating/AC-Maint Materials	-	1,000.00	1,000.00	100.00	-	4,000.00	4,000.00	100.00	Annualized Budget	
442006-000	Janitorial Supplies	-	59.00	59.00	100.00	64.70	236.00	171.30	72.58	Annualized Budget	
442008-000	Plumbing-Maint Materials	-	6,042.00	6,042.00	100.00	935.53	24,168.00	23,232.47	96.13	Annualized Budget	
442009-000	Hand Tools-Maint Materials	-	67.00	67.00	100.00	-	268.00	268.00	100.00	Annualized Budget	
442010-000	Maintenance Materials	2,284.08	2,550.00	265.92	10.43	3,514.39	3,700.00	185.61	5.02		
442011-000	Work Supplies/Safety/Materials	-	96.00	96.00	100.00	15.98	384.00	368.02	95.84	Annualized Budget	
442012-000	Landscaping Materials	-	969.00	969.00	100.00	145.90	3,876.00	3,730.10	96.24	Annualized Budget	
442900-000	Total Materials	2,284.08	11,809.00	9,524.92	80.66	6,577.19	41,402.00	34,824.81	84.11		
443000-000	Contract Costs										
443001-000	Alarm/Extinguisher Contract	-	209.00	209.00	100.00	210.89	836.00	625.11	74.77	Annualized Budget	
443002-000	Extermination Contract	983.00	1,242.00	259.00	20.85	3,407.00	4,884.00	1,477.00	30.24	Annualized Budget	
443005-000	Unit Turnaround-Contract	5,111.56	5,150.00	38.44	0.75	5,871.56	5,910.00	38.44	0.65		
443006-000	Electrical-Contract	-	417.00	417.00	100.00	-	1,668.00	1,668.00	100.00	Annualized Budget	
443007-000	Disposal Contract	524.64	658.00	133.36	20.27	1,573.92	2,632.00	1,058.08	40.20	Annualized Budget	
443009-000	Landscaping-Contract	1,799.00	1,316.00	(483.00)	-36.70	6,506.00	5,264.00	(1,242.00)	-23.59	Winter flowers planted and p	
443011-000	Heating/AC-Contract	1,500.00	2,500.00	1,000.00	40.00	1,500.00	10,332.00	8,832.00	85.48	Annualized Budget	
443013-000	Contract: Uniform Rental	57.60	84.00	26.40	31.43	168.60	336.00	167.40	49.82	Annualized Budget	
443015-000	Janitorial-Contract	-	83.00	83.00	100.00	-	332.00	332.00	100.00	Annualized Budget	
443018-000	Plumbing-Contract	3,301.65	3,450.00	148.35	4.30	10,630.20	11,070.00	439.80	3.97		
443099-000	Maintenance Misc-Contracts	-	5,833.00	5,833.00	100.00	4,734.99	29,332.00	24,597.01	83.86	Annualized Budget	
443900-000	Total Contract Costs	13,277.45	20,942.00	7,664.55	36.60	34,603.16	72,596.00	37,992.84	52.33		
449900-000	TOTAL MAINTENANCE EXPENSES	22,093.66	40,041.00	17,947.34	44.82	60,421.69	141,998.00	81,576.31	57.45		
450000-000	GENERAL EXPENSES										
451000-000	General Liability Insurance	3,569.08	3,644.00	74.92	2.06	9,716.32	10,034.00	317.68	3.17		
451100-000	Property Tax	7,277.44	7,400.00	122.56	1.66	7,277.44	7,400.00	122.56	1.66		
452100-000	Workers Comp Insurance	395.00	551.00	156.00	28.31	1,865.00	2,204.00	339.00	15.38		

457000-000	Bad Debt-Tenant Rents	-	-	-	N/A	159.97	-	(159.97)	N/A		
459900-000	TOTAL GENERAL EXPENSES	11,241.52	11,595.00	353.48	3.05	19,018.73	19,638.00	619.27	3.15		

SPARTANBURG HOUSING AUTHORITY											
JC BULL (100 units) & SLHC (32 units)											
Actual to Budget Variance Comparison											
		MTD Actual	January 31, 2018 MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var		
	TOTAL OPERATING EXPENSES	74,885.23	97,783.00	22,897.77	23.42%	214,874.04	320,406.00	105,531.96	32.94%		
900000-000	NET INCOME	11,107.17	(12,550.00)	23,657.17	188.50%	134,382.20	20,526.00	113,856.20	-554.69%		

Spartanburg Housing Authority				
Grant Programs				
Period Ending January 31, 2018				
SC003RPS 111A015				
ROSS - Resident Self Sufficiency (\$229,293)		Term Date:		
		12/20/2018		
FUND 579-cnho		Budget	Drawn	Balance
	1168 - Project Coordinator	193,293	31,513	161,780
	1268 - Training Costs	6,000	473	5,527
	1868 - Administrative Costs	30,000	4,360	25,640
		229,293	36,347	192,946
mfsc179397				
Service Coordinator Multifamily (\$48,392)		Term Date:		
FUND 582		Budget	Drawn	Balance
	1010 - Salary	28,780	22,032	6,748
	1020 - Fringe Benefits	11,358	7,629	3,729
	1040 - Quality Assurance	4,481		4,481
	1045 - Training	720		720
	1050 - Travel	1,284		1,284
	1055 - Supplies and Materials	334		334
	1065 - Other Direct Costs	1,435	648	787
		48,392	30,309	18,083
SC16HS 04003				
Service Coordinator Multifamily (\$527,136)		Term Date:		
FUND 582		Budget	Drawn	Balance
	1010 - Salary	391,514	391,514	-
	1020 - Fringe Benefits	72,034	72,034	-
	1040 - Quality Assurance	8,405	8,405	-
	1045 - Training	7,704	7,704	-
	1050 - Travel	1,799	1,799	-
	1055 - Supplies and Materials	35,140	35,140	-
	1060 - Start-Up Costs	-	-	-
	1065 - Other Direct Costs	7,388	7,388	-
	1070 - Indirect Costs	3,152	3,152	-
		527,136	527,136	-
YOUTH BUILD (\$994,474)		Obligation Date: 1/1/2016		
FUND 22		Term Date: 4/30/2019		
	SUMMARY	Budget	Drawn	Balance
	PERSONNEL	359,143	234,750	124,393
	FRINGE BENEFITS	146,393	69,645	76,748
	TRAVEL	7,000	7,194	(194)
	EQUIPMENT	5,707	2,976	2,731
	STUDENT WORK SUPPLIES	115,306	49,570	65,736
	CONTRACTUAL	50,000	46,814	3,186
	OTHER	310,925	192,979	117,946
	TOTAL DIRECT	994,474	603,928	390,546
	INDIRECT	-	-	-
	TOTALS	994,474	603,928	390,546

SPARTANBURG HOUSING AUTHORITY													
HCV Reserved & Restricted Cash Flow													
January 31, 2018													
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
HCV HAP Subsidy	891,189	1,101,144	686,758	996,703									3,675,794
Interfund settlement //HAP acct	-	-	-	-									-
HCV Admin Subsidy	110,834	65,694	65,694	96,278									338,500
HCV Port-In Admin Fees	397	496	482	482									1,856
Mod Rehab HAP	116,323	116,316	116,316	116,316									465,271
Mod Rehab Admin	14,150	14,150	14,150	14,150									56,600
Port in -HAP Earned	6,247	7,518	7,391	7,304									28,460
FSS Forfeitures income	3,182	-	-	-									3,182
HCV Refunds/Recovery/Interest	4,605	5,189	4,667	4,667									19,128
HUD Subsidy	1,146,927	1,310,508	895,457	1,235,899	-	-	-	-	-	-	-	-	4,588,791
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
HCV:													
Housing Assistance	963,136	966,898	980,490	934,396									3,844,920
Mod Rehab Vouchers	109,742	107,798	105,349	103,966									426,855
HCV Admin Expenses	88,273	96,970	107,036	99,750									392,029
Mod Rehab Admin	6,886	7,311	8,390	8,200									30,787
Total Payments	1,168,036	1,178,977	1,201,266	1,146,312	0	0	0	0	0	0	0	0	4,694,591
Net Inflow (Outflow)	(21,110)	131,530	(305,809)	89,588	0	0	0	0	0	0	0	0	(105,800)
Reserve Account INFLOW(OUTFLOW)													
Net HCV HAP	(67,342)	139,435	(289,065)	66,974	-	-	-	-	-	-	-	-	
Net Mod Rehab HAP	6,581	8,518	10,967	12,350	-	-	-	-	-	-	-	-	
HCV Admin	22,561	(31,276)	(41,342)	(3,472)	-	-	-	-	-	-	-	-	
Mod Rehab Admin	7,264	6,839	5,760	5,950	-	-	-	-	-	-	-	-	
	(30,935)	123,516	(313,681)	81,802	-	-	-	-	-	-	-	-	
Reserve Bank Accounts													
HCV and Mod Rehab disbursement	236,064	374,526	186,308	250,731									
HCV HAP -NRA	341,474	342,123	201,736	202,221									
HCV - Operations -UNA	191,381	191,381	222,949	222,949									
Mod Rehab -ADMIN	92,399	92,399	92,399	92,399									

	861,318	1,000,429	703,391	768,300	0	0	0	0	0	0	0	0	

SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
January 31, 2018													
INFLOWS:	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	June Actual	July Actual	Aug Actual	Sept Actual	TOTAL
HCV HAP Subsidy	891,189	1,101,144	686,758	996,703									3,675,794
HCV Admin Subsidy	110,834	65,694	65,694	96,278									338,500
Mod Rehab HAP	116,323	116,316	116,316	116,316									465,271
Mod Rehab Admin	14,150	14,150	14,150	14,150									56,600
Public Housing Subsidy	175,905	185,116	185,116	182,586									728,723
Tax Credit Properties Subsidy	30,044	30,725	30,725	29,060									120,554
SLHC PBV Subsidy	10,749	9,274	10,251	9,720									39,994
SC State Grant for JCB	40,944	41,579	41,145	39,822									163,490
HUD & State Subsidy	1,390,138	1,563,998	1,150,155	1,484,635	-	-	-	-	-	-	-	-	5,588,926
ROSS	16,784	7,544	6,813	6,216									37,358
Youthbuild - 022-yb -NEW GRANT	23,840	34,562	37,472	30,809									126,682
YB -Face Forward	-			-									0
CFP and RHF			92,644	55,214									147,858
Other Grant Revenue	40,624	42,106	136,929	92,239	-	-	-	-	-	-	-	-	311,898
Public Housing Rents	100,412	101,471	99,580	100,561									402,024
JC Bull Rents	26,939	27,050	26,241	26,906									107,136
SLHC Rents	9,198	9,199	8,971	9,279									36,647
Rent Revenue	136,549	137,720	134,792	136,746	-	-	-	-	-	-	-	-	545,807
Misc Receipts	119,909	45,816	422,214	36,799									624,737
Other Cash-In													
HCV Reserves Transfer In				-	-	-						-	-
Working Capital Adjustment/Inter fund settlement	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH INFLOW	1,687,220	1,789,640	1,844,090	1,750,419	0	-	-	-	-	-	-	-	7,071,369
HUD subsidy for HCV 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.													
Other grant revenue includes Capital fund subsidies and grant revenue for the Resident Self Sufficiency and Youthbuild programs.													
Rent revenue consists of the tenant paid rents for the various public housing units managed by the Authority.													

Misc revenue includes payments for court costs, resident work orders for maintenance and repair as well as, HCV 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													
Other cash-In will include transfers from reserve accounts, and any adjustment to working capital.													
SPARTANBURG HOUSING AUTHORITY													
Cash Flow													
January 31, 2018													
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
HCV:													
Housing Assistance	963,136	966,898	980,490	934,396									3,844,920
Mod Rehab Vouchers	109,742	107,798	105,349	103,966									426,855
HAP Payments	1,072,878	1,074,696	1,085,839	1,038,362	-	-	-	-	-	-	-	-	4,271,775
Pay roll	180,556	173,584	181,042	181,942									717,124
Benefits/Deductions	1,629	3,851	2,257										7,737
Payroll & Benefits	182,185	177,435	183,299	181,942	0	-	-	-	-	-	-	-	724,861
State Insurance	36,995	33,492	37,223	40,097									147,807
Rent	11,889	11,889	11,889	11,889									47,556
Debt/Insurance/Rent	48,884	45,381	49,112	51,986	-	-	-	-	-	-	-	-	195,363
Operating	293,870	(42,649)	353,647	412,363	0	0	0	0	0	0	0	0	1,017,231
Capital Fund and RHF	0	26,324	20,426	72									46,822
Ross	0	236	524	758									1,518
Youth Build and Face Forward	6,921	13,938	16,087	8,734									45,679
Homeownership	528	739	1,462	685									3,414
Other Transfers	0	0	-	-	-	-	-	-	-	-	-	-	-
HAP/ Admin Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-
Payables/Check Adjustment	106,044	385,814	(34,965)	(101,619)									355,274
Capital & Program Expenses	113,493	427,050	3,534	(91,370)	-	-	-	-	-	-	-	-	452,707
TOTAL CASH OUTFLOW	1,711,309	1,681,913	1,675,431	1,593,283	0	-	-	-	-	-	-	-	6,661,936
Net Inflow(Outflow)	(24,090)	107,727	168,659	157,135	0	-	-	-	-	-	-	-	409,432
Net outflow offset by reserve													0
Total	(24,090)	107,727	168,659	157,135	-	-	-	-	-	-	-	-	409,432
Beginning Cash : (Unrestricted)	3,805,035	3,780,945	3,888,673	4,057,332									0

Ending Cash	3,780,945	3,888,673	4,057,332	4,214,467	0	0	0	0	0	0	0	0	409,432
Bank Account Balances-													
General A/C (Net of O/S Cks)	2,169,326	2,103,839	2,430,077	2,522,157									
HCV HAP Disbursements	236,064	374,526	186,308	250,731									
Transfer to UNAAND NRA	0	0	0	0									
J C Bull Operating	1,067,739	1,091,543	1,116,115	288,942									
JC Bull transfer to Residual fund				818,866									
SLHC Operating	307,816	318,765	324,833	333,771									
Sub Total	3,780,945	3,888,673	4,057,332	4,214,467	0	0	0	0	0	0	0	0	
Coventional Housing Surplus	5,598,379	5,644,881	5,695,959	5,695,959									
Average No. Of Months Cash Reserves	16.23	12.50	12.62	12.62	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footnotes:													
Outstanding checks that were remaining at month end.													



Monthly Reports:

Programs Dashboard

Board of Commissioners Meeting

Tuesday, February 27, 2018

Housing Authority of the City of Spartanburg Programs Dashboard JANUARY 2018

ASSET MANAGEMENT

COMPLIANCE/REGULATORY

Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of January 2018, Asset Management ended the month at 96.40%. The targeted goal is to maintain an occupancy of 97% overall. Excluding the vacant units at Scattered Sites, the SHA would have reached that goal with a 98.12% overall occupancy. Total Vacant Units excluding Scattered Sites is 12 Units; 4 of which are off-line for extensive repairs.

HUD GOAL	SHA Actual	Excluding Outliers
97%	96.40%	98.12%

TAR S

- ☐ The Tenant Accounts Receivable Collection rate for SHA managed developments was 89.64% for all public housing properties and 116.86% for SHA managed market units and multi-family properties.
- ☐ Victoria Gardens Apartments and Cambridge Place each had two residents with high balances that resulted in this total.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	89.64%	116.86%

REAC

- ☐ The Asset Management department received notification that the Real Estate Assessment Center (REAC) inspections for Prince Hall Apartments and Archibald Hi-Rise would be rescheduled and up for auction on February 04, 2018. 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 have been working to maintain that our housing is decent, safe, sanitary, and in good repair year round.

Property	Inspection Date	Score
Prince Hall Apartments	October 25, 2017	Pending rescheduling 02/05/2018
	Rescheduled due to weather	
Archibald Hi-Rise	October 27, 2017	Pending rescheduling 02/05/2018
	Rescheduled due to weather	
Scattered Sites*	November 16, 2017	91B
	November 30, 2017	

*This site was removed in error in the past month's report

MILESTONES

- ☐ On January 02, 2018 the SHA began to outsource maintenance services at Victoria Gardens Apartments and Cambridge Place Townhomes.

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 94%, which includes the **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs.
- ☐ The **Mod Rehab Program (MOD)** leasing rate is 88%. The department is working to determine if the underutilized MOD vouchers can be transitioned to tenant based vouchers.
- ☐ 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.
- ☐ To address the leasing issues at the MOD Rehab properties, specifically at Norris Ridge Apartments, a meeting was held with management to discuss a leasing plan.
- ☐ TBRA Program has two (2) veterans searching for housing and five (5) coupons expired. A meeting is being schedule in the month of February to discuss the referral process and case manager to assist the veterans with finding housing.

MILESTONES

- ☐ Due to funding restrictions, all leasing functions for Tenant-Based Vouchers have been suspended. The department will not issue or lease up vouchers. Leasing at the Project-Based properties will continue.
- ☐ For the HCV, PBV and RAD programs, there were seven (7) move ins and fifteen (15) move outs this month.
- ☐ The MOD Rehab Program had three (3) move outs and no new move ins.
- ☐ The TBRA Program has seven (7) participants.
- ☐ The HCV FSS Program currently has 71 participants and an escrow balance of \$93,815.00.

Housing Authority of the City of Spartanburg Programs Dashboard February 2018

DEVELOPMENT

COMPLIANCE/REGULATORY

- ☐ SHA must issue RFP's and RFQ's for developer and contractor activity while adhering to SHA and HUD procurement policies

OUTLIERS

- ☐ SHA experiences challenges in attracting interested, qualified vendors.

MILESTONES

- ☐ Attended the Tax Credit Application workshop in Columbia, SC
- ☐ GreenEarth Partners has completed the rehabilitation work of the unit which was damaged by a fire at Archibald Village
- ☐ All repairs are completed at the four scattered site homes for which SHA has a purchase agreement

The Fee Developers are preparing the application for a 9% Tax Credit Application which is due on March 9, 2018. Developers have completed environmental, market studies, appraisals, and surveys, or have them in process. SHA has provided the developers significant information including deeds of trust, rent rolls, up to date budgets, utility bills, site drawings, and original blue prints. SHA has established weekly calls and monthly on site with each developer