

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

- 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.

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.

Veterans Affairs Supportive Housing (VASH) Vouchers

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

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases primarily due to the transfer in of an Administrative Technician (\$32,435, 0.4 FTE) from the Department of Human Services in the General Fund and an increase in the County's cost for employee health insurance, partially offset by lower retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases primarily due to housing assistance payments based on the projected voucher lease-up rate (\$1,455,296) and Sequoia Plaza rent (\$94,778).
- ↑ Revenue increases primarily due to the projected voucher lease-up rate (\$1,455,296) and administrative fees (\$65,997).

PROGRAM FINANCIAL SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Proposed	% Change '21 to '22
Beginning Fund Balance	\$1,297,388	\$1,575,031	\$1,958,739	24%
Personnel	1,086,437	1,160,384	1,194,776	3%
Non-Personnel	17,933,537	18,313,136	19,866,104	8%
Total Expenditures	19,019,974	19,473,520	21,060,880	8%
Total Revenues	19,466,435	19,688,410	21,204,867	8%
Change in Fund Balance	\$446,461	\$214,890	\$143,987	-33%
Permanent FTEs	11.60	11.60	12.00	
Temporary FTEs	-	-	-	
Total Authorized FTEs	11.60	11.60	12.00	

PERFORMANCE MEASURES

FY 2020 Performance Measures reflect COVID-19 impacts to services in the final months of the fiscal year while FY 2021 and FY 2022 estimates are based on current conditions and anticipated impacts on the performance measures.

Critical Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Families	\$1,540/ \$635	\$1,610/ \$703	\$1,689/ \$783	\$1,470/ \$419	\$1,470/ \$419	\$1,558/ \$587
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Persons with Disabilities	\$915/ (\$46)	\$1,005/ \$4	\$1,050/ \$52	\$1,016/ (\$56)	\$1,016/ (\$56)	\$1,057/ (\$50)
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Participants Age 62+	\$958/ \$63	\$982/ \$65	\$1,002/ \$59	\$1,038/ \$37	\$1,038/ \$37	\$1,059/ \$38
Inspection deficiencies corrected: Percent of units initially failing inspection and subsequently meeting Housing Quality Standards	46%/ 100%	25%/ 100%	38%/ 100%	44%/ 100%	35%/ 100%	35%/ 100%
Number of households receiving a Housing Choice Voucher	1,516	1,504	1,488	1,456	1,523	1,550
Overall lease up rate	95%	94%	91%	89%	93%	94%

Supporting Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimate	FY 2022 Estimate
Number and percent of initial applications processed accurately	154/100%	49/100%	59/100%	83/100%	75/100%	80/100%
Number and percent of annual reviews processed accurately	238/99%	301/98%	205/95%	N/A	300/98%	300/98%
Processing times for eligibility determination: Number and percent of initial applications processed within 60 days	154/100%	49/100%	75/100%	42/100%	75/100%	70/100%
Processing times for eligibility determination: Number and percent of annual reviews completed on time (within 120 days)	1,396/99%	1,491/99%	1,488/100%	1,574/100%	1,523/100%	1,550/100%

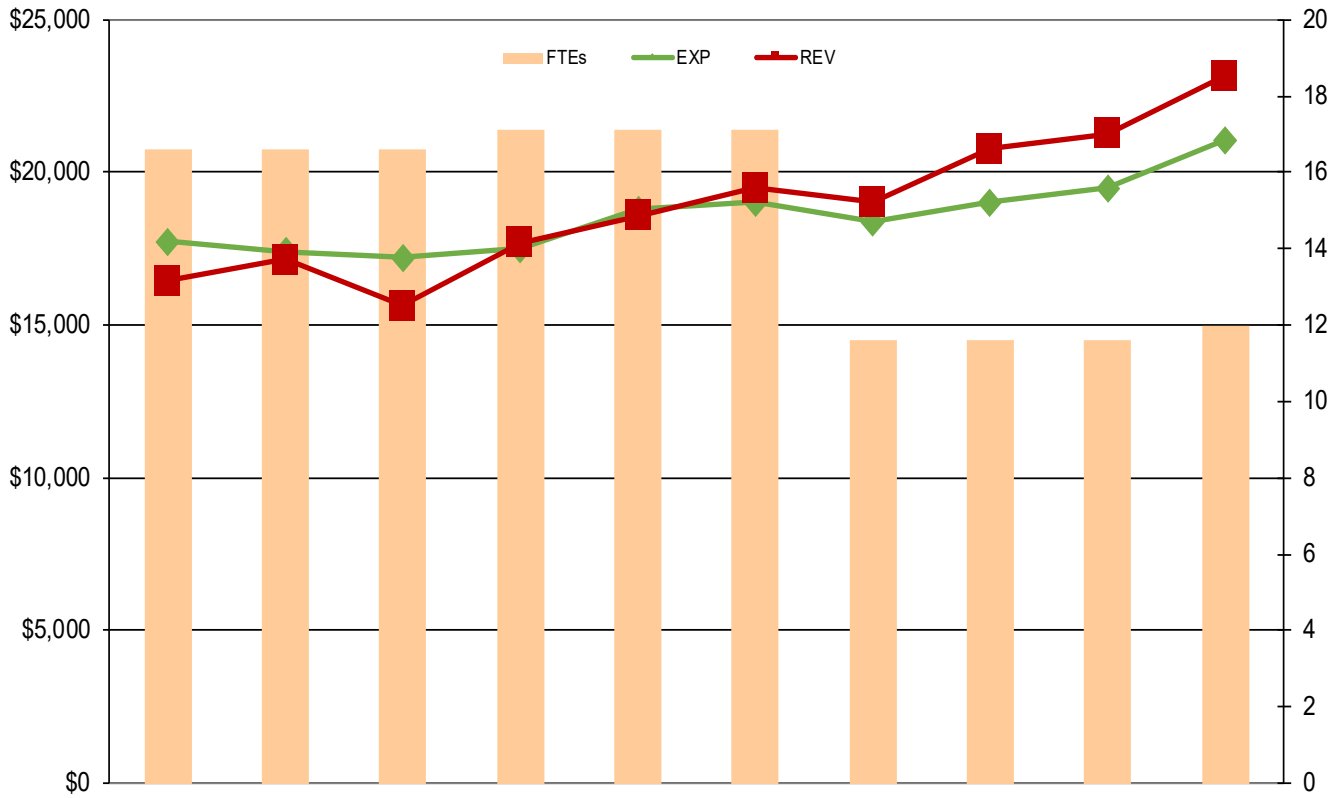
- The amount of money available for non-rental expenses with a Housing Choice Voucher is calculated by subtracting average tenant payment from average tenant income. The amount of money available for non-rental expenses without a Housing Choice Voucher is calculated by subtracting the average contract 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 are completed for new move-ins, and annual inspections will resume when it is determined safe to do so. Any annual inspections that were not completed in FY 2020 must be completed within a year after it is determined safe.
- Due to the HCV waitlist re-opening in FY 2020, outreach and preparation activities impeded the rate of lease-ups, coupled with year-over-year rates of attrition.
- In FY 2020, number of annual quality assurance reviews drastically decreased due to high demand for reviews for portability and interim recertifications due to COVID-19. The total number of reviews conducted increased 115 percent in FY 2020 – however, due to the small number of annual reviews sampled, no annual review data was reported for FY 2020.
- 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 2020.
- “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 2020 plan here:
<http://departments.arlingtonva.us/dhs/dhs-performance-measurement-program/>.

HOUSING CHOICE VOUCHER PROGRAM
FUND STATEMENT

	FY 2020 ACTUAL	FY 2021 ADOPTED	FY 2021 RE-ESTIMATE	FY 2022 PROPOSED
Beginning Fund Balance July 1	\$1,297,388	\$1,575,031	\$1,743,849	\$1,958,739
REVENUE				
Housing Assistance	17,632,588	17,585,359	17,585,359	18,860,521
Mainstream Housing Assistance	16,929	377,472	532,795	557,606
Housing Assistance Pymt Admin Fees	1,255,945	1,563,806	1,563,806	1,617,749
Mainstream Administrative Fees	-	34,960	34,960	47,014
Housing Assistance Payment Interest	6,322	5,500	5,500	5,500
Mainstream Interest	-	1,000	1,000	1,000
Miscellaneous Revenue (Collections)	16,088	25,000	25,000	20,000
HOPWA	92,103	95,313	95,313	95,477
Fund Balance Used	-	-	-	-
Fund Balance Change	446,461	-	-	-
TOTAL REVENUE	19,466,435	19,688,410	19,843,733	21,204,867
TOTAL BALANCE & REVENUE	20,763,823	21,263,441	21,587,582	23,163,606
EXPENDITURES				
Rental Assistance Payments	17,640,639	17,585,359	17,585,359	18,860,521
Mainstream Assistance Payments	16,929	377,472	532,795	557,606
HOPWA	92,103	95,313	95,313	95,477
Administration & Operations	1,270,304	1,415,376	1,415,376	1,547,276
TOTAL EXPENDITURES	19,019,974	19,473,520	19,628,843	21,060,880
Ending Fund Balance June 30	\$1,743,849	\$1,789,921	\$1,958,739	\$2,102,726

Note: \$1,743,849 in revenue was deferred from FY 2020 to FY 2021. With this year-end revenue deferral, the FY 2020 CAFR reflects a fund balance at the end of FY 2020 of zero.

EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS



	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
EXP	\$17,734	\$17,413	\$17,219	\$17,491	\$18,791	\$19,032	\$18,385	\$19,020	\$19,474	\$21,061
REV	\$16,448	\$17,139	\$15,644	\$17,710	\$18,569	\$19,494	\$19,010	\$20,764	\$21,263	\$23,164
FTEs	16.60	16.60	16.60	17.10	17.10	17.10	11.60	11.60	11.60	12.00
Change in Fund Balance	(\$1,286)	(\$274)	(\$1,575)	\$219	(\$222)	\$462	\$625	\$1,744	\$1,789	\$2,103

Fiscal Year	Description	FTEs
FY 2013	<ul style="list-style-type: none"> ▪ Housing assistance payments increased by \$925,356 due to a 100 percent voucher lease-up rate, and because of the allocations for the Family Unification Program (50 vouchers) and the Moderate Rehabilitation 2 Program (35 vouchers). ▪ Revenue decreased due to the Department of Housing and Urban Development instructions to significantly spend down the FY 2012 Fund Balance. 	
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 also because of the 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) 	

Fiscal Year	Description	FTEs
	<p>based on the FY 2016 grant award.</p> <ul style="list-style-type: none"> ▪ 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. 	
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 	(0.75)

Fiscal Year	Description	FTEs
	<p>(\$1,000), and the HOPWA Program (\$6,395).</p> <ul style="list-style-type: none"> ▪ 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 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). 	