

Our Mission: To assist low and moderate income families with affordable housing opportunities as they strive to achieve stability and improve their quality of life.

Housing Choice Vouchers (HCV)

- Provide housing to low and moderate-income renters through a housing voucher that can be used by the tenant anywhere in the County or nationwide.
- Entirely federally-funded through the United States Department of Housing and Urban Development (HUD).

Project-Based Assistance Housing Choice Vouchers

- Provide housing and supportive services to low and moderate-income renters through a payment contract for designated existing housing units in the County.

Housing Opportunities for Persons with AIDS (HOPWA)

- Provide housing assistance, through a monthly rental subsidy, to families where the head of household or a family member has been diagnosed with HIV/AIDS.

Family Unification Program (FUP)

- Promote family unification by providing rental assistance to families where the lack of affordable housing is a primary factor in the separation of children from their families.

Department of Justice (DOJ) Vouchers

- In 2012, the Commonwealth of Virginia entered into a settlement agreement with the DOJ regarding failure to comply with ADA and Olmsted Act that requires that persons with intellectual and developmental disabilities live in the least restrictive environment that meets their needs. The Commonwealth, through VHDA, committed to providing community-based housing choices for the settlement population by offering a set aside portion of Housing Choice Vouchers for people with intellectual and/or developmental disabilities leaving training centers, nursing homes or intermediate care facilities.

Veterans Affairs Supportive Housing (VASH) Vouchers

- Provide rental subsidies to homeless and disabled veterans in partnership with the Department of Veterans Affairs.

Mainstream Vouchers

- Provide housing assistance to non-elderly and disabled households transitioning out of institutional or other segregated settings at risk of institutionalization, homeless, or at risk of becoming homeless.

Emergency Housing Vouchers (EHV)

- The American Rescue Plan Act 2021 allowed HUD to allocate additional housing vouchers to Public Housing Authorities operating the Housing Choice Voucher Programs in areas where populations have the greatest need during the COVID-19 pandemic. An Emergency Housing Voucher is a specialized housing voucher subsidy for individuals or families that meet one of the following four categories: (1) homeless, (2) at risk of homelessness, (3) fleeing or

attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, or (4) recently homeless.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases primarily due to employee salary increases, slightly higher retirement contributions based on current actuarial projections, and the addition of an Administrative Technician II (\$75,604, 1.0 FTE).
- ↑ Non-personnel increases due to an increase in Housing Assistance Payments based on the projected voucher lease-up rate (\$1,564,521), Sequoia Plaza rent (\$16,306), HOPWA program (\$13,235), contracted services (\$11,000), software licenses (\$2,118), cellular telephones (\$760), and adjustments to the annual expense for maintenance and replacement of County vehicles (\$776).
- ↑ Revenue increases due to the projected voucher lease-up rate (\$1,564,521), administrative fees (\$133,838), HOPWA program (\$13,235), and investment earnings (\$2,000).

PROGRAM FINANCIAL SUMMARY

	FY 2021 Actual	FY 2022 Adopted	FY 2023 Proposed	% Change '22 to '23
Beginning Fund Balance	\$1,743,849	\$1,958,739	\$2,525,266	29%
Personnel	1,243,934	1,217,281	1,366,074	12%
Non-Personnel	19,757,703	19,866,104	21,474,820	8%
Total Expenditures	21,001,637	21,083,385	22,840,894	8%
Total Revenues	21,001,637	21,204,867	22,918,461	8%
Change in Fund Balance	\$659,935	\$121,482	\$77,567	-36%
Permanent FTEs	11.60	12.00	13.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	11.60	12.00	13.00	

PERFORMANCE MEASURES

Critical Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Families	\$1,610/ \$703	\$1,689/ \$783	\$1,470/ \$419	\$1,314/ \$228	\$1,314/ \$228	\$1,314/ \$228
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Persons with Disabilities	\$1,005/ \$4	\$1,050/ \$52	\$1,016/ (\$56)	\$953/ (\$85)	\$953/ (\$85)	\$953/ (\$85)
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Participants Age 62+	\$982/ \$65	\$1,002/ \$59	\$1,038/ \$37	\$980/ (\$34)	\$980/ (\$34)	\$980/ (\$34)
Inspection deficiencies corrected: Percent of units initially failing inspection and subsequently meeting Housing Quality Standards	25%/ 100%	38%/ 100%	44%/ 100%	0%/ 100%	75%/ 100%	44%/ 100%
Number of households receiving a Housing Choice Voucher	1,504	1,488	1,456	1,507	1,550	1,584
Overall lease up rate	94%	91%	89%	91%	94%	94%

Supporting Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
Number and percent of initial applications processed accurately	49/ 100%	59/ 100%	83/ 100%	90/ 100%	80/ 100%	90/ 100%
Number and percent of annual reviews processed accurately	301/ 98%	205/ 95%	N/A	195/ 100%	300/ 100%	300/ 100%
Processing times for eligibility determination: Number and percent of initial applications processed within 60 days	49/ 100%	75/ 100%	42/ 100%	90/ 100%	70/ 100%	90/ 100%
Processing times for eligibility determination: Number and percent of annual reviews completed on time (within 120 days)	1,491/ 99%	1,488/ 100%	1,574/ 100%	1,600/ 100%	1,550/ 100%	1,584/ 100%

- The amount of money available for non-rental expenses with a Housing Choice Voucher is calculated by subtracting average tenant payment from average tenant income. The amount of money available for non-rental expenses without a Housing Choice Voucher is calculated by subtracting the average contract rent from the average tenant income.
- Housing Quality Standards are the tool used by the Housing Choice Voucher Program to inspect all units prior to initial move-in, prior to transfer from one unit to another, and annually. If an apartment fails inspection, the landlord/tenant typically has 30 days to fix the violations. Failure to correct deficiencies could result in an abatement of payment to the landlord and/or termination from the program.
- The COVID-19 Pandemic necessitated the suspension of annual recertification inspections in March 2020. HUD issued PIH Notices 2020-5 and 2020-13 that allowed the HCVP to implement a waiver to customize the inspection process as determined best by the locality. Virtual

inspections were completed for new move-ins, and annual inspections resumed effective July 1, 2021.

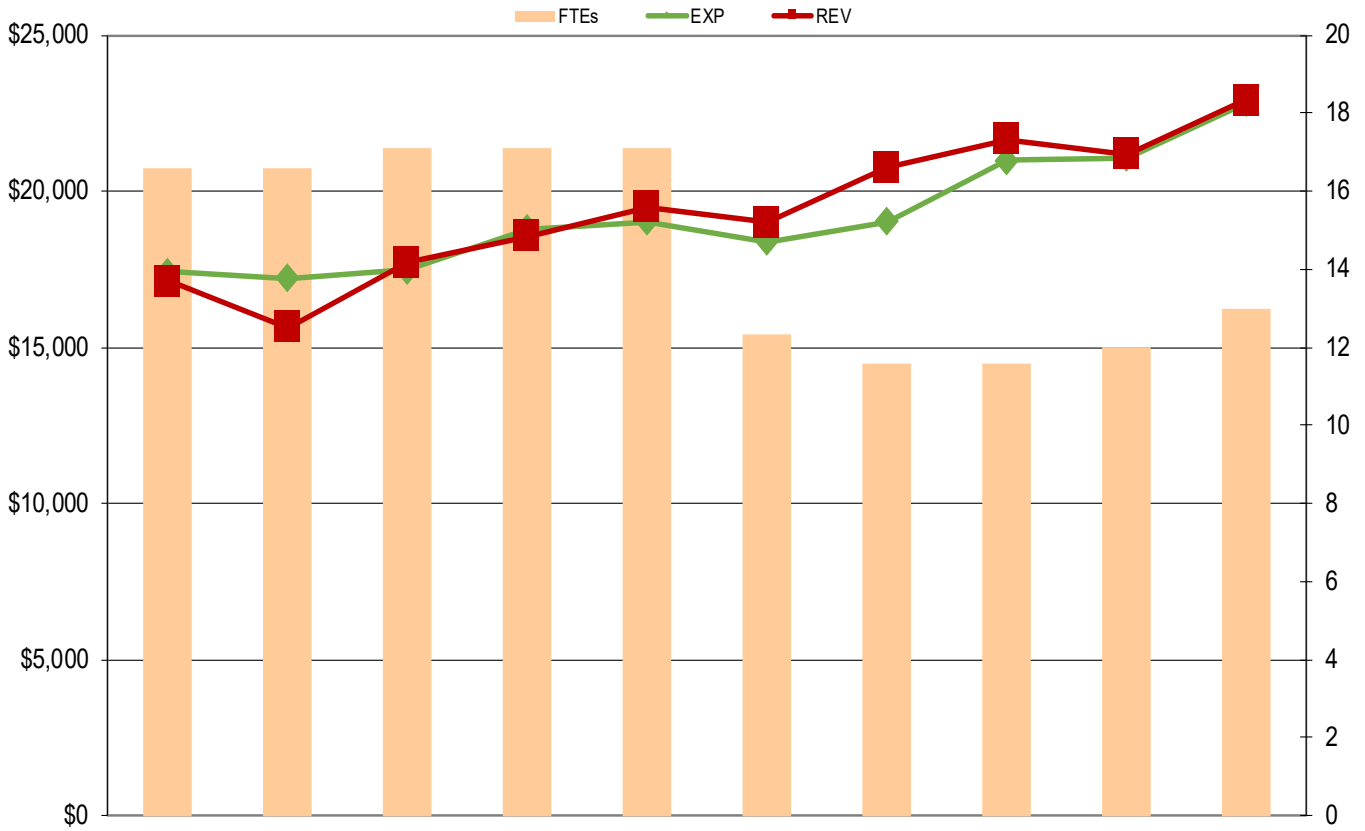
- Due to COVID-19 and the HCV Mainstream Voucher waitlist re-opening in FY 2020, outreach and preparation activities impeded the rate of lease-ups, coupled with year-over-year rates of attrition.
- Timeliness rates for initial applications and annual reviews met the Section Eight Management Assessment Program (SEMAP) high performer standard of 100 percent for initial applications and exceeded the SEMAP high performer standard of 95 percent for annual reviews, from FY 2014 through FY 2021.
- “Processing times for eligibility determination: Number and percent of initial applications processed within 60 days” in FY 2019 and “Processing times for eligibility determination: Number and percent of annual reviews completed on time (within 120 days)” in FY 2018 have been updated with revised HUD numbers confirmed via the leading system of record.
- This program has a performance measurement plan. The data above align with that plan. You can read this program’s complete FY 2021 plan here:
<http://departments.arlingtonva.us/dhs/dhs-performance-measurement-program/>.

HOUSING CHOICE VOUCHER FUND HOUSING ASSISTANCE PROGRAM
FUND STATEMENT

	FY 2021	FY 2022	FY 2022	FY 2023
	ACTUAL	ADOPTED	RE-ESTIMATE	PROPOSED
Beginning Fund Balance July 1	\$1,743,849	\$1,958,739	\$2,403,784	\$2,525,266
REVENUE				
Housing Assistance	19,330,437	18,860,521	18,860,521	19,722,948
Mainstream Housing Assistance	77,164	557,606	557,606	675,303
Emergency Housing Assistance	-	-	-	584,397
HAP Administrative Fees	1,447,282	1,617,749	1,617,749	1,707,024
Mainstream Administrative Fees	18,663	47,014	47,014	49,093
Emergency Administrative Fees	-	-	-	42,484
HAP Interest	7,183	5,500	5,500	7,500
Mainstream Interest	778	1,000	1,000	1,000
Miscellaneous Revenue (Collections)	15,166	20,000	20,000	20,000
HOPWA	104,965	95,477	95,477	108,712
Funds Balance Change	659,935	-	-	-
TOTAL REVENUE	21,661,573	21,204,867	21,204,867	22,918,461
EXPENDITURES				
Rental Assistance Payments	19,338,025	18,860,521	18,860,521	19,722,948
Mainstream Assistance Payments	77,164	557,606	557,606	675,303
Emergency Assistance Payments	-	-	-	584,397
HOPWA	104,965	95,477	95,477	108,712
Administration & Operations	1,481,483	1,569,781	1,569,781	1,749,534
TOTAL EXPENDITURES	21,001,637	21,083,385	21,083,385	22,840,894
Ending Fund Balance June 30	\$2,403,784	\$2,080,221	\$2,525,266	\$2,602,833

Note: \$2,403,783.82 in revenue was deferred from FY 2021 to FY 2022. Therefore, the FY 2021 ACFR reflects a fund balance of zero.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
EXP	\$17,413	\$17,219	\$17,491	\$18,791	\$19,032	\$18,385	\$19,020	\$21,002	\$21,083	\$22,841
REV	\$17,139	\$15,644	\$17,710	\$18,569	\$19,494	\$19,010	\$20,764	\$21,662	\$21,205	\$22,918
FTEs	16.60	16.60	17.10	17.10	17.10	12.35	11.60	11.60	12.00	13.00
Change in Fund Balance	(\$274)	(\$1,575)	\$219	(\$222)	\$462	\$625	\$1,744	\$660	\$122	\$77

Fiscal Year	Description	FTEs
FY 2014	<ul style="list-style-type: none"> ▪ Housing Assistance Payments increased by \$385,192 due to a 100 percent voucher lease-up rate (\$362,988) and an increased allocation for Shelter Plus Care (Milestones Program) (\$22,204). ▪ Revenue increased by \$949,671 due to a 100 percent voucher lease-up rate (\$908,771) and additional Treasury collections (\$40,900). 	
FY 2015	<ul style="list-style-type: none"> ▪ Reduced the annual expense for maintenance and replacement of County vehicles (\$5,767); increased Sequoia plaza rent (\$2,240). ▪ Housing Assistance Payments decreased due to a 95 percent voucher lease-up rate of 1,469 vouchers (\$1,264,026). ▪ Revenue decreased to include administrative revenue (\$87,651) and Housing Assistance Payments (\$1,264,026). These decreases were based on a 95 percent voucher lease-up rate, due to Department of Housing and Urban Development sequestration reductions, as well as the Department of Housing and Urban Development’s directive to spend down the Fund Balance. 	
FY 2016	<ul style="list-style-type: none"> ▪ Added a Housing Specialist (\$44,628) based on additional funding for the Shelter Plus Care (Milestones Program). ▪ Removed the Family Unification Program administrative budget (\$60,354); increased Sequoia Plaza rent (\$2,241). ▪ Housing Assistance Payments increased based upon a 95 percent voucher lease-up rate of 1,469 vouchers (\$969,110), as well as a Shelter Plus Care (Milestone Program) increase (\$50,680). ▪ Decreased HOPWA expenses based on the FY 2015 grant award (\$24,935). ▪ Revenue increased to include Housing Assistance Payments based on a 95 percent voucher lease-up rate of 1,469 (\$969,110) and the Shelter Plus Care (Milestones Program) (\$95,308). Decrease in revenue for HOPWA based on the FY 2015 grant award (\$424,935) and administrative revenue (\$354,622) based on the 95 percent voucher lease-up rate. 	0.50
FY 2017	<ul style="list-style-type: none"> ▪ Increased Sequoia plaza rent (\$1,453) and the annual expense for maintenance and replacement of County vehicles (\$237). ▪ Housing assistance payments decreased based on a projected 92 percent voucher lease-up rate of 1,588 vouchers (\$124,756), a Shelter Plus Care (Milestones Program) decrease (\$27,344), and HOPWA decrease (\$15,042) based on the FY 2016 grant award. ▪ Revenue decreased to include Housing Assistance Payment based on a projected 92 percent voucher lease-up rate of 1,588 vouchers (\$124,756), reductions in Shelter Plus Care (Milestones Programs) (\$5,778) and HOPWA (\$12,465) based upon FY 2016 grant awards. Revenue increased due to increased administrative revenue (\$29,093) based on the 92 percent voucher lease-up rate. 	

Fiscal Year	Description	FTEs
FY 2018	<ul style="list-style-type: none"> ▪ Increased Sequoia plaza rent (\$2,401), offset by a decrease in the annual expense for maintenance and replacement of County vehicles (\$458). ▪ Housing assistance payments increased based on the projected 94 percent voucher lease-up rate of 1,588 vouchers (\$1,005,860), increases to the HOPWA (\$14,338), and the Shelter Plus Care (Milestones) Programs (\$16,732). ▪ Revenue increased due to the projected 94 percent voucher lease-up rate of 1,588 vouchers (\$1,005,860), administrative revenue (\$148,733), and HOPWA (\$11,761). These increases were partially offset by a decrease in the Shelter Plus Care (Milestones) Program (\$9,916). 	
FY 2019	<ul style="list-style-type: none"> ▪ Several reductions were made as a result of administrative funding reductions implemented to produce administrative efficiencies and ensure financial sustainability. These included the elimination of a Housing Choice Supervisor (\$121,654, 1.0 FTE), a Housing Inspector (\$66,807, 1.0 FTE), two Housing Assistance Program Specialists (\$180,618, 2.0 FTEs), the transfer out of an Administrative Technician I (\$80,199, 1.0 FTE) to the Economic Independence Division in the Department of Human Services General Fund, partially offset by a transfer of an Administrative Assistant from Employment Services in the Economic Independence Division (\$23,521, 0.25 FTE). ▪ Non-personnel decreased due to adjustments made as a result of administrative funding reductions (\$89,031). ▪ Housing assistance payments increased based on the projected 96 percent voucher lease-up rate of 1,588 vouchers (\$458,623) and an increase to the HOPWA Program (\$37,347), partially offset by the elimination of the Shelter Plus Care (Milestones) Program (\$290,272). ▪ Revenue increased due to the projected 96 percent voucher lease-up rate of 1,588 vouchers (\$458,623) and HOPWA Program (\$37,347), partially offset by the elimination of the Shelter Plus Care (Milestones) Program (\$329,818), decrease in administrative revenue (\$116,998), and elimination of the budget for Fund Balance used due to a change in the reporting process (\$119,906). 	(4.75)
FY 2020	<ul style="list-style-type: none"> ▪ Transferred a Management Specialist (\$66,150) to the Housing Assistance Bureau in the Economic Independence Division. ▪ Decreased Sequoia plaza rent (\$33,873), contracted services (\$4,000), telephone and communication (\$1,200), memberships (\$6,000), consultants (\$18,000), office supplies (\$4,000), operating equipment (\$1,000), and the HOPWA Program (\$6,395). ▪ Increased departmental subscriptions (\$6,000), an increase in the annual expense for maintenance and replacement of County vehicles (\$2,918), port-out admin fee payments (\$100,000), and housing assistance payments based on the projected 93 percent voucher lease-up rate of 1,643 vouchers (\$186,574). ▪ Revenue increased due to the projected 93 percent voucher lease-up rate of 1,643 vouchers (\$186,574), administrative fees (\$148,854), and 	(0.75)

Fiscal Year	Description	FTEs
	investment earnings (\$5,000). These increases are offset by a decrease in the HOPWA Program (\$6,395) and Treasury collections (\$20,900).	
FY 2021	<ul style="list-style-type: none"> ▪ Increased housing assistance payments based on the projected 93 percent voucher lease-up rate of 1,643 vouchers (\$452,066), software licenses (\$41,700), memberships (\$3,000), Sequoia Plaza rent (\$3,303), consultants (\$1,000), print shop charges (\$1,000), and office supplies (\$2,000). ▪ Decreased the annual expense for maintenance and replacement of County vehicles (\$198) and departmental subscriptions/books (\$6,000). ▪ Revenue increased due to the projected 93 percent voucher lease-up rate of 1,643 vouchers (\$452,066), administrative fees (\$22,770), investment earnings (\$1,500), and tenant repayment (\$15,000) offset by a decrease in treasury collections (\$10,000). 	
FY 2022	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900. ▪ Transferred in an Administrative Technician (\$32,435) from the Department of Human Services in the General Fund. ▪ Increased housing assistance payments based on the projected voucher lease-up rate (\$1,455,296) and Sequoia Plaza rent (\$94,778). ▪ Revenue increased primarily due to the projected voucher lease-up rate (\$1,455,296) and administrative fees (\$65,997). ▪ <i>The County Board took action after the FY 2022 budget was adopted to add a grant-funded Administrative Technician II position (\$75,604).</i> 	<p>0.40</p> <p>1.00</p>