

*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.

**State Rental Assistance Program (SRAP)**

- The Department of Behavioral Health and Developmental Services (DBHDS) created a State Rental Assistance Program (SRAP) to serve individuals with developmental disabilities. The aim of the SRAP is to provide adults with developmental disabilities who currently live in less integrated settings (such as nursing facilities, intermediate care facilities, group homes and with their families of origin) with rental subsidy support to establish their own households in more integrated housing settings informed by choice. The program is designed to provide rental assistance subsidies to eligible individuals/households so they have the means to lease private rental housing that meets their need.

**SIGNIFICANT BUDGET CHANGES**

- ↑ Personnel increases primarily due to employee salary increases, slightly higher retirement contributions based on current actuarial projections, partially offset by a reduction of a 0.50 FTE Accounting Technician II to Housing Assistance Bureau (DHS General Fund).
- ↑ Non-personnel increase due to an increase in Housing Assistance Payments based on the projected voucher lease-up rate (\$158,563) and software licenses (\$1,579), partially offset by a reduction to the annual expense for maintenance and replacement of County vehicles (\$770), a decrease in Sequoia Plaza (\$132), and HOPWA program (\$18,527).
- ↑ Revenue increases due to the projected voucher lease-up rate (\$158,563), administrative fees (\$74,192), and interest income (\$41,500), partially offset by a slight decrease in HOPWA program (\$18,527).

**PROGRAM FINANCIAL SUMMARY**

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Proposed	% Change '24 to '25
Beginning Fund Balance	\$2,913,104	\$2,990,671	\$3,637,225	22%
Personnel	1,383,639	1,714,332	1,776,364	4%
Non-Personnel	21,071,842	24,720,247	24,862,500	1%
<b>Total Expenditures</b>	<b>22,455,481</b>	<b>26,434,579</b>	<b>26,638,864</b>	<b>1%</b>
<b>Total Revenues</b>	<b>22,936,411</b>	<b>26,677,770</b>	<b>26,933,498</b>	<b>1%</b>
<b>Change in Fund Balance</b>	<b>\$480,930</b>	<b>\$243,191</b>	<b>\$294,634</b>	<b>21%</b>
Permanent FTEs	13.00	14.60	14.10	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>13.00</b>	<b>14.60</b>	<b>14.10</b>	

**PERFORMANCE MEASURES**

<b>Critical Measures</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Estimate</b>
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Families	\$1,470/ \$419	\$1,314/ \$228	\$1,410/ \$254	\$1,685/ \$515	\$1,685/ \$515	\$1,685/ \$515
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Persons with Disabilities	\$1,016/ (\$56)	\$953/ (\$85)	\$956/ (\$186)	\$1,093/ (\$152)	\$1,093/ (\$152)	\$1,093/ (\$152)
Amount of money available per month for non-rental expenses with and without a Housing Choice Voucher - Participants Age 62+	\$1,038/ \$37	\$980/ (\$34)	\$916/ (\$195)	\$1,250/ \$181	\$1,250/ \$181	\$1,250/ \$181
Inspection deficiencies corrected: Percent of units initially failing inspection and subsequently meeting Housing Quality Standards	44%/ 100%	0%/ 100%	49%/ 100%	18%/ 100%	20%/ 100%	20%/ 100%
Number of households receiving a Housing Choice Voucher	1,456	1,507	1,481	1,510	1,570	1,570
Overall lease up rate	89%	90%	91%	90%	90%	90%

<b>Supporting Measures</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Estimate</b>	<b>FY 2025 Estimate</b>
Number and percent of initial applications processed accurately	83/ 100%	90/ 100%	166/ 99%	159/ 100%	150/ 100%	150/ 100%
Number and percent of annual reviews processed accurately	N/A	195/ 100%	205/ 95%	192/ 99%	205/ 98%	205/ 98%
Processing times for eligibility determination: Number and percent of initial applications processed within 60 days	42/ 100%	90/ 100%	59/ 100%	159/ 100%	150/ 100%	150/ 100%
Processing times for eligibility determination: Number and percent of annual reviews completed on time (within 120 days)	1,574/ 100%	1,600/ 100%	1,508/ 100%	1,548/ 100%	1,580/ 100%	1,580/ 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. The average income for all categories increased in FY 2023 and contributed to the increase of money available with voucher assistance.
- 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.

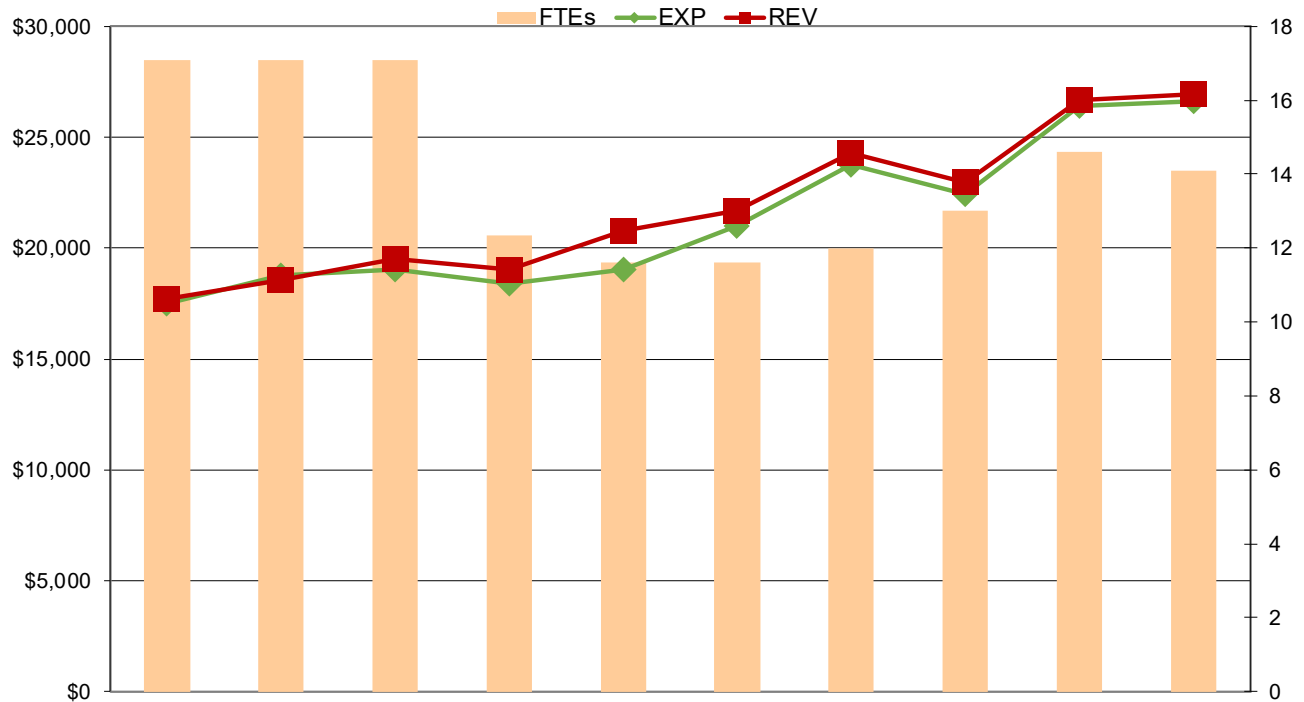
- The COVID-19 pandemic necessitated the suspension of annual recertification inspections in March 2020. HUD issued PIH Notices 2020-5 and 2020-13 that allowed the HCVP to implement a waiver to customize the inspection process as determined best by the locality. Virtual inspections were completed for new move-ins, and annual inspections resumed effective July 1, 2021.
- In FY 2023 the ratio improvements in cited deficiencies may be indicative of the level of attention and oversight the County is devoting to CAF (committed affordable units) inspections.
- "Overall lease up rate" in FY 2021 has been updated due to a reporting error.
- 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 2023.
- Arlington County received 36 HUD Emergency Housing Vouchers in efforts to stabilize highly vulnerable populations through rental assistance as stipulated in the American Rescue Plan Act. These vouchers, in partnership with the Continuum of Care, were prioritized for immediate deployment beginning FY 2022 through FY 2023.
- Beginning FY 2023, DBHDS awarded 10 SRAP vouchers to Arlington's HCVP to provide rental subsidies to adults with developmental disabilities. This state referral-based program adds to the available rental subsidies for lease under the HCV Program.
- This program has a performance measurement plan. The data above align with that plan. You can read this program's complete FY 2023 plan here:  
<http://departments.arlingtonva.us/dhs/dhs-performance-measurement-program/>.

**HOUSING CHOICE VOUCHER FUND**  
**FUND STATEMENT**

	FY 2023 ACTUAL	FY 2024 ADOPTED	FY 2024 RE-ESTIMATE	FY 2025 PROPOSED
<b>Beginning Fund Balance July 1</b>	\$2,913,104	\$2,990,671	\$3,394,034	\$3,637,225
<b>REVENUE</b>				
Housing Assistance	19,347,345	22,664,584	22,664,584	22,705,280
Mainstream Housing Assistance	587,804	702,657	702,657	802,658
Emergency Housing Assistance	500,396	606,590	606,590	624,456
HAP Administrative Fees	1,602,522	2,179,343	2,179,343	2,249,897
Mainstream Administrative Fees	41,070	63,723	63,723	67,277
Emergency Administrative Fees	69,292	44,116	44,116	44,200
HAP Interest	48,540	8,500	8,500	50,000
Mainstream Interest	343	-	-	-
Emergency Interest	853	-	-	-
Port-ins	88,365	-	-	-
Miscellaneous Revenue (Collections)	8,151	20,000	20,000	20,000
HOPWA	97,155	114,081	114,081	95,554
SRAP	63,644	274,176	274,176	274,176
Funds Balance Change	480,930	-	-	-
<b>TOTAL REVENUE</b>	<b>22,936,412</b>	<b>26,677,770</b>	<b>26,677,770</b>	<b>26,933,498</b>
<b>EXPENDITURES</b>				
Rental Assistance Payments	19,351,421	22,664,584	22,664,584	22,705,280
Mainstream Assistance Payments	587,804	702,657	702,657	802,658
Emergency Assistance Payments	500,396	606,590	606,590	624,456
HOPWA	97,155	114,081	114,081	95,554
SRAP	63,644	246,720	246,720	246,720
Administration & Operations	1,855,061	2,099,947	2,099,947	2,164,196
<b>TOTAL EXPENDITURES</b>	<b>22,455,481</b>	<b>26,434,579</b>	<b>26,434,579</b>	<b>26,638,864</b>
<b>Ending Fund Balance June 30</b>	<b>\$3,394,034</b>	<b>\$3,233,862</b>	<b>\$3,637,225</b>	<b>\$3,931,859</b>

Note: \$3,394,034.46 in revenue was deferred from FY 2023 to FY 2024. Therefore, the FY 2023 CAFR reflects a fund balance of zero.

**EXPENDITURE, REVENUE, AND FULL-TIME EQUIVALENT TRENDS**



	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Proposed Budget
<b>EXP</b>	\$17,491	\$18,791	\$19,032	\$18,385	\$19,020	\$21,002	\$23,754	\$22,455	\$26,435	\$26,639
<b>REV</b>	\$17,710	\$18,569	\$19,494	\$19,010	\$20,764	\$21,662	\$24,263	\$22,936	\$26,678	\$26,933
<b>FTEs</b>	17.10	17.10	17.10	12.35	11.60	11.60	12.00	13.00	14.60	14.10
<b>Change in Fund Balance</b>	\$219	(\$222)	\$462	\$625	\$1,744	\$660	\$509	\$481	\$243	\$294

\* Beginning in FY 2022, actual expenditures and revenues received reflect the first year of implementing new Governmental Accounting Standard Board (GASB) standards for Statement No. 87 on leases and Statement No. 96 for subscription-based software. See the County Government GASB Summary for department details in the front section of the budget book.

<b>Fiscal Year</b>	<b>Description</b>	<b>FTEs</b>
FY 2016	<ul style="list-style-type: none"> <li>▪ Added a Housing Specialist (\$44,628) based on additional funding for the Shelter Plus Care (Milestones Program).</li> <li>▪ Removed the Family Unification Program administrative budget (\$60,354); increased Sequoia Plaza rent (\$2,241).</li> <li>▪ 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).</li> <li>▪ Decreased HOPWA expenses based on the FY 2015 grant award (\$24,935).</li> <li>▪ 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.</li> </ul>	0.50
FY 2017	<ul style="list-style-type: none"> <li>▪ Increased Sequoia plaza rent (\$1,453) and the annual expense for maintenance and replacement of County vehicles (\$237).</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	
FY 2018	<ul style="list-style-type: none"> <li>▪ Increased Sequoia plaza rent (\$2,401), offset by a decrease in the annual expense for maintenance and replacement of County vehicles (\$458).</li> <li>▪ 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).</li> <li>▪ 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).</li> </ul>	
FY 2019	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	(4.75)

Fiscal Year	Description	FTEs
	<p>General Fund, partially offset by a transfer of an Administrative Assistant from Employment Services in the Economic Independence Division (\$23,521, 0.25 FTE).</p> <ul style="list-style-type: none"> <li>▪ Non-personnel decreased due to adjustments made as a result of administrative funding reductions (\$89,031).</li> <li>▪ 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).</li> <li>▪ 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).</li> </ul>	
FY 2020	<ul style="list-style-type: none"> <li>▪ Transferred a Management Specialist (\$66,150) to the Housing Assistance Bureau in the Economic Independence Division.</li> <li>▪ 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).</li> <li>▪ 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).</li> <li>▪ 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).</li> </ul>	(0.75)
FY 2021	<ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Decreased the annual expense for maintenance and replacement of County vehicles (\$198) and departmental subscriptions/books (\$6,000).</li> <li>▪ 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).</li> </ul>	
FY 2022	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	



