

Charlottesville Redevelopment & Housing Authority

March 31

2021

This FY 2021 Budget (04/01/2020- 03/31/2021) covers all of the Charlottesville Redevelopment & Housing Authority's ("CRHA") operating budget sources and uses, including federal housing programs for the Fiscal Year 2021.

**Consolidated
Operating
Budget**

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY
FY 2021 CONSOLIDATED OPERATING BUDGET
EXECUTIVE SUMMARY

The FY 2021 Budget (04/01/2020 – 03/31/2021) covers all of the Charlottesville Redevelopment & Housing Authority’s (CRHA) operating budget sources and uses, including federal and COCC activities for Fiscal Year 2021. This document is the final draft of the annual budget for consideration and review by the Board of Commissioners.

This Executive Summary of the budget provides highlights of the FY 2021 budget, an explanation of the some of the changes CRHA is anticipating and some we still need to decide through this budget process.

THE PROCESS

CRHA has prepared project-based budgets, wherein all properties and Central Office Cost Center utilize their own operating budgets. These budgets were developed in consultation with the CRHA staff. While monthly financial reports are reviewed and reported, we are constantly monitoring progress. We began this year’s budgets with conversations during the first week of January 2020 about goals and objectives. We spent considerable time reviewing the current rent rolls, vacancy rates, plans for unit turns, vendor payables and staff. We held a budget meeting on February 13, 2020 to provide the group with baseline reporting to review. Staff left that meeting with different responsibilities and continued to communicate to provide feedback on various items.

Overall Budget – CRHA’s budget includes a summary for all programs combined reflecting anticipated revenue of **\$8,263,883** and expenditure of **\$8,096,780** leaving an anticipated profit of **\$140,103**. This budgeted revenue and expense includes an investment from the Capital Fund Program of **\$1,217,359** which is available to support the Public Housing program parallel track improvements from available grants 2018, 2019 and 2020.

The following are major revenue and expense categories that will affect the FY 2021 Operating Budget year:

Tenant Revenue – The CRHA estimates Tenant Revenue for fiscal year 2021 to be approximately **\$1,392,037**. We have taken a more critical look at the current vacancies and the ability to lease units. Based on communications with Housing Operations staff, the budget anticipates Westhaven to be fully occupied by August 2020, South First and 6Th Street fully occupied by April 2020 and the various Scattered Sites to be fully occupied by May 2020.

As reviewed in our budget training on February 13-14, 2020, we have taken the most recent rent roll to determine an average rent per property and calculated the estimate tenant revenue based on the Public Housing Lease Up schedule listed above.

This revenue also includes Tenant Revenue – Other which is comprised of late fees and damage/cleaning fees.

Subsidy Revenue – We estimate that the CRHA will generate **\$6,021,601** in operating subsidies from the various Federal Programs funded by the Housing and Urban Development Department, (HUD).

The Public Housing Operating Subsidy is based on the completion of the CY2020 subsidy request for \$1,608,742, factored at a currently noticed pro-ration of 95% for an anticipated revenue of \$1,528,305.

Similar to the process with Public Housing, the staff has created a HCV Lease Up Schedule that anticipates a lease up of 10 vouchers per month until August 2020. That averages to roughly 410 vouchers leased per month or 77% lease up rate of the 533 vouchers available monthly. We have taken the most recent HAP Landlord payment schedule to determine an average HAP and calculated the estimate Section 8 HAP revenue.

That Section 8 lease up schedule is also the driver for the Administrative Fee earnings. Based on the average of 410 vouchers leased per month, we anticipate receiving \$310,702 based on the most recent published Admin Fee rate of \$78.90 per unit month, prorated at 80%.

As noted above, this Subsidy Revenue line includes CFP 2018, 2019 and 2020 available budgets for Operation, Administration and Capital Improvements.

Fee Revenue – The CRHA estimates the Central Office Cost Center will earn Fee Revenue for fiscal year 2021 of approximately **\$568,301**. This revenue is directly tied to the Public Housing and Section 8 lease up schedules. For Public Housing, these fees are \$68.98 management fee per unit month leased, \$7.50 bookkeeping fee per unit month leased and \$10 asset management fee for all 376 Annual Contribution Contract units.

Miscellaneous Revenues – The CRHA estimates four other line items of revenue:

- Other government grants: **\$250,000** from the City of Charlottesville to invest in the parallel track properties for unit rehabilitation
- Investment Income – Unrestricted: **\$334** for limited bank account interest
- Fraud Recovery: **\$2,400** earned based on underreported income in Section 8
- Other Revenue: laundry income valued at **\$2,210**

Expense Line Items – We have reviewed prior year’s audited financials as well as current year activity to estimate the program-by-program and project-by-project expenses. A detailed review of each respective expense line item was completed, and schedules were produced to support each CRHA program and project line item.

Administrative – The CRHA estimates its total administrative expense budget to be **\$1,671,981**. This category includes salary, benefits, retiree benefits, office expenses, office supplies, legal expenses, staff training, telephone/internet, consulting fees, other miscellaneous expenses and the management/bookkeeping fees. With respect to consulting fees, this line item includes the previously approved Annual Audit cost as well as additional funds necessary to accomplish the Fiscal Year End 2020 close process and any ongoing assistance as the CRHA continues to navigate various HUD reviews.

Another driver within this category is Administrative Salaries. This FY 2021 salary schedule valued at **\$622,634** has 15 staffed personnel, 2 board commissioners and 2 vacant positions. These positions do not include those 100% charged to Redevelopment of which there are three and are not included on this operating budget.

Tenant Services – Along with the traditional Tenant Services expense, HUD also include Asset Management Fees under Tenant Services. As noted in the revenue section, those fees are charged at a rate of \$10 per Annual Contributions Contract (ACC) unit or **\$45,120** annually. Similarly, PHAR earns \$25 per ACC unit or **\$9,400** annually listed on the Tenant Services – Other line.

Utilities – CRHA has struggled significantly over the last two year with increasing utility expenses, specifically in the areas of Water and Sewer. We have reviewed the last three years of activity, determined the trending increases and budgeted accordingly. We anticipate utility expenses for Water, Electric, Gas and Sewer of **\$987,319**. This expense is important to estimate properly as it impacts the Payment in Lieu of Taxes calculation. While mindful of energy efficiencies, any increased costs are reimbursed by the following year Public Housing Operating Subsidies.

Maintenance – CRHA estimates its maintenance expense budget to be **\$1,134,698**. This budget is higher than prior years as there is an increase of \$250,000 budgeted for the parallel track unit rehabilitation funded by the City of Charlottesville. This budget was created utilizing the current year actuals as well as conversations among the Facilities Manager, Housing Operations staff and Interim Executive Director for planning.

The maintenance personnel budget for FY 2021 includes 6 staffed positions valued at **\$276,184** for salaries. This includes the cost of weekly on-call service as well as a budget of roughly 1500 hours of overtime based on our review of Calendar Year 2019 overtime of 1,684 hours.

Protective Services – This budget of **\$224,500** is an increase over last year’s budget but is an accurate budget based on the current activities at AMPs 1, 2 and 3. We anticipate this service will be re-procured but the budget is based on current contract staffing levels and would hope to achieve a savings if a new vendor was selected.

Insurance Premiums – This budget of **\$76,283** for the various Property, Liability, Auto, Fidelity, Boiler and other insurance expenses throughout the portfolio. We reviewed the declaration pages for the current insurance premiums to determine an appropriate estimate to increase. As the Maintenance staffing has reduced from prior years, we are hopeful that Workers Compensation will be reduced but we have budgeted conservatively.

Other General Expenses – This budget of **\$110,116** for Compensated Absences throughout the portfolio, PILOT for AMPs and a Provision for Bad Debt or Collection Losses.

Housing Assistance Payments (HAP) – The CRHA has budgeted **\$2,627,486** in Housing Assistance Payments. As discussed in the revenue section, the staff has created a HCV Lease Up Schedule that anticipates a lease up of 10 vouchers per month until August 2020. That averages to roughly 410 vouchers leased per month. The most recent HAP Landlord payment schedule set an average HAP to Landlords at \$694 per month for a total budget estimate of \$2,627,486. As discussed, this number is fluid based on changing market conditions, tenant payments and lease up rates.

Operating Transfers – The CRHA has budgeted **\$105,302** in the Public Housing program to have Inter AMP excess cash transfers so that all properties will have the requisite cash required to pay the Central Office Cost Center’s Asset Management Fee.

We have also budgeted for an operating transfer of **\$241,250** between the Capital Fund Program and the AMPs to cover certain operational expenses as allowed by HUD.

Both of these events have a net zero effect for the consolidated budget.

Capital Improvements – Currently, CRHA has available **\$1,217,359** in CFP 2018, 2019 and CFP 2020 to utilize for capital improvements to the properties. We have created a 5-year Capital Fund Plan covering 2020-2024 that is a companion to this operating budget and places a priority on the parallel track as requested by the Board of Commissioners.

Charlottesville Redevelopment and Housing Authority
Annual Budget
For the Fiscal Year Ending Budget March 31, 2021

Description	Consolidated Budget
Net tenant rental revenue	\$ 1,372,437
Tenant revenue - other	\$ 19,600
Total Tenant Revenue	\$ 1,392,037
	\$ -
Housing assistance payments	\$ 2,627,486
Ongoing administrative fees earned	\$ 310,702
HUD PHA operating grants	\$ 1,866,055
Capital grants	\$ 1,217,359
Total Subsidy Revenue	\$ 6,021,601
Management Fee	\$ 454,151
Asset Management Fee	\$ 45,120
Book-Keeping Fee	\$ 69,030
Front Line Service Fee	\$ -
Total Fee Revenue	\$ 568,301
	\$ -
Other government grants	\$ 250,000
Investment income - unrestricted	\$ 334
Fraud recovery	\$ 2,400
Other revenue	\$ 2,210
TOTAL REVENUE	\$ 8,236,883
	\$ -
Administrative salaries	\$ 622,634
Auditing fees	\$ 19,000
Management Fee	\$ 454,151
Book-Keeping Fee	\$ 69,030
Advertising and Marketing	\$ 4,356
Employee benefit contributions - administrative	\$ 138,274
Office Expenses	\$ 121,945
Legal Expense	\$ 105,125
Travel	\$ 1,260
Other	\$ 136,205
Total Operating-Administrative	\$ 1,671,981
Asset Management Fee	\$ 45,120
Tenant services - other	\$ 9,400
Total Tenant Services	\$ 54,520
Water	\$ 211,751
Electricity	\$ 297,066
Gas	\$ 167,795
Sewer	\$ 16,500
Total Utilities	\$ 987,319
	\$ -

Charlottesville Redevelopment and Housing Authority
Annual Budget
For the Fiscal Year Ending Budget March 31, 2021

Description	Consolidated Budget
Ordinary maintenance and operations - labor	\$ 276,184
Ordinary maintenance and operations - materials and other	\$ 166,790
Ordinary Maintenance and Operations Contracts - Garbage and Trash Removal	\$ 109,800
Ordinary Maintenance and Operations Contracts - Heating & Cooling	\$ 33,100
Ordinary Maintenance and Operations Contracts - Elevator Maintenance	\$ 19,800
Ordinary Maintenance and Operations Contracts - Landscape & Grounds	\$ 56,500
Ordinary Maintenance and Operations Contracts - Unit Turnaround	\$ 253,500
Ordinary Maintenance and Operations Contracts - Electrical	\$ 3,000
Ordinary Maintenance and Operations Contracts - Plumbing	\$ 20,300
Ordinary Maintenance and Operations Contracts - Extermination	\$ 57,100
Ordinary Maintenance and Operations Contracts - Routine Maintenance	\$ 50,300
Ordinary Maintenance and Operations Contracts - Miscellaneous	\$ 21,500
Ordinary Maintenance and Operations Contracts	\$ 624,900
Employee benefit contribution - ordinary maintenance	\$ 66,823
Total Maintenance	\$1,134,698
Protective services - other contract costs	\$ 224,500
Total Protective Services	\$ 224,500
	\$ -
Property Insurance	\$ 44,778
Liability Insurance	\$ 10,435
Workmen's Compensation	\$ 16,566
All other Insurance	\$ 4,503
Total insurance Premiums	\$ 76,283
Other general expenses	\$ -
Compensated absences	\$ 50,724
Payments in lieu of taxes	\$ 38,512
Bad debt - tenant rents	\$ 20,881
Total Other General Expenses	\$ 110,116
TOTAL OPERATING EXPENSES	\$ 4,251,936
Excess Revenue Over Operating Expenses	\$ 3,984,947
Total HAP Payment	\$ 2,627,486
TOTAL EXPENSES	\$ 6,879,422
	\$ -
Operating transfer in	\$ 241,250
Operating transfer out	\$ (241,250)
Inter AMP Excess Cash Transfer In	\$ 105,912
Inter AMP Excess Cash Transfer Out	\$ (105,912)
Total other financing sources (uses)	\$ -
Excess (Deficiency) of Revenue Over (Under) Expenses	\$ 1,357,461
Expected Capital Payments	\$ 1,217,359
Total non operating expenditures	\$ 1,217,359
Net Increase/(Decrease) of Cash Flow	\$ 140,103

Charlottesville Redevelopment and Housing Authority Fund Budget Details For the Fiscal Year Ending Budget March 31, 2021						
Description	Consolidated Budget		AMPs	CFP	HCVP	COCC
Net tenant rental revenue	\$ 1,372,437	\$ 1,372,437	\$ -	\$ -	\$ -	\$ -
Tenant revenue - other	\$ 19,600	\$ 19,600	\$ -	\$ -	\$ -	\$ -
Total Tenant Revenue	\$ 1,392,037	\$ 1,392,037	\$ -	\$ -	\$ -	\$ -
Housing assistance payments	\$ 2,627,486	\$ -	\$ -	\$ -	\$ 2,627,486	\$ -
Ongoing administrative fees earned	\$ 310,702	\$ -	\$ -	\$ -	\$ 310,702	\$ -
HUD PHA operating grants	\$ 1,866,055	\$ 1,528,305	\$ 337,750	\$ -	\$ -	\$ -
Capital grants	\$ 1,217,359	\$ -	\$ 1,217,359	\$ -	\$ -	\$ -
Total Subsidy Revenue	\$ 6,021,601	\$ 1,528,305	\$ 1,555,109	\$ 2,938,188	\$ -	\$ -
Management Fee	\$ 454,151	\$ -	\$ -	\$ -	\$ -	\$ 454,151
Asset Management Fee	\$ 45,120	\$ -	\$ -	\$ -	\$ -	\$ 45,120
Book-Keeping Fee	\$ 69,030	\$ -	\$ -	\$ -	\$ -	\$ 69,030
Total Fee Revenue	\$ 568,301	\$ -	\$ -	\$ -	\$ -	\$ 568,301
Other government grants	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Investment income - unrestricted	\$ 334	\$ 34	\$ -	\$ 200	\$ -	\$ 100
Fraud recovery	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,400	\$ -
Other revenue	\$ 2,210	\$ 2,210	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 8,236,883	\$ 3,172,586	\$ 1,555,109	\$ 2,940,788	\$ 568,401	\$ -
Administrative salaries	\$ 622,634	\$ 210,199	\$ -	\$ -	\$ 115,652	\$ 296,784
Auditing fees	\$ 19,000	\$ 13,300	\$ -	\$ -	\$ 1,900	\$ 3,800
Management Fee	\$ 454,151	\$ 295,510	\$ 96,500	\$ 62,140	\$ -	\$ -
Book-Keeping Fee	\$ 69,030	\$ 32,130	\$ -	\$ 36,900	\$ -	\$ -
Advertising and Marketing	\$ 4,356	\$ 4,200	\$ -	\$ -	\$ 23	\$ 133
Employee benefit contributions - administrative	\$ 130,795	\$ 61,502	\$ -	\$ -	\$ 18,465	\$ 50,827
Office Expenses	\$ 121,945	\$ 76,195	\$ -	\$ -	\$ 20,750	\$ 25,000
Legal Expense	\$ 105,125	\$ 83,575	\$ -	\$ -	\$ 1,500	\$ 20,050
Travel	\$ 1,260	\$ 760	\$ -	\$ -	\$ 500	\$ -
Other	\$ 136,205	\$ 45,255	\$ -	\$ -	\$ 15,150	\$ 75,800
Total Operating-Administrative	\$ 1,664,501	\$ 822,627	\$ 96,500	\$ 272,981	\$ 472,394	\$ -
Asset Management Fee	\$ 45,120	\$ 45,120	\$ -	\$ -	\$ -	\$ -
Tenant services - other	\$ 9,400	\$ 9,400	\$ -	\$ -	\$ -	\$ -
Total Tenant Services	\$ 54,520	\$ 54,520	\$ -	\$ -	\$ -	\$ -

Charlottesville Redevelopment and Housing Authority Fund Budget Details For the Fiscal Year Ending Budget March 31, 2021						
Description	Consolidated Budget	AMPs	CFP	HCVP	COCC	
Water	\$ 211,751	\$ 211,751	\$ -	\$ -	\$ -	\$ -
Electricity	\$ 297,066	\$ 297,066	\$ -	\$ -	\$ -	\$ -
Gas	\$ 167,795	\$ 167,795	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 16,500	\$ 16,500	\$ -	\$ -	\$ -	\$ -
Total Utilities	\$ 987,319	\$ 987,319	\$ -	\$ -	\$ -	\$ -
Ordinary maintenance and operations - labor	\$ 276,184	\$ 276,184	\$ -	\$ -	\$ -	\$ -
Ordinary maintenance and operations - materials and other	\$ 166,790	\$ 166,790	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Garbage and Trash Removal	\$ 109,800	\$ 109,800	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Heating & Cooling	\$ 33,100	\$ 33,100	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Elevator Maintenance	\$ 19,800	\$ 19,800	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Landscape & Grounds	\$ 56,500	\$ 56,500	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Unit Turnaround	\$ 253,500	\$ 253,500	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Electrical	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Plumbing	\$ 20,300	\$ 20,300	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Extermination	\$ 57,100	\$ 57,100	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Routine Maintenance	\$ 50,300	\$ 50,300	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Miscellaneous	\$ 21,500	\$ 21,500	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts	\$ 624,900	\$ 624,900	\$ -	\$ -	\$ -	\$ -
Employee benefit contribution - ordinary maintenance	\$ 66,823	\$ 66,823	\$ -	\$ -	\$ -	\$ -
Total Maintenance	\$ 1,134,698	\$ 1,134,698	\$ -	\$ -	\$ -	\$ -
Protective services - other contract costs	\$ 224,500	\$ 224,500	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 224,500	\$ 224,500	\$ -	\$ -	\$ -	\$ -
Property Insurance	\$ 44,778	\$ 44,778	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 10,435	\$ 5,217	\$ -	\$ 2,609	\$ 2,609	\$ -
Workmen's Compensation	\$ 16,566	\$ 16,288	\$ -	\$ 79	\$ 198	\$ -
All other Insurance	\$ 4,503	\$ 4,503	\$ -	\$ -	\$ -	\$ -
Total Insurance Premiums	\$ 76,283	\$ 70,788	\$ -	\$ 2,688	\$ 2,807	\$ -
Compensated absences	\$ 50,724	\$ 24,319	\$ -	\$ 11,565	\$ 14,839	\$ -
Payments in lieu of taxes	\$ 38,512	\$ 38,512	\$ -	\$ -	\$ -	\$ -
Bad debt - tenant rents	\$ 20,881	\$ 20,881	\$ -	\$ -	\$ -	\$ -
Total Other General Expenses	\$ 110,116	\$ 83,712	\$ -	\$ 11,565	\$ 14,839	\$ -

Charlottesville Redevelopment and Housing Authority Fund Budget Details For the Fiscal Year Ending Budget March 31, 2021						
Description	Consolidated Budget	AMPs	CFP	HCVP	COCC	
TOTAL OPERATING EXPENSES	\$ 4,251,936	\$ 3,378,162	\$ 96,500	\$ 287,234	\$ 490,040	\$ -
Excess Revenue Over Operating Expenses	\$ 3,984,947	\$ (205,576)	\$ 1,458,609	\$ 2,653,554	\$ 78,360	\$ -
Total HAP Payment	\$ 2,627,486	\$ -	\$ -	\$ 2,627,486	\$ -	\$ -
TOTAL EXPENSES	\$ 6,879,422	\$ 3,378,162	\$ 96,500	\$ 2,914,719	\$ 490,040	\$ -
Operating transfer in	\$ 241,250	\$ 241,250	\$ -	\$ -	\$ -	\$ -
Operating transfer out	\$ (241,250)	\$ -	\$ (241,250)	\$ -	\$ -	\$ -
Inter AMP Excess Cash Transfer In	\$ 105,912	\$ 105,912	\$ -	\$ -	\$ -	\$ -
Inter AMP Excess Cash Transfer Out	\$ (105,912)	\$ (105,912)	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ 241,250	\$ (241,250)	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenue Over (Under) Expenses	\$ 1,357,461	\$ 35,674	\$ 1,217,359	\$ 26,068	\$ 78,360	\$ -
Expected Capital Payments	\$ 1,217,359	\$ -	\$ 1,217,359	\$ -	\$ -	\$ -
Total non operating expenditures	\$ 1,217,359	\$ -	\$ 1,217,359	\$ -	\$ -	\$ -
Net Increase/(Decrease) of Cash Flow	\$ 140,103	\$ 35,674	\$ -	\$ 26,068	\$ 78,360	\$ -
Unit Months Available	10,908	4,512	0	6,396	0	0
Unit Months Leased	9,204	4,284	0	4,920	0	0

Charlotteville Redevelopment and Housing Authority
Annual Budget - AMP's By Project
For the Fiscal Year Ending Budget March 31, 2021

Description	AMP											
	Totals	Westhaven AMP 1	Crescent Halls AMP 2	South 1st Street AMP 3	6th Street AMP 3	Madison AMP 4	Michele AMP 4	Riverside AMP 4	Elson AMP 4	Hilton AMP 4	Monticello AMP 4	Ridge AMP 4
Net tenant rental revenue	\$ 1,372,437	\$ 472,885	\$ 294,960	\$ 244,570	\$ 141,188	\$ 67,189	\$ 81,017	\$ 55,559	\$ 5,940	\$ 1,140	\$ 4,436	\$ 3,804
Tenant revenue - other	\$ 19,600	\$ 7,000	\$ 1,500	\$ 4,700	\$ 1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700
Total Tenant Revenue	\$ 1,392,037	\$ 480,785	\$ 296,460	\$ 249,270	\$ 142,988	\$ 67,189	\$ 81,017	\$ 55,559	\$ 5,940	\$ 1,140	\$ 4,436	\$ 7,504
HUD PHA operating grants	\$ 1,528,505	\$ 559,880	\$ 310,307	\$ 300,786	\$ 129,649	\$ 66,101	\$ 84,463	\$ 58,757	\$ 3,672	\$ 3,672	\$ 3,672	\$ 7,345
Total Subsidy Revenue	\$ 1,528,505	\$ 559,880	\$ 310,307	\$ 300,786	\$ 129,649	\$ 66,101	\$ 84,463	\$ 58,757	\$ 3,672	\$ 3,672	\$ 3,672	\$ 7,345
Other government grants	\$ 250,000	\$ 147,887	\$ -	\$ -	\$ 29,343	\$ 72,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income - unrestricted	\$ 34	\$ 20	\$ 10	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other revenue	\$ 2,210	\$ -	\$ 2,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 3,172,586	\$ 1,188,572	\$ 608,987	\$ 550,010	\$ 301,979	\$ 206,060	\$ 165,480	\$ 114,316	\$ 9,612	\$ 4,812	\$ 7,908	\$ 14,849
Administrative salaries	\$ 210,199	\$ 68,293	\$ 72,679	\$ 39,197	\$ 16,895	\$ 3,813	\$ 4,873	\$ 3,390	\$ 212	\$ 212	\$ 212	\$ 424
Auditing fees	\$ 13,500	\$ 4,457	\$ 3,714	\$ 2,052	\$ 884	\$ 637	\$ 814	\$ 566	\$ 35	\$ 35	\$ 35	\$ 71
Management Fee	\$ 295,510	\$ 102,918	\$ 72,843	\$ 48,010	\$ 20,690	\$ 14,900	\$ 18,901	\$ 13,106	\$ 828	\$ 828	\$ 828	\$ 1,656
Book-Keeping Fee	\$ 32,130	\$ 11,190	\$ 7,920	\$ 5,220	\$ 2,250	\$ 1,620	\$ 2,055	\$ 1,425	\$ 90	\$ 90	\$ 90	\$ 180
Advertising and Marketing	\$ 4,200	\$ 1,415	\$ 1,179	\$ 651	\$ 281	\$ 111	\$ 202	\$ 180	\$ 11	\$ 11	\$ 11	\$ -
Employee benefit contributions - administrative	\$ 61,502	\$ 15,597	\$ 12,097	\$ 17,633	\$ 7,600	\$ 2,228	\$ 2,847	\$ 1,981	\$ 124	\$ 124	\$ 124	\$ 248
Office Expenses	\$ 76,195	\$ 28,700	\$ 20,400	\$ 12,050	\$ 5,100	\$ 2,775	\$ 3,375	\$ 2,400	\$ 315	\$ 315	\$ 315	\$ 450
Legal Expense	\$ 83,575	\$ 33,015	\$ 14,015	\$ 20,515	\$ 5,265	\$ 2,215	\$ 5,265	\$ 2,165	\$ 280	\$ 280	\$ 280	\$ 280
Travel	\$ 760	\$ 200	\$ 200	\$ 100	\$ 100	\$ 50	\$ 50	\$ 50	\$ 15	\$ 15	\$ 15	\$ 15
Other	\$ 45,255	\$ 14,307	\$ 10,739	\$ 7,752	\$ 4,084	\$ 2,037	\$ 3,989	\$ 1,716	\$ 130	\$ 130	\$ 130	\$ 241
Total Operating-Administrative	\$ 822,627	\$ 280,092	\$ 216,686	\$ 153,179	\$ 63,104	\$ 30,477	\$ 42,436	\$ 26,978	\$ 2,041	\$ 2,041	\$ 2,041	\$ 3,562
Asset Management Fee	\$ 45,120	\$ 15,120	\$ 12,600	\$ 6,960	\$ 3,000	\$ 2,160	\$ 2,760	\$ 1,920	\$ 120	\$ 120	\$ 120	\$ 240
Tenant services - other	\$ 9,400	\$ 3,150	\$ 2,625	\$ 1,450	\$ 625	\$ 450	\$ 575	\$ 400	\$ 25	\$ 25	\$ 25	\$ 50
Total Tenant Services	\$ 54,520	\$ 18,270	\$ 15,225	\$ 8,410	\$ 3,625	\$ 2,610	\$ 3,335	\$ 2,320	\$ 145	\$ 145	\$ 145	\$ 290
Water	\$ 211,751	\$ 71,982	\$ 53,512	\$ 47,356	\$ 14,006	\$ 5,466	\$ 7,033	\$ 9,018	\$ 439	\$ 1,164	\$ 812	\$ 964
Electricity	\$ 297,066	\$ 98,313	\$ 70,888	\$ 65,878	\$ 20,150	\$ 11,887	\$ 13,828	\$ 10,810	\$ 1,668	\$ 681	\$ 850	\$ 2,273
Gas	\$ 167,795	\$ 49,102	\$ 31,223	\$ 40,443	\$ 14,553	\$ 8,520	\$ 11,679	\$ 8,551	\$ 643	\$ 753	\$ 661	\$ 1,666
Sewer	\$ 16,500	\$ 5,529	\$ 4,608	\$ 2,545	\$ 1,097	\$ 790	\$ 1,009	\$ 702	\$ 44	\$ 44	\$ 44	\$ 88
Total Utilities	\$ 987,319	\$ 325,408	\$ 234,908	\$ 221,795	\$ 69,015	\$ 34,038	\$ 42,921	\$ 41,617	\$ 3,381	\$ 4,302	\$ 3,621	\$ 6,313
Ordinary maintenance and operations - labor	\$ 276,184	\$ 79,216	\$ 105,808	\$ 36,464	\$ 15,717	\$ 11,317	\$ 14,460	\$ 10,059	\$ 629	\$ 629	\$ 629	\$ 1,257
Ordinary maintenance and operations - materials and other	\$ 166,790	\$ 73,500	\$ 15,650	\$ 46,500	\$ 14,350	\$ 4,250	\$ 5,950	\$ 4,500	\$ 170	\$ 170	\$ 405	\$ 945
Ordinary Maintenance and Operations Contracts - Garbage and Trash Removal	\$ 109,800	\$ 38,000	\$ 28,000	\$ 18,000	\$ 7,800	\$ 5,800	\$ 7,000	\$ 4,800	\$ 50	\$ 50	\$ 200	\$ 100
Ordinary Maintenance and Operations Contracts - Heating & Cooling	\$ 33,100	\$ 17,500	\$ 12,500	\$ 1,850	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Elevator Maintenance	\$ 19,800	\$ 500	\$ 17,500	\$ 500	\$ -	\$ -	\$ 1,000	\$ 300	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Unit Turnaround	\$ 253,500	\$ 147,887	\$ -	\$ -	\$ 29,343	\$ 72,770	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Electrical	\$ 3,000	\$ -	\$ 2,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Plumbing	\$ 20,300	\$ 1,800	\$ 12,500	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
Ordinary Maintenance and Operations Contracts - Extermination	\$ 10,000	\$ 10,000	\$ 30,000	\$ 5,000	\$ 3,500	\$ 3,500	\$ 1,850	\$ 1,500	\$ 300	\$ 300	\$ 300	\$ 850
Ordinary Maintenance and Operations Contracts - Routine Maintenance	\$ 50,500	\$ 25,000	\$ 15,000	\$ 5,250	\$ 4,800	\$ 1,25	\$ 1,25	\$ -	\$ -	\$ -	\$ -	\$ -
Ordinary Maintenance and Operations Contracts - Miscellaneous	\$ 21,500	\$ 2,450	\$ 15,850	\$ 1,100	\$ 600	\$ 500	\$ 500	\$ 300	\$ 45	\$ 45	\$ 45	\$ 65
Ordinary Maintenance and Operations Contracts - Miscellaneous	\$ 624,900	\$ 264,657	\$ 139,600	\$ 43,250	\$ 58,793	\$ 86,195	\$ 13,475	\$ 13,650	\$ 395	\$ 395	\$ 545	\$ 3,265
Ordinary Maintenance and Operations Contracts	\$ 665,823	\$ 191,058	\$ 291,971	\$ 7,099	\$ 3,060	\$ 2,815	\$ 1,958	\$ 1,958	\$ 122	\$ 122	\$ 122	\$ 245
Employee benefit contribution - ordinary maintenance	\$ 1,134,698	\$ 456,458	\$ 291,029	\$ 134,413	\$ 91,920	\$ 103,964	\$ 36,700	\$ 30,167	\$ 1,316	\$ 1,316	\$ 1,701	\$ 5,712
Total Maintenance	\$ 2,744,500	\$ 1,040,000	\$ 1,244,500	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Protective services - other contract costs	\$ 224,500	\$ 60,000	\$ 124,500	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Protective Services	\$ 224,500	\$ 60,000	\$ 124,500	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Charlotteville Redevelopment and Housing Authority
Annual Budget - AMP's By Project
For the Fiscal Year Ending Budget March 31, 2021

Description	AMP												
	Westhaven AMP 1	Crescent Halls AMP 2	South 1st Street AMP 3	6th Street AMP 3	Madison AMP 4	Michie AMP 4	Riverside AMP 4	Elsom AMP 4	Hinton AMP 4	Monticello AMP 4	Ridge AMP 4		
Totals													
Property Insurance	\$ 44,778	\$ 15,095	\$ 6,907	\$ 2,977	\$ 2,144	\$ 2,739	\$ 1,905	\$ 119	\$ 119	\$ 119	\$ 119	\$ 238	
Liability Insurance	\$ 5,217	\$ 1,748	\$ 1,457	\$ 805	\$ 347	\$ 319	\$ 222	\$ 14	\$ 14	\$ 14	\$ 14	\$ 28	
Workers Compensation	\$ 16,588	\$ 4,451	\$ 6,884	\$ 2,086	\$ 924	\$ 593	\$ 537	\$ 33	\$ 33	\$ 33	\$ 33	\$ 66	
All other insurance	\$ 4,503	\$ 1,509	\$ 1,258	\$ 695	\$ 216	\$ 275	\$ 192	\$ 12	\$ 12	\$ 12	\$ 12	\$ 24	
Total Insurance Premiums	\$ 70,986	\$ 22,714	\$ 10,493	\$ 4,447	\$ 3,202	\$ 4,092	\$ 2,846	\$ 178	\$ 178	\$ 178	\$ 178	\$ 356	
Compensated absences	\$ 24,319	\$ 7,375	\$ 8,924	\$ 3,783	\$ 1,631	\$ 967	\$ 672	\$ 42	\$ 42	\$ 42	\$ 42	\$ 84	
Payments in lieu of taxes	\$ 38,512	\$ 14,748	\$ 6,005	\$ 2,272	\$ 3,315	\$ 3,810	\$ 1,394	\$ 256	\$ (316)	\$ 61	\$ 61	\$ (251)	
Bad debt - tenant rents	\$ 20,881	\$ 7,212	\$ 4,447	\$ 3,738	\$ 2,145	\$ 1,008	\$ 833	\$ 89	\$ 17	\$ 64	\$ 64	\$ 113	
Total Other General Expenses	\$ 83,712	\$ 29,335	\$ 19,376	\$ 9,794	\$ 10,993	\$ 5,079	\$ 5,992	\$ 2,900	\$ 387	\$ (257)	\$ 167	\$ (54)	
TOTAL OPERATING EXPENSES	\$ 3,378,162	\$ 1,172,278	\$ 923,828	\$ 578,084	\$ 243,104	\$ 135,464	\$ 106,829	\$ 7,447	\$ 7,724	\$ 7,853	\$ 7,853	\$ 16,180	
Excess Revenue Over Operating Expenses	\$ (205,570)	\$ 16,294	\$ (314,841)	\$ (28,074)	\$ 26,689	\$ 30,016	\$ 7,487	\$ 2,165	\$ (2,912)	\$ 55	\$ 55	\$ (1,331)	
Total Expenses	\$ 3,378,162	\$ 1,172,278	\$ 923,828	\$ 578,084	\$ 243,104	\$ 135,464	\$ 106,829	\$ 7,447	\$ 7,724	\$ 7,853	\$ 7,853	\$ 16,180	
Operating transfer in	\$ 241,250	\$ -	\$ 241,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Inter-AMP Excess Cash Transfer In	\$ 105,912	\$ -	\$ 73,592	\$ 28,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Inter-AMP Excess Cash Transfer Out	\$ (105,912)	\$ -	\$ -	\$ (50,610)	\$ (17,800)	\$ (30,015)	\$ (7,487)	\$ -	\$ 2,913	\$ -	\$ -	\$ 1,332	
Total other financing sources (uses)	\$ 241,250	\$ -	\$ 314,842	\$ 28,075	\$ (17,800)	\$ (30,015)	\$ (7,487)	\$ -	\$ 2,913	\$ -	\$ -	\$ 1,332	
Excess (Deficiency) of Revenue Over (Under) Expenses	\$ 35,674	\$ 16,294	\$ 1	\$ 8,266	\$ 8,889	\$ 1	\$ (0)	\$ 2,165	\$ 1	\$ 55	\$ 55	\$ 1	
Required Annual Debt Principal Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expected Capital Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total non operating expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Increase/(Decrease) of Cash Flow	\$ 35,674	\$ 16,294	\$ 1	\$ 8,266	\$ 8,889	\$ 1	\$ (0)	\$ 2,165	\$ 1	\$ 55	\$ 55	\$ 1	
Unit Months Available	4512	1,512.00	696.00	300.00	216.00	276.00	192.00	12.00	12.00	12.00	12.00	24.00	
Unit Months Leased	4284	1,492.00	1,056.00	300.00	216.00	274.00	190.00	12.00	12.00	12.00	12.00	24.00	

Charlottesville Redevelopment and Housing Authority
Annual Budget - CFP Grants
For the Fiscal Year Ending Budget March 31, 2021

	CFP Totals			
	Totals	501-018	501-019	501-020
HUD PHA operating grants	\$ 337,750	\$ -	\$ 1,535	\$ 336,215
Capital grants	\$ 1,217,359	\$ 200,740	\$ 488,277	\$ 528,342
Total Subsidy Revenue	\$ 1,555,109	\$ 200,740	\$ 489,812	\$ 864,557
TOTAL REVENUE	\$ 1,555,109	\$ 200,740	\$ 489,812	\$ 864,557
Management Fee (BLI 1410)	\$ 96,500	\$ -	\$ 439	\$ 96,061
Total Operating-Administrative	\$ 96,500	\$ -	\$ 439	\$ 96,061
TOTAL OPERATING EXPENSES	\$ 96,500	\$ -	\$ 439	\$ 96,061
Excess Revenue Over Operating Expenses	\$ 1,458,609	\$ 200,740	\$ 489,373	\$ 768,496
Total Expenses	\$ 96,500	\$ -	\$ 439	\$ 96,061
Operating transfer out (BLI 1406, 1408)	\$ (241,250)	\$ -	\$ (1,096)	\$ (240,154)
Total other financing sources (uses)	\$ (241,250)	\$ -	\$ (1,096)	\$ (240,154)
Excess (Deficiency) of Revenue Over (Under) Expenses	\$ 1,217,359	\$ 200,740	\$ 488,277	\$ 528,342
Expected Capital Payments	\$ 1,217,359	\$ 200,740	\$ 488,277	\$ 528,342
Total non operating expenditures	\$ 1,217,359	\$ 200,740	\$ 488,277	\$ 528,342
Remaining Budget Availability (1408)	\$ -	\$ -	\$ -	\$ -

Charlotteville Redevelopment and Housing Authority
Salary & Benefit Schedule

For the Fiscal Year Ending Budget March 31, 2021

	Position	Program	Type	Salaries	Benefits	Totals
1	Maintenance Tech	Public Housing	M	\$ 39,795.00	\$ 14,619.60	\$ 54,414.60
2	Maintenance Tech	Public Housing	M	\$ 39,795.00	\$ 11,385.84	\$ 51,180.84
3	Maintenance Tech	Public Housing	M	\$ 48,664.80	\$ 15,781.42	\$ 64,446.22
4	Severance	Section 8	A	\$ 6,413.33	\$ 992.22	\$ 7,405.55
5	PT Accounting/HR	COCC	A	\$ 63,700.00	\$ 5,374.65	\$ 69,074.65
6	Admin Assistant Rental Office	Public Housing	A	\$ 35,584.12	\$ 16,966.31	\$ 52,550.43
7	Temp FT Asset Mgr.	Public Housing	A	\$ 41,600.00	\$ 3,684.00	\$ 45,284.00
8	Relocation/Interim	COCC; Redev (after ED hire)	A	\$ 72,692.16	\$ 8,105.20	\$ 80,797.36
9	Director of Housing	COCC/Section 8	A	\$ 83,014.10	\$ 15,962.94	\$ 98,977.04
10	HCV specialist	Section 8	A	\$ 39,332.80	\$ 11,545.04	\$ 50,877.84
11	Temp PT admin	Public Housing	A	\$ 23,400.00	\$ 2,291.70	\$ 25,691.70
12	Asset Mgr.	City/Public Housing/Section 8	A	\$ 38,507.04	\$ 14,958.87	\$ 53,465.91
13	Temp PT file clerk	Public Housing	A	\$ 14,300.00	\$ 1,595.55	\$ 15,895.55
14	Asset Mgr.	Public Housing	A	\$ 50,434.02	\$ 12,532.88	\$ 62,966.90
15	Asset Mgr.	Public Housing	A	\$ 38,508.08	\$ 14,959.07	\$ 53,467.15
16	Resident Commissioner	Public Housing	A	\$ 4,222.92	\$ 824.65	\$ 5,047.57
17	Facilities Director	Public Housing	M	\$ 65,000.00	\$ 14,022.28	\$ 79,022.28
18	Admin Assistant	COCC	A	\$ 35,584.12	\$ 19,169.51	\$ 54,753.63

Charlotteville Redevelopment and Housing Authority
Line Item Detail For Office Expenses/Other
For the Fiscal Year Ending Budget March 31, 2021

Account Number	Account Description	126		105		58		25		18		23		16		1		1		2			
		Westhaven AMP 1	Crescent Hill AMP 2	South 1st Stree AMP 3	6th Stree AMP 3	Madison AMP 4	Michie AMP 4	Riverside AMP 4	Elson AMP 4	Hinton AMP 4	Monticello AMP 4	Ridge AMP 4	Totals	HCV	Totals	HCV	Totals	HCV	Totals	HCV	Totals		
4180-00-000	Office Expenses - Office Rent	800.00	700.00	500.00	200.00	150.00	150.00	100.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	25.00	25.00	500.00	7,670.00
4183-00-000	Office Expenses - Professional Meetings	2,900.00	2,500.00	1,250.00	650.00	450.00	525.00	400.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	75.00	75.00	2,250.00	14,650.00
4190-04-000	Office Expenses - Office Supplies	8,500.00	7,200.00	3,800.00	1,650.00	1,250.00	1,650.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	150.00	150.00	6,000.00	36,200.00
4190-07-000	Office Expenses - Telephone	2,000.00	1,850.00	1,000.00	450.00	300.00	400.00	300.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	50.00	50.00	5,000.00	13,225.00
4190-08-000	Office Expenses - Postage	2,000.00	1,650.00	1,000.00	500.00	500.00	500.00	500.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	2,000.00	12,550.00
4190-10-000	Office Expenses - Copiers	2,000.00	1,650.00	1,000.00	500.00	500.00	500.00	500.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	2,000.00	12,550.00
4190-19-000	Office Expenses - TV/Cable/Internet	12,500.00	6,500.00	4,500.00	1,650.00	125.00	150.00	100.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	50.00	50.00	5,000.00	37,650.00
Total Office Expenses Per Budget		28,700.00	20,400.00	12,050.00	5,100.00	2,775.00	3,375.00	2,400.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	315.00	450.00	450.00	20,750.00	121,945.00
COCC		AMP 1	AMP 2	AMP 3	AMP 3	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	AMP 4	HCV	Totals
63,800.00	Other - Consulting Fees	6,456.91	4,714.10	4,051.60	1,884.31	886.70	2,813.56	765.96	50.37	50.37	50.37	50.37	50.37	50.37	50.37	50.37	50.37	50.37	50.37	90.74	90.74	6,900.00	92,515.00
5,500.00	Other - Membership & Fees	350.00	275.00	200.00	100.00	50.00	75.00	50.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	25.00	25.00	250.00	6,920.00
2,500.00	Other - Miscellaneous Admin Expenses	1,500.00	750.00	500.00	100.00	100.00	100.00	100.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	25.00	25.00	1,000.00	6,720.00
4,000.00	Other - Staff Training	6,000.00	5,000.00	3,000.00	2,000.00	1,000.00	1,000.00	800.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	100.00	100.00	7,000.00	30,050.00
Total Other Per Budget		14,306.91	10,739.10	7,751.60	4,084.31	2,036.70	3,988.56	1,715.96	130.37	130.37	130.37	130.37	130.37	130.37	130.37	130.37	130.37	130.37	130.37	240.74	240.74	15,150.00	136,205.00