



ARLINGTON COUNTY, VIRGINIA

**County Board Agenda Item
Meeting of April 25, 2009**

DATE: April 25, 2009

SUBJECT: Purchase of Software System for Section 8 Housing Program

C. M. RECOMMENDATIONS:

Authorize the use of up to \$120,000 from the Section 8 Administrative Reserve Account (208.51181) to acquire a new software system to support the Department of Human Services Section 8 program.

ISSUES: This is a request for County Board approval to use federal Section 8 funds to purchase a software application. No issues have been identified.

SUMMARY: The software system manages the waiting list, eligibility determination, and payment process for the Section 8 program. The Arlington County Section 8 Housing Program Administrative Plan requires that all transactions exceeding \$50,000 from the federally funded Section 8 Administrative Reserve Account have County Board approval. The Department of Human Services (DHS) requests approval to expend up to \$120,000, to acquire the system.

BACKGROUND: The existing software has been in place for 15 years and has not been updated to meet current technology and program needs. The software does not comply with County standards for databases or computer hardware, and error checking requires a labor-intensive process involving significant staff time. DHS initiated a Request for Proposal process to replace the obsolete software. A new software system that offers improved workflow and better data management has been identified. The new system will ensure a streamlined reimbursement process that will be easier to operate, support and integrate into County systems.

The U.S. Department of Housing and Urban Development (HUD) requires all Section 8 Housing agencies to maintain an Administrative Plan, to include a reserve account. The Section 8 Administrative Reserve Account is comprised of funds earned from HUD. HUD allows reserve account funds to be used for administrative expenses over and above normal annual costs. The funds can be used exclusively for Section 8-related expenses. Section 8 is a fully federally funded rental assistance program.

FISCAL IMPACT: None. Replacement of the Section 8 software system is fully funded by the Section 8 Administrative Reserve Account and no local match is required.

County Manager: _____

County Attorney: _____

Staff: Chris Green and Lynn Barak, DHS