**Mission Statement:** The mission of the Office of Housing is to preserve and expand decent, safe and affordable housing opportunities for City residents, primarily low & moderate-income families; to monitor compliance with fair housing laws and requirements for relocation assistance to tenants displaced by condominium conversions; to facilitate compliance with state and local laws affecting landlord tenant rights & responsibilities; and to encourage residential and commercial revitalization.

## **Expenditure and Revenue Summary**

	FY 2010	FY 2011	FY 2012	% Change
Expenditure By Classification	Actual	Approved	Approved	2011-2012
Personnel	\$1,563,927	\$1,709,734	\$1,788,808	4.6%
Non-Personnel	3,263,379	6,601,672	3,844,045	-41.8%
Capital Goods Outlay	445,118	2,200	0	-100.0%
Total Expenditures	<u>\$5,272,424</u>	<u>\$8,313,606</u>	<u>\$5,632,853</u>	-32.2%
Less Revenues				
CDBG and Home New Revenue	\$1,409,110	\$2,055,468	\$2,164,110	5.3%
CDBG and Home Carryover Revenue	872,735	254,000	318,000	25.2%
CDBG and Home Program Income	409,375	450,000	255,000	-43.3%
ARRA New Revenue	4,500	0	0	N/A
ARRA Carryover Revenue	0	0	208,000	N/A
Housing Trust Fund New Revenue	143,761	196,500	511,500	160.3%
Housing Trust Fund Carryover Revenue	697,170	2,335,399	461,960	-80.2%
Other Non-Federal New Revenue	5,502	3,450	6,540	89.6%
Other Non-Federal Carryover Revenue	0	31,600	56,038	77.3%
Affordable Housing Bonds & Dedicated Revenue Carryover*	67,691	1,385,801	0	-100.0%
Total Designated Funding Sources	\$3,609,843	<u>\$6,712,218</u>	<u>\$3,981,148</u>	-40.7%

Note: Carryover monies are shown in the FY 2010 Actual and FY 2011 & 2012 Budgets to provide more accurate information on expenditures from year to year. Carryover monies are included for non-General Fund sources (CDBG and HOME Grants, ARRA, Housing Trust Fund, Other Non-Federal Revenue and Affordable Housing Bonds and Dedicated Revenue.)

\$1,662,581

\$1,601,388

\*FY 2011 figure includes \$1.17M in prior year dedicated tax revenues proposed for allocation to support ARHA replacement units, plus \$213,000 in prior year tax revenues previously approved for the Housing Master Plan.

#### Highlights

- In FY 2012, the approved General Fund budget for Housing increases by \$50,317, or 3.1%.
- FY 2012 total personnel costs increase by \$79,074, or 4.6%, due to merit step increases and benefit cost increases.
- FY 2012 total non-personnel costs decrease by \$2,757,627, or 41.8% primarily due to the reduction of one-time FY 2011 costs related to the replacement of 16 units at ARHA's James Bland property.
- The CDBG and HOME federal grant revenues reflect a slight projected increase in those revenues. This does not reflect possible future federal budget reductions.
- Housing Trust Fund Carryover and Affordable Housing Bonds & Dedicated Revenue Carryover decrease \$3,231,780 due to the reduction of one-time FY 2011 carryover revenues related to the projected replacement of 16 units ARHA's James Bland property. The actual cost acquiring those sixteen units is not yet known.

Net General Fund Expenditures

\$1.651.705

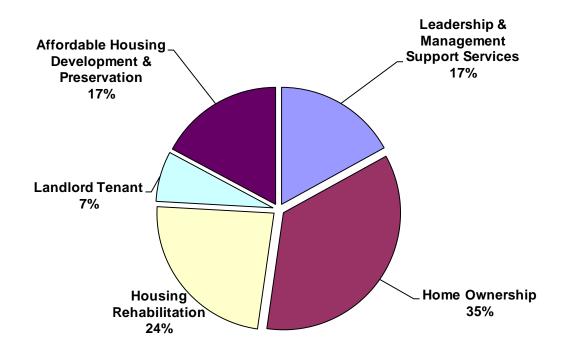
#### Highlights, continued

- The Homeownership Program increases \$359,225 or 22.1% and is primarily due to an increase in projected available Housing Trust Fund revenues that will support the Moderate Income Homeownership Program (MIHP); the Employee Homeownership Incentive Program (EHIP). Those increases are offset by a reduction in HOME and CDBG revenue (\$68,929) allocated to the Homeownership Assistance Program (HAP). An increase in General Fund revenues of \$25,823 allocated to the program partially offset the reduction in Federal funding.
- The Housing Rehabilitation Program increases \$290,732 or 28.0% primarily due to the FY 2012 planned carryover of \$208,000 for the ARRA grant funds, and increase of \$66,000 in planned CDBG carryover funding which was not included in the FY 2011 Approved Operating Budget.
- The dedicated 0.6 cents of the City's real estate tax rate which supports affordable housing is projected to be continued into FY 2012. The dedicated funds are allocated to existing and projected debt service on City issued bonds whose proceeds have been or will be used for affordable housing (possibly including some of the 16 ARHA replacement units.)
- \$270,000 is still available from the dedicated 0.6 cents of the City's real estate tax rate in the Non-Departmental budget which may be needed to eventually pay debt service on \$3.1 million that would be added to \$3.3 million currently available to the Office of Housing (up to a maximum of \$6.4 million with the actual cost to be determined based on the site/units selected) for costs associated with the 16 replacement units from the James Bland public housing site. To date City Council has authorized \$4.8 million for the acquisition of the 16 units.

#### **Selected Performance Measures**

	FY 2010	FY 2011	FY 2012
Selected Performance Measures	Actual	Approved	Approved
# of participants served in home buyer training and education opportunities	212	350	200
Total # of households receiving homeownership loans	39	32	41
Total # of rehabilitation loan or grants obligated	8	13	14
# landlord tenant disputes mediated	1,281	1,000	1,000
% of tenant issues successfully resolved	98%	95%	95%
# of affordable units pledged by developers	62	10	10
# of Lending projects financed (counted at City loan approval)	2	2'	1

## FY 2012 Approved Expenditures by Program



# **Activity Level Summary Information**

**Expenditure Summary** 

	FY 2010	FY 2011	FY 2012	% Change
Expenditure By Program	Actual	Approved	Approved	2011-2012
Leadership & Management Support Services*	\$829,584	\$1,167,801	\$956,418	-18.1%
Home Ownership	\$2,376,921	\$1,628,377	\$1,987,602	22.1%
Housing Rehabilitation	\$1,008,365	\$1,039,613	\$1,330,345	28.0%
Landlord Tenant	\$369,879	\$377,320	\$391,574	3.8%
Affordable Housing Development & Preservation	\$687,676	\$4,100,495	\$966,914	-76.4%
Total Expenditures	\$5,272,424	\$8,313,606	\$5,632,853	-32.2%

<sup>\*</sup>FY 2010 & 2011 figures includes Housing Master Plan.

**Staffing Summary** 

	FY 2010	FY 2011	FY 2012	% Change
Authorized Positions (FTE's) by Program	Actual	Approved	Approved	2011-2012
Leadership & Management Support Services	5.3	5.4	5.4	0.0%
Home Ownership	4.2	4.2	4.2	0.0%
Housing Rehabilitation	2.2	2.3	2.3	0.0%
Landlord Tenant Relations	3.3	3.4	3.4	0.0%
Affordable Housing Development & Preservation	2.0	1.9	1.9	0.0%
Total full time equivalents (FTE's)	17.0	17.0	17.0	0.0%

Housing Program	Dept Info	
Leadership & Mgmt Support Services	Affordable Housing Development &	Department Contact Info
Leadership & General Management	Preservation	703.746.4990
Grant & Financial Management	Securing & Fostering Affordable Unit Development	http://alexandriava.gov/housi
Home Ownership	Lending	Department Head
Lending & Loan Management		Mildrilyn Davis, Director
Counseling & Training		703.746.4990
Sales & Marketing		Mildrilyn.Davis@alexandria
Housing Rehabilitation		Donartment Staff
Financing & Loan/Grant Management		Department Staff Helen McIlvaine, Deputy Dire
Counseling & Training		
Sales & Marketing		Melodie Seau, Division Chief Tenant Relations
Landlord Tenant Relations		Shane Cochran, Division Chi
Landlord Tenant Mediation & Education		Implementation
Fair Housing Enforcement & Education		Eric Keeler, Division Chief, Po Administration

# Department Contact Info 703.746.4990 http://alexandriava.gov/housing/ Department Head Mildrilyn Davis, Director 703.746.4990 Mildrilyn.Davis@alexandriava.gov Department Staff Helen McIlvaine, Deputy Director Melodie Seau, Division Chief, LandlordTenant Relations Shane Cochran, Division Chief, Program Implementation Eric Keeler, Division Chief, Program Administration Vacant, Fiscal Officer

## **Leadership & Management Support Services Program**

The goal of Leadership and Management Support Services is to administer departmental resources effectively, and to work effectively with members of the public and with state and regional bodies to heighten awareness of Alexandria's housing goals, in order to advance the realization of the City's affordable housing goals.

FY 2010	FY 2011	FY 2012
Actual	Approved	Approv ed
15.7%	14.0%	17.0%
\$829,584	\$1,167,801	\$956,418
177,483	341,667	334,678
89,188	10,000	5,000
67,691	213,000	0
\$495,222	\$603,134	\$616,740
70%	100%	100%
	Actual 15.7% \$829,584 177,483 89,188 67,691 \$495,222	Actual Approved  15.7% 14.0%  \$829,584 \$1,167,801  177,483 341,667  89,188 10,000  67,691 213,000  \$495,222 \$603,134

#### **Activity Data**

LEADERSHIP & GENERAL MANAGEMENT – The goal of Leadership and General Management is to		ı	
ensure the efficient administration of departmental activities, provide support to City-appointed citizen		1	
bodies, provide input to regional or statewide housing bodies, and inform the public about housing	FY 2010	FY 2011	FY 2012
issues and Office of Housing programs.	Actual	Approved	Approved
Expenditures <sup>1</sup>	\$458,068	\$690,921	\$485,357
FTE's	1.6	1.6	1.6
# of departmental FTEs supported	17.0	17.0	17.0
# of activities managed	10	10	10
# educational presentations made	24	18	20

<sup>&</sup>lt;sup>1</sup> FY 2010 & 2011 figures include Housing Master Plan.

GRANT AND FINANCIAL MANAGEMENT – The goal of the Grant and Financial Management Activity is			
to secure, monitor, and report on federal, state and local funds for housing and community			
development activities in order to provide adequate funding for housing programs.			
Expenditures	\$371,515	\$476,880	\$471,061
FTE's	3.8	3.8	3.8
\$ amount of federal funds awarded	\$2,177,468	\$2,164,110	\$2,164,110
# of federal applications and reports produced	17	12	12
% funding sources administered within budget	100%	100%	100%

#### **Home Ownership Program**

# of sales units placed under contract (including resale)

City of Alexandria – FY 2012 Approved Budget

% of units under contract within 6 months of listing

Cost per unit under contract

The goal of the Homeownership Program is to provide financing, training, and counseling in order to make home ownership possible for low and moderate income Alexandria residents and workers.

	1 1 2010	1 1 2011	1 1 2012
Program Totals	Actual	Approv ed	Approv ed
% of All Funds Budget	45.1%	19.6%	35.3%
Total Expenditures	\$2,376,921	\$1,628,377	\$1,987,602
CDBG and Home New Revenue	1,081,439	752,304	885,475
CDBG and Home Carry over Revenue	134,543	0	0
CDBG and Home Program Income	158,444	250,000	55,000
Housing Trust Fund New Revenue	136,859	161,500	276,500
Housing Trust Fund Carry over Revenue	312,278	97,740	377,460
Other Non-Federal New Revenue	5,502	3,450	4,500
Net General Fund Expenditures	\$547,857	\$363,383	\$388,667
Program Outcomes			
% of lender-ready applicants receiving City loan assistance	62%	25%	30%

## **Activity Data**

LENDING & LOAN MANAGEMENT – The goal of the Lending and Loan Management Activity is to			
provide home purchase loans to low and moderate income Alexandria workers and residents in order	FY 2010	FY 2011	FY 2012
to improve their economic stability.	Actual	Approved	Approved
Expenditures	\$2,157,087	\$1,410,885	\$1,754,834
FTE's	3.3	3.3	3.3
Total # of households and defendance of the house of the house	20	20	44

Total # of households receiving homeownership loans \$44.090 \$55.310

100% 100%

Cost per household receiving homeownership loan \$42.801 % of loans closed within 60 days of receipt of loan package 100% COUNSELING & TRAINING – The goal of the Counseling and Training Activity is to provide home buyer training and education opportunities to low and moderate income Alexandria workers and residents in order to improve their readiness for home ownership.

Expenditures \$112,820 \$108,856

\$116,022 0.4 0.4 0.4 350 200 212 \$322 \$580 Cost per participant served \$513

FTE's # of participants served in home buyer training and education opportunities 51% 40% 40% % of prescreened applicants completing home buyer training curriculum

SALES AND MARKETING - The goal of the Sales and Marketing Activity is to place eligible buyers in committed long term affordable units in order for the community to remain economically diverse. Expenditures \$110,977 \$104,673 \$116,746 FTE's 0.5 0.5 0.5

\$52,336

100%

\$58,373

100%

\$12,331

100%

## **Housing Rehabilitation Program**

The goal of the Housing Rehabilitation Program is to provide finance, consulting and project management in order to improve the quality of the City's existing housing stock and maintain accessible, decent, safe and sanitary housing for low income City residents.

	FY 2010	FY 2011	FY 2012
Program Totals	Actual	Approv ed	Approv ed
% of All Funds Budget	19.1%	12.5%	23.6%
Total Expenditures	\$1,008,365	\$1,039,613	\$1,330,345
CDBG and Home New Revenue	113,978	597,613	577,845
CDBG and Home Carryover Revenue	606,955	239,000	305,000
CDBG and Home Program Income	250,931	200,000	200,000
ARRA Carryover Revenue	0	0	208,000
Housing Trust Fund New Revenue	0	0	35,000
Housing Trust Fund Carry over Revenue	36,500	3,000	4,500
Net General Fund Expenditures	\$0	\$0	\$0
Program Outcomes			
% of applicants with improved housing conditions	100%	100%	100%

#### **Activity Data**

FINANCING & LOAN/GRANT MANAGEMENT – The goal of Financing and Loan/Grant Management is to		, '	1
provide home rehabilitation loans to low income Alexandria home owners to improve the condition or	FY 2010	FY 2011	FY 2012
accessibility of their housing. Accessibility improvements are available to Alexandria renters.	Actual	Approved	Approved
Expenditures <sup>1</sup>	\$1,008,365	\$1,039,613	\$1,330,345
FTE's	2.3	2.3	2.3
Total # of rehabilitation loan or grants obligated	8	13	17
Total # of home rehabilitation loan subordinated	4	4	4
Cost per loan transaction	\$84,030	\$61,154	\$63,350
% of non-lead based projects completed within 6 months of contract execution	100%	100%	100%
% of lead based projects completed within 9 months of contract execution	71%	100%	90%

## **Landlord Tenant Relations Program**

The goal of Landlord Tenant Relations is to mediate disputes, provide counseling, referrals, and information regarding the rights and responsibilities of both landlords and tenants in order to foster positive relations and prevent evictions where appropriate.

	FY 2010	FY 2011	FY 2012
Program Totals	Actual	Approv ed	Approv ed
% of All Funds Budget	7.0%	4.5%	7.0%
Total Expenditures	\$369,879	\$377,320	\$391,574
CDBG and Home New Revenue	36,210	43,884	46,112
CDBG and Home Carryover Revenue	14,439	5,000	8,000
Net General Fund Expenditures	\$319,230	\$328,436	\$337,462
Program Outcomes			
% of tenant issues successfully resolved	98%	95%	95%

**Activity Data** 

LANDLORD TENANT MEDIATION & EDUCATION – The goal of Landlord Tenant Mediation and	1	1	
Education is to provide information and mediation to landlords and tenants based on legal rights and	1	, ,	
responsibilities, and to provide oversight of condominium conversions in order to enhance the		, ,	
understanding of landlord and tenant rights and responsibilities, resolve disputes satisfactorily, and	FY 2010	FY 2011	FY 2012
ensure compliance with state and local laws regarding condominium conversion.	Actual	Approved	Approved
Expenditures	\$287,307	\$295,592	\$303,716
FTE's	2.6	2.6	2.6
# landlord tenant disputes mediated	1,281	1,000	1,000
# of clients served for information and referral	4,652	4,000	4,000
Program cost per 1,000 Alexandria rental units	\$9,073	\$9,334	\$9,591

# of clients served for information and referral	4,652	4,000	4,000
Program cost per 1,000 Alexandria rental units	\$9,073	\$9,334	\$9,591
FAIR HOUSING ENFORCEMENT & EDUCATION – The goal of Fair Housing Enforcement and Education			
is to eliminate housing discrimination through testing, training of housing industry professionals and			
educating consumers regarding their fair housing rights.			
Expenditures	\$82,572	\$81,728	\$87,858
FTE's	0.8	0.8	0.8
# testing reports completed	1	1	1
Cost per housing unit in the City	\$526	\$521	\$560
% positive evaluation by participants of training	100%	100%	100%

## **Affordable Housing Development & Preservation Program**

The goal of Affordable Housing Development and Preservation is produce and preserve a range of permanent affordable housing types for low and moderate income Alexandria workers and residents in order to promote a

divorce and vibrant community			
	FY 2010	FY 2011	FY 2012
Program Totals	Actual	Approv ed	Approv ed
% of All Funds Budget	13.0%	49.3%	17.2%
Total Expenditures	\$687,676	\$4,100,495	\$966,914
CDBG and Home New Revenue	0	320,000	320,000
CDBG and Home Carry over Revenue	27,610	0	0
ARRA New Revenue	4,500	0	0
Housing Trust Fund New Revenue	6,902	62,460	200,000
Housing Trust Fund Carry over Revenue	348,391	2,207,199	80,000
Affordable Housing Bonds and Dedicated Revenue Carryover	0	1,172,801	0
Other Non-Federal Carry over Revenue	0	31,600	58,078
Net General Fund Expenditures	\$300,272	\$306,435	\$308,836
Program Outcomes			
% of all residential/mixed-use development activity resulting in committed affordable units	100%	33%	33%

### **Activity Data**

1 1		
FY 2010	FY 2011	FY 2012
Actual	Approved	Approved
\$471,777	\$270,957	\$272,558
1.3	1.3	1.3
62	10	10
0	44	30
62	54	40
\$391,500	\$200,000	\$400,000
100%	100%	100%
	Actual \$471,777 1.3 62 0 62 \$391,500	Actual         Approved           \$471,777         \$270,957           1.3         1.3           62         10           0         44           62         54           \$391,500         \$200,000

LENDING – The goal of Lending is to provide City-secured funds to non profit development			
organizations and private developers to subsidize the costs of producing and/or preserving affordable			
rental or special needs housing.			
Expenditures	\$215,899	\$3,829,538	\$694,357
FTE's	0.7	0.7	0.7

% of loans approved or denied within 60 days of application
<sup>1</sup> Counted at City loan approval

Average loan amount committed per unit financed

# of projects financed

<sup>1</sup># of units committed

204

\$2,683

100%

2 36

\$69,419

\$188,888

100%

#### FY 2012 Housing Program Sources and Uses

Program	Hon	ne Ownership		Housing Rehab.	Landlor	d Tenant	Affordable Housing Development & Preservation		Leadership & Mgmt Support Services		
Activity (Uses)	Lending & Loan Management	Counseling &	Sales &	Financing & Loan/Grant	Landlord Tenant Mediation & Education	Fair Housing Enforcement & Education	Securing & Fostering Affordable	Lending	Leadership & General	Grant & Financial	Totals
Funding (Sources) .  CDBG	Management	Training	Marketing	Management	Education	Education	Development	Lending	Management	Management	Totals
New Grant	365,002	3,550	0	577,845	0	46,112	0	0	67,825	175,614	1,235,948
Program Income	50,000	0	0	200,000	0		0	0	0	0	250,000
Carryover	<u>0</u>	0	0	305,000	0	8,000	0	0	<u>0</u>	5,000	318,000
	415,002	3,550		1,082,845		54,112			67,825	180,614	1,803,948
	12 HAP Loans			10 HRLP		1 Testing			, i	ŕ	, ,
	12 IIII Louis			Loans 1 RAMP Loan		Round					
HOME				Louis							
New Grant	516,923	0	0	0	0	0	0	320,000	54,743	36,496	928,162
Program Income	5,000	0	0	0	0	0	0	0	0	<u>0</u>	5,000
	521,923	<u>-</u>						320,000	54,743	36,496	933,162
	6 HAP Loans (w/ General Fund below)							1 Project Financed	2 ,,,	24,72	7.20,2.2
ARRA											
Carryover	0	0	0	208,000 3 loans/ grants	0	0	0	0	0	0	208,000
GENERAL FUND				grunus							
New	129,718	12,972	116,746	0	303,716	33,746	272,558	36,279	362,788	253,952	1,522,474
New HOME Match	· · · · · · · · · · · · · · · · · · ·	<u>0</u>	<u>0</u>	0	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	129,231
	258,949	12,972	116,746		303,716	33,746	272,558	36,279	362,788	253,952	1,651,705
	Admin Support for HAP, MIHP, and EHIP	Admin	2 units placed under contract		1,000 disputes mediated & 4,000 clients served	33,740	10 Pledged Units	30,279	302,788	233,932	1,031,703
Housing Trust Fund											
New	276,500	0	0	35,000	0	0	0	200,000	0	0	511,500
Carryover	282,460	95,000	0	4,500	0	0	0	0	0	0	381,960
HOME Match (Carryover)	<u>0</u>	<u>0</u>	0	<u>0</u>	0	0	0	<u>80,000</u>	0	0	80,000
	558,960 <b>19 MIHP Loans</b> <b>8 EHIP Loans</b>	95,000 <b>200 Clients</b> <b>Served</b>		39,500 <b>3 Mini-</b> <b>RAMP</b>				280,000 Same Project (1)			973,460
	O LAIN LOGIS	Scree		Grants				as above			
OTHER NON-FED											
New	0	4,500	0	0	0	0	0	2,040	0	0	6,540
Carryover	0	4,500	0	0	0	0	0	56,038	0	0	56,038
		Homeowner- ship Fair						58,078 Same Project (1) as above			62,578
ALL FUNDS	1,754,834	116,022	116,746	1,330,345		87,858	272,558	694,357	485,357	471,061	5,632,853

#### Miscellaneous Information

Proposed Housing Trust Fund (HTF) expenditures include a new allocation of up to \$300,000 in estimated carryover Housing Trust Fund monies for the following ongoing programs:

- \$85,000 for Homeownership Counseling Services
- \$52,540 for HOME Match for the Housing Opportunities Fund
- \$162,460 for the Moderate Income Homeownership Program

In addition to the estimated Housing Trust Fund carryover monies, new projected Housing Trust Fund revenue received in FY 2012 will be used to supplement the following ongoing programs:

- \$60,000 for the Employee Homeownership Incentive Program
- \$200,000 for the Housing Opportunities Fund
- \$216,500 for the Moderate Income Homeownership Program

Housing Opportunities Fund (HOF) allocation to the Alexandria Housing & Development Corporation (AHDC): The FY 2012 HOF includes up to \$200,000 for AHDC, with the understanding that any monies in excess of \$50,000 remaining in AHDC's current budget at the end of FY 2011 will be used to offset the \$200,000.