



# Albemarle County

## Legislation Details (With Text)

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**Title:** Office of Housing Staffing Request.  
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Date	Ver.	Action By	Action	Result
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**AGENDA DATE:** 6/16/2021

**TITLE:**  
Office of Housing Staffing Request

**SUBJECT/PROPOSAL/REQUEST:** Creation of permanent administrative/clerical support staff position

**ITEM TYPE:** Consent Action Item

**STAFF CONTACT(S):** Walker, Savides, Holbrook

**PRESENTER (S):** Phyllis C. Savides

**LEGAL REVIEW:** Not Required

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** Albemarle County's Office of Housing ("ACOH") is the designated local agency for the administration of Housing and Urban Development's ("HUD") Housing Choice Voucher ("HCV") Program ("Program"). HUD funds ACOH through an Annual Budget Authority ("ABA"), which consists of programming fees ("PF") and administrative fees ("AF"). PF's fund programming while AF's pay for staff to support programming. As PF's increase, so do AF's at an administrative fee rate determined by HUD. Programmatic decisions are made based on both the available ABA and the number of vouchers allocated to ACOH. To be rated as a High Performing agency, ACOH must either spend its full ABA or issue all its allocated vouchers. However, if ACOH does not spend its full ABA, funding may be decreased in future years.

**STRATEGIC PLAN:** Quality Government Operations - Ensure County government's capacity to provide high quality service that achieves community priorities

**DISCUSSION:** During recent planning sessions with HUD representatives, it was determined that programmatic increases must be undertaken to avoid losing future funding and, in an effort, to remain a High Performing Agency. These programmatic increases will result in additional families being served through the HCV Program. HUD pays for these increases through additional PFs and supports ACOH's need for

associated staff through additional AFs. Currently, ACOH administers nearly \$3 million worth of programming without permanent administrative support staff. Creating a permanent administrative support position would enable ACOH to meet the requested programmatic increase with costs being covered almost entirely by earned AFs.

**BUDGET IMPACT:** There is no local budget impact. Funding for this request will be achieved by reallocating FY22 budgeted funds from the Social Services Administrative budget to the Housing budget and by increased administrative fees received from HUD. If approved, a supplemental appropriation for the HUD federal revenue will be requested at a subsequent Board meeting.

**RECOMMENDATION:**

Staff recommends that the Board approve creation of a permanent administrative and clerical support position within ACOH.

**ATTACHMENTS:**