



AGENDA AND NOTICE

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**



**Spartanburg Housing Authority
Annual Meeting
Tuesday, September 18, 2018
04:00 P.M.**

NOTICE

The Housing Authority of the City of Spartanburg will hold its Annual Meeting of the Board of Commissioner's at 04:00 P.M. Tuesday, September 18, 2018, in the Executive Board Room at the Spartanburg Housing Authority offices, located at 2271 S. Pine St., Spartanburg, S.C., 29302.

AGENDA

CALL MEETING TO ORDER

I. Moment of Silence

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes:

- a. Regular Board Meeting, July 24, 2018
- b. Special Board Meeting, August 7, 2018
- c. Special Board Meeting, August 13, 2018
- d. Special Board Meeting, August 22, 2018

V. Commission Comments

VI. Public/Staff Comments

VII. Information Items:

- a. Approval of Annual Public Housing (PHA) Plan for FY beginning October 1, 2018.
- b. Notice of award to have SHA listed on the QPL (Qualified Provider List) for South Carolina Department of Mental Health
- c. Archibald 9% Application
- d. Home Funds Awarded
- e. SHA Relationship Analysis – United Way
- f. Staff Comments – Potential Buildings

VIII. Information Item:

- a. Country Gardens Op Proforma with Analysis

IX. Action Items and Resolutions

- a. Resolution #2018-39 - FY2019 Initial Budget Submission
- b. Resolution #2018-40 – Authorization to Dispose of Real Property
- c. Resolution #2018-41- Change Order - Vista Management

- d. Resolution #2018-42 – Interim CEO Bank Signatory Authority
- e. Resolution #2018-43 – Child and Adult Care Food Program (CACFP)
- f. Resolution #2018-44 - Summer Food Service Program (SFSP)
- g. Resolution #2018-45 – Authorization of TBRA2 Agreement
- h. Resolution #2018-46 – Revision to HCV Section 8 Administrative Plan
- i. Resolution #2018-47 - Grant of Authority to Interim Chief Executive Officer
- j. Resolution #2018-48 - MASC Participation
- k. Resolution #2018-49 - MASC Cost Reduction

X. Monthly Reports – *Written Reports*

- a. CEO Report – Terril Bates
- b. SHA Program Dashboard

XI. Election of Officers

XII. Adjournment



**Approval of Minutes –
Regular Board Meeting
July 24, 2018**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

**MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
July 24, 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 4:00 P.M. with a moment of silence.

MOMENT OF SILENCE: - *observed*

PRESENT: Chairman Charles White, Charmayne Brown, Brenda Thomas, John Fairey, Matthew Myers, Andrew Poliakoff , and *Molly Talbot-Metz

*Molly Talbot-Metz arrived at 4:02 P.M.

ABSENT: None.

APPROVAL OF THE AGENDA:

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

APPROVAL OF THE PREVIOUS MEETING MINUTES:

A motion to approve the minutes of the June 20, 2016 Special Board of Commission meeting, to include Commissioner Myers' comments and corrections, was made by Commissioner Thomas, seconded by Commissioner Fairey and unanimously carried.

A motion to approve the minutes of the July 24, 2018 Regular Board of Commission meeting with corrections was made by Commissioner Talbot-Metz, seconded by Commissioner Myers, and unanimously carried.

COMMISSION COMMENTS

Chairman White thanked the Board Members for responding to the survey regarding the retreat. Feedback was also provided on topics for discussion centering on clarifying expectations, roles, and responsibilities for the Board and staff; understanding the difference between governance and policy and daily management issues; and developing Board engagement. Terril will issue an RFP to request a facilitator.

PUBLIC/STAFF COMMENTS

Joseph Jackson asked for a change to the agenda to consider Resolution 2018-37. Commissioner White made a motion to amend the agenda to include Resolution 2018-37, Commissioner Fairey

seconded, and the motion carried unanimously.

Commissioner Talbot-Metz made a motion that Resolution 2018-37 be approved as it was presented in the materials, Commissioner Myers seconded, and the motion carried unanimously. Chairman White stated for the record Resolution 2018-37 is to authorize the CEO to submit a resolution to South Carolina Housing to affirm a commitment for the use of \$317,855, reflected as developer equity, in the application for a 9% tax credit award. Chairman White signed the document so it could be transmitted.

INFORMATION ITEMS

Disposition of Vehicles and Electronic Appliances by Public Auction

Joseph Jackson reported the results of Resolution 2018-18 approved by the Board of Commissioners. The total revenue collected from the sale was \$3,433.97.

Letter from the US Department of Housing and Urban Development; Audit Review for Fiscal Year Ended September 30, 2017

Angela Leopard submitted a copy of the letter received from HUD acknowledging receipt of audited financials prepared for fiscal year in 2017. The submission was approved.

SHA Bank Account Review

Angela Leopard reported bank account structures are being reviewed since receipts for the J.C. Bull multifamily and all residual receipts have to be held in an interest-bearing account. Meetings were held with the Finance Committee and the bank. The risks to the finance department were reviewed. Inter fund and general fund accounting were reviewed. The regulations regarding each type of account available were reviewed, and the decision was made to secure the J.C. Bull residual receiving account with a 1.25% annual yield.

ACTION ITEM:

1) RESOLUTION NO. 2018-31 Third Quarter Bad Debt Write-Offs

Angela Leopard presented a recommendation to approve the write-off from third quarter, April 1, 2018 to June 30, 2018, in the amount of \$16,629.00. In the same period for fiscal 2017, the write-off was \$20,451.86, which is \$3,822.86 above the third quarter 2018 figure. Commissioner Myers made a motion to approve the resolution. The motion was seconded by Commissioner Talbot-Metz and the motion was unanimously carried.

RESOLUTION NO. 2018-31

ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
July 24, 2018

2) RESOLUTION NO. 2018-32 Award General Contractor Contract

Nathan Bragg presented Resolution 2018-32. Staff recommends the resolution be adopted for the CEO to contract for the authority and its affiliates a general contract for services to Green Earth Partners for a period of three years, not to exceed \$80,000 per year. The authority reserves the right to award the contract for an additional two year period.

Commissioner Myers made a motion to approve Resolution 2018-32. The motion was seconded by Commissioner Fairey and the motion was unanimously carried.

RESOLUTION NO. 2018-32
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
July 24, 2018

3) RESOLUTION NO. 2018-33 Approval of Master Development Agreement and Predevelopment Loan and Camp Croft Predevelopment Budget, Note, Assignment -- NHP

Joseph Jackson introduced the resolution. The purpose of this resolution is to approve and authorize the execution of the MDA and PDLA. The Board discussed the resolution, during which questions were addressed by Attorney Bo Campbell.

Chairman White asked for a motion to approve Resolution 2018-33. Commissioner Myers made a motion to approve Resolution 2018-33. The motion was seconded by Commissioner Brown. The motion was unanimously carried.

RESOLUTION NO. 2018-33
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
July 24, 2018

4) RESOLUTION NO. 2018-34 Approval of Updated Utility Allowance

Tiffany Askew provided an overview of the resolution. Each year a review of utility allowances for the HCV program is required. If there is a 10% increase or decrease in utility services, the utility allowances are required to be adjusted. The resolution provides new allowances for move-ins effective August 1, 2018. The new allowances will be included in all annual re-certifications going forward.

Chairman White asked for a motion to approve Resolution 2018-34. Commissioner Talbot-Metz made a motion to approve Resolution 2018-34. The motion was seconded by Commissioner Fairey. The motion was unanimously carried.

RESOLUTION NO. 2018-34
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
July 24, 2018

5) RESOLUTION NO. 2018-35 Project Based Voucher Waiting List Preference

Tiffany provided an overview of the resolution. The resolution is regarding changes to the admin plan to include an additional preference for the project-based voucher program which will give first priority to current public housing residents who may have had to move as a result of the transition to RAD.

Commissioner Myers made a motion to approve Resolution 2018-35. The motion was seconded by Commissioner Talbot-Metz. The motion unanimously carried.

RESOLUTION NO. 2018-35
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
July 24, 2018

6) RESOLUTION NO. 2018-36 Emergency Grant Resolution

Joseph Jackson presented a recommendation to authorize the CEO to submit a capital fund emergency grant request to HUD for the replacement of the two elevators at Archibald High Rise.

Commissioner Talbot-Metz made a motion to approve Resolution 2018-36. The motion was seconded by Commissioner Myers. The motion unanimously carried.

RESOLUTION NO. 2018-36
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
July 24, 2018

MONTHLY REPORTS:

1. Chief Executive Office (Terril Bates):

In Terril Bates absence, the CEO Report was presented to be read by each Commissioner.

2. Finance (Angela Leopard):

Angela Leopard presented the Finance Report in a new consolidated format and asked for feedback on the format. The highlights were discussed.

Chairman White inquired about variance in the period to date. Although there are overages shown, following a sure-up the Housing Authority will only ultimately receive awarded funds.

The Mod Rehab program is operating as planned. The missing payments for April and May have been received. There are no concerns with Admin. COCC period to date is operating at NOI 63% higher than budgeted, which includes the reserves budgeted at \$280,000. J.C. Bull is lower than anticipated in the budget, but there are planned expenditures for upgrades to defray a surplus at the end of the fiscal year.

For feedback, Commissioner Talbot-Metz states she likes the dashboard format. Commissioner Myers states the new report format is very helpful.

3. Program Dashboard:

Jessica Holcomb presented the Asset Management Report. Actual occupancy for the month of June was 96.92%. Tenant accounts receivables for public housing is 98.24%. The department met 100% in our multifamily and market units.

There was a very small fire at Archibald High Rise on June 24. There was water damage from the fourth floor down. The cleanup, including drying and repair to minor damage in one unit, was completed last week. No residents were injured. The insurance claim currently totals approximately \$50,000, with \$40,000 of that amount incurred for drying, \$5,000 for the elevator,

and a copy machine which was damaged. The fire was caused by an unattended pot on a stovetop.

All staff completed eight hours of mental health first aid training, which was offered by SC Thrive and United Way at no charge. Staff enjoyed attending the training, which puts them in a good position to help residents who suffer from mental health concerns.

4. Capital Fund and Development

Joseph Jackson presented the capital fund table. The proposed budget has been presented in Epic, the new paperless system. The new paperless system was a large part of the capital funds expended.

The RFP for a general contractor was passed, which was a huge milestone since it has been posted for bids numerous times.

5. Housing Choice Voucher

Tiffany Askew presented the report for the HCV program, where an increase in leasing is being worked on. This includes cleaning up the Housing Choice Voucher waiting list, bringing in families, and issuing over 100 vouchers.

For the RAD program for SHA 7, the waiting list has been cleaned up. Recently a notice was issued that the list is open. Many responses to the notice were received as more families look for homes.

The TBRA is struggling with the variance, with three people leaving the program. Contact is not optimal with participants, and partners are being utilized to find placements for veterans through this program.

The Mod program is maintaining at 90%. Notices are sent every month to increase their leasing.

The FSS program is currently cleaning up the escrow accounts to obtain a true balance, along with making sure the participants are working on completing their goals for the program.

Questions raised by Chairman White, Commissioner Talbot-Metz, and Commissioner Myers were addressed.

Commissioner Talbot-Metz made a motion to adjourn the meeting. The motion was seconded by Commissioner Fairey and the motion was unanimously carried.

Meeting Adjourned at 5:15 p.m.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



**Approval of Minutes –
Special Board Meeting
August 7, 2018**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
August 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.

PRESENT: Charles White, Matthew Myers, Brenda Thomas, Molly Talbot-Metz, John Fairey and Andrew Poliakoff

*Charmayne Brown joined the meeting by telephone at 4:03 P.M.

ABSENT: none

INTRODUCTION OF GUESTS

Introduced Bo Campbell, Horton Law Firm.

EXECUTIVE SESSION

A motion was made by Commissioner Talbot Metz to enter Executive Session; a second was made by Commission Fairey. Executive session was entered into at 4:01 pm to discuss a personnel matter.

Executive session ended at 5:55 P.M. A motion to end Executive session and was made by Commissioner Talbot-Metz, with a second by Commissioner Poliakoff. The motion was unanimously approved.

No decisions were made or actions taken in Executive Session.

Meeting Adjourned at 5:56 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



**Approval of Minutes –
Special Board Meeting
August 13, 2018**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
August 13, 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 11:04 A.M.

PRESENT: Charles White, Matthew Myers, John Fairey and Andrew Poliakoff

*Charmayne Brown joined the meeting by telephone at 11:00 A.M.

ABSENT: Molly Talbot-Metz, Brenda Thomas

EXECUTIVE SESSION

A motion was made by Commissioner Myers to enter Executive Session; a second was made by Commissioner Fairey. Executive session was entered into at 11:06 pm to discuss personnel matters.

Executive session ended at 11:15 A.M. A motion to end Executive session was made by Commissioner Poliakoff, with a second by Commissioner Myers. The motion was unanimously approved. No decisions were made or action taken during Executive Session

AMEND THE AGENDA

Chairman White asked to make a motion to amend the agenda due to exigent circumstances. A motion to amend the agenda to approve Resolution 2018-38, based on exigent circumstances was made by Commissioner Poliakoff with a second by Commissioner Fairey. The motion was unanimously approved.

ACTION ITEM:

- 1) RESOLUTION No. 2018-38 Approval of Interim Chief Executive Officer (CEO) Employment Agreement.**

Chairman White gave an overview of the resolution.

Commissioner Myers made a motion to approve Resolution 2018-38. The motion was seconded by Commissioner Fairey.

RESOLUTION NO. 2018-38
ADOPTED BY THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
AUGUST 13, 2018

Chairman White asked for a motion to approve **Resolution 2018-38**. The motion was unanimously carried.

Commissioner Fairey made a motion to adjourn the meeting. The motion was seconded by Commissioner Myers and the motion unanimously carried.

Meeting Adjourned at 11:14 A.M.

Respectfully Submitted,

The Housing Authority of the City of Spartanburg



**Approval of Minutes
– Special Board
Meeting August 22, 2018**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

**MINUTES OF THE SPECIAL MEETING OF THE COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG
SPARTANBURG, SOUTH CAROLINA
August 22, 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 11:53 A.M.

MOMENT OF SILENCE: - *observed*

PRESENT: Chairman Charles White, Molly Talbot-Metz, Brenda Thomas, Matthew Myers, John Fairey, and Andrew Poliakoff*.

*Andrew Poliakoff arrived at 11:54 A.M.

ABSENT: Charmayne Brown.

Chairman White introduced guests Ralph Settles, incoming Commissioner for October 2018, and interim CEO, Reggie Barner.

APPROVAL OF THE AGENDA:

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

INFORMATION ITEMS

General discussions pertaining to the CEO Search.

Commissioner Talbot-Metz made a motion to adjourn the meeting. The motion was seconded by Commissioner Myers and the motion was unanimously carried.

Meeting Adjourned at 1:18 P.M.

Respectfully Submitted,
The Housing Authority of the City of Spartanburg



Information Items:

- a) Approval of Annual Public Housing (PHA)
Plan for FY beginning October 1, 2018**
- b) SC Award: Community Housing Development
Services**
- c) Archibald 9% Application**
- d) Home Funds Awarded**
- e) SHA Relationship Analysis – United Way**
- f) Country Gardens Refinance**
- g) Staff Comments – Potential Buildings**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**



U. S. Department of Housing and Urban Development

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

July 20, 2018

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

Dear Ms. Bates:

SUBJECT: Fiscal Year Beginning October 1, 2018, One Year Plan
Spartanburg Housing Authority

This letter is to inform you that the Annual Public Housing Agency (PHA) Plan for the Spartanburg Housing Authority for the Fiscal Year beginning October 1, 2018 is approved. This approval of the PHA Plan does not constitute an endorsement of the strategies and policies outlined in the Plan.

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

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

Sincerely,

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

Eric Bickley
Director
Public Housing Program Center



August 28, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM

Notice of award to have SHA listed on the QPL (Qualified Provider List) for South Carolina Department of Mental Health

CONTACT PERSON:

Joseph Jackson
Deputy Director Capital Fund and Development
864-598-6052

BACKGROUND:

As SHA continues to transition its portfolio to RAD, this award will allow SHA to use the funds for redevelopment. The award will also provide those persons with mental illness according to the South Carolina Department of Mental Health a more stable environment to reside. The award allows SHA \$25,000 per unit with a 10% max per property. The award runs thru September 25, 2022 and can renew or extend at the time of expiration.

RESULTS:

See award letter below.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Joseph Jackson". The signature is written over a horizontal line.

Joseph Jackson, Deputy Director Capital Fund and Development
Spartanburg Housing Authority



PROCUREMENT SERVICES

[Refresh](#)
Contract 4400019347
[Back to Initial Screen](#)
Validity Start 08/21/2018**Target Value** \$ 1,200,000.00**Bid Invitation** [5400014614](#)**Contract Notes****Validity End** 09/25/2022**FEIN** 57-6001369**Vendor 7000030199**

Vendor Address SPARTANBURG HOUSING AUTHORITY
 2271 S. PINE STREET
 SPARTANBURG SC 29306

District**Telephone** (864) 598-6000 ext 6052**Minority Status** Not Applicable**E-mail** jjackson@shasc.org**Fax Number** (864) 598-6000 ext 6052

Vendor Contacts

3 Contacts found, displaying all Contacts.

Contact Name	Function	Phone	E-mail
BATES, TERRIL	Primary Contact	(864) 598-6000 ext 6010	tbates@shasc.org
BATES, TERRIL	Emergency Contact	(864) 598-6000 ext 6010	tbates@shasc.org
JACKSON, JOSEPH	DEP. DIRECT. CAPITAL FUNDS & DEVELOPMENT	(864) 598-6000 ext 6052	jjackson@shasc.org

Attachments

One Attachment found.

Attachment Title

Date/Time Posted

08/08/2018 02:55:01 PM

[Intent to Award.doc](#)

Contract Items

One Item found.

Item Pricing

00001 Community Housing Development Services

Unit Price: \$ 25,000.00**Total Price:** \$ 1,200,000.00

Material Group: 95262 - mental health services: vocational, residential, etc.

Agency: DMH Administration



South Carolina State Housing Finance and Development Authority

300-C Outlet Pointe Blvd., Columbia, South Carolina 29210

Telephone: 803.896.9001 TTY: 803.896.8831

SCHousing.com

August 1, 2018

Terril Bates
Archibald Towers, LLC
2271 South Pine Street
Spartanburg, SC 29302

Via Email: tbates@shasc.org

RE: Project #18038
Archibald Towers

Dear Ms. Bates:

I regret to inform you that the proposed application for Archibald Towers has been disqualified from the 2018 tax credit competition for the following threshold criteria:

As per page 22 of the 2017-2018 Tax Credit Manual, Debt Coverage Ratio (DCR):

- a) *LIHTC dollars will not be reserved or allocated to developments that are not made financially feasible by the credit or which are financially feasible without the credit. The development's first year DCR must be within the range of 1.20 to 1.45. The development must maintain not less than a 1.0 DCR throughout the 15 year compliance period.*

The development as proposed does not achieve a 1.20 DCR and has therefore been disqualified from the competition.

If the Authority identifies a deficiency in an application during its underwriting review that results in the disqualification of an application, the Authority will issue a preliminary decision letter to the Applicant identifying the grounds for the potential disqualification.

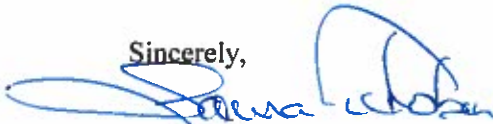
Any Applicant wishing to request a reconsideration of a disqualification decision of the Authority may do so in writing to be delivered to the attention of the Executive Director. Applicants may ONLY request reconsideration for applications in which they have an ownership interest. The Applicant or their legal counsel may then provide a written response specifically identifying the reasons that the application should not be disqualified. Written responses must be delivered via hand delivery or overnight courier to the attention of the Executive Director. An e-mail courtesy copy is appreciated, but does not constitute a timely response. Responses, along with a cashier's check for the \$1,200 filing fee per request, must be received by the Authority by 5:00 p.m. (EST) within three (3) business days of the date of the preliminary decision letter, August 6, 2018.

Reconsideration requests must specifically identify the grounds for the reconsideration request. Only the application and documents then existing in the Authority's file will be considered. No additional documentation will be accepted unless it explains previously submitted documentation. The burden is on the Applicant to demonstrate why the application should not be disqualified.

The Authority will forward the reconsideration request, along with the Authority's staff's response to the reconsideration request and documents from the application or documents then existing in the Authority's file that the Authority deems to be relevant to the request, to a Hearing Officer to review and make a recommended determination on the reconsideration request. The Authority will also forward a copy of the Authority's staff's response to the Applicant.

The tax credit Reconsideration Process may be referenced at page 21 of the 2017-2018 Qualified Allocation Plan, located on the Authority's tax credit web page. Should you have any questions please call me at (803) 896-9190.

Sincerely,



Laura Nicholson
Development Director



August 2, 2018

Bonita Shropshire
Interim Executive Director
South Carolina State Housing Finance and Development Authority
300-C Outlet Pointe Boulevard
Columbia, SC 29210

Cc: Laura Nicholson
Development Director
South Carolina State Housing Finance and Development Authority
300-C Outlet Pointe Boulevard
Columbia, SC 29210

Via Email: bonita.shropshire@schousing.com
laura.nicholson@schousing.com

RE: Project #18038
Archibald Towers – Reconsideration of Disqualification Decision

Dear Ms. Shropshire,

The Housing Authority of the City of Spartanburg ("SHA") appreciates the time and effort that your organization has invested in the continued review of our application for a 9% tax credit award for Archibald Towers (the "Project"). In response to the Disqualification Letter dated August 2, 2018 for Archibald Towers, we are requesting the Authority to reconsider its decision to disqualify the Project on the grounds that the development as proposed does not achieve a 1.20 debt service coverage ratio per page 22 of the 2017-2018 Tax Credit Manual (the "Manual"), Debt Coverage Ratio ("DCR"). The explanation below fully describes how the Project meets the threshold requirement for DCR as described in the Manual, and should not be disqualified.

1. **Definition of DCR Calculation:** Section 8(a) in the Manual calculates DCR as "*Net Operating Income (NOI) divided by the annual debt service. For this purpose, NOI is the income remaining after subtracting Operating Expenses and Replacement Reserves from the Effective Gross Income (EGI)*". The Manual does not describe or define the term interest rate, which is necessary for calculation of DCR. In the Lender Letter submitted with the application, the interest rate for the Project is stated in the first paragraph of Section 6: Interest Rate as 4.35%, which includes a current interest rate of 4.10% plus 0.25% of contingency. Thus, during underwriting, the Authority should use 4.35% as the interest rate for calculating the DCR.
2. **Mortgage Insurance Premium (MIP):** The second paragraph of Section 6: Interest Rate of the lender letter describes MIP as a cost associated with the debt which is not a part of the interest rate. The last sentence of the second paragraph of Section 6: Interest Rate states "*Therefore the total cost of the debt was underwritten at 4.60%*", of which MIP is included in the cost of the



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



debt, not in the interest rate. The combination of the interest rate and MIP constitute the total cost of the debt, yet only the interest rate should be used for the calculation of DCR. Thus, the 0.25% MIP should not be considered in the DCR calculation given it is not a part of the interest rate. Attached to this letter you will find an excerpt from the US Department of Housing and Urban Development Multifamily Accelerated Processing ("MAP") Guide as revised on January 29, 2016 describing what MIP is and how MIP is to be calculated. Please reference Chapter 3, Section J paragraph 1 of the MAP Guide¹ where it describes MIP as "*a percentage of the mortgage amount*", meaning it is not used to calculate the debt. Instead it is calculated *after* the debt has been sized, making it separate from the interest rate. In sum, the Authority should use 4.35% as the interest rate for calculating the DCR, which does not include 0.25% of MIP.

3. **Mortgage Payment:** Note that Section 3 Term of the lender letter has a monthly mortgage payment amount of \$17,389, with a 4.60% rate, because the application does not provide an area to breakout MIP. Nevertheless, the interest rate and MIP were further described and broken out in the supporting lender letter that was included in the application. The \$17,389 includes 0.25% of MIP, which as described above, is not to be included in the DCR calculation. However, given HUD debt is predicated for this Project, and as a means of being transparent, we disclosed the existence of MIP in the lender letter. It does not follow that MIP should be included as part of the interest rate when calculating DCR.
4. **DCR of Project:** Given the above mentioned information, all of which was included in the application for this project, the project should be underwritten at a 4.35% interest rate, which results in a 1.2437 DCR. This DSC meets the threshold requirement of DCR per the Manual. See the chart below for calculation of the DCR using the 4.35% interest rate, \$3,747,700 loan amount, and debt service amount per the Manual based on principal and interest payment show above, less the MIP amount of 0.25%.

	FHA-Insured <u>Perm. Loan</u>
Loan	3,747,700
Interest Rate	4.35%
Term	40
Loan Constant	0.052796
Monthly P&I	16,489
Annual P&I	197,863
Year 1 NOI	<u>246,092</u>
Year 1 DSC	1.2437

Given the above mentioned and attached information, SHA is requesting the Authority to overturn its decision to disqualify the Project on the grounds that the Project does not achieve a 1.20 DCR as

¹ HUD MAP Guide as revised 1/29/2016. <https://www.hud.gov/sites/documents/4430GHSGG-BM.PDF>

Bonita Shropshire
Interim Executive Director
August 2, 2018

described in the Manual. Contrarily, the Project does meet the threshold requirement of DCR per the Manual given the interest rate is 4.35%.

We understand that the Authority goes to great lengths to underwrite projects vying for an award to house low-income citizens in South Carolina. Your consideration in taking a further look at the above mentioned information to overturn the disqualification is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Terril Bates", written in a cursive style.

Terril Bates

Chief Executive Officer --2018

<i>Chapter Title:</i>	Chapter 3 Programs
<i>Subsection Designation:</i>	3.1 General Program Requirements

I. **HUD inspection fee.** The HUD inspection fee is \$5 per thousand of the mortgage amount for new construction and \$5 per thousand of improvement costs for substantial rehabilitation. There is no inspection fee for Section 223(a)(7) projects (even if there are repairs). For loans insured pursuant to Section 207/223(f), the inspection fee is the following:

1. \$30 per unit where the repairs/improvements are greater than \$100,000 in total but \$3,000 or less per unit.
2. The greater of \$30 per unit or 1% of the cost of repairs or \$1,500, where the repairs/improvements are more than \$3,000 per unit.
3. \$1,500 where the total repairs/improvements are less than \$100,000, which may be decreased by the Regional Center or Satellite Office, if the lender elects to take responsibility for the inspection.

J. **Mortgage insurance premium.** The mortgage insurance premiums are established by the Firm Commitment and may not be changed after initial endorsement. The construction period and annual mortgage insurance premiums (MIP) are based on a percentage of the mortgage amount and may vary, depending on the insurance program and on the MIP schedule posted by HUD each fiscal year.

The initial premium is payable in advance at initial endorsement. Unless revised in a Federal Register Notice, this “up front” premium is the same for all market rate and affordable refinancing transactions:

- 1% for Section 223(f) loans,
- ½% (50 basis points) for Section 223(a)(7) loans, and
- New Construction or Substantial Rehabilitation loans include a capitalized mortgage insurance premium based on the mortgage amount and the number of years (including a portion of a year) of the estimated construction or rehabilitation period.

K. **Lender fees and charges.** For programs other than Section 223(a)(7), the maximum financing and placement fees the lender may charge is limited to a total of 3.5% of the mortgage amount. This 3.5% maximum can consist of any combination of origination, financing, and permanent placement fees as long as it also includes the lender’s legal fee. Financing and placement fees up to 5.5% are permissible in bond transactions. Third party costs (e.g., appraisal, market study, CNA, and other organization costs) may be included as mortgageable soft costs in the mortgage calculations, and are not included in the limitation on lender fees. See Section 11.5 for additional provisions regarding loan fees and charges.



South Carolina State Housing Finance and Development Authority
300-C Outlet Pointe Blvd., Columbia, South Carolina 29210
Telephone: 803.896.9001 TTY: 803.896.8831
SCHousing.com

Donald R. Tomlin, Jr.
Chairman

Bonita H. Shropshire
Executive Director

August 15, 2018

Spartanburg Housing Authority
Attention: Terril Bates
2271 S. Pine Street
Spartanburg, SC 29302

***Re: Request for Reconsideration of Low-Income Housing Tax Credit
Underwriting Decision for 18038***

Dear Ms. Bates:

The Review Committee reviewed your request for reconsideration for the above-referenced development. After thorough consideration, the Review Committee concurred with the original underwriting disqualification decision by Low-Income Housing Tax Credit Program Staff.

Enclosed is a copy of the Hearing Officer's recommended determination.

I sincerely thank you for your participation in the Low-Income Housing Tax Credit Program as it helps further SC Housing's mission of creating quality affordable housing opportunities for the citizens of South Carolina.

Sincerely,

A handwritten signature in blue ink that reads "Bonita Shropshire".

Bonita H. Shropshire
Executive Director

**SOUTH CAROLINA STATE HOUSING FINANCE AND DEVELOPMENT
AUTHORITY**

**HEARING OFFICER'S RECOMMENDATION
TO THE REVIEW COMMITTEE
REGARDING REQUEST FOR RECONSIDERATION
PROJECT # 18038
Archibald Towers**

Pursuant to the procedure established in the Low Income Housing 2017 and 2018 Qualified Allocation Plan ("QAP") of the South Carolina State Housing Finance and Development Authority ("the Authority"), I have reviewed the request for reconsideration of the Spartanburg Housing Authority ("Applicant") regarding Archibald Towers ("the Project") received on August 8, 2018, and the Authority's responsive memorandum of the same date, and make the following recommendations to the Authority's Review Committee.

SUMMARY

Applicant requests reconsideration of the Authority's disqualification of its application for failing to meet the required Debt Coverage Ratio ("DCR") of 1.20. Applicant contends the Authority mistakenly included a mortgage insurance premium ("MIP") in the Project's debt service cost when it calculated the DCR. Authority responds that including the debt service costs was consistent with the Tax Credit Manual.

RECOMMENDATION

The Hearing Officer recommends the disqualification be upheld. The MIP was required by the lender as a component of the loan and is properly included in the Project's debt service cost when calculating the DCR. With MIP included, the Project's DCR is 1.1875 and fails to meet the required ratio.

DISCUSSION

The Tax Credit Manual's Underwriting Standards state:

- a) LIHTC dollars will not be reserved or allocated to developments that are not made financially feasible by the credit or which are financially feasible without the credit. The development's first year DCR must be within the range of 1.20 to 1.45. The development must maintain not less than a 1.0 DCR throughout the 15 year compliance period.
- b) The DCR is calculated as Net Operating Income (NOI) divided by the annual debt service. For this purpose, NOI is the income

remaining after subtracting Operating Expenses and Replacement Reserves from the Effective Gross Income (EGI).
Tax Credit Manual, p. 22, ¶¶ 8(a), (b).

Applicant argues the Authority should not have included the MIP in the cost of the Project's debt service, pointing out the Tax Credit Manual does not define "interest", which is a necessary component of debt service cost. Applicant argues "only the interest rate should be used for the calculation of the DCR".

Applicant's argument is not supported by the Tax Credit Manual. The DCR is calculated by dividing NOI by the annual debt service. Logically, MIP is part of the Project's debt service because it is required by the lender as a condition of the loan. Even Applicant acknowledges "The combination of the interest rate and MIP constitute the total cost of debt". When MIP is included in the debt service cost, an DCR below 1.20 results; therefore, disqualification was appropriate.

CONCLUSION

Unfortunately, the Application does not meet the required DCR; therefore the Hearing Officer recommends the Review Committee uphold the disqualification.

Respectfully submitted,



Date: August 12, 2018

Charles L.A. Terreni
Hearing Officer



**SPARTANBURG COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT**

Renewing our communities...
Building a better future

August 31, 2018

Ms. Terril Bates
CEO
Housing Authority of the City of Spartanburg
PO Box 2828
Spartanburg, SC 29304

Dear Ms. Bates:

I am pleased to inform you that the Housing Authority of the City of Spartanburg has been awarded \$216,062.00 in FY 2018 HOME funds for Tenant Based Rental Assistance. This award is contingent upon Spartanburg County's receipt of US Housing and Urban Development's grant funding and execution of a HOME Subrecipient Agreement with your organization.

Kerry Easler has been assigned as Activity Manager from our department to work with you and will contact you or a representative of your organization regarding one-on-one technical assistance. Her contact information is 864-595-5309, keasler@spartanburgcounty.org.

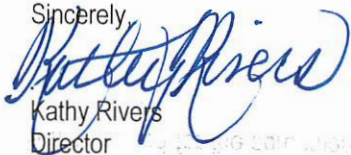
We are in the process of drafting the HOME Subrecipient Agreement for your agency. Enclosed are the details regarding items needed for the agreement along with additional requirements. These items are due by September 27, 2018. If requested documentation and information needed for the execution of the agreement is not provided to the County by this date, we reserve the right to revoke this notice of award letter. Please contact your Activity Manager or me as soon as possible if you have any questions or concerns.

Please be aware that you cannot seek reimbursement for any activities or items that occur prior to receipt of a notice to proceed letter; however, once the notice to proceed letter has been received, reimbursement can be sought for activities dating back to the date of the notice to proceed letter.

Congratulations, and we look forward to enhancing our partnership for an effective and efficient delivery of services to our citizens.

Should you have questions or require additional information, do not hesitate to contact me at 595-5300.

Sincerely,



Kathy Rivers
Director

KYR;awb

cc: Ms. Laura Terrell
Ms. Kerry Easler
Ms. Tiffany Askew

Spartanburg Housing Authority

Company Contacts

CEO: Ms. Terril Bates
ECC: employee Committee SHA

UWP Contacts

Manager: Cierra Fowler

cflower@uwpiedmont.org
Sector: Gov't/Ed/Nonprofit

RESOURCE DEVELOPMENT

GIVING HISTORY

Last Campaign: 6/1/2018 with payroll deduction

	2017-18	2016-17	2015-16
Total Corporate Support	\$11,176	\$10,021	\$10,169
Sponsorship			
Total Campaign	\$11,176	\$10,021	\$10,169
Corporate Giving	\$ 0	\$ 0	0
Employee Giving	\$11,016	\$10,021	\$10,169
Special Giving	\$ 160	\$ 0	\$ 0
Leadership Giving	\$3,000	\$3,620	\$4,050
# of Employees	52	51	57
# of Donors	52	38	37
# of Leadership Donors	1	2	3
Participation	100%	75%	65%
Per Capita Gift	\$ 212	\$ 196	\$ 178
Average Gift	\$ 212	\$ 264	\$ 275
% of \$ from Leadership	27%	36%	40%
Donor Loss Rate	24%		

GIVING POTENTIAL

Average Salary x 1 hr pay/month (.006) x # of employees

Average Salary: \$35,000

Giving Potential: \$10,920

% Potential Achieved: 101%

Participation Rate: 100%

Quadrant Rating: 4

Participation Rate	High	
	3	4
	1	2
	Low	High

Potential Achieved

Quadrant Definitions

1. Start-up or weak campaign
2. Few but generous donors
3. Many small donation; indicator of possible pressure to give
4. Healthy, well-rounded campaign

Recommended strategies for Quadrant Rating listed on reverse side.

WHAT IF ANALYSIS STRATEGIES

Increase Giving

\$ increase / week	New \$ yielded
\$1	\$2,704
\$2	\$5,408
\$3	\$8,112

Increase Participation

Increase in donors giving average gift	New \$ yielded
10	\$2,118
20	\$4,237
30	\$6,355

GOV'T/ED/NONPROFIT LEADERBOARD COMPARISONS

Per Capita Giving

1. Mary Black Foundation \$1,607
2. Sptbg. Housing Authority \$ 196
3. Sptbg. Area Chamber \$ 175
4. City of Spartanburg \$ 106
- 5.

Participation Rate

1. Sptbg. Housing Authority 100%
2. Chamber of Commerce 83%
3. Mary Black Foundation 81%
4. City of Spartanburg 81%
- 5.

Leadership Donors

1. Wofford College 9
2. City of Spartanburg 8
3. County of Spartanburg 4
4. Sptbg. Community College 3
5. USC Upstate 3

COMMUNITY INVESTMENT

FOCUS OF EMPLOYEE GIVING

Community Impact Fund	71%
Education	7%
Financial Stability	1%
Health	7%
Imagination Library	7%
Designated	7%
Overall % to CIF	93%

LEADERBOARD COMPARISONS

1. Converse College	100%
2. USC Upstate	100%
3. Spartanburg Day School	100%
4. Mary Black Foundation	99%
5. Chamber of Commerce	95%

INVESTMENT PROCESS VOLUNTEERS

Jessica Holcomb

VOLUNTEER INVOLVEMENT

	Corporate Projects	Quarterly Projects
# of projects		
# of volunteers		
# of volunteer hrs		
\$ value	\$ 0	

PLANNING FOR SUCCESS

2017-2018 SUCCESSES

- ◆ Leadership support
- ◆ Tours for staff

2018-2019 RECOMMENDATIONS**

Customized based on your company and your Quadrant Rating of 4, from the reverse page.

- ◆ Ensure campaign coordinator/team attends coordinator training to acquire skills and tools to capitalize efforts and maximize results.
- ◆ Increase level of giving by utilizing a step-up challenge for current donors.

***Your UWP Manager will assist your campaign coordinator and team in developing campaign and year round engagement plans based on these recommendations.*

5 Easy ways to engage with United Way of the Piedmont throughout the year:

- Participate in Quarterly Volunteer Projects
- Participate in a Reality Check Simulation with your employees
- Attend Coffee & Conversations sessions to learn more about the issues UWP is addressing
- Provide success stories and information about UWP activities in year-round communications
- Encourage membership in UWP Leadership Giving Societies through General Daniel Morgan Society, Women United and Young Leaders



**United Way of
the Piedmont**



September 18, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION ITEM

Provide insight to the SHA Commissioners on the buildings toured by the SHA staff for the potential relocation of the COCC.

CONTACT PERSON:

Joseph Jackson
Deputy Director Capital Fund and Development
864-598-6052

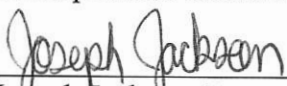
BACKGROUND:

SHA Senior staff and building committee have toured Piedmont Community Actions, Carolina Cash, and ReMax the last several months. All of the buildings are in need of substantial rehabilitation to fit the needs of SHA. The staff meets after every visit to develop a pros and cons list for each property. Architectural services are needed to provide a conceptual drawing and design of a chosen site for the SHA staff and commissioners to review. The major issues at each property are parking, ADA accessibility, lack of a mass meeting room, and a boardroom.

RESULTS:

SHA staff continue search for the best possible location to relocate the COCC.

Respectfully Submitted,



Joseph Jackson, Deputy Director Capital Fund and Development
Spartanburg Housing Authority



Information Item:

**1) Country Gardens Op Proforma
with Analysis**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

TO: Terril Bates and Reggie Barner

FROM: Cindi Herrera

DATE: September 9, 2018

RE: **Country Gardens Refinancing and RAD Conversion Analysis**

Country Gardens is a mixed finance community that was developed under SHA's HOPE VI Program. The project consists of two phases with 50 total units in each phase. Country Gardens Phase I includes 10 Public Housing units. As part of its RAD portfolio conversion, SHA received a CHAP (Commitment to Enter into a Housing Assistance Payment Contract) to convert the 10 units of Public Housing to Project Based Vouchers.

The RAD conversion process includes the preparation of a Comprehensive Needs Assessment (CNA) which analyzes the life cycle of all building components over a twenty-year period. The CNA is a HUD tool and can be manipulated depending on the vendors perspective of life-cycle spans. The initial CNA we received for this property resulted in an infeasible RAD conversion. Working with another vendor, we were able to present a more feasible CNA that adequately addresses the physical needs of the property.

The initial first mortgage for the property had a maturity date of December 7, 2017. At that time, we extended the loan for a one-year period until December 7, 2018.

Attached is an analysis of refinancing options under the RAD conversion. An FHA223F mortgage would provide the best refinancing option for the property as it would support a \$1,690,000 mortgage which will pay off the existing mortgage, pay the exit of the Limited Partner, pay the balance of the developer fee owed to SHA and allow for almost \$600,000 in repairs or reserves for the property. Conventional financing will support a mortgage of \$1,140,000 which will also pay off the first mortgage and the exit of the limited partner but reduces repairs and reserves to the property to \$220,000.

The FHA mortgage process is a minimum of a six-month timeline and thus, it would require an additional extension of the existing mortgage. Refinancing of a conventional mortgage could most likely be completed by year end prior to the expiration of the current mortgage. Either way, the RAD conversion closing would not be completed until first quarter of 2019 at the earliest, based on HUD's timing to complete RAD closings.

All numbers in the attached analysis are best estimates based on current discussions with all parties. The limited partner has indicated a willingness to reduce the exit to \$100,000 but as of this memo, we have not received this in writing, so I present the analysis on the side of caution and used the \$200,000 exit amount which has been provided in writing.

Please let me know if you have any questions or need any further information.

COUNTRY GARDENS ESTATES I

ANALYSIS FOR RAD CONVERSION AND REFINANCING

SUPPORTABLE DEBT SERVICE	
Effective Gross Income	379,870
Operating Expenses	274,122
Net Operating Income	105,748
Debt Service Coverage Ratio	1.2
Maximum Supportable Annual Debt Service	88,124

REFINANCING	FHA 223F		CONVENTIONAL	
Pay Off Existing Mortgage	720,000		720,000	
Limited Partner Exit Taxes	200,000		200,000	
Pay SHA Deferred Fee	173,870		0	
RAD Reserves/Repairs	596,130		220,000	
Total Mortgage		1,690,000		1,140,000
Rate		4.25%		6%
Term		40		20
Annual Debt Service		87,969		\$88,140

CURRENT MORTGAGE EXTENSION		
2017 Extension Costs	1 Year	24,948
2018 Extension Cost Estimate	6 Months	
Extension Fee	1,500	
Appraisal	4,500	
Legal Fee Lender	3,500	
Legal Fees Borrower	3,500	
Title	5,000	
Total Estimated Maximum		18,000
Total Estimated Minimum		8,500

RENTAL ASSISTANCE DEMONSTRATION PROGRAM
20 YEAR OPERATING PRO-FORMA

PROPERTY NAME: COUNTRY GARDENS I
PROJECT NUMBER: SC003000090

Model Proforma	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	1	2	3	4	5	6	7	8	9	10
RAD Project Based Voucher Rent	59,834	61,031	62,252	63,497	64,767	66,062	67,383	68,731	70,106	71,508
SHA Project Based Voucher Rent	208,474	212,643	216,896	221,234	225,659	230,172	234,775	239,471	244,260	249,145
LIHTC Rent	114,720	117,014	119,355	121,742	124,177	126,660	129,193	131,777	134,413	137,101
TOTAL NET RENT (2% Increase)	383,028	390,689	398,502	406,472	414,602	422,894	431,352	439,979	448,778	457,754
Other Income (1.5% Increase)	5,570	5,654	5,738	5,824	5,912	6,000	6,090	6,182	6,275	6,369
Less Vacancy/Bad Debt (5%)	(8,728)	(8,902)	(9,080)	(9,262)	(9,447)	(9,636)	(9,829)	(10,025)	(10,226)	(10,430)
Total Effective Gross Income	379,870	387,440	395,160	403,035	411,066	419,258	427,613	436,135	444,827	453,692
Operating Expenses (2% Increase)	238,949	243,728	248,603	253,575	258,646	263,819	269,095	274,477	279,967	285,566
Property Management Fees (5%)	19,153	23,246	23,710	24,182	24,664	25,155	25,657	26,168	26,690	27,222
Replacement Reserves	16,020	16,340	16,667	17,001	17,341	17,687	18,041	18,402	18,770	19,145
Total Operating Exp.	274,122	283,315	288,979	294,757	300,651	306,662	312,793	319,047	325,426	331,933
Net Operating Income	105,748	104,125	106,181	108,278	110,416	112,596	114,820	117,088	119,401	121,759
<i>PUPA Operating Expense</i>	4,283									
1st Mortgage Payment	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936
Secondary Debt	0	0	0	0	0	0	0	0	0	0
Total Annual Debt Payments	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936
Net Cash Flow	17,812	16,189	18,245	20,342	22,480	24,660	26,884	29,152	31,465	33,823
Debt Service Coverage Ratio	1.20	1.18	1.21	1.23	1.26	1.28	1.31	1.33	1.36	1.38

Mortgage Amount	1,700,000	1,140,000
Interest Rate	4.25	6
Term	40	25
Monthly P&I	7,328	7,345
Annual Debt Service	87,936	88,140

RENTAL ASSISTANCE DEMONSTRATION
20 YEAR OPERATING PRO-FORMA

PROPERTY NAME:

PROJECT NUMBER:

Model Proforma	2030	2031	2032	2033	2034	2032	2033	2034	2035
	11	12	13	14	15	16	17	18	19
RAD Project Based Voucher Rent	72,938	74,397	75,884	77,402	78,950	80,529	82,140	83,783	85,458
SHA Project Based Voucher Rent	254,128	259,211	264,395	269,683	275,076	280,578	286,190	291,913	297,752
LIHTC Rent	139,843	142,640	145,493	148,403	151,371	154,398	157,486	160,636	163,848
TOTAL NET RENT (2% Increase)	466,909	476,247	485,772	495,488	505,397	515,505	525,815	536,332	547,058
Other Income (1.5% Increase)	6,464	6,561	6,660	6,759	6,861	6,964	7,068	7,174	7,282
Less Vacancy/Bad Debt (5%)	(10,639)	(10,852)	(11,069)	(11,290)	(11,516)	(11,746)	(11,981)	(12,221)	(12,465)
Total Effective Gross Income	462,734	471,957	481,363	490,957	500,742	510,723	520,902	531,285	541,875
Operating Expenses (2% Increase)	291,277	297,103	303,045	309,106	315,288	321,594	328,026	334,586	341,278
Property Management Fees (5%)	27,764	28,317	28,882	29,457	30,045	30,643	31,254	31,877	32,512
Replacement Reserves	19,528	19,919	20,317	20,724	21,138	21,561	21,992	22,432	22,881
Total Operating Exp.	338,570	345,339	352,244	359,287	366,471	373,798	381,272	388,895	396,671
Net Operating Income	124,164	126,617	129,119	131,670	134,271	136,925	139,630	142,390	145,204
<i>PUPA Operating Expense</i>									
1st Mortgage Payment	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936
Secondary Debt	0	0	0	0	0	0	0	0	0
Total Annual Debt Payments	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936	87,936
Net Cash Flow	36,228	38,681	41,183	43,734	46,335	48,989	51,694	54,454	57,268
Debt Service Coverage Ratio	1.41	1.44	1.47	1.50	1.53	1.56	1.59	1.62	1.65

**RENTAL ASSISTANCE DEMONSTRATION PROGRAM
YEAR 1 OPERATING BUDGET**

**PROPERTY NAME: COUNTRY GARDENS ESTATES I
PROJECT NUMBER: SC003000090**

	YEAR 1 OPERATING BUDGET
GPR RAD	\$59,834
GPR PBV	\$208,474
GPR Market Rate Apartments	\$0
GPR Affordable Aparmtents (Non-RAD)	\$114,720
GPR Commerical	
Vacancy/Bad Debt Loss	(\$8,728)
Other Income	\$5,570
EFFECTIVE GROSS INCOME	\$379,870
Administrative	\$43,642
Tenant Services	\$0
Utility Expense	\$4,778
Ordinary Maintenance and Operations	\$98,446
Protective Services	\$0
Real Estate Tax	\$32,910
Insurance	\$55,473
Other General Expense	\$3,700
TOTAL OPERATING EXPENSE	\$238,949
Property Management Fees	\$19,153
Replacement Reserve Deposit	\$16,020
TOTAL EXPENSE	\$274,122
NET OPERATING INCOME	\$105,748
First Mortgage Debt Service	\$87,936
Secondary Debt	
OPERATING CASH FLOW	\$17,812



Action Items & Resolution 2018-39

FY2019 Budget Submission

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

The Housing Authority of the City of Spartanburg Budget Process and Timeline

1. Budget Timeline
 - a. The budget timeline is created and reviewed at the May senior staff meeting.
 - b. Month: Senior Staff meeting in May
2. Staffing Requests
 - a. Department heads send all staffing change requests to finance director by end of May.
 - b. Timeline: Last week of May, however, would have been being compiled throughout year.
3. Position Control
 - a. The Finance Director and CEO complete the position control. This may not be the final product dependent on budget restraints. This is considered a working document until final budgets are submitted.
 - b. Timeline: First week of June, although working document until final budget draft complete.
4. Templates
 - a. Finance created budget templates and includes key information such as year to date actuals, previous year budgets, revision information etc. Along with the templates finance creates and distributes an instruction sheet that includes how to utilize Yardi to pull more detailed information and reports as needed.
 - b. Timeline: Distributed the first week of June. Finance to begin working on immediately following budget revision approval.
5. Training
 - a. Some departments may hold trainings and budget workshops.
 - b. Timeline: Dependent on department head, but would need to be done in June.
6. Editing and Review
 - a. Throughout the process the templates are secured on the shared drive. This allows finance access to work simultaneously with the managers and department heads to enter set costs such as insurance, property tax, and personnel costs.
 - b. Timeline: Throughout process.
7. Final Draft
 - a. A date is given on the timeline for all department heads to have final proposed budgets completed. The Finance Director and the CEO review for feasibility and fund coverage. Department heads are then made aware of any changes.
 - b. Timeline: Complete by the second week in July.
8. Budget Assumption Summary
 - a. The Finance Director completes the budget assumptions summary and finalizes the budget packet for the board. All assumptions are compiled in a summary for

presentation by the finance director. However, these assumptions are based on assumptions provided by the manager of each budget and are not the sole assumptions of the finance department.

b. Timeline: Complete and ready for distribution the by the first of August.

9. Board Submission and Approval

a. The final draft is submitted to the board of commissioners for review and approval.

b. Timeline: Submitted for board approval at the August meeting.

September 18, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**FY2019 Budget Submission
Resolution 2018-39**

RECOMMENDATION:

Review, approve and adopt the SHA initial operating budget submission for the year ending September 30, 2019.

CONTACT PERSON:

Angela Leopard
Director of Finance
864-598-6138

SUMMARY:

Spartanburg Housing Authority (SHA) staff has submitted an operating budget with \$21,145,539 of revenues and \$21,319,349 of expenses (exclusive of depreciation and debt service). This budget has been balanced by the permissible use of the reserves as follows: Asset Management reserves of \$64,164, Housing Choice Voucher HAP Admin reserves of \$106,042 and RAD Central Office Cost Center Proceeds of \$220,000. Use of reserve funds resulted in a projected surplus of \$216,396 for SHA core operating programs.

BACKGROUND:

N/A

FINANCIAL IMPACT:

The annual operating budget is required to continue business operations. The approved annual operating budget also serves as the guide for the financial management of the organization.

POLICY CONSIDERATIONS:

- Per Article IV, Section 1 of the SHA Bylaws, SHA annual operating budgets require review and approval by the Board of Commissioners.

Respectfully Submitted, _
Angela Leopard, Director of Finance





FY2019 Initial Budget

Assumptions

Budget Assumptions

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

Executive Summary

The total proposed operating budget for 2019 is \$21,145,539; total operating expenses \$21,319,349.

This budget has been balanced by the permissible use of the reserves. Contributors to the deficit include the ongoing proration in housing choice voucher administrative fees. In 2018, the budget was prepared using a proration of 70%; the 2019 budget proposes the same administrative fee proration of 70%. SHA received notification from HUD in May of 2018 of an actual CY2018 proration of 76%, an increase of 6% over the projected 2018 budget. SHA has historically received notice of fee awards well into the fiscal year. SHA will prepare revisions as required.

The Asset Management budget was prepared using a proration of 90% in 2019. The current proration is 90%. The result of the impact of subsidy funding beyond the PHA's control impacts our ability to forecast.

These factors contribute to a projected bottom line operating budget deficit of \$173,810, offset by reserves as follows:

****This budget has been balanced by the permissible use of the reserves. Reserves must be utilized in accordance with HUD regulations.**

Fiscal Year 2019 Budget Summary						
Program Area	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus / Deficit	Reserves Budgeted to use FY19	RAD COCC Proceeds Budgeted	Surplus After transfers
Asset Management	3,157,458	3,181,812	(24,354)	64,164		39,810
JC Bull -100 units (New Construction)	813,728	711,437	102,291			102,291
HCV - HAP Payments	11,649,310	11,638,310	11,000			11,000
MOD Rehab - HAP Payments	1,241,625	1,241,6245	-			
HCV -Admin	1,096,862	1,202,904	(106,042)	106,042		-
MOD Rehab - Admin	162,841	102,411	60,430			60,430
Central Office -Cost Center Federal	1,183,222	1,400,358	(218,167)		220,000	2,865
Business Activities	318,394	318,394	-			
PHA GRANTS	1,522,098	1,522,098	-			
FISCAL YEAR 2019 TOTALS	21,145,539	21,319,349	(173,810)	170,206	220,000	216,396

SHA operates multiple programs whose funding is restricted. Some programs operate with a surplus, while others reflect a deficit. Regulatory restrictions apply which limit mixed utilization of funds. Each program however, has reserves which are allowed to offset these deficits. This budget requires transferring \$170,206 in reserves. Below is the audited reserve account balances as of 9/30/2017.

	Reserve Balance
HCV-Admin	\$ 152,935
COCC Combined	\$ 1,685,556
JC Bull	\$ 675,643
Asset Management	\$ 3,057,227
TOTALS	\$ 5,571,361

SHA holds funds an account labeled “RAD COCC Proceeds”. The \$220,000 in RAD COCC proceeds are applied to the COCC budget, resulting in a net operating income \$2,865. The Business Activity budget reflects a portion of expenditures of the COCC, generally salaries and benefits and reclassified as business activity.

The net effect of these necessary transfers is a net operating income in the overall agency wide budget of \$216,396 again offset by the transfers. PHA grants are 100% reimbursed within the approved award and as such have no gain or loss.

HOUSING CHOICE VOUCHER PROGRAM (HCV) Assumptions

Proration for HOUSING CHOICE VOUCHER PROGRAM (HCV)- The 2019 budget is based on an estimated proration of 70%. The 2018 budget was prepared using a proration of 70%.

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

ADMINISTRATIVE FEE

2018	70%
2017	77%
2016	85%
2015	79%
2014	74%

At the estimated proration of 70% there is a net operating loss of \$106,042, in the HCVP Admin program budget. The unrestricted reserve balance as of June 30, 2018 is \$207,728. After satisfying the operating deficit of \$106,042, in the FY 2019 HCVP Admin budget, the program will hold unrestricted net reserves of \$101,726. It should be noted that HUD recaptures unused administrative fee reserves. SHA will be operating at a critically low reserve in the HCV program if the proration does not begin to rise. SHA administration will continue to monitor the proration and reserve balances and adjust according to HUD guidelines and regulations.

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

SHA has applied for 500 Mainstream vouchers that has the potential to increase our HCV admin revenue by \$250,908 while adding \$117,000 in management and bookkeeping fees to the COCC. Currently HCV housing specialists have a case load of an estimated 400 families each. If SHA receives Mainstream vouchers, dependent on the amount of vouchers awarded, SHA may elect to hire a new housing specialist to manage the case load.

Central Office Cost Center– Assumptions

In 2018 the COCC budget was projected using \$280,000 in RAD proceeds, however, the operations did not require the use of the budgeted funds. The total projected revenue is \$1,501,617, total projected expenses of \$1,718,752, leaving a net operating deficit of \$217,135. After utilizing \$220,000 in RAD COCC Proceeds funds, there will be a net operating income of \$2,865 as of September 30, 2019. It should be noted that the RAD COCC Proceeds are non-recurring.

Major sources of COCC revenue include

- \$818,140 of management fees earned from the administration of Asset Management, and HCV programs as follows:
 - \$372,572 from Asset Management
 - \$335,088 from HCV programs
 - \$13,095 from Liberty, Appian, and Page Lake
 - \$97,385 from JC Bull (Multi-Family)
- \$263,907 of bookkeeping fees earned from the administration of Asset Management, and HCV programs as follows:
 - \$41,661 from Asset Management
 - \$209,430 from HCVP programs
 - \$1,530 from Liberty, Appian, and Page Lake
 - \$11,286 from JC Bull (Multi-Family)
- \$142,145 of administrative fees to operate the CFP (Capital Fund Program) program, this is allocated to staff cost.
- \$277,425 of other income (consisting primarily of \$185,000 of distributions from tax credit properties, \$17,865 of administrative income from grant programs, \$30,000 from affiliate partnership distributions and \$44,560 in fee-for-service landscape and special project income).

Asset Management Assumptions

The projected 2019 Asset Management revenue amount is \$3,157,458, with projected expenses of \$3,181,812, leaving a net operating deficit of \$24,354. Asset Management reserves of \$64,164 will be utilized leaving a net operating income of \$39,810. This budget is estimated on 90% proration for Public



Housing Operating subsidy, which is estimated at \$1,838,465 based upon CY2018 adjusted eligibility, and a 98% occupancy rate. HUD requires an occupancy rate of 98% to earn PHAS points (Public Housing Assessment System), a HUD scoring mechanism.

JC Bull Multi-Family

The projected 2019 Multi-family revenue is \$813,728 based on leasing rate of 98% of available units. The Multi-family expenses are \$711,437, with a net operating income of \$102,291. The funding stream for Multi-family is different than that of Asset Management or HCV.

SAHC 32-Units

During the budget review period, SHA management requested quotes for management services from Vista Capital Management for the 32-unit property owned by SAHC. It has been determined that Vista Capital Management is able to manage this property more cost effectively than SHA can. Beginning in fiscal year 2019 Vista will manage the 32-units.

Grant Assumptions

Capital Funds

The Capital Fund Program grant award amount in 2016 was \$1,289,642 of which \$803,937 was expended. In 2017, the capital fund award amount was \$926,447 of which 92,644 was expended. The 2018 capital fund award amount was \$1,421,450. SHA will draw \$142,145 upon approval of the CY 2018 CF budget. Additionally replacement housing factor funds of \$607,216 are available for expenditure during FY2019. Of the RHF funds, \$541,000 has been committed to the 78 units in the Northside.

YouthBuild

SHA administers a YouthBuild grant awarded by the Department of Labor in the amount of \$994,474, with a remaining balance of approximately \$212,474. The grant period ends April 2019 with \$59,474 anticipated to be expended during FY2018 and the remaining balance in FY2019. This budget is operated on a grant cycle calendar not the SHA fiscal year calendar.

ROSS

The agency administers two ROSS Grants with total unexpended funds of \$229,323 as of July 1, 2018. Of which, \$134,032 is expected to be expended during FY2019. Two positions are funded with these grants.

Multi-Family Resident Services

The Multi-Family Resident Services grant has a remaining balance of \$18,301, in 2018. The grant cycle is not concurrent with SHA's fiscal year. SHA is awaiting the new grant award amount for 2019.

SPARTANBURG HOUSING AUTHORITY

HCV HAP FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
340000-000	GRANT INCOME				
341001-000	Section 8 HAP Earned	6,658,833.00	951,261.86	11,135,066.00	11,530,310.00
341006-000	Port In HAP Earned	0.00	0.00	70,000.00	108,000.00
341007-000	FSS Forfeitures-Income	1,897.00	271.00	3,500	1,500.00
364001-000	Fraud Recovery - HAP	6,427.45	918.21	9,500.00	9,500.00
399900-000	TOTAL INCOME	6,667,157.45	952,451.06	11,218,066	11,649,310.00
400000-000	EXPENSES				
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	4,390,742.00	627,248.86	10,527,917	10,938,467.00
471501-000	Tenant Utility Payments	159,888.00	22,841.14	434,931	477,843.00
471502-000	Portable Out HAP Payments	94,048.00	13,435.43	182,218	162,000.00
471503-000	FSS Escrow Payments	30,221.00	4,317.29	60,000	60,000.00
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	4,674,899.00	667,842.71	11,205,066	11,638,310.00
800000-000	TOTAL EXPENSES	4,674,899.00	667,842.71	11,205,066.00	11,638,310.00
900000-000	NET INCOME	1,992,258.45	284,608.35	13,000	11,000.00

SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - ADMINISTRATIVE FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
340000-000	GRANT INCOME				
341002-000	Sec 8 Admin. Fee Inc-HCV	633,755.00	90,536.43	1,105,956	1,082,862.00
341004-000	Section 8 Port-In Admin Fees	0.00	0.00	8,900.00	5,000.00
364000-000	Fraud Recovery Income-Admin	8,424.60	1,203.51	9,500.00	9,000.00
399900-000	TOTAL INCOME	642,179.60	91,739.94	1,124,356	1,096,862.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	226,298.64	32,328.38	381,000.00	373,217.00
411002-000	Administrative Overtime	722.49	103.21	800.00	1,000.00
411003-000	Administrative: Employer FICA/SUI	25,240.76	3,605.82	41,611.42	36,999.00
411004-000	Administrative: Employee Benefits	59,756.44	8,536.63	99,562.49	96,726.00
411006-000	Administrative: Emp Incentive	11,884.84	1,697.83	25,735	
411099-000	Total Administrative Salaries	323,903.17	46,271.88	548,708.91	507,942.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	547.00	78.14	2,500.00	1,500.00
413100-000	Total Credit and Legal Expense	547.00	78.14	2,500.00	1,500.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	926.70	132.39	3,000.00	4,000.00
415000-000	Travel	522.44	74.63	2,000.00	2,500.00
417000-000	Bookkeeping Fees	111,435.00	15,919.29	194,976.00	195,000.00
417100-000	Auditing Fees	3,110.00	444.29	5,496.00	5,500.00
417200-000	Port Out Admin Fee	4,024.38	574.91	8,004.00	8,000.00
417300-000	Management Fee	178,296.00	25,470.86	311,952	312,000.00
418000-000	Office Rent	25,275.35	3,610.76	38,556.00	40,000.00
418900-000	Total Other Admin Expenses	323,589.87	46,227.12	563,984.00	567,000.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	1,344.99	192.14	3,804.00	3,500.00
419003-000	Printing	2,729.36	389.91	5,000.00	5,000.00
419004-000	Telephone	8,307.06	1,186.72	14,100.00	15,000.00
419005-000	Postage	3,647.87	521.12	6,560.00	6,000.00
419006-000	Forms and Computer Supplies	133.76	19.11	500.00	500.00
419008-000	Subscriptions and Fees	0.00	0.00	150.00	150.00
419009-000	Sundry Miscellaneous	24.84	3.55	150.00	100.00
419010-000	Newspaper ADS (Advertising)	0.00	0.00	500.00	500.00
419011-000	Sundry Service Contracts	17,238.81	2,462.69	32,000.00	35,000.00
419017-000	Temporary Administrative Labor	0.00	0.00	300.00	2,000.00
419100-000	Total Miscellaneous Admin Expenses	33,426.69	4,775.24	63,064.00	67,750.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	681,466.73	97,352.39	1,178,257	1,144,192.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441200-000	Vehicle Repair	1,004.33	143.48	2,000.00	2,500.00
441300-000	Gasoline Purchases	1,586.73	226.68	2,100.00	2,000.00
441900-000	Total General Maint Expense	2,591.06	370.15	4,100.00	4,500.00
443000-000	Contract Costs				
443015-000	Janitorial-Contract	3,360.00	480.00	5,280.00	5,800.00
443023-000	Con:Consultant/Mentoring	5,130.30	732.90	12,500.00	12,000.00
443900-000	Total Contract Costs	8,490.30	1,212.90	17,780.00	17,800.00
449900-000	TOTAL MAINTENANCE EXPENSES	11,081.36	1,583.05	21,880.00	22,300.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	10,913.00	1,559.00	19,296.00	21,612.00
452100-000	Workers Comp Insurance	8,634.00	1,233.43	14,500.00	14,800.00
459900-000	TOTAL GENERAL EXPENSES	19,547.00	2,792.43	33,796.00	36,412.00
800000-000	TOTAL EXPENSES	712,095.09	101,727.87	1,233,933	1,202,904.00
900000-000	NET INCOME	-69,915.49	-9,987.93	-109,577	(106,042.00)

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB HAP
FY19 PROPOSED BUDGET**

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
341011-000	Mod Rehab- HAP EARNED	724,278.00	103,468.29	1,395,808.00	1,241,625.00
399900-000	TOTAL INCOME	724,278.00	103,468.29	1,395,808.00	1,241,625.00
400000-000	EXPENSES				
470000-000	HOUSING ASSISTANCE PAYMENTS				
471500-000	Housing Assistance Payments	721,498.00	103,071.14	1,384,808.00	1,231,625.00
471501-000	Tenant Utility Payments	5,591.00	798.71	11,000.00	10,000.00
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	727,089.00	103,869.86	1,395,808.00	1,241,625.00
800000-000	TOTAL EXPENSES	727,089.00	103,869.86	1,395,808.00	1,241,625.00
900000-000	NET INCOME	-2,811.00	-401.57	0.00	0.00

**SPARTANBURG HOUSING AUTHORITY
COMBINED COCC FY 2019 BUDGET**

		COMBINED		
		Actual for	Average	FY2018
		7 months	Monthly	Budget
				PROPOSED FY2019 BUDGET
300000-000	INCOME			
360000-000	OTHER INCOME			
362000-000	Management Fee Income	483,272.13	69,038.88	810,662
362001-000	Bookkeeping fee income	153,997.50	21,999.64	268,532
	Lanscape Income			44,560
365000-000	Miscellaneous Other Income	83,666.95	11,952.42	427,565
369900-000	TOTAL OTHER INCOME	720,936.58	102,990.94	1,506,759
				1,501,617
400000-000	EXPENSES			
410000-000	ADMINISTRATIVE			
410099-000	Administrative Salaries			
411000-000	Administrative Salaries and Wages	371,270.08	53,038.58	665,000.00
411002-000	Administrative Overtime	3,770.89	538.70	6,000.00
411003-000	Administrative: Employer FICA/SUI	33,804.03	4,829.15	59,416.65
411004-000	Administrative: Employee Benefits	85,940.28	12,277.18	152,436.89
411005-000	Administrative: Retirees Medical ER share	19,102.24	2,728.89	35,000.00
411006-000	Administrative: Emp Incentive	10,808.88	1,544.13	21,600.00
411099-000	Total Administrative Salaries	524,696.40	74,956.63	939,453.54
413000-000	Legal Expense			
413001-000	Legal Expense	22,782.98	3,254.71	50,000.00
413003-000	Credit Reports	124.95	17.85	500.00
413100-000	Total Credit and Legal Expense	22,907.93	3,272.56	50,500.00
413900-000	Other Admin Expenses			
414000-000	Staff Training	7,598.87	1,085.55	14,400.00
415000-000	Travel	10,751.89	1,535.98	9,605.00
417100-000	Auditing Fees	6,668.00	952.57	7,501.00
418000-000	Office Rent	58,882.81	8,411.83	101,615.00
418900-000	Total Other Admin Expenses	83,901.57	11,985.94	133,121.00
419000-000	Miscellaneous Admin Expenses			
419001-000	Office Expense	3,546.20	506.60	6,700.00
419003-000	Printing	7,202.26	1,028.89	11,500.00
419004-000	Telephone	12,499.09	1,785.58	22,000.00
419005-000	Postage	4,941.02	705.86	9,200.00
419008-000	Subscriptions and Fees	15,437.40	2,205.34	8,000.00
419009-000	Sundry Miscellaneous	8,390.10	1,198.59	13,297.00
419010-000	Newspaper ADS (Advertising)	2,416.78	345.25	3,600.00
419011-000	Sundry Service Contracts	33,065.73	4,723.68	50,000.00
419012-000	Software	1,327.20	189.60	700.00
419017-000	Temporary Administrative Labor	6,856.02	979.43	15,537.00
419020-000	Bank Fees	2,791.20	398.74	3,200.00
419021-000	Discretionary	0.00	0.00	500.00
419022-000	Other Misc Admin Expenses	249.26	35.61	549.00
419100-000	Total Miscellaneous Admin Expenses	98,722.26	14,103.18	144,783.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	730,228.16	104,318.31	1,267,857.54
				1,351,362
430000-000	UTILITIES			
431000-000	Water	249.28	35.61	1,500.00
432000-000	Electricity	7,771.42	1,110.20	16,000.00
433000-000	Gas	2,922.48	417.50	4,000.00
439000-000	Sewer	316.81	45.26	500.00
439900-000	TOTAL UTILITY EXPENSES	11,259.99	1,608.57	22,000.00
				25,725
440000-000	MAINTENANCE AND OPERATIONS			
440099-000	General Maint Expense			
441000-000	Labor Maintenance	0.00	0.00	34,420
441003-000	Maintenance: Employer FICA/SUI	0.00	0.00	3,421
	Maintenance: Benefits			9,881
441200-000	Vehicle Repair	5,104.58	729.23	11,940.00
441210-000	Equipment Repair	0.00	0.00	500.00
441300-000	Gasoline Purchases	4,765.57	680.80	5,000.00
441900-000	Total General Maint Expense	9,870.15	1,410.02	17,440.00
442000-000	Materials			
442006-000	Janitorial Supplies	423.04	60.43	900
442010-000	Maintenance Materials	3,741.73	534.53	6,907
442011-000	Work Supplies/Safety/Materials	0.00	0.00	300
442012-000	Landscaping Materials	43.17	6.17	500
442900-000	Total Materials	4,207.94	601.13	8,607.00
443000-000	Contract Costs			9,907

**SPARTANBURG HOUSING AUTHORITY
COMBINED COCC FY 2019 BUDGET**

		COMBINED		
		Actual for	Average	FY2018
		7 months	Monthly	Budget
				PROPOSED FY2019 BUDGET
443001-000	Alarm/Extinguisher Contract	995.35	142.19	1,100
443002-000	Extermination Contract	0.00	0.00	500
443007-000	Disposal Contract	1,157.65	165.38	2,400
443009-000	Landscaping-Contract	10,974.85	1,567.84	25,080
443013-000	Contract: Uniform Rental	429.08	61.30	890
443015-000	Janitorial-Contract	5,102.08	728.87	8,015
443019-000	Miscellaneous Contracts	732.59	104.66	735
443023-000	Con:Consultant/Mentoring	88,849.44	12,692.78	128,000
443099-000	Maintenance Misc-Contracts	5,991.14	855.88	12,418
443900-000	Total Contract Costs	114,232.18	16,318.88	179,138
449900-000	TOTAL MAINTENACE EXPENSES	128,310.27	18,330.04	205,185.00
450000-000	GENERAL EXPENSES			
451000-000	General Liability Insurance	28,119.31	4,017.04	47,500
451100-000	Property Tax	22,452.35	3,207.48	22,452
452100-000	Workers Comp Insurance	15,425.00	2,203.57	24,708
453010-000	SHA-Board/Commissioner exp	7,152.28	1,021.75	11,005
459900-000	TOTAL GENERAL EXPENSES	73,148.94	10,449.85	105,665.00
800000-000	TOTAL EXPENSES	942,947.36	134,706.77	1,600,708
900000-000	NET INCOME	-222,010.78		(93,949)
990002-000	Equity Transfers Out (IN)	3,908.94		(280,000)
NET INCOME AFTER TRANSFER				186,051
				2,865

**SPARTANBURG HOUSING AUTHORITY
HCV PROGRAM - MOD REHAB ADMIN
FY19 PROPOSED BUDGET**

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
341010-000	Section 8 Admin Fee -Mod Rehab	99,050.00	14,150.00	164,428.00	162,841.00
399900-000	TOTAL INCOME	99,050.00	14,150.00	164,428	162,841.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	12,723.68	1,817.67	22,243	21,397.00
411002-000	Administrative Overtime	39.37	5.62	20.00	50.00
411003-000	Administrative: Employer FICA/SUI	1,281.20	183.03	2,016.00	2,051.00
411004-000	Administrative: Employee Benefits	3,136.16	448.02	5,715.00	5,688.00
411006-000	Administrative: Emp Incentive	104.54	14.93		
411099-000	Total Administrative Salaries	17,284.95	2,469.28	29,994.00	29,186.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	14.00	2.00	14.00	35.00
413100-000	Total Credit and Legal Expense	14.00	2.00	14.00	35.00
413900-000	Other Admin Expenses				
417001-000	Bookkeeping Fees-MOD Rehab	10,110.00	1,444.29	19,350.00	19,080.00
417100-000	Auditing Fees	1,780.00			1,780.00
417303-000	Management Fee- MOD Rehab	16,176.00	2,268.00	30,960.00	30,528.00
418900-000	Total Other Admin Expenses	28,066.00	4,009.43	50,310.00	51,388.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	211.36	30.19	300.00	500.00
419003-000	Printing	579.89	82.84	650.00	900.00
419004-000	Telephone	1,240.71	177.24	2,000.00	2,150.00
419005-000	Postage	789.30	112.76	1,200.00	1,500.00
419006-000	Forms and Computer Supplies	76.84	10.98	120.00	120.00
419011-000	Sundry Service Contracts	5,500.26	723.65	8,600.00	8,600.00
419100-000	Total Miscellaneous Admin Expenses	8,398.36	1,137.66	12,870.00	13,770.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	53,763.31	7,680.47 0.00	93,188.00	94,379.00
440000-000	MAINTENANCE AND OPERATIONS				
443023-000	Con:Consultant/Mentoring	3,432.00	490.29	5,800.00	6,000.00
449900-000	TOTAL MAINTENACE EXPENSES	3,432.00	490.29	5,800.00	6,000.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	602.00	86.00	1,032.00	1,032.00
452100-000	Workers Comp Insurance	476.00	62.00	1,000.00	1,000.00
459900-000	TOTAL GENERAL EXPENSES	1,078.00	154.00	2,032.00	2,032.00
800000-000	TOTAL EXPENSES	58,273.31	8,324.76	101,020	102,411.00
900000-000	NET INCOME	40,776.69	5,825.24	63,408	60,430.00

SPARTANBURG HOUSING AUTHORITY
Archibauld Rutledge High Rise
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	261,345.65	37,335.09	443,068.00	432,000.00
311900-000	Total Rental Income	261,345.65	37,335.09	443,068.00	432,000.00
312000-000	Other Tenant Income				
312003-000	Damages	8,027.90	1,146.84	11,200.00	1,200.00
312004-000	Late Charges	1,110.00	158.57	2,124.00	1,800.00
312005-000	Legal Fees - Tenant	1,000.00	142.86	2,052.00	1,620.00
312006-000	NSF Charges	150.00	21.43	300.00	600.00
312009-000	Misc.Tenant Income	2,107.35	301.05	8,286.00	3,600.00
312900-000	Total Other Tenant Income	12,395.25	1,770.75	23,962.00	8,820.00
319900-000	NET TENANT INCOME	273,740.90	39,105.84	467,030.00	440,820.00
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	233,444.00	33,349.14	405,432.13	412,772.00
349900-000	TOTAL GRANT INCOME	233,444.00	33,349.14	405,432.13	412,772.00
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	236.55	33.79	250.00	20,550.00
365002-000	Bad Debt Recovery	139.00	19.86	0.00	
340111-000	Pet Fee Income	332.00	47.43	600.00	240.00
369900-000	TOTAL OTHER INCOME	707.55	101.08	850.00	20,790.00
399900-000	TOTAL INCOME	507,892.45	72,556.06	873,312.13	874,382.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	54,917.98	7,845.43	95,157.00	121,510.00
411002-000	Administrative Overtime	4,074.23	582.03	5,000.00	5,000.00
411003-000	Administrative: Employer FICA/SUI	6,090.12	870.02	8,893.75	11,255.00
411004-000	Administrative: Employee Benefits	18,094.81	2,584.97	20,864.00	27,645.00
411006-000	Administrative: Emp Incentive	1,436.97	205.28	6,750.00	6,750.00
411099-000	Total Administrative Salaries	84,614.11	12,087.73	136,664.75	172,160.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	119.00	17.00	0.00	1,155.00
413003-000	Credit Reports	859.00	122.71	1,750.00	1,392.00
413100-000	Total Credit and Legal Expense	978.00	139.71	1,750.00	2,547.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	2,193.15	313.31	2,500.00	2,500.00
415000-000	Travel	425.68	60.81	350.00	500.00
417000-000	Bookkeeping Fees	7,815.00	1,116.43	12,825.00	13,200.00
417100-000	Auditing Fees	4,451.00	635.86	5,000.00	5,000.00
417300-000	Management Fee	56,465.98	8,066.57	92,665.00	96,241.00
417302-000	Asset Management Fee	10,500.00	1,500.00	18,000.00	18,000.00
418900-000	Total Other Admin Expenses	81,850.81	11,692.97	131,340.00	135,441.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	717.20	102.46	1,250.00	1,200.00
419003-000	Printing	519.59	74.23	750.00	1,000.00
419004-000	Telephone	3,868.55	552.65	7,101.00	8,400.00
419005-000	Postage	107.28	15.33	280.00	280.00
419006-000	Forms and Computer Supplies	0.00	0.00	180.00	200.00
419007-000	Court Costs	745.00	106.43	1,340.00	1,320.00
419008-000	Subscriptions and Fees	945.00	135.00	500.00	1,620.00
419009-000	Sundry Miscellaneous	-87.25	-12.46	1,000.00	1,000.00
419010-000	Newspaper ADS (Advertising)	34.89	4.98	100.00	100.00
419011-000	Sundry Service Contracts	15,663.84	2,237.69	27,010.00	27,600.00
419018-000	False Alarms	10.00	1.43	10.00	20.00
419100-000	Total Miscellaneous Admin Expenses	22,524.10	3,217.73	39,521.00	42,740.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	189,967.02	27,138.15	309,275.75	352,888.00
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	1,283.47	183.35	2,250.00	2,250.00
422001-000	Tenant Svcs.-Stipend only \$10	750.00	107.14	1,500.00	1,500.00
423000-000	Tenant Svcs-PH ESDC	6,740.76	962.97	27,020.00	27,020.00
429900-000	TOTAL TENANT SERVICES EXPENSES	8,774.23	1,253.46	30,770.00	30,770.00

SPARTANBURG HOUSING AUTHORITY
Archibauld Rutledge High Rise
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
430000-000	UTILITIES				
431000-000	Water	12,575.87	1,796.55	23,400.00	24,600.00
432000-000	Electricity	86,158.79	12,308.40	152,746.00	176,000.00
433000-000	Gas	183.90	26.27	1,000.00	2,500.00
439000-000	Sewer	20,672.93	2,953.28	37,600.00	39,000.00
439900-000	TOTAL UTILITY EXPENSES	119,591.49	17,084.50	214,746.00	242,100.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	40,695.23	5,813.60	75,157.00	78,360
441002-000	Maintenance: Overtime	15,286.47	2,183.78	20,000.00	5,000.00
441003-000	Maintenance: Employer FICA/SUI	6,115.26	873.61	7,259.00	7,917.00
441004-000	Temp Maintenance Labor	15,836.23	2,262.32	15,836.23	-
441005-000	Maintenance: Employee Benefits	7,021.38	1,003.05	23,663.00	24,147.00
441006-000	On Call- after hours work	33.01	4.72	3,072.00	2,500.00
441007-000	Treatment Bedbug Pay	616.41	88.06		1,980.00
441200-000	Vehicle Repair	1,551.36	221.62	1,920.00	1,800.00
441300-000	Gasoline Purchases	801.23	114.46	1,450.00	1,440.00
441900-000	Total General Maint Expense	87,956.58	12,565.23	<i>148,357.23</i>	<i>123,144.00</i>
442000-000	Materials				
442002-000	Appliance-Maint Materials	23.70	3.39	1,500.00	4,000.00
442003-000	Painting-Maint Materials	1,407.04	201.01	3,370.00	3,500.00
442004-000	Electrical-Maint Materials	2,579.69	368.53	3,400.00	3,400.00
442005-000	Heating/AC-Maint Materials	279.50	39.93	1,004.00	1,200.00
442006-000	Janitorial Supplies	1,113.59	159.08	1,800.00	2,800.00
442008-000	Plumbing-Maint Materials	1,914.14	273.45	2,800.00	2,800.00
442009-000	Hand Tools-Maint Materials	0.00	0.00	200.00	400.00
442010-000	Maintenance Materials	3,166.48	452.35	6,230.00	6,000.00
442011-000	Work Supplies/Safety/Materials	262.50	37.50	600.00	500.00
442012-000	Landscaping Materials	145.90	20.84	1,816.00	1,700.00
442900-000	Total Materials	10,892.54	1,556.08	<i>22,720.00</i>	<i>26,300.00</i>
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	10,861.07	1,551.58	10,500.00	17,000.00
443002-000	Extermination Contract	3,142.50	448.93	6,940.00	5,000.00
443005-000	Unit Turnaround-Contract	2,914.56	416.37	5,000.00	5,000.00
443006-000	Electrical-Contract	521.00	74.43	1,500.00	1,200.00
443007-000	Disposal Contract	1,927.56	275.37	3,400.00	3,900.00
443009-000	Landscaping-Contract	11,741.50	1,677.36	20,220.00	13,200.00
443011-000	Heating/AC-Contract	6,460.02	922.86	9,700.00	9,700.00
443013-000	Contract: Uniform Rental	578.16	82.59	1,150.00	1,100.00
443017-000	Elevator-Contract	17,217.51	2,459.64	32,400.00	28,450.00
443018-000	Plumbing-Contract	3,529.11	504.16	7,225.00	7,200.00
443019-000	Miscellaneous Contracts	2,177.10	311.01	1,479.00	2,500.00
443099-000	Maintenance Misc-Contracts	10,760.44	1,537.21	15,000.00	8,820.00
443900-000	Total Contract Costs	71,830.53	10,261.50	<i>114,514.00</i>	<i>103,070.00</i>
449900-000	TOTAL MAINTENANCE EXPENSES	170,679.65	24,382.81	285,591.23	252,514.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	4,592.00	656.00	8,740.00	8,816.00
451100-000	Property Tax	1,620.00	231.43	1,700.00	1,644
452100-000	Workers Comp Insurance	3,633.00	519.00	7,648.00	6,228.00
457000-000	Bad Debt-Tenant Rents	7,891.40	1,127.34	0.00	-
458000-000	All Protective Services	7,643.00	1,091.86	13,332.00	9,900.00
459900-000	TOTAL GENERAL EXPENSES	25,379.40	3,625.63	31,420.00	26,588.30
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	780.68	111.53	700.00	3,000.00
523417-000	Fund Day/Fall Fling Expense	24.33	3.48	24.33	
599900-000	TOTAL NON-OPERATING ITEMS	805.01	115.00	724.33	3,000.00
800000-000	TOTAL EXPENSES	515,196.80	73,599.54	872,527.31	907,860.30
900000-000	NET INCOME	-7,304.35	-1,043.48	784.82	-33,478.30

SPARTANBURG HOUSING AUTHORITY
Cambridge Place/Brawley
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	14,020.00	2,002.86	28,878.00	20,400.00
311201-000	Utility Reimbursement - Neg Rent	-1,775.00	-253.57	0.00	
311900-000	Total Rental Income	12,245.00	1,749.29	<i>28,878.00</i>	<i>20,400.00</i>
312000-000	Other Tenant Income				
312004-000	Late Charges	45.00	6.43	108.00	90.00
312005-000	Legal Fees - Tenant	45.00	6.43	108.00	540.00
312007-000	Tenant Owed Utilities - Excess	283.89	40.56	681.34	-
312900-000	Total Other Tenant Income	373.89	53.41	897.34	630.00
319900-000	NET TENANT INCOME	12,618.89	1,802.70	29,775.34	21,030.00
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	6,071.00	867.29	<i>9,044.00</i>	7,135.00
349900-000	TOTAL GRANT INCOME	6,071.00	867.29	9,044.00	7,135.00
399900-000	TOTAL INCOME	18,689.89	2,669.98	38,819.34	28,165.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	1,488.89	212.70	1,542.00	4,834.00
411002-000	Administrative Overtime	61.57	8.80	200.00	250.00
411003-000	Administrative: Employer FICA/SUI	121.22	17.32	242.00	483.00
411004-000	Administrative: Employee Benefits	1,202.66	171.81	544.00	780.00
411099-000	Total Administrative Salaries	2,874.34	410.62	<i>2,528.00</i>	<i>6,347.00</i>
413000-000	Legal Expense				
413003-000	Credit Reports	0.00	0.00	60.00	43.50
413100-000	Total Credit and Legal Expense	0.00	0.00	<i>60.00</i>	<i>43.50</i>
413900-000	Other Admin Expenses				
414000-000	Staff Training	120.91	17.27	500.00	300.00
415000-000	Travel	0.00	0.00	200.00	200.00
417000-000	Bookkeeping Fees	315.00	45.00	513.00	540.00
417100-000	Auditing Fees	182.00	26.00	200.00	200.00
417300-000	Management Fee	2,275.98	325.14	3,707.00	3,902.00
417302-000	Asset Management Fee	420.00	60.00	720.00	720.00
418900-000	Total Other Admin Expenses	3,313.89	473.41	<i>5,840.00</i>	<i>5,862.00</i>
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense		0.00	150.00	100.00
419003-000	Printing	46.22	6.60	108.00	80.00
419004-000	Telephone	0.00	0.00	500.00	250.00
419006-000	Forms and Computer Supplies	0.00	0.00	50.00	25.00
419007-000	Court Costs	45.00	6.43	90.00	90.00
419008-000	Subscriptions and Fees	15.00	2.14		30.00
419009-000	Sundry Miscellaneous	-5.16	-0.74	100.00	100.00
419010-000	Newspaper ADS (Advertising)	0.00	0.00	100.00	100.00
419011-000	Sundry Service Contracts	596.40	85.20	1,100.00	1,100.00
419100-000	Total Miscellaneous Admin Expenses	697.46	99.64	<i>2,198.00</i>	<i>1,875.00</i>
419900-000	TOTAL ADMINISTRATIVE EXPENSES	6,885.69	983.67	10,626.00	14,127.50
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	0.00	0.00	90.00	90.00

SPARTANBURG HOUSING AUTHORITY
Cambridge Place/Brawley
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
422001-000	Tenant Svcs.-Stipend only \$10	0.00	0.00	60.00	60.00
429900-000	TOTAL TENANT SERVICES EXPENSES	0.00	0.00	150.00	150.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	1,850.61	264.37	8,400.00	2,843.00
441002-000	Maintenance: Overtime	70.57	10.08	200.00	250.00
441003-000	Maintenance: Employer FICA/SUI	231.89	33.13	712.00	319.00
441005-000	Maintenance: Employee Benefits	0.00	0.00	2,104.00	483.00
441006-000	On Call- after hours work	0.00	0.00	3,072.00	1,000.00
441100-000	Maintenace Uniforms	0.96	0.14	5.00	5.00
441200-000	Vehicle Repair	275.99	39.43	631.73	500.00
441300-000	Gasoline Purchases	81.80	11.69	100.00	250.00
441900-000	Total General Maint Expense	2,511.82	358.83	15,224.73	5,650.00
442000-000	Materials				
442005-000	Heating/AC-Maint Materials	156.00	22.29	400.00	300.00
442010-000	Maintenance Materials	200.01	28.57	480.02	500.00
442011-000	Work Supplies/Safety/Materials	10.47	1.50	0.00	20.00
442012-000	Landscaping Materials	0.00	0.00	561.00	500.00
442900-000	Total Materials	366.48	52.35	1,441.02	1,320.00
443000-000	Contract Costs				
443002-000	Extermination Contract	63.00	9.00	126.00	126.00
443009-000	Landscaping-Contract	765.00	109.29	1,000.00	1,900.00
443011-000	Heating/AC-Contract	175.00	25.00	250.00	300.00
443013-000	Contract: Uniform Rental	10.02	1.43	24.00	24.00
443900-000	Total Contract Costs	1,013.02	144.72	1,400.00	2,350.00
449900-000	TOTAL MAINTENACE EXPENSES	3,891.32	555.90	18,065.75	9,320.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	266.00	38.00	500.00	511.00
451100-000	Property Tax	792.00	113.14	792.00	804.00
452100-000	Workers Comp Insurance	210.00	30.00	345.00	360.00
459900-000	TOTAL GENERAL EXPENSES	1,268.00	181.14	1,637.00	1,675.00
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	4.83	0.69	0.00	850.00
599900-000	TOTAL NON-OPERATING ITEMS	4.83	0.69	0.00	850.00
800000-000	TOTAL EXPENSES	12,049.84	1,721.41	30,478.75	26,122.50
900000-000	NET INCOME	6,640.05	948.58	8,340.59	2,042.50

SPARTANBURG HOUSING AUTHORITY
Victoria Garden
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	98,148.56	14,021.22	153,169.01	140,544.00
311900-000	Total Rental Income	98,148.56	14,021.22	153,169.01	140,544.00
312000-000	Other Tenant Income				
312003-000	Damages	533.97	76.28	500.00	915.36
312004-000	Late Charges	2,760.00	394.29	4,496.00	4,731.80
312005-000	Legal Fees - Tenant	1,280.00	182.86	2,000.00	1,500.00
312006-000	NSF Charges	50.00	7.14	50.00	50.00
312007-000	Tenant Owed Utilities - Excess	24,084.32	3,440.62	30,000.00	41,287.44
312009-000	Misc.Tenant Income	933.30	133.33	1,200.00	1,000.00
312900-000	Total Other Tenant Income	29,641.59	4,234.51	38,246.00	49,484.60
319900-000	NET TENANT INCOME	127,790.15	18,255.74	191,415.01	190,028.60
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	259,869.00	37,124.14	386,152.50	396,932.00
349900-000	TOTAL GRANT INCOME	259,869.00	37,124.14	386,152.50	396,932.00
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	0.00	0.00	840.00	800.00
365002-000	Bad Debt Recovery	1,172.23	167.46	5,000.00	2,500.00
340111-000	Pet Fee Income	80.00	11.43	120.00	140.00
369900-000	TOTAL OTHER INCOME	1,252.23	178.89	5,960.00	3,440.00
399900-000	TOTAL INCOME	388,911.38	55,558.77	583,527.51	590,400.60
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	61,091.82	8,727.40	86,396.00	73,567.00
411002-000	Administrative Overtime	2,669.87	381.41	5,342.88	1,000.00
411003-000	Administrative: Employer FICA/SUI	5,998.82	856.97	8,568.00	7,156.00
411004-000	Administrative: Employee Benefits	21,606.60	3,086.66	27,743.00	11,842.00
411006-000	Administrative: Emp Incentive	105.32	15.05	6,250.00	6,250.00
411099-000	Total Administrative Salaries	91,472.43	13,067.49	134,299.88	99,815.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening	14.00	2.00	0.00	1,160.00
413003-000	Credit Reports	14.50	2.07	1,570.00	725.00
413100-000	Total Credit and Legal Expense	28.50	4.07	1,570.00	1,885.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	801.23	114.46	1,500.00	1,500.00
415000-000	Travel	0.00	0.00	800.00	100.00
417000-000	Bookkeeping Fees	4,597.50	656.79	6,840.00	6,930.00
417100-000	Auditing Fees	2,839.00	405.57	2,184.00	3,000.00
417300-000	Management Fee	33,218.47	4,745.50	49,421.00	50,072.00
417302-000	Asset Management Fee	6,400.00	914.29	9,600.00	9,600.00
418900-000	Total Other Admin Expenses	47,856.20	6,836.60	70,345.00	71,202.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	708.59	101.23	1,500.00	1,000.00
419003-000	Printing	745.43	106.49	1,319.55	1,100.00
419004-000	Telephone	3,141.67	448.81	5,983.14	4,000.00
419005-000	Postage	1.88	0.27	500.00	500.00
419006-000	Forms and Computer Supplies	0.00	0.00	550.00	500.00
419007-000	Court Costs	1,795.00	256.43	2,600.00	2,000.00
419008-000	Subscriptions and Fees	264.00	37.71	50.00	50.00
419009-000	Sundry Miscellaneous	94.62	13.52	996.00	1,250.00
419010-000	Newspaper ADS (Advertising)	0.00	0.00	100.00	100.00
419011-000	Sundry Service Contracts	9,281.69	1,325.96	15,000.00	13,500.00
419018-000	False Alarms	360.00	51.43	800.00	500.00
419022-000	Other Misc Admin Expenses	1,200.00	171.43	2,400.00	2,500.00
419100-000	Total Miscellaneous Admin Expenses	17,592.88	2,513.27	31,798.69	27,000.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	156,950.01	22,421.43	238,013.57	199,902.00
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	889.82	127.12	1,200.00	1,200.00
422001-000	Tenant Svcs.-Stipend only \$10	1,253.31	179.04	800.00	800.00
423000-000	Tenant Svcs-PH ESDC	485.65	69.38	3,300.00	3,300.00
429900-000	TOTAL TENANT SERVICES EXPENSES	2,628.78	375.54	5,300.00	5,300.00
430000-000	UTILITIES				

SPARTANBURG HOUSING AUTHORITY
Victoria Garden
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
431000-000	Water	14,703.54	2,100.51	26,200.00	30,000.00
432000-000	Electricity	24,964.02	3,566.29	37,200.00	44,400.00
433000-000	Gas	44,631.91	6,375.99	50,000.00	55,000.00
439000-000	Sewer	23,311.78	3,330.25	36,000.00	42,000.00
439900-000	TOTAL UTILITY EXPENSES	107,611.25	15,373.04	149,400.00	171,400.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	23,995.61	3,427.94	61,194.00	17,142.00
441002-000	Maintenance: Overtime	2,886.16	412.31	5,000.00	2,500.00
441003-000	Maintenance: Employer FICA/SUI	1,889.90	269.99	6,105.00	2,013.00
441004-000	Temp Maintenance Labor	1,710.40	244.34	800.00	14,768.00
441005-000	Maintenance: Employee Benefits	2,769.35	395.62	8,606.00	8,606.00
441006-000	On Call- after hours work	0.00	0.00	1,050.00	1,000.00
441007-000	Treatment Bed Bug Pay	54.65	7.81		500.00
441200-000	Vehicle Repair	4,082.86	583.27	5,200.00	5,000.00
441300-000	Gasoline Purchases	1,227.33	175.33	2,160.00	1,500.00
441900-000	Total General Maint Expense	38,616.26	5,516.61	90,115.00	53,029.00
442000-000	Materials		0.00		
442002-000	Appliance-Maint Materials	771.21	110.17	1,500.00	1,500.00
442003-000	Painting-Maint Materials	3,628.44	518.35	2,500.00	3,500.00
442004-000	Electrical-Maint Materials	2,028.92	289.85	3,500.00	3,000.00
442005-000	Heating/AC-Maint Materials	978.20	139.74	2,000.00	2,500.00
442006-000	Janitorial Supplies	1,172.33	167.48	1,244.00	1,200.00
442008-000	Plumbing-Maint Materials	5,292.89	756.13	8,159.43	8,000.00
442009-000	Hand Tools-Maint Materials	878.27	125.47	1,000.00	700.00
442010-000	Maintenance Materials	5,437.29	776.76	7,500.00	5,000.00
442011-000	Work Supplies/Safety/Materials	227.43	32.49	450.00	500.00
442012-000	Landscaping Materials	1,538.23	219.75	15,000.00	14,000.00
442900-000	Total Materials	21,953.21	3,136.17	42,853.43	39,900.00
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	3,653.82	521.97	3,900.00	3,900.00
443002-000	Extermination Contract	1,512.96	216.14	7,300.00	5,000.00
443005-000	Unit Turnaround-Contract	4,325.00	617.86	9,700.00	9,700.00
443006-000	Electrical-Contract	460.59	65.80	1,250.00	1,000.00
443007-000	Disposal Contract	3,605.98	515.14	6,200.00	5,000.00
443009-000	Landscaping-Contract	8,545.75	1,220.82	9,569.00	23,240.00
443011-000	Heating/AC-Contract	3,070.00	438.57	6,000.00	5,000.00
443013-000	Contract: Uniform Rental	602.57	86.08	756.16	500.00
443015-000	Janitorial-Contract	435.34	62.19	0.00	50.00
443018-000	Plumbing-Contract	6,913.10	987.59	10,000.00	10,000.00
443099-000	Maintenance Misc-Contracts	13,621.72	1,945.96	11,000.00	15,000.00
443900-000	Total Contract Costs	46,746.83	6,678.12	65,675.16	78,390.00
449900-000	TOTAL MAINTENACE EXPENSES	107,316.30	15,330.90	198,643.59	171,319.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	4,568.00	652.57	7,693.00	8,771.00
451100-000	Property Tax	2,856.00	408.00	2,856.00	2,950.00
452100-000	Workers Comp Insurance	3,571.00	510.14	6,731.00	6,200.00
459900-000	TOTAL GENERAL EXPENSES	10,995.00	1,570.71	17,280.00	17,921.00
470000-000	HOUSING ASSISTANCE PAYMENTS				
471503-000	FSS Escrow Payments	1,720.00	245.71	2,794.00	
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	1,720.00	245.71	2,794.00	0.00
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	1,609.28	229.90	1,700.00	5,000.00
523406-000	Mold Assessment and Abatement	1,400.00	200.00	3,360.00	3,000.00
599900-000	TOTAL NON-OPERATING ITEMS	3,009.28	429.90	5,060.00	8,000.00
800000-000	TOTAL EXPENSES	390,230.62	55,747.23	616,491.16	573,842.00
900000-000	NET INCOME	-1,319.24	-188.46	-32,963.65	16,558.60

SPARTANBURG HOUSING AUTHORITY
Archibald Village
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	87,067.25	12,438.18	149,860.00	144,000.00
311900-000	Total Rental Income	87,067.25	12,438.18	149,860.00	144,000.00
312000-000	Other Tenant Income				
312003-000	Damages	726.50	103.79	600.00	500.00
312004-000	Late Charges	285.00	40.71	570.00	360.00
312005-000	Legal Fees - Tenant	200.00	28.57	270.00	270.00
312006-000	NSF Charges	50.00	7.14	100.00	100.00
312009-000	Misc.Tenant Income	0.00	0.00	0.00	-
312900-000	Total Other Tenant Income	1,261.50	180.21	1,540.00	1,230.00
319900-000	NET TENANT INCOME	88,328.75	12,618.39	151,400.00	145,230.00
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	84,418.00	12,059.71	146,981.13	150,152.00
349900-000	TOTAL GRANT INCOME	84,418.00	12,059.71	147,221.13	150,152.00
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	0.00	0.00	0.00	-
340111-000	Pet Fee Income	140.00	20.00	240.00	240.00
369900-000	TOTAL OTHER INCOME	140.00	20.00	0.00	240.00
399900-000	TOTAL INCOME	172,886.75	24,698.11	298,621.13	295,622.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	20,698.55	2,956.94	35,849.00	32,966.00
411002-000	Administrative Overtime	1,307.84	186.83	1,900.00	2,000.00
411003-000	Administrative: Employer FICA/SUI	2,271.70	324.53	3,254.00	3,066.00
411004-000	Administrative: Employee Benefits	6,678.61	954.09	7,741.00	7,331.00
411006-000	Administrative: Emp Incentive	379.66	54.24	500.00	
411099-000	Total Administrative Salaries	31,336.36	4,476.62	49,244.00	45,363.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	14.00	0.00	0.00	375.00
413003-000	Credit Reports	182.00	26.00	840.00	362.50
413100-000	Total Credit and Legal Expense	196.00	28.00	840.00	737.50
413900-000	Other Admin Expenses		0.00		
414000-000	Staff Training	776.05	110.86	1,000.00	1,000.00
415000-000	Travel	132.47	18.92	450.00	450.00
417000-000	Bookkeeping Fees	2,497.50	356.79	4,275.00	4,320.00
417100-000	Auditing Fees	1,515.00	216.43	1,700.00	1,700.00
417300-000	Management Fee	18,045.27	2,577.90	30,888.00	31,213.00
417302-000	Asset Management Fee	3,500.00	500.00	6,000.00	6,000.00
418900-000	Total Other Admin Expenses	26,466.29	3,780.90	44,313.00	44,683.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	13.92	1.99	200.00	200.00
419003-000	Printing	165.35	23.62	351.00	400.00
419004-000	Telephone	977.19	139.60	1,840.00	1,944.00
419005-000	Postage	68.62	9.80	100.00	120.00
419006-000	Forms and Computer Supplies	0.00	0.00	120.00	120.00
419007-000	Court Costs	190.00	27.14	540.00	540.00
419008-000	Subscriptions and Fees	365.00	52.14	200.00	480.00
419009-000	Sundry Miscellaneous	-31.11	-4.44	104.00	1,000.00
419010-000	Newspaper ADS (Advertising)	0.00	0.00	100.00	100.00
419011-000	Sundry Service Contracts	4,847.92	692.56	8,191.00	8,400.00
419100-000	Total Miscellaneous Admin Expenses	6,596.89	942.41	11,746.00	13,304.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	64,595.54	9,227.93	106,143.00	104,087.50
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	262.59	37.51	750.00	750.00
422001-000	Tenant Svcs.-Stipend only \$10	250.00	35.71	500.00	500.00
423000-000	Tenant Svcs-PH ESDC	1,062.92	151.85	10,477.00	10,477.00
429900-000	TOTAL TENANT SERVICES EXPENSES	1,575.51	225.07	11,727.00	11,727.00

SPARTANBURG HOUSING AUTHORITY
Archibald Village
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
430000-000	UTILITIES				
431000-000	Water	5,878.24	839.75	10,547.00	11,100.00
432000-000	Electricity	27,263.19	3,894.74	49,182.00	55,200.00
439000-000	Sewer	8,450.58	1,207.23	12,000.00	13,500.00
439900-000	TOTAL UTILITY EXPENSES	41,592.01	5,941.72	71,729.00	79,800.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	8,990.52	1,284.36	26,013.00	16,640.00
441002-000	Maintenance: Overtime	1,931.31	275.90	3,500.00	3,000.00
441003-000	Maintenance: Employer FICA/SUI	1,328.85	189.84	2,507.00	1,679.00
441005-000	Maintenance: Employee Benefits	1,982.16	283.17	8,275.00	5,092.00
441006-000	On Call- after hours work	11.00	1.57	3,072.00	1,000.00
441007-000	Treatment Bedbug Pay	205.47	29.35		792.00
441200-000	Vehicle Repair	514.84	73.55	700.00	700.00
441300-000	Gasoline Purchases	243.95	34.85	450.00	450.00
441900-000	Total General Maint Expense	15,208.10	2,172.59	44,517.00	29,353.00
442000-000	Materials				
442002-000	Appliance-Maint Materials	0.00	0.00	1,200.00	1,800.00
442003-000	Painting-Maint Materials	625.59	89.37	700.00	720.00
442004-000	Electrical-Maint Materials	953.69	136.24	1,800.00	1,800.00
442005-000	Heating/AC-Maint Materials	-528.94	-75.56	1,000.00	1,200.00
442006-000	Janitorial Supplies	0.00	0.00	200.00	200.00
442008-000	Plumbing-Maint Materials	625.18	89.31	2,000.00	1,800.00
442009-000	Hand Tools-Maint Materials	103.86	14.84	300.00	300.00
442010-000	Maintenance Materials	1,978.15	282.59	3,800.00	3,800.00
442011-000	Work Supplies/Safety/Materials	187.50	26.79	100.00	200.00
442012-000	Landscaping Materials	541.46	77.35	7,688.00	7,000.00
442900-000	Total Materials	4,486.49	640.93	18,788.00	18,820.00
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	0.00	0.00	180.00	180.00
443002-000	Extermination Contract	558.00	79.71	1,400.00	1,100.00
443005-000	Unit Turnaround-Contract	450.00	64.29	2,000.00	2,250.00
443006-000	Electrical-Contract	90.00	12.86	3,000.00	800.00
443007-000	Disposal Contract	1,049.28	149.90	1,700.00	2,100.00
443009-000	Landscaping-Contract	5,191.50	741.64	5,981.00	16,240.00
443011-000	Heating/AC-Contract	0.00	0.00	1,000.00	1,000.00
443013-000	Contract: Uniform Rental	160.68	22.95	280.00	300.00
443017-000	Elevator-Contract	984.78	140.68	2,365.00	2,000.00
443018-000	Plumbing-Contract	369.95	52.85	1,200.00	1,200.00
443099-000	Maintenance Misc-Contracts	0.00	0.00	1,500.00	1,500.00
443900-000	Total Contract Costs	8,854.19	1,264.88	20,606.00	28,670.00
449900-000	TOTAL MAINTENACE EXPENSES	28,548.78	4,078.40	83,911.00	76,843.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	1,666.00	238.00	3,155.00	3,199.00
452100-000	Workers Comp Insurance	1,320.00	188.57	2,761.00	2,350.00
459900-000	TOTAL GENERAL EXPENSES	2,986.00	426.57	5,916.00	5,549.00
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	73.23	10.46	150.00	5,000.00
523417-000	Fund Day/Fall Fling Expense	160.00	22.86	384.00	-
599900-000	TOTAL NON-OPERATING ITEMS	233.23	33.32	534.00	5,000.00
800000-000	TOTAL EXPENSES	139,531.07	19,933.01	279,960.00	283,006.50
900000-000	NET INCOME	33,355.68	4,765.10	18,661.13	12,615.50

SPARTANBURG HOUSING AUTHORITY
Camp Croft
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	149,798.58	21,399.80	255,723.55	256,797.60
311900-000	Total Rental Income	149,798.58	21,399.80	255,723.55	256,797.60
312000-000	Other Tenant Income				
312003-000	Damages	749.79	107.11	1,631.50	1,500.00
312004-000	Late Charges	1,710.00	244.29	2,916.00	2,700.00
312005-000	Legal Fees - Tenant	830.00	118.57	1,992.00	1,080.00
312006-000	NSF Charges	125.00	17.86	300.00	250.00
312007-000	Tenant Owed Utilities - Excess	14,397.50	2,056.79	30,000.00	30,000.00
312009-000	Misc.Tenant Income	736.19	105.17	1,436.52	1,500.00
312900-000	Total Other Tenant Income	18,548.48	2,649.78	38,276.02	37,030.00
319900-000	NET TENANT INCOME	168,347.06	24,049.58	293,999.57	293,827.60
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	222,317.00	31,759.57	381,044.75	380,947.00
349900-000	TOTAL GRANT INCOME	222,317.00	31,759.57	381,044.75	380,947.00
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	13.75	1.96	1,080.00	1,080.00
340111-000	Pet Fee Income	271.00	38.71	480.00	480.00
369900-000	TOTAL OTHER INCOME	284.75	40.68	1,560.00	1,560.00
399900-000	TOTAL INCOME	390,948.81	55,849.83	676,604.32	676,334.60
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	61,309.72	8,758.53	95,058.00	91,160.00
411002-000	Administrative Overtime	2,355.47	336.50	3,000.00	
411003-000	Administrative: Employer FICA/SUI	6,345.14	906.45	9,279.75	8,767.00
411004-000	Administrative: Employee Benefits	20,499.74	2,928.53	20,648.00	14,593.00
411006-000	Administrative: Emp Incentive	30.32	4.33	0.00	-
411099-000	Total Administrative Salaries	90,540.39	12,934.34	127,985.75	114,520.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	7.00	1.00	0.00	
413003-000	Credit Reports	751.00	107.29	1,068.00	
413100-000	Total Credit and Legal Expense	758.00	108.29	1,068.00	0.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	1,609.11	229.87	3,200.00	2,000.00
415000-000	Travel	83.54	11.93	500.00	1,000.00
417000-000	Bookkeeping Fees	4,845.00	692.14	8,379.00	8,280.00
417100-000	Auditing Fees	2,893.00	413.29	3,250.00	3,250.00
417300-000	Management Fee	35,006.74	5,000.96	60,541.00	59,826.00
417302-000	Asset Management Fee	6,860.00	980.00	11,760.00	11,520.00
418900-000	Total Other Admin Expenses	51,297.39	7,328.20	87,630.00	85,876.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	500.21	71.46	750.00	900.00
419003-000	Printing	662.35	94.62	850.00	1,134.24
419004-000	Telephone	3,693.24	527.61	6,000.00	6,400.00
419005-000	Postage	0.47	0.07	150.00	550.00
419006-000	Forms and Computer Supplies	0.00	0.00	400.00	200.00
419007-000	Court Costs	695.00	99.29	2,400.00	2,000.00
419008-000	Subscriptions and Fees	315.00	45.00	200.00	600.00
419009-000	Sundry Miscellaneous	116.94	16.71	500.00	500.00
419010-000	Newspaper ADS (Advertising)	0.00	0.00	30.00	30.00
419011-000	Sundry Service Contracts	10,484.84	1,497.83	16,000.00	18,000.00
419022-000	Other Misc Admin Expenses	1,400.00	200.00	2,400.00	2,800.00
419100-000	Total Miscellaneous Admin Expenses	17,868.05	2,552.58	29,680.00	33,114.24
419900-000	TOTAL ADMINISTRATIVE EXPENSES	160,463.83	22,923.40	246,363.75	233,510.24
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	850.90	121.56	1,440.00	1,440.00
422001-000	Tenant Svcs.-Stipend only \$10	0.00	0.00	960.00	960.00
423000-000	Tenant Svcs-PH ESDC	1,375.53	196.50	12,131.00	12,131.00
423001-000	Tenant Relocation	770.00	110.00	770.00	
429900-000	TOTAL TENANT SERVICES EXPENSES	2,996.43	428.06	15,301.00	14,531.00

SPARTANBURG HOUSING AUTHORITY
Camp Croft
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
430000-000	UTILITIES				
431000-000	Water	16,129.54	2,304.22	33,095.04	30,000.00
432000-000	Electricity	29,720.63	4,245.80	52,992.31	54,000.00
433000-000	Gas	49,309.77	7,044.25	54,000.00	57,000.00
439000-000	Sewer	25,443.70	3,634.81	51,741.41	50,000.00
439900-000	TOTAL UTILITY EXPENSES	120,603.64	17,229.09	191,828.76	191,000.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	40,464.25	5,780.61	63,487.50	68,834.00
441002-000	Maintenance: Overtime	2,400.33	342.90	2,000.00	2,000.00
441003-000	Maintenance: Employer FICA/SUI	4,426.45	632.35	3,500.00	6,783.00
441004-000	Temp Maintenance Labor	1,039.22	148.46	6,880.00	-
441005-000	Maintenance: Employee Benefits	5,941.91	848.84	17,327.00	16,008.00
441006-000	On Call- after hours work	142.93	20.42	500.00	500.00
441200-000	Vehicle Repair	623.77	89.11	1,047.44	1,000.00
441300-000	Gasoline Purchases	1,959.42	279.92	1,804.00	2,000.00
441900-000	Total General Maint Expense	56,998.28	8,142.61	<i>96,545.94</i>	<i>97,125.00</i>
442000-000	Materials				
442002-000	Appliance-Maint Materials	1,173.19	167.60	1,500.00	2,000.00
442003-000	Painting-Maint Materials	283.07	40.44	600.00	1,000.00
442004-000	Electrical-Maint Materials	1,111.53	158.79	1,982.62	2,300.00
442005-000	Heating/AC-Maint Materials	988.93	141.28	1,728.70	2,000.00
442006-000	Janitorial Supplies	37.59	5.37	600.00	1,000.00
442008-000	Plumbing-Maint Materials	1,373.71	196.24	4,200.00	4,200.00
442009-000	Hand Tools-Maint Materials	27.81	3.97	200.00	1,000.00
442010-000	Maintenance Materials	5,539.46	791.35	8,531.83	9,600.00
442011-000	Work Supplies/Safety/Materials	305.28	43.61	400.00	500.00
442012-000	Landscaping Materials	5,462.86	780.41	9,000.00	14,448.00
442900-000	Total Materials	16,303.43	2,329.06	<i>28,743.15</i>	<i>38,048.00</i>
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	1,460.28	208.61	2,000.00	2,000.00
443002-000	Extermination Contract	7,927.96	1,132.57	10,723.10	10,000.00
443005-000	Unit Turnaround-Contract	12,580.72	1,797.25	23,933.93	23,000.00
443006-000	Electrical-Contract	41.22	5.89	1,000.00	1,000.00
443007-000	Disposal Contract	2,623.20	374.74	4,197.12	4,500.00
443009-000	Landscaping-Contract	9,082.00	1,297.43	11,722.00	23,930.40
443011-000	Heating/AC-Contract	2,027.89	289.70	3,500.00	6,000.00
443013-000	Contract: Uniform Rental	409.25	58.46	820.00	850.00
443018-000	Plumbing-Contract	4,389.90	627.13	6,563.88	6,700.00
443019-000	Miscellaneous Contracts	0.00	0.00	0.00	
443099-000	Maintenance Misc-Contracts	173.90	24.84	3,000.00	3,000.00
443900-000	Total Contract Costs	40,716.32	5,816.62	<i>67,460.03</i>	<i>80,980.40</i>
449900-000	TOTAL MAINTENANCE EXPENSES	114,018.03	16,288.29	192,749.12	216,153.40
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	4,634.00	662.00	9,100.00	8,899.00
451100-000	Property Tax	9,660.00	805.00	9,660.00	9,750.00
452100-000	Workers Comp Insurance	3,667.00	523.86	7,542.00	6,500.00
457000-000	Bad Debt-Tenant Rents	2,065.60	295.09	1,900.00	-
459900-000	TOTAL GENERAL EXPENSES	20,026.60	2,860.94	28,202.00	25,149.00
470000-000	HOUSING ASSISTANCE PAYMENTS				
471503-000	FSS Escrow Payments	3,401.00	485.86	3,000.00	
479900-000	TOTAL HOUSING ASSISTANCE PAYMENTS	3,401.00	485.86	3,000.00	0.00
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	1,607.99	229.71	1,024.00	5,000.00
599900-000	TOTAL NON-OPERATING ITEMS	1,607.99	229.71	1,024.00	5,000.00
800000-000	TOTAL EXPENSES	423,117.52	60,445.36	678,468.63	685,343.64
900000-000	NET INCOME	-32,168.71	-4,595.53	-1,864.31	-9,009.04

SPARTANBURG HOUSING AUTHORITY
Prince Hall
FY19 PROPOSED BUDGET

		Total Actual 7	Average	FY2018	Proposed
		Month Period	Monthly	Budget	FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	81,343.17	11,620.45	137,872.01	137,872.00
311900-000	Total Rental Income	81,343.17	11,620.45	137,872.01	137,872.00
312000-000	Other Tenant Income				
312003-000	Damages	7,254.21	1,036.32	7,800.00	7,800.00
312004-000	Late Charges	2,580.00	368.57	6,000.00	4,320.00
312005-000	Legal Fees - Tenant	2,175.00	310.71	4,800.00	2,700.00
312007-000	Tenant Owed Utilities - Excess	6,109.75	872.82	12,400.00	10,473.84
312009-000	Misc.Tenant Income	385.51	55.07	921.62	500.00
312010-000	Maintenance Charges	634.10	90.59	1,000.00	1,000.00
312900-000	Total Other Tenant Income	19,138.57	2,734.08	32,921.62	26,793.84
319900-000	NET TENANT INCOME	100,481.74	14,354.53	170,793.63	164,665.84
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	268,150.00	38,307.14	464,008.00	470,059.00
349900-000	TOTAL GRANT INCOME	268,150.00	38,307.14	464,008.00	470,059.00
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	56.00	8.00	134.40	100.00
365002-000	Bad Debt Recovery	3,885.69	555.10	5,000.00	4,500.00
340111-000	Pet Fee Income	70.00	10.00	120.00	120.00
369900-000	TOTAL OTHER INCOME	4,011.69	573.10	5,254.40	4,720.00
399900-000	TOTAL INCOME	372,643.43	53,234.78	640,056.03	639,444.84
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	59,452.13	8,493.16	87,370.00	78,323.00
411002-000	Administrative Overtime	2,678.00	382.57	1,787.28	
411003-000	Administrative: Employer FICA/SUI	6,766.34	966.62	8,306.75	7,722.00
411004-000	Administrative: Employee Benefits	20,073.22	2,867.60	17,316.00	12,832.00
411006-000	Administrative: Emp Incentive	55.32	7.90	4,050.00	-
411099-000	Total Administrative Salaries	89,025.01	12,717.86	118,830.03	98,877.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	145.00	20.71	0.00	750.00
413003-000	Credit Reports	1,556.50	222.36	3,362.80	1,885.00
413100-000	Total Credit and Legal Expense	1,701.50	243.07	3,362.80	2,635.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	2,307.97	329.71	2,250.00	2,000.00
415000-000	Travel	157.99	22.57	500.00	500.00
417000-000	Bookkeeping Fees	5,017.50	716.79	8,550.00	8,550.00
417100-000	Auditing Fees	4,536.00	648.00	5,100.00	5,100.00
417300-000	Management Fee	36,253.11	5,179.02	61,777.00	61,777.00
417302-000	Asset Management Fee	7,000.00	1,000.00	12,000.00	12,000.00
418900-000	Total Other Admin Expenses	55,272.57	7,896.08	90,177.00	89,927.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	679.09	97.01	1,100.00	1,000.00
419003-000	Printing	662.35	94.62	996.00	996.00
419004-000	Telephone	3,222.16	460.31	5,500.00	5,400.00
419005-000	Postage	0.00	0.00	500.00	600.00
419006-000	Forms and Computer Supplies	106.00	15.14	200.00	200.00
419007-000	Court Costs	2,200.00	314.29	3,312.00	3,600.00
419008-000	Subscriptions and Fees	395.00	56.43	100.00	400.00
419009-000	Sundry Miscellaneous	681.49	97.36	1,503.00	1,700.00
419010-000	Newspaper ADS (Advertising)	0.00	0.00	100.00	100.00
419011-000	Sundry Service Contracts	9,525.78	1,360.83	16,251.88	15,600.00
419018-000	False Alarms	10.00	1.43	54.00	50.00
419022-000	Other Misc Admin Expenses	150.00	21.43		350.00

419100-000	Total Miscellaneous Admin Expenses	17,631.87	2,518.84	29,616.88	29,996.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	163,630.95	23,375.85	241,986.71	221,435.00
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15	1,909.09	272.73	1,500.00	1,500.00
422001-000	Tenant Svcs.-Stipend only \$10	225.00	32.14	1,000.00	1,000.00
423000-000	Tenant Svcs-PH ESDC	143.97	20.57	2,200.00	2,200.00
429900-000	TOTAL TENANT SERVICES EXPENSES	2,278.06	325.44	4,700.00	4,700.00
430000-000	UTILITIES				
431000-000	Water	21237.91	3033.99	35,000.00	39,600.00
432000-000	Electricity	7296.892	1042.41	12,000.00	14,400.00
433000-000	Gas	59,316.43	8473.78	58,060.73	62,000.00
439000-000	Sewer	34,832.19	4976.03	58,000.00	45,000.00
439900-000	TOTAL UTILITY EXPENSES	122,683.42	17,526.20	163,060.73	161,000.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	25,846.40	3,692.34	60,582.00	64,230.00
441002-000	Maintenance: Overtime	6,384.72	912.10	2,500.00	
441003-000	Maintenance: Employer FICA/SUI	3,550.79	507.26	6,635.00	6,538.00
441004-000	Temp Maintenance Labor	9,771.49	1,395.93	15,000.00	
441005-000	Maintenance: Employee Benefits	3,853.92	550.56	19,985.00	19,324.00
441006-000	On Call- after hours work	129.34	18.48	3,072.00	
441200-000	Vehicle Repair	1,014.57	144.94	1,300.00	2,500.00
441300-000	Gasoline Purchases	849.55	121.36	1,500.00	1,500.00
441900-000	Total General Maint Expense	51,400.78	7,342.97	110,574.00	94,092.00
442000-000	Materials				
442002-000	Appliance-Maint Materials	3,349.05	478.44	2,300.00	2,300.00
442003-000	Painting-Maint Materials	2,783.68	397.67	2,700.00	2,024.00
442004-000	Electrical-Maint Materials	3,011.51	430.22	2,200.00	2,500.00
442005-000	Heating/AC-Maint Materials	914.70	130.67	1,400.00	2,500.00
442006-000	Janitorial Supplies	271.90	38.84	600.00	600.00
442008-000	Plumbing-Maint Materials	3,274.94	467.85	2,500.00	8,000.00
442009-000	Hand Tools-Maint Materials	25.71	3.67	200.00	1,000.00
442010-000	Maintenance Materials	7,543.06	1,077.58	8,400.00	8,400.00
442011-000	Work Supplies/Safety/Materials	300.00	42.86	450.00	600.00
442012-000	Landscaping Materials	973.86	139.12	5,453.00	3,000.00
442900-000	Total Materials	22,448.41	3,206.92	26,203.00	30,924.00
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	932.87	133.27	1,500.00	1,500.00
443002-000	Extermination Contract	1,418.46	202.64	3,191.00	3,200.00
443005-000	Unit Turnaround-Contract	13,950.00	1,992.86	12,000.00	15,000.00
443006-000	Electrical-Contract	2,382.01	340.29	2,200.00	2,500.00
443007-000	Disposal Contract	4,197.12	599.59	8,400.00	7,000.00
443009-000	Landscaping-Contract	8,602.00	1,228.86	11,962.00	25,322.00
443011-000	Heating/AC-Contract	2,287.50	326.79	4,000.00	7,000.00
443013-000	Contract: Uniform Rental	377.60	53.94	750.00	900.00
443018-000	Plumbing-Contract	10,044.70	1,434.96	11,200.00	12,000.00
443019-000	Miscellaneous Contracts	2,910.50	415.79	2,000.00	4,000.00
443023-000	Con:Consultant/Mentoring	195.03	27.86	200.00	200.00
443099-000	Maintenance Misc-Contracts	12,218.13	1,745.45	14,000.00	14,000.00
443900-000	Total Contract Costs	59,515.92	8,502.27	71,403.00	92,622.00
449900-000	TOTAL MAINTENACE EXPENSES	133,365.11	19,052.16	208,180.00	217,638.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	4,249.00	607.00	7,925.00	8,159.00
451100-000	Property Tax	1,890.00	270.00	2,000.00	1,919.00
452100-000	Workers Comp Insurance	3,364.00	480.57	6,000.00	5,900.00
457000-000	Bad Debt-Tenant Rents	8,090.78	1,155.83	0.00	10,000.00
459900-000	TOTAL GENERAL EXPENSES	17,593.78	2,513.40	15,925.00	25,978.00
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	174.03	24.86	0.00	1,000.00
599900-000	TOTAL NON-OPERATING ITEMS	174.03	24.86	0.00	1,000.00
800000-000	TOTAL EXPENSES	439,725.35	62,817.91	633,852.44	631,751.00
900000-000	NET INCOME	-67,081.92	-9,583.13	6,203.59	7,693.84

SPARTANBURG HOUSING AUTHORITY
Scattered Sites
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	29,946.00	4,278.00	53,340.00	31,200.00
311900-000	Total Rental Income	29,946.00	4,278.00	53,340.00	31,200.00
312000-000	Other Tenant Income				
312004-000	Late Charges	120.00	17.14	150.00	360.00
312005-000	Legal Fees - Tenant	45.00	6.43	90.00	1,080.00
312900-000	Total Other Tenant Income	165.00	23.57	240.00	1,440.00
319900-000	NET TENANT INCOME	30,111.00	4,301.57	53,580.00	32,640.00
340000-000	GRANT INCOME				
340100-000	HUD PH Subsidy	8,975.00	1,282.14	17,503.63	20,469.00
349900-000	TOTAL GRANT INCOME	8,975.00	1,282.14	17,503.63	20,469.00
399900-000	TOTAL INCOME	39,086.00	5,583.71	71,083.63	53,109.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	1,373.90	196.27	4,050.00	5,444.00
411002-000	Administrative Overtime	75.11	10.73	200.00	-
411003-000	Administrative: Employer FICA/SUI	147.35	21.05	371.00	503.00
411004-000	Administrative: Employee Benefits	154.87	22.12	810.00	892.00
411099-000	Total Administrative Salaries	1,751.23	250.18	5,431.00	6,839.00
413000-000	Legal Expense				
413003-000	Credit Reports	58.00	8.29	60.00	
413100-000	Total Credit and Legal Expense	58.00	8.29	60.00	0.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	287.08	41.01	300.00	300.00
417000-000	Bookkeeping Fees	420.00	60.00	770.00	450.00
417100-000	Auditing Fees	619.00	88.43	700.00	700.00
417300-000	Management Fee	3,034.64	433.52	5,560.00	3,251.00
417302-000	Asset Management Fee	1,610.00	230.00	1,080.00	2,760.00
418900-000	Total Other Admin Expenses	5,970.72	852.96	8,410.00	7,461.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense		0.00	100.00	100.00
419003-000	Printing	25.15	3.59	25.00	100.00
419004-000	Telephone	45.27	6.47	32.00	32.00
419005-000	Postage	1.41	0.20	100.00	100.00
419006-000	Forms and Computer Supplies	0.00	0.00	100.00	100.00
419007-000	Court Costs	45.00	6.43	270.00	270.00
419008-000	Subscriptions and Fees	66.00	9.43	100.00	100.00
419009-000	Sundry Miscellaneous	-8.61	-1.23	200.00	200.00
419011-000	Sundry Service Contracts	1,396.92	199.56	2,760.00	3,000.00
419100-000	Total Miscellaneous Admin Expenses	1,571.14	224.45	3,687.00	4,002.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	9,351.09	1,335.87	17,588.00	18,302.00
430000-000	UTILITIES				
431000-000	Water	3,391.02	484.43	4,702.06	4,500.00
432000-000	Electricity	343.90	49.13	597.26	500.00
433000-000	Gas	394.20	56.31	300.00	500.00
439000-000	Sewer	2,590.93	370.13	4,364.95	3,000.00

SPARTANBURG HOUSING AUTHORITY
Scattered Sites
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
439900-000	TOTAL UTILITY EXPENSES	6,720.05	960.01	9,964.27	8,500.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance				6,155.00
441002-000	Maintenance: Overtime				
441003-000	Maintenance: Employer FICA/SUI				625.00
441004-000	Temp Maintenance Labor				
441005-000	Maintenance: Employee Benefits				2,195.00
441006-000	On Call- after hours work				
441200-000	Vehicle Repair				
441300-000	Gasoline Purchases				
441900-000	Total General Maint Expense	56,998.28	8,142.61	96,545.94	90,225.00
442000-000	Materials				
442003-000	Painting-Maint Materials	0.00	0.00	500.00	250.00
442004-000	Electrical-Maint Materials	0.00	0.00	500.00	250.00
442005-000	Heating/AC-Maint Materials	0.00	0.00	2,500.00	1,000.00
442008-000	Plumbing-Maint Materials	422.43	60.35	4,500.00	2,500.00
442010-000	Maintenance Materials	552.40	78.91	4,500.00	2,500.00
442900-000	Total Materials	974.83	139.26	12,500.00	6,500.00
443000-000	Contract Costs				
443002-000	Extermination Contract	600.45	85.78	1,000.00	1,000.00
443005-000	Unit Turnaround-Contract	4,835.00	690.71	11,604.00	
443006-000	Electrical-Contract	0.00	0.00	1,000.00	1,000.00
443007-000	Disposal Contract	1,049.12	149.87	500.00	750.00
443009-000	Landscaping-Contract	2,002.52	110.00	2,316.00	5,000.00
443011-000	Heating/AC-Contract	0.00	0.00	5,000.00	10,000.00
443013-000	Contract: Uniform Rental	24.06	3.44	100.00	100.00
443018-000	Plumbing-Contract	3,201.61	457.37	6,603.86	5,000.00
443099-000	Maintenance Misc-Contracts	12,723.00	1,817.57	30,535.20	15,000.00
443900-000	Total Contract Costs	24,435.76	3,490.82	58,659.06	37,850.00
449900-000	TOTAL MAINTENACE EXPENSES	25,410.59	3,630.08	71,159.06	44,350.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	112.00	16.00	197.00	217.00
451100-000	Property Tax	1,473.00	na	1,473.00	1,495.10
452100-000	Workers Comp Insurance	86.00	12.29	172.00	172.00
459900-000	TOTAL GENERAL EXPENSES	1,671.00	238.71	1,842.00	1,884.10
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	14.48	2.07	0.00	850.00
599900-000	TOTAL NON-OPERATING ITEMS	14.48	2.07	0.00	850.00
800000-000	TOTAL EXPENSES	43,167.21	6,166.74	100,553.34	73,886.10
900000-000	NET INCOME	-4,081.21	-583.03	-29,469.71	-20,777.10

SPARTANBURG HOUSING AUTHORITY
JC Bull 100 units
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
300000-000	INCOME				
310000-000	TENANT INCOME				
310100-000	Rental Income				
311100-000	Tenant Rent	186,513.00	26,644.71	315,648.00	315,648.00
311900-000	Total Rental Income	186,513.00	26,644.71	315,648.00	315,648.00
312000-000	Other Tenant Income				
312003-000	Damages	275.55	39.36	600.00	1,000.00
312004-000	Late Charges	230.00	32.86	800.00	1,000.00
312005-000	Legal Fees - Tenant	225.00	32.14	900.00	2,000.00
312006-000	NSF Charges	180.00	25.71	500.00	1,080.00
312009-000	Misc. Tenant Income	46.88	6.70	87.26	
312010-000	Maintenance Charges	87.50	12.50	500.00	2,000.00
312900-000	Total Other Tenant Income	1,044.93	149.28	3,387.26	7,080.00
319900-000	NET TENANT INCOME	187,557.93	26,793.99	319,035.26	322,728.00
340000-000	GRANT INCOME				
341500-000	Other Govt and Private Grants	287,519.00	41,074.14	486,828.00	488,000.00
349900-000	TOTAL GRANT INCOME	287,519.00	41,074.14	486,828.00	488,000.00
360000-000	OTHER INCOME				
365000-000	Miscellaneous Other Income	60.00	8.57	1,200.00	3,000.00
369900-000	TOTAL OTHER INCOME	60.00	8.57	1,200.00	3,000.00
399900-000	TOTAL INCOME	475,136.93	67,876.70	807,063.26	813,728.00
400000-000	EXPENSES				
410000-000	ADMINISTRATIVE				
410099-000	Administrative Salaries				
411000-000	Administrative Salaries and Wages	42,562.39	6,080.34	80,837.00	77,537.00
411002-000	Administrative Overtime	1,540.18			1,500.00
411003-000	Administrative: Employer FICA/SUI	4,478.74	639.82	7,783.25	7,229.00
411004-000	Administrative: Employee Benefits	10,590.91	1,512.99	16,599.00	15,876.00
411006-000	Administrative: Emp Incentive	1,448.63	206.95	2,500.00	
411099-000	Total Administrative Salaries	60,620.85	8,660.12	107,719.25	102,142.00
413000-000	Legal Expense				
413002-000	Yardi Resident Screening Checks	145.00	20.71	200.00	720.00
413100-000	Total Credit and Legal Expense	145.00	20.71	200.00	720.00
413900-000	Other Admin Expenses				
414000-000	Staff Training	7,367.44	1,052.49	5,000.00	7,500.00
415000-000	Travel	617.01	88.14	4,000.00	5,000.00
417000-000	Bookkeeping Fees	5,002.50	714.64	8,550.00	8,550.00
417100-000	Auditing Fees	3,778.00	539.71	4,250.00	4,250.00
417300-000	Management Fee	36,144.73	5,163.53	61,777.00	61,777.00
417302-000	Asset Management Fee	7,000.00	1,000.00	12,000.00	12,000.00
418900-000	Total Other Admin Expenses	59,909.68	8,558.53	95,577.00	99,077.00
419000-000	Miscellaneous Admin Expenses				
419001-000	Office Expense	284.89	40.70	2,000.00	3,000.00
419003-000	Printing	435.73	62.25	500.00	2,000.00
419004-000	Telephone	2,382.90	340.41	3,750.00	3,750.00
419005-000	Postage	30.55	4.36	1,000.00	1,000.00
419006-000	Forms and Computer Supplies	0.00	0.00	1,000.00	1,500.00
419007-000	Court Costs	235.00	33.57	1,980.00	1,980.00
419008-000	Subscriptions and Fees	100.00	14.29	1,670.00	1,670.00
419009-000	Sundry Miscellaneous	715.73	102.25	2,170.00	3,000.00
419010-000	Newspaper ADS (Advertising)	129.07	18.44	300.00	500.00
419011-000	Sundry Service Contracts	9,596.81	1,370.97	8,000.00	15,000.00
419018-000	False Alarms	10.00	1.43	60.00	100.00
419022-000	Other Misc Admin Expenses	95.00	13.57	600.00	1,000.00
419100-000	Total Miscellaneous Admin Expenses	14,015.68	2,002.24	23,030.00	34,500.00
419900-000	TOTAL ADMINISTRATIVE EXPENSES	134,691.21	19,241.60	226,526.25	236,439.00
420000-000	TENANT SERVICES				
422000-000	Tenant Svcs-Participation Fund \$15				-
422001-000	Tenant Svcs-Stipend only \$10		0.00	9,850.00	-
	Additional Tenant service needs	3,775.74			15,000.00
429900-000	TOTAL TENANT SERVICES EXPENSES	0.00	0.00	9,850.00	15,000.00
430000-000	UTILITIES				

SPARTANBURG HOUSING AUTHORITY
JC Bull 100 units
FY19 PROPOSED BUDGET

		Total Actual 7 Month Period	Average Monthly	FY2018 Budget	Proposed FY19 Budget
431000-000	Water	10,032.17	1,433.17	18,000.00	20,000.00
432000-000	Electricity	24,268.23	3,466.89	54,000.00	60,000.00
433000-000	Gas	36,891.34	5,270.19	42,000.00	42,000.00
439000-000	Sewer	13,589.16	1,941.31	24,000.00	24,000.00
439900-000	TOTAL UTILITY EXPENSES	84,780.90	12,111.56	138,000.00	146,000.00
440000-000	MAINTENANCE AND OPERATIONS				
440099-000	General Maint Expense				
441000-000	Labor Maintenance	33,428.97	4,775.57	52,298.00	56,112.00
441002-000	Maintenance: Overtime	1,523.05	0.00	0.00	2,500.00
441003-000	Maintenance: Employer FICA/SUI	3,953.22	564.75	3,315.00	5,553.00
441004-000	Temp Maintenance Labor				
441005-000	Maintenance: Employee Benefits	6,541.92	934.56	13,654.00	19,508.00
441006-000	On Call- after hours work	99.86	14.27	3,072.00	6,000.00
441007-000	Treatment Bed Bug Pay	432.39	61.77		
441100-000	Maintenace Uniforms	0.00	0.00		800.00
441200-000	Vehicle Repair	748.07	106.87	1,000.00	3,000.00
441300-000	Gasoline Purchases	965.67	137.95	1,200.00	5,000.00
441900-000	Total General Maint Expense	47,693.15	6,813.31	<i>74,539.00</i>	<i>98,473.00</i>
442000-000	Materials				
442002-000	Appliance-Maint Materials	597.05	85.29	5,000.00	2,000.00
442003-000	Painting-Maint Materials	0.00	0.00	2,000.00	2,500.00
442004-000	Electrical-Maint Materials	732.20	104.60	2,000.00	2,000.00
442005-000	Heating/AC-Maint Materials	334.29	47.76	7,000.00	10,000.00
442006-000	Janitorial Supplies	71.34	10.19	500.00	500.00
442008-000	Plumbing-Maint Materials	3,122.75	446.11	74,000.00	30,000.00
442009-000	Hand Tools-Maint Materials	19.97	2.85	500.00	1,000.00
442010-000	Maintenance Materials	5,565.57	795.08	10,000.00	10,000.00
442011-000	Work Supplies/Safety/Materials	15.98	2.28	1,000.00	2,000.00
442012-000	Landscaping Materials	145.90	20.84	8,959.00	10,000.00
442900-000	Total Materials	10,605.05	1,515.01	<i>110,959.00</i>	<i>70,000.00</i>
443000-000	Contract Costs				
443001-000	Alarm/Extinguisher Contract	869.59	124.23	2,000.00	3,500.00
443002-000	Extermination Contract	3,257.00	465.29	7,800.00	3,668.00
443005-000	Unit Turnaround-Contract	11,506.56	1,643.79	15,640.00	24,000.00
443006-000	Electrical-Contract	4,250.00	607.14	2,000.00	3,000.00
443007-000	Disposal Contract	3,147.84	449.69	6,000.00	6,000.00
443009-000	Landscaping-Contract	8,333.82	1,190.55	11,962.00	21,240.00
443011-000	Heating/AC-Contract	6,500.00	928.57	25,000.00	25,000.00
443013-000	Contract: Uniform Rental	469.26	67.04	750.00	750.00
443015-000	Janitorial-Contract	0.00	0.00	1,000.00	1,000.00
443018-000	Plumbing-Contract	27,700.28	3,957.18	30,000.00	15,000.00
443019-000	Miscellaneous Contracts	0.00	0.00		
443023-000	Con:Consultant/Mentoring	1,027.15	146.74	0.00	
443099-000	Maintenance Misc-Contracts	3,461.43	494.49	70,000.00	5,000.00
443900-000	Total Contract Costs	70,522.93	10,074.70	<i>172,152.00</i>	<i>108,158.00</i>
449900-000	TOTAL MAINTENANCE EXPENSES	128,821.13	18,403.02	357,650.00	276,631.00
450000-000	GENERAL EXPENSES				
451000-000	General Liability Insurance	3,605.00	515.00	7,008.00	6,922.00
451100-000	Property Tax	2,310.00	330.00	2,400.00	2,345.00
452100-000	Workers Comp Insurance	2,850.00	407.14	6,132.00	4,900.00
457000-000	Bad Debt-Tenant Rents	963.97	137.71	0.00	
458000-000	All Protective Services	48.00	6.86		18,200.00
459900-000	TOTAL GENERAL EXPENSES	9,776.97	1,396.71	15,540.00	32,367.00
500000-000	NON-OPERATING ITEMS				
523401-000	Bedbug expense	508.42	72.63		5,000.00
599900-000	TOTAL NON-OPERATING ITEMS	508.42	72.63	0.00	5,000.00
800000-000	TOTAL EXPENSES	358,578.63	51,225.52	747,566.25	711,437.00
900000-000	NET INCOME	116,558.30	16,651.19	59,497.01	102,291.00

**Spartanburg Housing Authority
Grants Portfolio
For Fiscal Year - 2019**

Major Segments	Grand Period	Awarded Amount	Expended Amount	Remianing	FY 2019
				Amount as of 7/2018	Projected Expenditures
Capital Fund Program					
Year 2016	2016	\$ 1,289,642	\$ 803,937	\$ 485,705	\$ 285,705
Year 2017	2017	\$ 926,477	\$ 92,644	\$ 833,833	\$ 200,000
Year 2018	2018	\$ 1,421,450	\$ -	\$ 1,421,450	\$ 142,145
Capital Replacement Fund					
Year 2015	2015	218,757	-	\$ 218,757	\$ 218,757
Year 2016	2016	225,533	-	\$ 225,533	\$ 225,533
Year 2017	2017	162,926		\$ 162,926	\$ 162,926
Resident Opportunity and Self Sufficiency (ROSS GRANT)					
FSS17SC0250	2018	111,595	52,563	59,032	59,032
SC003RPS111A015	2015-2019	229,293	59,001	\$ 170,292	75,000
Multi family					
MFSC179397	2018	65,053	30,309	18301.14	
Youth Build	2016-2019	994,474	782,000	212,474	153,000
TOTAL GRANTS					\$ 1,522,098

RESOLUTION NO. 2018-39

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

September 18, 2018

Staff recommends adoption of Resolution No. 2018-39, approving the initial operating budget submission for the year ended September 30, 2018.

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

Resolution No: 2018-39
Date Adopted: September 18, 2018



**Action Items & Resolution
2018-40
Authorization to
Dispose and Sell Real
Property**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

September 18, 2018

Housing Authority of the City of Spartanburg Spartanburg, SC 29302

HONORABLE MEMBERS IN SESSION:

SUBJECT:

AUTHORIZATION TO DISPOSE AND SELL REAL PROPERTY
Resolution #2018-40

RECOMMENDATION:

Authorize the Interim Chief Executive Officer to dispose and sell real property at a value of less than \$100,000.00.

CONTACT PERSON:

Reginald Barner
Interim Chief Executive Officer
864-598-6010

SUMMARY:

The Spartanburg Housing Authority and or its Affiliates hold real estate including lots and vacant and occupied homes. On occasion, these assets are sold in accordance with HUD or other regulatory matters governing their ownership. We are seeking board approval to authorize the Interim CEO to dispose of real property whose appraised value is less than \$100,000.

BACKGROUND:

SHA operates a Section 32 program whereby public housing homes can be sold to low income individuals or the current public housing occupants. These homes generally must be sold at the appraised price and the homes must be in good repair with major components having a useful life of at least five years from date of occupancy. The Spartanburg Housing Authority established a Section 32 Homeownership Program in 2003. In this program, 38 single family units were designated as eligible properties for sale to qualified buyers through this program. There is one qualified public housing resident whose sale is pending. A transfer of a home on Lucerne St is pending HUD approval. There are six remaining homes, which are occupied and eligible for sale. On occasion, SHA is contacted regarding vacant lots in the portfolio.

No.	Street Address	City	State	Zip	Tax. Map No.	Occupancy	Date Vacant
108	Rodney Street	Moore	SC	29369	6-25-09-060.00	Vacant	3/2/2012
115	Chelsea Street	Moore	SC	29369	6-25-10-007.00	Vacant	3/2/2012
136	Westover Street	Spartanburg	SC	29306	7-16-05-041.00	Vacant	3/2/2012
360	Concord Street	Spartanburg	SC	29306	7-16-01-158.00	Vacant	3/13/2012
124	Chelsea Street	Moore	SC	29369	6-25-09-166.00	Vacant	1/3/2013
712	Old Farm Road	Moore	SC	29369	6-25-13-066.00	Vacant	1/13/2013

511	Crestwood Place	Spartanburg	SC	29306	7-15-12-202.00	Vacant	5/9/2013
4134	E. Croft Circle	Spartanburg	SC	29302	7-22-02-018.00	Damaged/Vacant	8/29/2013
266	Pioneer Place	Spartanburg	SC	29301	6-18-06-103.00	Vacant	8/30/2013
904	Lucerne Drive	Spartanburg	SC	29302	7-20-04-033.00	Vacant	9/3/2015
109	Winterhaven Drive	Spartanburg	SC	29301	7-11-16-252.00	Vacant	5/31/2016
110	Huntley Drive	Boiling Springs	SC	29316	2-45-05-030.00	Occupied	N/A
213	Yorkshire Drive	Spartanburg	SC	29301	6-21-01-067.00	Occupied	N/A
222	Edenbridge Lane	Spartanburg	SC	29301	7-11-16-246.00	Occupied	N/A
226	Edenbridge Lane	Spartanburg	SC	29301	7-11-12-284.00	Occupied	N/A
531	Pleasant Breezes Way	Spartanburg	SC	29307	7-09-00-095.00	Occupied	pending DOT release

FINANCIAL CONSIDERATIONS:

According to the SHA Section 32 Program Plan, Section 32 homes cannot generally be sold for less than the appraised value of the home.

The proceeds from the sale of these properties remain in the Scattered Sites Property AMP (104-SCA).

POLICY CONSIDERATIONS:

The Board of Commissioners must approve the sale real property

Respectfully Submitted, _____
 Reginald Barner, Interim Chief Executive Officer
 Housing Authority of the City of Spartanburg



RESOLUTION NO. 2018-40

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

SEPTEMBER 18, 2018

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

Staff recommends adoption of Resolution No. 2018-40 authorizing the Interim CEO to properly dispose and sell real property owned by the Housing Authority of the City of Spartanburg , with an individual value of less than \$100,000.00, in accordance with HUD and PHA rules, policies and regulations. Those properties whose value exceeds the \$100,000.00 limit will still come before the Board of Commissioners for approval.

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-40

DATE ADOPTED: September 18, 2018



**Action Items & Resolution
2018-41
Change Order
Vista Management -
Property Management**

**Board of Commissioners Annual Meeting Tuesday,
September 18, 2018**

September 18, 2018

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of 2018 Property Management Contract
Resolution 2018-41**

RECOMMENDATION:

Authorize the CEO to approve a change order with Vista Management in an amount NTE \$17,664 per year, effective October 1, 2018, for a term of two years, for professional property management services at JC Bull Apartments (32 Units).

CONTACT PERSON:

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

SUMMARY:

SHA awarded a contract to Vista Management based on RFP 2016-082 for Professional Property Management Services. Vista Capital Management Group offered the following proposal:

Vista Capital currently manages Collins Park, Cottage Grove, Country Garden Estates I and II, Independence Park, The Ridge at Southport and Summer Place under Resolution 2016-06. The SHA elects to increase the contract by a NTE amount of \$17,664 per year for the management of JC Bull Apartments (32 Units) under a proposed management fee of 7% with a bookkeeping fee of \$6 per unit per month.

The current contract is in year three with up to two additional years remaining.

FINANCIAL CONSIDERATIONS:

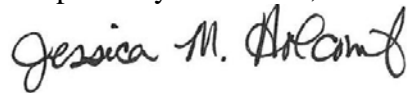
If this project is managed in-house by SHA there is a projected net loss of \$33,579 for the FY 2019 budget. Vista Capital Management has provided a projected FY 2019 budget with a net income of \$67,874. The variance is primarily made up of personnel related expenses. Through in-house management, SHA assumes \$57,816 in personnel related expenses. This service is paid for by the subsidy received from HUD for the properties listed above.

POLICY CONSIDERATIONS:

The Board of Commissioners shall approve the award of all contracts in the amount greater than \$60,000. The Board of Commissioners must also approve any change order or contract modification where the conditions that follow occur:

- a. Any cumulative change order that exceeds ten percent (10%) of the original contract amount, provided that the contract value exceed \$60,000, or will exceed \$60,000 if such change order is approved.
- b. Any change order that would increase the contract to an amount that exceeds \$60,000.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jessica M. Holcomb". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jessica M. Holcomb, Deputy Director of Asset Management and Special Projects

RESOLUTION NO. 2018-41

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

SEPTEMBER 18, 2018

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

Staff recommends adoption of Resolution No. 2018-41 authorizing the Interim CEO to approve a change order with Vista Management in an amount NTE \$17,664 per year, effective October 1, 2018, for a term of two years, for professional property management services at JC Bull Apartments (32 Units).

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-41

DATE ADOPTED: September 18, 2018



Action Items & Resolution

2018 - 42

Interim CEO

Bank Signatory Authority

Board of Commissioners Annual Meeting

Tuesday, September 18, 2018



September 18, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Interim CEO Bank Signatory Authority
Resolution 2018-42**

RECOMMENDATION:


Authorize the Interim Chief Executive Officer, Reginald Barner, to serve as signatory for all SHA and Affiliate bank accounts.

CONTACT PERSON:

Angela Leopard
Director of Finance
864-598-6138

PURPOSE:

BB&T requires a board resolution authorizing the Interim CEO to serve as signatory for all SHA bank accounts.

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



RESOLUTION NO. 2018-42

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

September 18, 2018

Staff recommends adoption of Resolution No. 2018-42, authorizing the Interim Chief Executive Officer to open and serve as signatory for all SHA bank accounts in order to affect the underlying intent of this resolution.

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

Resolution No. 2018-42

Date Adopted: September 18, 2018



Action Items & Resolution

2018-43

**Child and Adult Care Food Program
(CACFP)**

Board of Commissioners Annual Meeting

Tuesday, September 18, 2018



September 18, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Summer Food Service Program
Resolution 2018-43**

RECOMMENDATION:

Authorize staff to execute necessary documents for the implementation of the Child and Adult Care Food Program (CACFP) a United States Department of Agriculture (USDA) federally funded program that is administered in South Carolina by the South Carolina Department of Social Services for Afterschool meals for children 18 years of age and under.

CONTACT PERSON:

Natalie Smith-Wells
Business Manager
864-598-6008

PURPOSE:

The implementation of this program is to provide free meals to children 18 years of age and under that participate in an afterschool program that provides educational or enrichment activities in public housing and the Greater Spartanburg Community. The program helps introduce different types of food to children and teach and reinforce good eating habits.

BACKGROUND:

The CACFP program provides reimbursement to eligible afterschool programs for serving nutritious meals and snacks to properly enrolled participants that are 18 years of age and under; and 19 years of age, if the child turns 19 during the school year; and 18 years of age or younger if they are physically or mentally disabled. The provider must offer regularly scheduled educational or enrichment activities in a supervised environment for children 5-18, and be an organization located in a geographical area served by a school in which 50 percent or more of the children enrolled are eligible for free or reduced price school meals. In regards to Victoria Gardens, Prince Hall and Camp Croft Courts, the eligible schools that a large number of our public housing resident children



attend are Cleveland Academy (80.95%), Mary H. Wright Elementary (88.83%) and Carver Middle School (73.77%) where each of these schools serve well over the 50 percent mark of children eligible for free and reduced price school meals. SHA would serve children in the community throughout the school year to ensure that children are receiving nutritious meals during after school hours in which they will receive supper and snack. This service would help support after school programs on our public housing sites as well as community after school programs who serve children in communities eligible for this service.

FINANCIAL IMPACT:

The CACFP reimbursement funds would provide funds through the COCC to offset administrative costs.

POLICY CONSIDERATIONS:

Per SHA operating mission statement to provide programs that promote self-sufficiency while adhering to the vision of SHA to provide housing and programs as a pathway to success for individuals and families in Spartanburg County.

Respectfully Submitted,
Natalie Smith-Wells , Business Manager
The Housing Authority of the City of Spartanburg



RESOLUTION NO. 2018-43

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

September 18, 2018

Staff recommends adoption of Resolution No. 2018-43, approving the sponsorship of the Summer Food Service Program.

Charles White , CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-43

DATE ADOPTED: September 18, 2018



Action Items & Resolution 2018-44

Summer Food Service Program (SFSP)

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**



September 18, 2018

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Summer Food Service Program
Resolution 2018-44**

RECOMMENDATION:

Authorize staff to execute documents necessary for the administration and sponsorship of the Summer Food Service Program.

CONTACT PERSON:

Natalie Smith-Wells
Business Manager
864-598-6008

PURPOSE:

The establishment of this program is to help fill the nutrition gap during the summer months by providing free meals to children under the age of 18 in public housing and the Greater Spartanburg Community.

BACKGROUND:

SHA has completed its pilot summer of sponsoring the Summer Food Service Program a United States Department of Agriculture (USDA) federally funded program that is administered by the South Carolina Department of Education. Due to the lack of nutritious meals in the summer there can be a set-up of a cycle for poor performance once the school year resumes. This lack can make children more prone to illnesses and other health issues that will ultimately affect performance and other household obligations. The goal of this pilot was to aid in ensuring that children continue to receive nutritious meals when school is not in session. The program was implemented to provide nutritious free meals to children under the age of 18 at public housing sites and surrounding summer programs within the City of Spartanburg. Through this pilot program, SHA was able to provide approximately 220 children with 1,232 breakfast, 10,032 lunches, and 8,829 snacks, five days a week, over the course of 53 days. The Summer Food Program Service provides potential income for residents who live in low income housing for serving as site supervisors in the communities in which they live. This summer six residents participated



as site supervisors for a combined stipend total received of \$4,695.00 for 53 days of service. SHA was able to provide breakfast and snacks for boys within the community for the 2018 Fatherhood Initiative. If SHA were to continue providing this service we foresee a potential for community and organization impact by:

- Providing Summer Meals to Children under the age of 18
- Providing Support to local nonprofit Summer Programs
- Providing Summer Employment for Low-Income Residents
- Providing an environment for children in the summer to play, learn and eat in a safe environment
- Providing support dollars to the organization

AREAS FOR IMPROVEMENT:

Secure food vendor at a lower cost for meal and delivery service
Base the amount of site supervision on potential number of children to be fed at the site
Encourage second meals on excessively low participation days to eliminate waste
Provide flavored milk very early in the program

FINANCIAL IMPACT:

Through the SFSP funds, SHA was also able to purchase \$3,051.57 of operational equipment and all food costs were fully reimbursable. SHA ended the pilot program with a surplus of \$3,700.91 after all reimbursements have been reconciled. This was allocated through the COCC to offset administrative costs.

POLICY CONSIDERATIONS:

Per SHA operating mission statement to provide programs that promote self-sufficiency while adhering to the vision of SHA to provide housing and programs as a pathway to success for individuals and families in Spartanburg County.

Respectfully Submitted,
Natalie Smith-Wells, Business Manager
The Housing Authority of the City of Spartanburg



RESOLUTION NO. 2018-44

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

September 18, 2018

Staff recommends adoption of Resolution No. 2018-44, approving the sponsorship of the Summer Food Service Program.

Charles White, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-44

DATE ADOPTED: September 18, 2018



Action Items & Resolution

2018-45

**Authorization of TBRA2 Agreement with
Spartanburg County**

**Board of Commissioners Annual
Meeting Tuesday, September 18, 2018**

September 18, 2018

**Spartanburg Housing Authority
Spartanburg, SC 29302**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**Authorization of TBRA2 Agreement with Spartanburg County
Resolution #2018-45**

RECOMMENDATION:

Authorize the Interim Chief Executive Officer to execute an agreement as a sub-recipient with Spartanburg County for \$216,062.00 for implementation of the project known as TBRA2 (Tenant Based Rental Assistance 2) as summarized in Action Item 2018-45.

CONTACT PERSON:

Tiffany Askew
HCV Administrator
864-598-6053

SUMMARY:

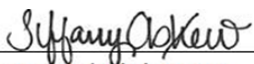
The Spartanburg Housing Authority will use the funds to provide rental assistance for a period of up to two years to assist working families (earning less than 30% AMI), disabled and elderly families to secure decent, safe and sanitary housing in the private rental market in unincorporated Spartanburg County.

FINANCIAL CONSIDERATIONS:

The County of Spartanburg has received HOME funds from the United States Department of Housing and Urban Development (HUD). The grant was awarded to Spartanburg County to benefit low and moderate-income persons and will be transferred to SHA to administer the program.

POLICY CONSIDERATIONS:

The SHA seeks written permission by way of a signed resolution from the Board of Commissioners to extend this agreement with Spartanburg County.

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

RESOLUTION NO. 2018-45

FOR THE PURPOSE OF AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT TO RECEIVE FUNDING FROM SPARTANBURG COUNTY

WHEREAS, the County of Spartanburg has received **HOME** funds from the United States Department of Housing and Urban Development (HUD) and

WHEREAS the grant was awarded to Spartanburg County to benefit low and moderate-income persons and

WHEREAS the Spartanburg Housing Authority will use the funds to **implement the Tenant Based Rental Assistance 2 (TBRA) Program.**

NOW THEREFORE BE IT RESOLVED that the Board of Directors does hereby approve and authorize the Interim Chief Executive Officer to execute an agreement as a sub-recipient with Spartanburg County for \$216,062.00 for implementation of the project as summarized above.

ADOPTED AND APPROVED this 18 day of September 18, 2018.

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG

ATTESTED

Secretary

BY: _____

Charles White, Chairman



Action Items & Resolution

2018-46

Revision to HCV Section 8 Administrative Plan

Board of Commissioners Annual Meeting
Tuesday, September 18, 2018

September 18, 2018

**Spartanburg Housing Authority
Spartanburg, SC 29306**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**REVISION TO SPARTANBURG HOUSING AUTHORITY'S HOUSING CHOICE
VOUCHER (HCV) ADMINISTRATIVE PLAN- Mainstream Voucher Waiting List
Preference
Resolution No. 2018-46**

RECOMMENDATION:

Approve the revision of Chapter 4 of the HCV Administrative Plan to add an additional waiting list preference to the Mainstream Voucher Program.

CONTACT PERSON:

Tiffany Askew
Housing Choice Voucher Administrator
864-598-6053

SUMMARY:

HUD requires that PHA's describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use. PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

BACKGROUND:

The additional preference will be added as follows:

Chapter 4 Applications, Waiting List and Tenant Selection

4-III.C. SELECTION METHOD

Local Preferences [24 CFR 983.207; HCV p.4-16]

The SHA shall select from the Mainstream Voucher waiting list first based upon date and time of application. Within the date and time of application, the SHA will offer a preference to:

1. All references of the HCV Program designated ranking system.
2. Families with disabilities who are transitioning out of institutional and other segregated setting, at serious risk of institutionalization, homeless, or at risk of becoming homeless. **(10 Points).**

FINANCIAL CONSIDERATIONS:

None

POLICY CONSIDERATIONS:

Chapter 4 of the Administrative Plan of Housing Choice Voucher (HCV) Program will be revised to add the above waiting list selection preference.

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



RESOLUTION NO. 2018-46

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

September 18, 2018

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

Staff recommends adoption of Resolution No. 2018-46, approval of the revision of the Housing Choice Voucher Administrative Plan Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION for the Mainstream Voucher Waiting List Preference.

Charles White, CHAIRMAN

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 2018-46

DATE ADOPTED: September 18, 2018



Action Items & Resolution 2018-47

**Grant Authority to
Interim Chief Executive Officer**

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

HOUSING AUTHORITY OF THE CITY OF SPARTANBURG, SC

Resolution No. 2018-47: Grant of Authority to Interim Chief Executive Officer

A duly noticed regular meeting of the Board of Commissioners (the "Board") of the Housing Authority of the City of Spartanburg, SC (the "Authority") took place on September 18, 2018, at 2271 S. Pine Street, Spartanburg, SC 29302. Present, either in person or via telephone, was a quorum of the Board of Commissioners.

The Board, after consideration and discussion of matters herein, hereby takes the following actions and adopts the following resolutions on behalf of the Authority:

WHEREAS Terril Bates ("Bates"), the current Chief Executive Officer of the Authority, is resigning from her position as Chief Executive Officer of the Authority, her last day being September 28, 2018;

WHEREAS the Authority has engaged the services of Reginal B. Barner ("Barner") to serve as Interim Chief Executive Officer of the Authority while the Board completes its search for a permanent Chief Executive Officer; and

WHEREAS the Authority does hereby desire to evidence its consent to grant Barner, in his capacity as Interim Chief Executive Officer of the Authority, such authority as has heretofore been granted by the Board to Bates, and further to authorize Barner to enter into and execute and deliver all agreements, documents and other commitments previously authorized by the Board which are necessary to conduct the day-to-day business, banking and development operations of the Authority.

NOW THEREFORE BE IT RESOLVED that Barner be, and hereby is, authorized, directed, and empowered in the name and on behalf of the Authority to do all acts and execute all documents as have has heretofore been granted by the Board to Bates, and further is hereby authorized, directed, and empowered in the name and on behalf of the Authority which are necessary to conduct the day-to-day business, banking and development operations of the Authority, all on such terms and in such form as may be deemed necessary, appropriate, or advisable by Barner, the execution thereof to be conclusive evidence of such necessity, appropriateness, or advisability.

IN WITNESS WHEREOF, the undersigned has executed this Resolution as of the date and year first above written.

This 18th day of September 2018

**BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF SPARTANBURG, SC**

BY: _____
CHARLES WHITE, CHAIR



Action Items & Resolution

2018 - 48

MASC Participation

Board of Commissioners Meeting

Tuesday, September 18, 2018

RESOLUTION NO. 2018-48

TO AUTHORIZE THE MUNICIPAL ASSOCIATION OF SOUTH CAROLINA TO ACT AS CLAIMANT AGENCY FOR THE COLLECTION OF DEBT ON BEHALF OF THE HOUSING AUTHORITY OF THE CITY OF SPARTANBURG IN ACCORDANCE WITH THE SETOFF DEBT COLLECTION ACT.

WHEREAS, the Setoff Debt Collection Act (S.C. Code Ann. §12-56-10) allows the South Carolina Department of Revenue to render assistance in the collection of debt owed to political subdivisions of the State; and

WHEREAS, the Municipal Association of South Carolina will act as a claimant agency as provided by S.C. Code Ann. §12-56-10 for political subdivisions in South Carolina; and

WHEREAS, the Housing Authority of the City of Spartanburg desires to participate in the Setoff Debt Collection Program of the Municipal Association;

Now, Therefore, Be It

RESOLVED, that the Housing Authority of the City of Spartanburg authorizes the Reginal Barner to enter into an agreement with the Municipal Association of South Carolina for the collection of debt owed The Housing Authority of the City of Spartanburg.

BE IT FURTHER RESOLVED, that the Housing Authority of the City of Spartanburg indemnifies the Municipal Association of South Carolina to the extent permitted by law against any injuries, actions, liabilities or proceedings arising from performance under the setoff debt provisions.

Resolved by the Housing Authority of the City of Spartanburg Board of Commissioners this 18 day of September, 2018.

Attest:

Chuck White, Chair



Action Items & Resolution

2018 - 49

MASC Cost Resolution

Board of Commissioners Meeting

Tuesday, September 18, 2018

RESOLUTION NO. 2018-49

RELATING TO THE RECOVERY OF COLLECTION COSTS AS A PART OF DELINQUENT DEBTS COLLECTED PURSUANT TO THE SETOFF DEBT COLLECTION ACT

WHEREAS, the Housing Authority of the City of Spartanburg is a claimant agency as defined in the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10, et seq. (the Act) and is therefore entitled to utilize the procedures set out in the Act to collect delinquent debts owed to Housing Authority of the City of Spartanburg (Claimant);

AND WHEREAS, "delinquent debt" is defined in the Act to include "collection costs, court costs, fines, penalties, and interest which have accrued through contract, subrogation, tort, operation of law, or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made;"

AND WHEREAS, the Claimant has contracted with the Municipal Association of South Carolina to submit claims on its behalf to the SC Department of Revenue pursuant to the Act;

AND WHEREAS, the Municipal Association of South Carolina charges an administrative fee for the services it provides pursuant to the Act;

AND WHEREAS, the administrative fee charged by the Municipal Association of South Carolina is a cost of collection incurred by the Claimant that arises through contract, and is therefore properly considered as a part of the delinquent debt owed to the Claimant as that term is defined in the Act;

AND WHEREAS, the Claimant also incurs internal costs in preparing and transmitting information to the Municipal Association, which costs are also collection costs that are a part of the delinquent debt owed to the Claimant;

AND WHEREAS, the Claimant may desire to recover its internal costs of collection by adding such costs to the delinquent debt;

NOW THEREFORE, BE IT RESOLVED by the Housing Authority of the City of Spartanburg Board of Commissioners as follows:

1. The Housing Authority of the City of Spartanburg (Claimant) may hereby impose a collection cost of up to \$25.00 to defray its internal costs of collection for any delinquent debts that are sought to be collected pursuant to the provisions of the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10 et. seq. This cost is hereby declared to be a collection cost that arises by operation of law and shall be added to the delinquent debt and recovered from the debtor.
2. The Claimant hereby declares that the administrative fee charged by the Municipal Association of South Carolina is also a collection cost to the Claimant, which shall also be added to the delinquent debt and recovered from the debtor.
3. All Resolutions in conflict with this Resolution are hereby repealed.
4. This Resolution shall be effective on the date of adoption, provided however, that this Resolution is declared to be consistent with prior law and practice and shall not be construed to mean that any fees previously charged to debtors as costs of collection under the Act were not properly authorized or properly charged to the debtor.

Adopted by majority vote this 18th day of September, 2018.

Chuck White, Chair

Attest:



Monthly Reports
CEO
Terril Bates

Board of Commissioners Annual Meeting
Tuesday, September 18, 2018



September 18, 2108

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:
CEO REPORT FOR THE MONTH OF AUGUST

CONTACT PERSON:

Terril Bates
CEO
864-598-6010

OVERVIEW:

During the month of August special meetings included tours buildings for potential COCC relocation, regular development calls, Councilwoman Ruth Littlejohn, Angie Omer of Senator Lindsay Grahams' office and communication with the RAD Consultant and Sun Trust Bank regarding Country Gardens. An RFP for a new RAD Consultant is published.

Preparations for transition to the Interim CEO included the City Council meeting, introductions to City of Spartanburg, United Way, Councilpersons and the SHA Senior Staff. Reviews of various ongoing projects were conducted as well as participation in routine calls with developers, HUD and other partners. Property tours were conducted by Asset Management staff and HCV introductions were facilitated by the department head. Simultaneously, the new COO has been observing and participating in various activities associated with procurement, asset management and development. Necessary documentation, equipment and other logistics were managed for both.

At the request of the board, an RFP for a consultant to conduct a CEO search was prepared and published. Various associated follow up activities for this project were conducted.

SHA hosted a very successful community event on August 28, 2018. Nearly 50 children signed up for participation with the Boys and Girls Scouts at Victoria Gardens. SHA has entered into an MOU with this organization, which will provide staff, uniforms, camp and other special activities for the children.

Special activities and notices are included in this months packet as information items.

Respectfully Submitted, _____

Terril Bates, CEO
Spartanburg Housing Authority



Monthly Reports: Programs Dashboard

**Board of Commissioners Annual Meeting
Tuesday, September 18, 2018**

Housing Authority of the City of Spartanburg Programs Dashboard AUGUST 2018

ASSET MANAGEMENT

COMPLIANCE/REGULATORY

Public Housing Occupancy

As part of HUD's Public Housing Utilization Project, as of August 2018, Asset Management ended the month at 92.61%. 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 98.15% overall occupancy. Total Vacant Units excluding Scattered Sites is 18 Units; 5 of which are off-line for extensive repairs (3 Camp Croft Courts, 1 Victoria Gardens, and 1 Prince Hall).

HUD GOAL	SHA Actual	Excluding Outliers
97%	92.61%	98.15%

TARS

- The Tenant Accounts Receivable Collection rate for SHA managed developments was 85.10% for all public housing properties and 99.88% for SHA managed market units and multi-family properties. Prince Hall, Cambridge Place, and Victoria Gardens had the lowest collection rates for the month.

HUD GOAL	SHA PH Actual	SHA MF and Market Actual
98.5%	85.1%	99.88%

MILESTONES

- National Night Out has been planned for all sites for October 02, 2018. Commissioners are encouraged to attend:
 - Archibald Hi-Rise/Village: 05:00 – 07:00 PM
 - JC Bull: 02:00 – 04:30 PM
 - Victoria Gardens: 04:00 – 07:00 PM
 - Camp Croft: 05:00 -07:30 PM
 - Prince Hall/Highland Neighborhood Association: 05:00 – 08:00 PM

CAPITAL FUND

CAPITAL FUND TABLE

Replacement Housing Factor		Grant No. SC16R003502-14			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$284,182	10/29/2016	10/29/2018	\$259,519.68		\$24,662.32
Replacement Housing Factor		Grant No. SC16R003502-15			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$218,757	4/12/2020*	4/12/2022	\$28,614.82		\$190,142.18
Replacement Housing Factor		Grant No. SC16R003502-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$225,533	4/12/2021*	4/12/2023			\$225,533
Replacement Housing Factor		Grant No. SC16R003502-17			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Dispersed		Amount Available
\$162,926	8/15/2019	8/15/2021			\$162,926
Capital Fund Program		Grant No. SC16P003501-16			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,289,642.00	4/12/2018	4/12/2020	\$1,244,642	\$803,936.73	\$485,705.27
Capital Fund Program		Grant No. SC16P003501-17			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$926,447	8/15/2019	8/15/2021	\$111,300.84	\$111,300.84	\$815,146.16
Capital Fund Program		Grant No. SC16P00351-18			
Original Award Amount	Obligation Deadline	Expenditure Deadline	Amount Obligated	Amount Dispersed	Amount Available
\$1,421,450					\$1,451,450

*Approved extension deadlines from HUD

Compliance/ Regulatory: The Capital Fund is awarded by HUD annually based in part on the number of units in the PHA portfolio. SHA must submit a proposed budget to HUD for approval. Funds must be obligated within 24 months and expended within 48 months. The funds are generally approved for projects directly associated with asset management. Ten percent of the award may be committed to the COCC and categories such as “Management Improvement” may be approved by HUD. (an example would be computer upgrades which benefit the overall operation of the authority). Much of SHA’s historical capital fund was used to satisfy outstanding debt (Capital Fund Financing). The RHF funds are committed to be utilized in the project on the Northside, currently underway. The expenditure date has been extended by HUD:

- 2016 Capital Fund Obligation and Disbursement End dates
 - 1) April 13, 2016 Obligation Start Date
 - 2) April 12, 2018 Obligation End Date
 - 3) April 12, 2020 Disbursement End Date
- 2017 Capital Fund Obligation and Disbursement End dates
 - 1) August 16, 2017 Obligation Start Date
 - 2) August 15, 2019 Obligation End Date
 - 3) August 15, 2021 Disbursement End Date
- 2018 Capital Fund Obligation and Disbursement End date
 - 1) May 28, 2018 Obligation Start Date
 - 2) May 28, 2020 Obligation End Date
 - 3) May 28, 2022 Disbursement End Date
- Monthly reporting by the 5th of each month on the obligation and expenditure of each open Capital Fund in the Line of Credit Control System (LOCCS)

OUTLIERS

- Anticipating not receiving Capital Funds in 2019
- Majority of 2017 Capital Fund have been obligated for RAD
- Lack of Capital Funds to meet SHA's physical needs of the properties

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 and qualified vendors

MILESTONES

- Toured several potential buildings for SHA's new office with the staff and building committee
- SHA received notice of award to be placed on the Qualified Provider List (QPL) for the South Carolina Mental Health Department
- Participated in lunch and learn at Archibald with residents who have a desire to return to the work force

Permits for the Brawley Street wall reconstruction have been issued and work has begun. This project is scheduled to be completed by the end of September. NHPF, McCrory Construction, and SHA staff continue to meet and discuss opportunities for residents to return to the work force

during the transition to RAD. Tyson and Billy architect have completed the RPCA for Cottage Grove, The Ridge at Southport, Country Garden Estates, and Collins Park.

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 leasing and budget utilization from the 24 Month Tool.

Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
91.0%	94.6 %	91.0%	94.9%

- The current monthly lease up rate for **HCV** which includes **Project Based Voucher (PBV)** and **Rental Assistance Demonstration (RAD)** Programs:

HCV	PBV	RAD
91%	99%	91%

- The **Mod Rehab Program (MOD)** leasing rate is 90%:

Norris Ridge	Morningside
87%	92%

- The **Tenant Based Rental Assistance Program (TBRA)** leasing rate is 66%.

OUTLIERS

- The HCV Department is working to maintain leasing within our budget allocation in the HCV, RAD, PBV, and MOD Rehab programs to ensure that the program meets HUD requirements.
- The Mod Rehab Program leasing is at the required 90%. Norris Ridge did not meet the 90% requirement and has been advised of the possibilities of the removal of contract units.
- TBRA Program has increased to eight (8) participants.

MILESTONES

- Housing Choice Voucher Program issued twenty-nine (29) vouchers, sixty-two (62) searching and thirty-four (34) vouchers expired.
- The HCV, PBV and RAD programs had a net gain of two (2) units.
- The MOD Rehab Program had a loss of seven (7) units.
- The HCV FSS Program currently has 56 participants and an escrow balance of \$103,211. The escrow balance is being reviewed, which may resulting in changes to the amount.
- SHA has been awarded forty (40) Mainstream Vouchers to assist non elderly disabled persons. Leasing is projected to begin November 1, 2018.



Election of Officers

Board of Commissioners Meeting
Tuesday, September 18, 2018