

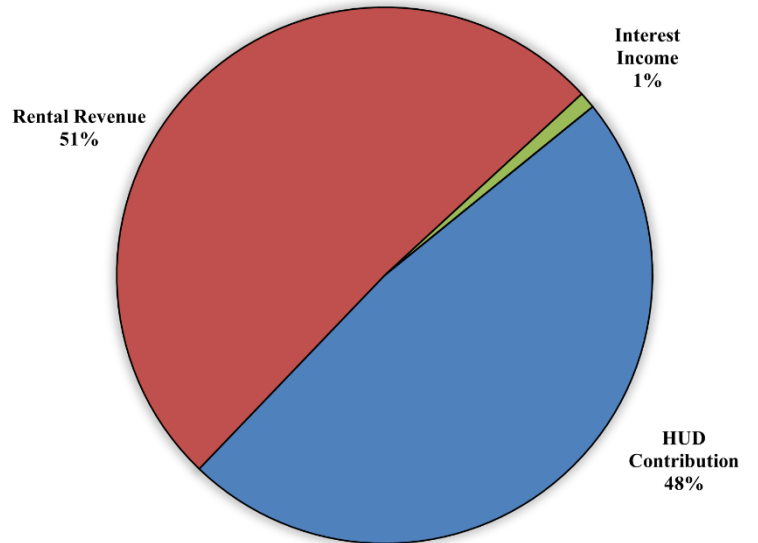
# ***PUBLIC HOUSING FUND***

---

The Public Housing Fund is used to account for federal grants restricted for the Town's public housing programs.

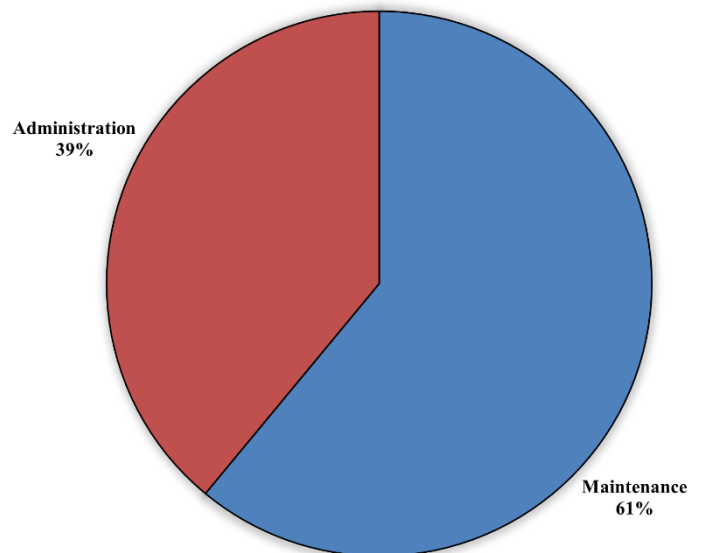
Since those with fewer than 400 units have been exempt each year from HUD's new funding model (AMPs) since 2007-08, we have returned to a simpler budget presentation comprised of Administrative and Maintenance divisions.

## **PUBLIC HOUSING REVENUES**



**Total \$2,699,400**

## **PUBLIC HOUSING EXPENSES**



# ***PUBLIC HOUSING FUND***

---

**VISION:**

*A vibrant and inclusive community where all residents have access to affordable housing and opportunities to thrive.*

**MISSION:**

*Create Partnership  
Catalyze Affordable Housing  
Build Community*

The Public Housing Division identified the following primary programs that are included in the adopted budget for 2024-25.

<b>Program</b>	<b>Description</b>
<b>Manage Leasing Process</b>	<ul style="list-style-type: none"> <li>▪ Manage Application Process</li> <li>▪ Manage Resident Processes</li> <li>▪ Coordinate Other Special Projects</li> </ul>
<b>Complete Federal Compliance and Reporting Requirements</b>	<ul style="list-style-type: none"> <li>▪ Complete HUD-Required Reports and Plans</li> <li>▪ Complete Routine Reports</li> <li>▪ Receive Reports from HUD</li> </ul>
<b>Perform Maintenance and Renovations</b>	<ul style="list-style-type: none"> <li>▪ Complete preventative maintenance</li> <li>▪ Complete safety inspections and pest control</li> <li>▪ Oversee unit turnaround of vacant units</li> <li>▪ Complete work orders for units</li> <li>▪ Implement our Capital Plan</li> <li>▪ Complete HUD inspections</li> <li>▪ Implement Staff Training Plan</li> <li>▪ Complete special projects</li> </ul>

# ***PUBLIC HOUSING FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

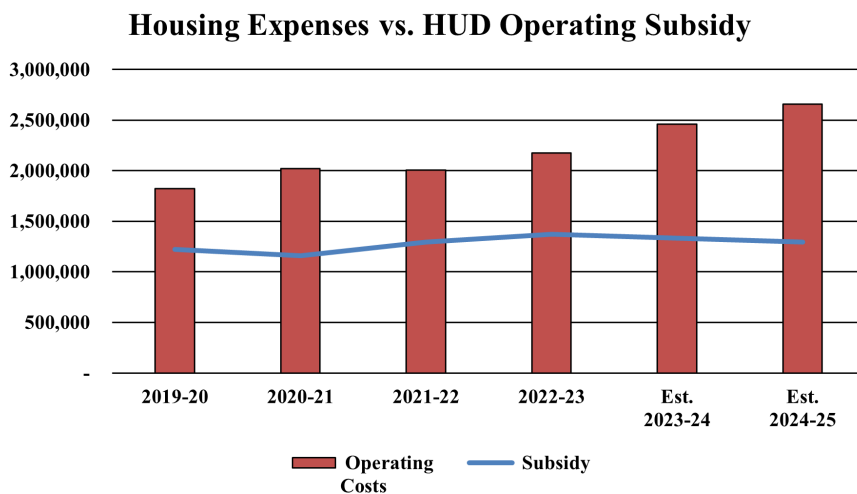
---

The Town’s Public Housing program provides for the administration and operation of the Town's 296 public housing units and is funded primarily through federal grants and rents paid by residents.

In 1987, the Chapel Hill Public Housing Authority was abolished by the Chapel Hill Town Council. The Town’s public housing program was then operated as a Town Department administered by Town staff. During FY2023-24, the Public Housing department became part of the Affordable Housing & Community Connections department, with the Public Housing Fund remaining a separate enterprise fund.

Primary revenue sources include dwelling rents paid by residents and operating grants from the Department of Housing and Urban Development (HUD). In the fall of 2005, HUD adopted a “new Operating Fund final rule” which prescribed a phased series of changes to public housing management and reporting requirements. As a first step of implementation, HUD determined to begin budgeting on a calendar year basis. Difficulty with the new online reporting model delayed funding determination, and HUD has been funding housing agencies for a few months at a time since 2008.

Smaller housing agencies have been allowed to opt out of Asset Management since 2008. HUD has continued to provide the exception to smaller units, one year at a time. We believe that “opting out” will continue permanently, and



so have prepared the budget for 2024-25 under a simpler budget model that more closely reflects the way we are reporting to HUD, eliminating the necessity of separating expenditures into AMPs or Asset Management Projects.

HUD has provided funding estimates for calendar year 2024 but we have no information about calendar year 2025. Based on interim allocations, our estimate of HUD’s subsidy for 2023-24 is \$1,333,748, about a 3% decrease from the 2022-23 subsidy of \$1,369,777.

The Housing Department estimates dwelling rents, the largest source of revenue for the Public Housing Fund, at about \$1,376,000, which is a 13.4% increase from current year estimates.

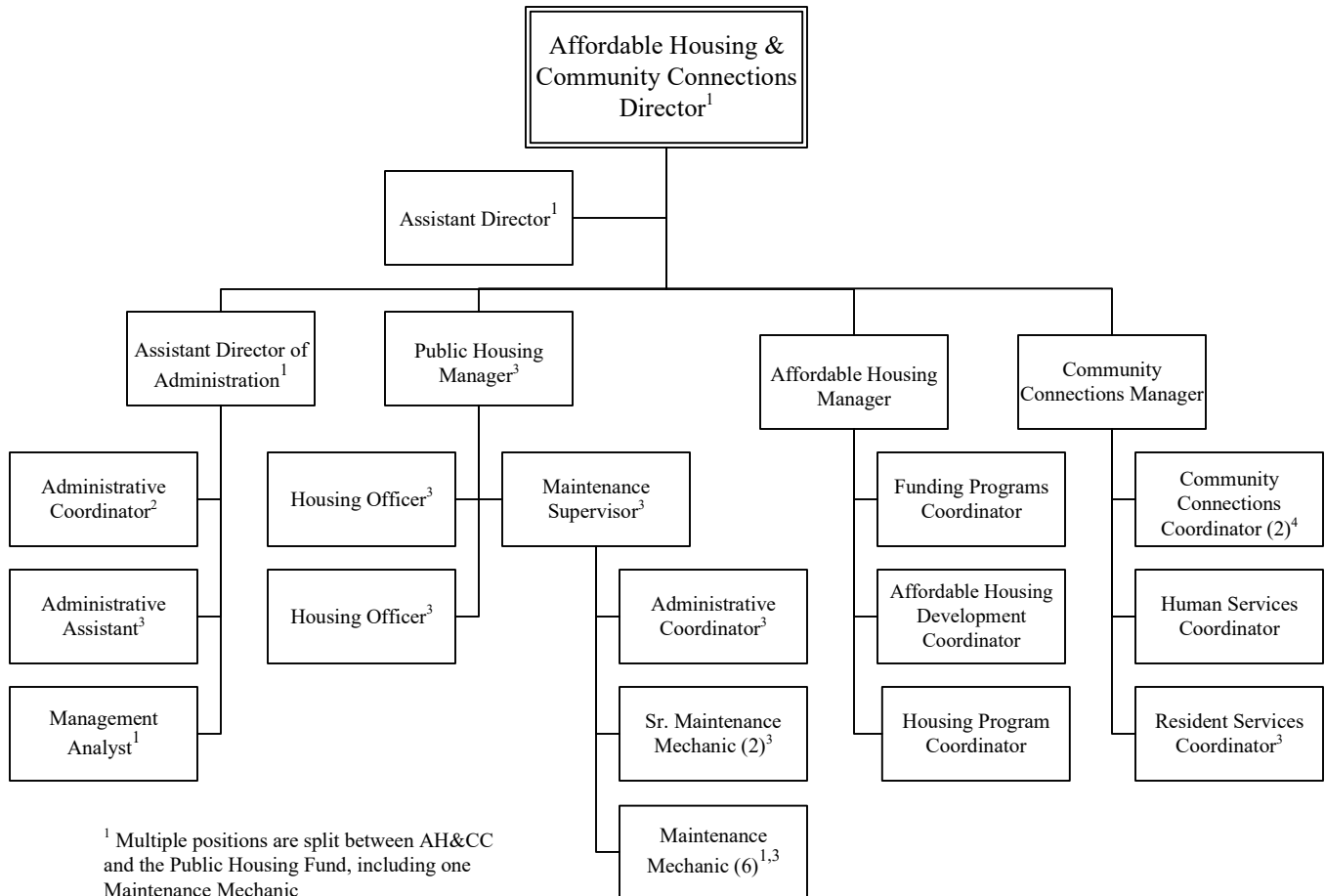
### ***Major Expenditures and Estimates***

Major expenditure categories include about \$1,596,922 for salaries and benefits, \$213,450 for utilities, \$77,500 for liability and flood insurance, and \$567,206 for maintenance of the units.

The personnel costs include a 6% of market pay increase and a 0.75% retirement contribution increase.

	2023-24 Original Budget	2024-25 Adopted Budget	% Change from 2023-24
Salary & Benefits - Administration	\$ 740,043	\$ 712,762	-3.7%
Salary & Benefits - Maintenance	861,944	884,160	2.6%
Maintenance Costs	569,056	567,206	-0.3%
Utilities	213,450	213,450	0.0%
Liability & Flood Insurance	75,000	77,500	3.3%
Other Expenses	129,277	244,322	89.0%
<b>Total Budget</b>	<b>\$ 2,588,770</b>	<b>\$ 2,699,400</b>	<b>4.3%</b>

# AFFORDABLE HOUSING & COMMUNITY CONNECTIONS



<sup>1</sup> Multiple positions are split between AH&CC and the Public Housing Fund, including one Maintenance Mechanic  
<sup>2</sup> 20% funded by Public Housing Fund and shared with Planning  
<sup>3</sup> Fully funded by Public Housing Fund except for one Maintenance Mechanic  
<sup>4</sup> One Community Connections Coordinator position is grant-funded

**PUBLIC HOUSING**  
**STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS**

---

	2022-23 ADOPTED	2023-24 ADOPTED	2024-25 ADOPTED
<b>Administration</b>			
Director - Public Housing	1.00	1.00	0.00
Assistant Director - Public Housing	1.00	1.00	0.00
Director - Affordable Housing & Community Connections <sup>1</sup>	0.00	0.00	0.20
Assistant Director - Administration <sup>1</sup>	0.00	0.00	0.50
Assistant Director - Affordable Housing & Community Connections <sup>1</sup>	0.00	0.00	0.50
Public Housing Manager	0.00	0.00	1.00
Management Analyst <sup>1</sup>	1.00	1.00	0.50
Administrative Coordinator <sup>2</sup>	0.00	0.00	0.20
Administrative Assistant	1.00	1.00	1.00
Housing Officer	2.00	2.00	2.00
Resident Services Coordinator	1.00	1.00	1.00
Division Totals	7.00	7.00	6.90
<b>Maintenance</b>			
Maintenance Supervisor	1.00	1.00	1.00
Maintenance Mechanic (Repair Worker, I, II, III) <sup>3</sup>	7.00	7.50	7.50
Administrative Coordinator	1.00	1.00	1.00
Division Totals	9.00	9.50	9.50
Housing Department Totals	16.00	16.50	16.40

<sup>1</sup> Position split between Public Housing fund and Affordable Housing & Community Connections.

<sup>2</sup> The portion of this position formerly funded by AH&CC moved to Public Housing as of FY25.

<sup>3</sup> One Maintenance Mechanic position is split with AH&CC.

## ***PUBLIC HOUSING BUDGET SUMMARY***

---

*The Town's public housing units are funded primarily through federal grants from the U.S. Department of Housing and Urban Development and rents paid by residents. HUD's funding formula changed to implement Asset Based Budgeting in 2007-08, but each year, HUD has waived many Asset-based requirements for housing authorities of our size. We believe it is likely the waiver will be made permanent, so the budget for 2024-25 retains a simpler model that includes an Administrative Division and a Maintenance Division.*

*The 0.3% decrease in personnel is the result of Public Housing becoming part of the Affordable Housing & Community Connections department during FY24, with some position changes and several positions now split-coded between the Public Housing Fund and the General Fund. The operating budget increased 1.4% due to increases in maintenance supplies, postage, software, and contracted services. The budget for 2024-25 reflects an estimate of the HUD subsidy anticipated for calendar year 2024. The Town anticipates HUD subsidies will decrease and rental revenues will increase. The Town anticipates no fund balance appropriation in 2024-25.*

### **REVENUES**


	<b>2022-23 Actual</b>	<b>2023-24 Original Budget</b>	<b>2023-24 Revised Budget</b>	<b>2023-24 Estimated</b>	<b>2024-25 Adopted Budget</b>	<b>% Change from 2023-24</b>
Revenue Summary						
HUD Contributions	\$ 1,369,777	\$ 1,333,748	\$ 1,333,748	\$ 1,333,748	\$ 1,295,000	-2.9%
Rental Revenue	1,235,833	1,213,387	1,213,387	1,213,387	1,376,000	13.4%
Other Revenues	4,503	400	400	2,975	400	0.0%
Interest Income	24,107	20,000	20,000	20,000	28,000	40.0%
Appropriated Fund Balance	-	21,235	1,521,235	1,390,260	-	-100.0%
<b>Total Revenues</b>	<b>\$ 2,634,220</b>	<b>\$ 2,588,770</b>	<b>\$ 4,088,770</b>	<b>\$ 3,960,370</b>	<b>\$ 2,699,400</b>	<b>4.3%</b>

### **EXPENDITURES**

	<b>2022-23 Actual</b>	<b>2023-24 Original Budget</b>	<b>2023-24 Revised Budget</b>	<b>2023-24 Estimated</b>	<b>2024-25 Adopted Budget</b>	<b>% Change from 2023-24</b>
Personnel	\$ 1,201,233	\$ 1,601,987	\$ 1,601,987	\$ 1,439,235	\$ 1,596,922	-0.3%
Operating	975,397	986,783	986,783	1,021,135	1,000,797	1.4%
Capital	-	-	1,500,000	1,500,000	-	N/A
Contribution to Reserve	457,590	-	-	-	101,681	N/A
<b>Total</b>	<b>\$ 2,634,220</b>	<b>\$ 2,588,770</b>	<b>\$ 4,088,770</b>	<b>\$ 3,960,370</b>	<b>\$ 2,699,400</b>	<b>4.3%</b>

# PUBLIC HOUSING

## Performance Measures

 <p>Affordable Housing &amp; Housing Production</p>	<p><b>Strategic Objectives</b></p> <ul style="list-style-type: none"> <li>➤ To provide decent, safe, and well maintained affordable rental housing for low-income residents</li> </ul>
--	--

Core Business Program	Performance Measure <sup>a</sup>	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Target
<b>Public Housing</b>	HUD's PHAS rating	52	No Data Available	No Data Available	75
	Percentage of elected officials and staff who have completed "Lead the Way" training	New for FY23	NA	100%	100%
	# of units inspected through Preventative Maintenance Inspections and repairs made	New for FY23	0	44	296 (12 communities)
	Average # of work orders opened (monthly)	New for FY23	590	551	500
	Average # of days to complete a routine work order	1.73	1.5	5	< 2
	Average Capital Fund Expenditures for HUD Grants 2020 and 2021	2020: 8% expended 2021: 8% expended	2020: 51% expended 2021: 18% expended	2020: 93% expended 2021: 50% expended	2020: 100% expended 2021: 70% expended
	Average # of Crime Reports (monthly)	New for FY24	New for FY24	11	0
	Average # of days to turnover a vacant unit	New for FY23	94	121	20
	Average # of calls received via the after-hours line	67	54	N/A	35
	% of Public Housing residents employed	56%	66%	46%	> 65%
	% of new tenants homeless at time of admission	1%	44%	20%	> 45%

<sup>a</sup> The food distribution program was previously coordinated and tracked by Public Housing but because the program is now managed by Community Connections, this performance measure is now reported under Community Connections.



***COMMUNITY DEVELOPMENT PROJECT ORDINANCES***  
***U.S. Department of Housing and Urban Development***  
***Community Development Program***  
***Summary of Activities***

---

The Town became an "entitlement" Community Development city in 1984, which means that the Town is entitled to receive Community Development grant funds annually upon submission of a final statement. Community Development grants awarded by Housing and Urban Development are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as the grant awards are received.

The 2014 project ordinance budgets a \$403,505 grant and \$7,338 program income for public housing improvements, homeownership assistance, code enforcement, after school programs, community and homelessness outreach, and youth skills development programs.

The 2015 project ordinance budgets a \$404,761 grant and \$7,338 program income for public housing improvements, homeownership assistance, code enforcement, after-school programs, summer youth employment programs, and youth skills development programs, community and homelessness outreach, homeowner housing improvements.

The 2016 project ordinance budgets a \$387,702 grant and \$7,338 program income for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, homelessness outreach and case management, youth skills development and community literacy programs.

The 2017 project ordinance budgets a \$380,825 grant and \$38,046 program income for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, and homelessness case management.

The 2018 project ordinance budgets a \$418,344 grant and \$21,777 program income for public housing improvements, homeownership assistance, homeowner housing improvement programs, code enforcement, neighborhood revitalization activities, summer youth employment programs, and homelessness case management.

The 2019 project ordinance budgets a grant of \$386,584 for homeownership assistance, housing improvement programs for homeowners, code enforcement, neighborhood revitalization activities, the summer youth employment program, youth counseling services, and homelessness case management.

The 2020 project ordinance budgets a \$417,591 grant and \$7,339 program income for homeownership assistance, homeowner housing improvement programs, emergency housing assistance, the summer youth employment program, youth counseling services,

and homelessness case management. There were also two COVID-19 related CDBG-CV ordinances in 2020:

- The Coronavirus funding round 1 project ordinance budgeted a grant of \$245,693 for emergency housing assistance and homelessness case management.
- The Coronavirus funding round 3 project ordinance budgeted a grant of \$290,902 for remote learning scholarships, neighborhood support centers, and staffing and supplies for the food bank.

The 2021 project ordinance budgets a \$418,300 grant and \$7,339 program income for affordable rental acquisition and rehabilitation, homeowner housing improvement programs, neighborhood revitalization activities, youth counseling services, and homelessness case management.

The 2022 project ordinance budgets a \$419,755 grant and \$51,964 program income for homeownership assistance, homebuyer counseling, homeowner housing improvement programs, neighborhood revitalization, summer youth employment programs, youth counseling services, and homelessness case management.

The 2023 project ordinance budgets a \$421,755 grant and \$12,817 program income, for homeownership assistance, homebuyer counseling, homeowner housing improvement programs, neighborhood revitalization, summer youth employment programs, youth counseling services and homelessness case management.