



Housing and Community Development

The Department of Housing and Community Development (DHCD) develops and executes strategic housing programs to improve housing opportunities and address the housing affordability needs of County residents. The department administers funding opportunities and provides grants and loans to help preserve, provide access to, and add to the supply of attainable housing.

Department of Housing and Community Development

Policy and Administration

Facilitates policy development and identifies potential programmatic approaches to address unmet housing needs, initiates new housing programs, and coordinates legislative review and action; supports several Board of Supervisors (Board) appointed advisor committees; manages housing finance and production initiatives, including the Affordable Multi-Family Housing Loan and Rental Housing Acquisition and Preservation Loan programs; and oversees the Housing Fund, which includes the County of Loudoun Housing Trust.

Homeownership and Rental Programming

Executes county affordable homeownership and rental programs including the purchase and rental Affordable Dwelling Unit (ADU), the Down Payment/Closing Cost Assistance (DPCC), the Public Employee Grant for Homeownership (PEG), home improvement, homeownership education programs.

Community Development Block Grant Program

Administers federally funded Community Development Block Grants (CDBG) to address community and economic development needs and services for low- to moderate-income residents. Grant funds cover administrative expenses, housing rehabilitation, emergency repair and accessibility improvements, and an annual competitive grant application process for nonprofit, public agencies, and Loudoun’s towns seeking funding for projects and programs that meet federal objectives. All activities that are funded by CDBG must meet a national objective that falls under one of the following categories: (1) benefits low/moderate income persons, (2) prevent or eliminate slums or blighted communities, and (3) meet an urgent need.

Housing Choice Voucher Program

Administers the Housing Choice Voucher (HCV) program, which assists very low and extremely low-income households in acquiring safe, decent, and affordable housing, by providing federal rent payment subsidies to private sector landlords to make up the difference between what the voucher-holder can pay (30 percent of monthly income) and the charged rent (limited to the federally established fair market rent standard). The program fosters self-sufficiency and ensures that properties meet federal Housing Quality Standards.



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Budget Analysis

Department Financial and FTE Summary^{1,2}

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed	FY 2025 Projected
Expenditures					
Personnel	\$0	\$568,114	\$3,940,885	\$4,162,236	\$4,287,103
Operating and Maintenance	0	2,328,433	10,143,313	13,209,636	13,341,732
Other Uses of Funds	0	26,900	272,390	272,390	272,390
Total – Expenditures	\$0	\$2,923,447	\$14,356,588	\$17,644,262	\$17,901,225
Revenues					
Use of Money and Property	\$0	\$1,287	\$4,400	\$4,400	\$4,400
Miscellaneous Revenue	0	6,837	131,000	131,000	131,000
Recovered Costs	0	213,436	750,000	1,250,000	1,250,000
Intergovernmental – Commonwealth	0	0	0	903,204	903,204
Intergovernmental – Federal	0	2,203,395	9,974,463	11,777,290	11,777,290
Other Financing Sources	0	26,900	272,390	272,390	272,390
Total – Revenues	\$0	\$2,451,855	\$11,132,253	\$14,338,284	\$14,338,284
Local Tax Funding	\$0	\$471,592	\$3,224,335	\$3,305,978	\$3,562,941
FTE	0.00	0.00	33.00	33.00	33.00

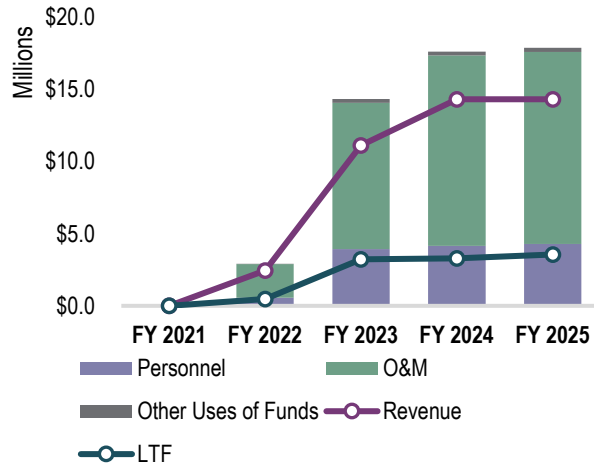
¹ Sums may not equal due to rounding.

² The Office of Housing was reorganized from the Office of the County Administrator to the independent Department of Housing and Community Development, effective March 31, 2022. The FY 2023 Adopted Budget reflects all changes related to that reorganization from FY 2023 and forward.



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Revenue and Expenditure History¹



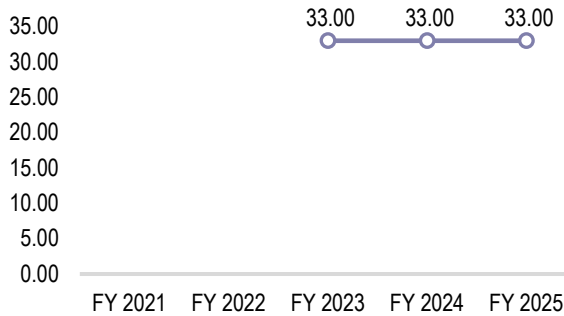
Revenue/Local Tax Funding

DHCD is primarily funded by department-generated revenue (81 percent). Federal revenue is composed of funding for the HCV program in the Rental Assistance Program Fund and the CDBG program in the State and Federal Grant Fund (discussed in Volume 2). Commonwealth revenue is composed of funding the State Rental Assistance Program (SRAP).

Expenditure

The Department’s expenditure budget is primarily dedicated to operating and maintenance (O&M) costs (76 percent). Major drivers of personnel increases are additional staffing as outlined in the Staffing/FTE History section and compensation increases, including merit increases for the general workforce in each fiscal year.

Staffing/FTE History



FY 2021: 27.00 FTE transferred from the Department of Family Services (DFS) to reorganize the Housing Division as the Office of Housing under the Office of the County Administrator, including 1.00 FTE financial supervisor/accountant approved in FY 2021

FY 2022: 1.00 FTE loan programs compliance specialist
 FY 2022 Mid-Year: 1.00 FTE interdepartmental coordinator, 1.00 FTE Unmet Housing Needs Strategic Plan (UHNSP) project manager, and 1.00 FTE deputy housing officer²

FY 2023: 31.00 FTE transferred from the Office of Housing under the Office of the County Administrator to DHCD, 1.00 FTE fair housing coordinator, 1.00 FTE housing accountant

The Department’s personnel costs have grown with the merit increases approved each fiscal year and additional positions, as indicated in the Staffing/FTE History graph above.³ Seventy-six percent of the Department’s expenditure budget is primarily dedicated to O&M costs. Approximately 91 percent of the O&M budget lies in the Rental Assistance Program Fund and the State and Federal Grant Fund (discussed in Volume 2), for which increases are driven by increased revenues. Approximately 7 percent of the O&M budget lies in the State Rental Assistance Program (SRAP). Through a contract with Virginia Department of Behavioral Health and Developmental Services, DHCD provides 40 rental subsidies to support independent

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² [January 4, 2022, Business Meeting, Item 4a, Uses of FY 2021 General Fund Balance.](#)

³ See summary of merit increases in Non-Departmental Expenditures section 6-2.



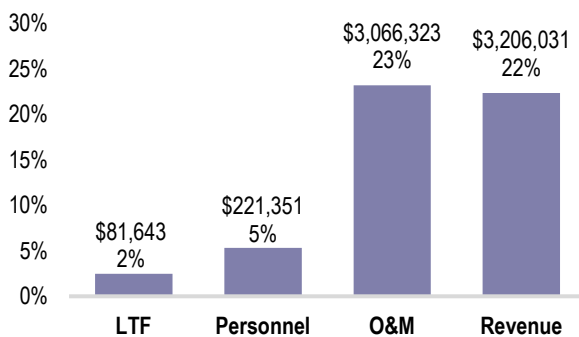
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living for individuals with development disabilities. SRAP revenues have increased due to the appropriated Commonwealth funding associated with the program.

The FY 2023 Adopted Budget included two positions (2.00 FTE): a fair housing coordinator and a housing accountant. The housing accountant position is filled, and the Department is actively recruiting for the fair housing coordinator position. A dedicated fair housing coordinator (1.00 FTE) provides expertise in responding to complaints. In addition, the coordinator will implement key on-going activities in the UHNSP to include: working with a consultant to review current program application materials to streamline the application process; sharing information, addressing issues, and improving opportunities for higher barrier households; regularly meeting with renters, renter advocates, and landlords to devise a local rental housing protocol to address issues; partnering with financial planning and credit counseling programs to offer programs to renters to improve financial literacy; and working with landlords and tenants on maintenance issues. The housing accountant provides a quality assurance function by conducting risk-based reviews of program activities and processes, identifies any gaps in training and policies and procedures, manage regular consultant contracts, and supports audits and manages post-audit activities and follow-up.

While not included in the FY 2024 Proposed Budget, the Department has two resource requests, focusing on the thematic area of the Board’s UHNSP priority, described in an increase option in the executive summary and in the Board’s narrative in the general government section.

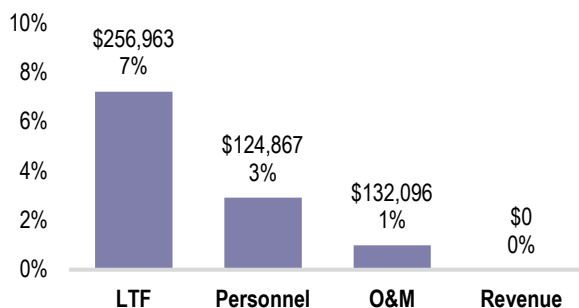
Percent Change from Adopted FY 2022 to Adopted FY 2023



Reasons for Change:

Personnel: ↑ general pay changes || **O&M:** ↑ HVC and CDBG programs and SRAP || **Revenue:** ↑ federal grant revenue for the HVC and CDBG programs¹ and state grant funding for SRAP

Percent Change from Adopted FY 2023 to Projected FY 2024



Reasons for Change:

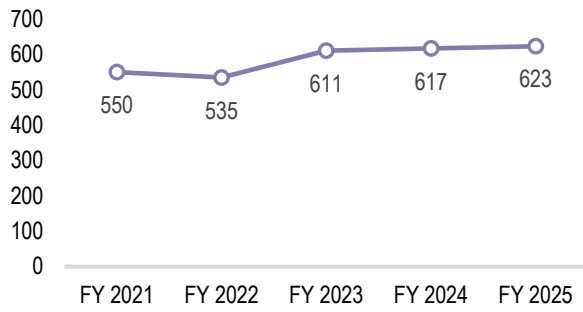
Personnel: ↑ 3 percent || **O&M:** ↑ 1 percent || **Revenue:** ↔

¹ More information on these funds can be found in the Other Funds section of Volume 2.



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Key Measures



Objective: Facilitate the purchase or rent of affordable homes for moderate income households.

Measure: ADU and State-funded rental and purchase programs caseload.

Although not included in the FY 2024 Proposed Budget, the Department has identified the need for an additional housing program specialist to reduce the caseload to less than 500 ADU and State-funded rental and purchase programs files per specialist and to support the expansion of existing and creation of new programs.

**Housing and Community Development****Department Programs****Department Financial and FTE Summary by Program^{1,2}**

	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted	FY 2024 Proposed	FY 2025 Projected
Expenditures					
Policy and Administration	\$0	\$192,975	\$2,039,426	\$2,104,735	\$2,166,149
Homeownership and Rental Programming	0	232,789	664,870	1,577,707	1,605,994
CDBG Program	0	715,651	1,468,584	1,516,170	1,538,004
HCV Program	0	1,782,031	10,183,708	12,445,650	12,591,078
Total – Expenditures	\$0	\$2,923,447	\$14,356,588	\$17,644,262	\$17,901,225
Revenues					
Policy and Administration	\$0	\$0	\$0	\$0	\$0
Homeownership and Rental Programming	0	3,450	0	903,204	903,204
CDBG Program	0	722,282	1,334,300	1,379,452	1,379,452
HCV Program	0	1,726,123	9,797,953	12,055,628	12,055,628
Total – Revenues	\$0	\$2,451,855	\$11,132,253	\$14,338,284	\$14,338,284
Local Tax Funding					
Policy and Administration	\$0	\$192,975	\$2,039,426	\$2,104,735	\$2,166,149
Homeownership and Rental Programming	0	229,339	664,870	674,503	702,790
CDBG Program	0	(6,631)	134,284	136,718	158,552
HCV Program	0	55,908	385,755	390,022	535,450
Total – Local Tax Funding	\$0	\$471,592	\$3,224,335	\$3,305,978	\$3,562,941
FTE					
Policy and Administration	0.00	0.00	15.00	15.00	15.00
Homeownership and Rental Programming	0.00	0.00	6.00	6.00	6.00
CDBG Program	0.00	0.00	3.00	3.00	3.00
HCV Program	0.00	0.00	9.00	9.00	9.00
Total – FTE	0.00	0.00	33.00	33.00	33.00

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