



Legislature of the Virgin Islands

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POST AUDIT DIVISION

July 17, 2023

COMMITTEE ON BUDGET, APPROPRIATIONS AND FINANCE FISCAL YEAR 2024 BUDGET HEARING

VIRGIN ISLANDS HOUSING AUTHORITY

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BACKGROUND AND HISTORY

The Virgin Islands Housing Authority (VIHA) is a public housing corporation that operates under the provision of the U. S. Housing Act of 1937, as amended, the Quality Housing and Work Responsibility Act of 1998 and the Virgin Islands Code (V.I.C)

VIHA was established in 1941 when the municipal councils of St. Thomas/ St John and St. Croix passed an ordinance creating municipal housing authorities into a single agency, the Virgin Islands Housing and Redevelopment Authority (VIHRA) with tri – island jurisdiction. In 1962 Act No. 903 of the Virgin Islands Legislature established the as the Virgin Islands Housing Authority.

VIHA is empowered with the responsibility for planning, financing, constructing, maintaining, and managing public housing developments on the islands of St. Croix and St. Thomas which comprise approximately 15% of the total territorial housing stock.

Currently, VIHA consists of two thousand five hundred twenty-five (2,525) public housing units in twenty-three (23) communities, which are grouped into eleven (11) primary cost centers. The property groupings are called Asset Management Groups (AMP). Four (4) AMPs on the district of St. Thomas and seven (7) on the district of St. Croix. These are operated and managed by VIHA, and Louis E. Brown Villa I and II are privately managed.

The Government of the Virgin Islands is obligated to provide municipal services to public housing communities pursuant to the 1956 Cooperative agreement, as amended to include but not limited to educational facilities, police and fire protection, garbage collection/disposal maintenance of streetlights, roads and provide water. VIHA’s priority is to empower the public housing residents through training and practical experiences. The objective of these initiatives is to provide incentives and encouragement as they become more responsible. Additionally, the residents will be equipped to obtain the capability of managing their affairs in the communities and to actively participate in activities that will be beneficial to the entire community.

VIHA mission is *"To Create Vibrant, Dynamic, Sustainable Communities So Families Can Evolve Economically, and To Improve Lives and Strengthen Communities Through Quality, Safe and Affordable Housing and By Providing a Myriad of Services to Empower Public Housing Residents."*

BOARD MEMBERS

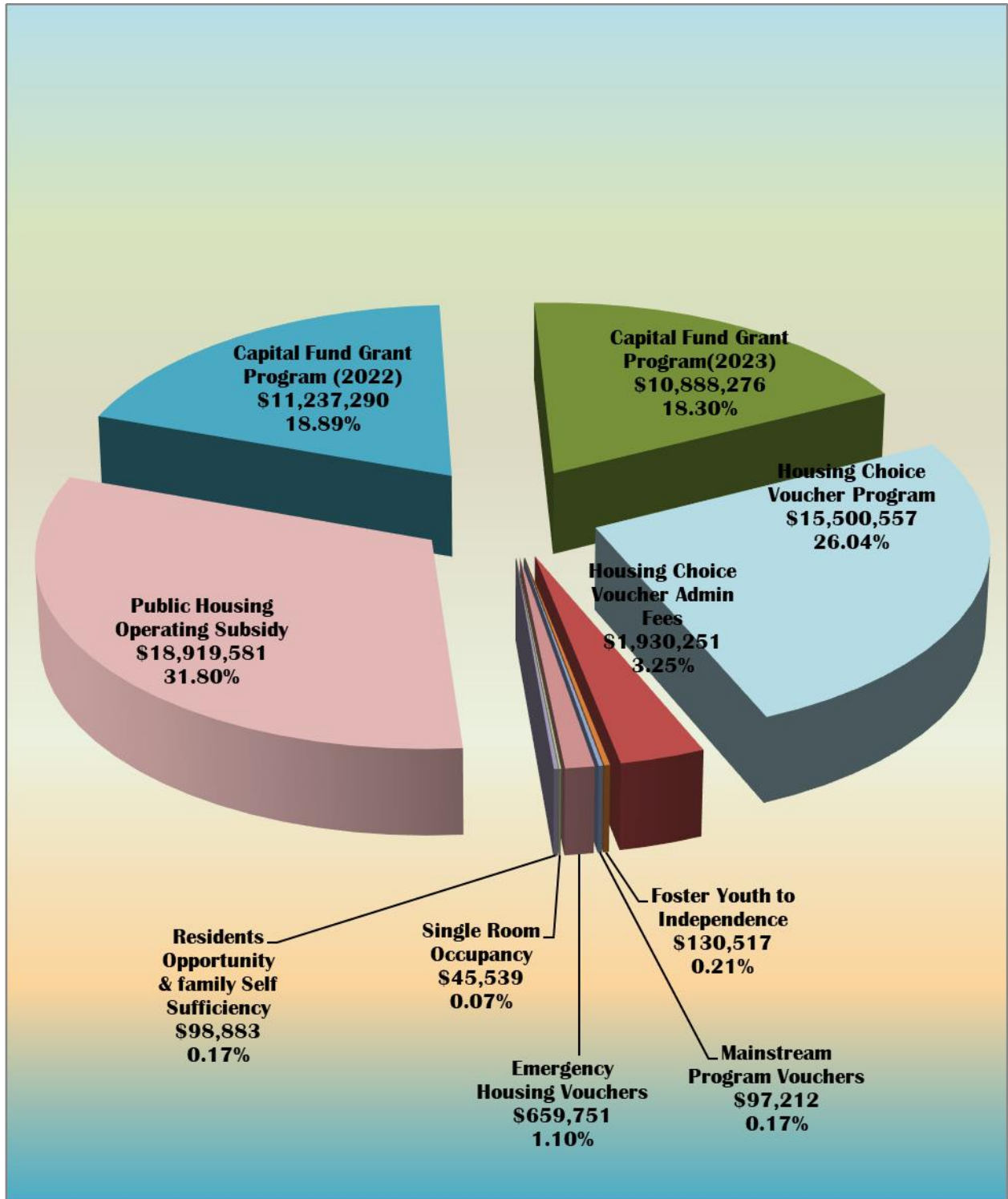
Below is a list of the board members.

| Board Members | Title |
|------------------------------|--------------------|
| Dina Perry- Malone | Chairperson |
| Noreen Michael, Ph.D. | Vice – Chairperson |
| Robert Graham | Secretary |
| Dayna Clendinen | Board Member |
| Janis Valmond, MS, PhD, CHES | Board Member |
| Ashley Archibald | Board Member |
| Simba Abiff | Board Member |
| Kimberley Causey -Gomez | Board Member |

FEDERAL FUNDING OVERVIEW

Exhibit I displays a distribution of the HUD Federal Funding for VIHA to date is **\$59,507,857**.

Exhibit I



ASSET MANAGEMENT PROJECTS EXPENDITURES

Exhibit II displays a summary of the Assets Management Projects expenditures for FY 2022 and FY 2023 as of March 31,2023.

Exhibit II

| Account Description | FY 2022 Budget | FY 2023 As of March 31, 2023 |
|---|---------------------------|---|
| Administrative Assistants | \$127,630 | \$30,343 |
| Administrative Salaries | 1,233,858 | 254,521 |
| Compliance Auditor- Specialist Salaries | 96,382 | 22,232 |
| District Manager Salaries | 129,481 | 30,477 |
| Benefits- FICA | 74,671 | 14,944 |
| Benefits- Health | 208,410 | 39,382 |
| Benefits- Life | 530 | 95 |
| Benefits- Medicare | 17,463 | 3,495 |
| Benefits- Retirement | 292,283 | 58,451 |
| ADP Payroll HR System | 55,910 | 15,745 |
| Advertising | 6,999 | 1,688 |
| Asset Management Fee | 284,220 | 67,100 |
| Auditing Fees | 113,078 | - |
| Bookkeeping Fees | 184,230 | 44,393 |
| Consulting Fees | 175,955 | 4,756 |
| Equipment Lease | 98,467 | 24,442 |
| Fee for Service -IT | 313,353 | 82,818 |
| Frontline Allocation Leasing Salaries | 326,823 | 69,453 |
| Frontline TARS Accountant Salaries | 22,375 | 4,713 |
| Legal Expense Contracts | 50,218 | 8,154 |
| Overtime | 7,023 | 53 |
| Professional Fees & Services | 908,926 | - |
| Property Management Fee | 1,659,857 | 399,947 |
| Software Leasing | 15,760 | - |
| Software Maintenance Agreement | 88,024 | 19,574 |
| Staff Appreciation | 9,855 | - |
| Staff Training | 67,039 | 3,834 |
| Sundry -IT | 21,348 | 1,621 |
| Sundry - Bank Service Charges | 72,966 | 17,404 |
| Sundry – Cellular Telephone | 61,706 | 27,409 |
| Sundry – Freight/ Postage | 64,946 | 9,236 |
| Sundry – Membership Dues | 29,557 | 7,532 |
| Sundry -Office Supplies | 41,618 | 3,662 |
| Sundry – Other | 94,024 | 23,653 |
| Sundry -Telephone | 97,756 | 23,358 |
| Sundry -Hardware | 2,388 | 135 |
| Sundry -Meeting Expenses | 308 | - |
| | | |

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| Account Description | FY 2022 Budget | FY 2023 As of March 31, 2023 |
|--|---------------------------|---|
| Sundry – Office Furniture Equipment | 3,842 | - |
| Sundry -Software Maintenance | 25,595 | 7,012 |
| Sundry -Internet Access | 96,261 | 20,218 |
| Sundry Office Furniture | 8,783 | 335 |
| Travel | 21,088 | 22,330 |
| Total Operating Administrative | 7,211,009 | 1,364,615 |
| Labor | 3,214,068 | 830,278 |
| Overtime | 105,870 | 30,952 |
| Labor Section 3 | 563,556 | 123,781 |
| Benefits - Retirement | 821,345 | 195,993 |
| Benefits - Health | 783,522 | 158,981 |
| Benefits - Medicare | 48,547 | 11,721 |
| Benefits - FICA | 207,755 | 50,118 |
| Benefits - Life | 2,200 | 438 |
| Con Cost – Air Conditioning | 67,187 | 800 |
| Con Cost - Automotive | 73,898 | 14,596 |
| Con Cost - Carpentry | 140,161 | 36,753 |
| Con Cost - Electricity | 150,264 | 27,482 |
| Con Cost - Exterminating | 162,422 | 12,608 |
| Con Cost – General Maintenance | 228,331 | 42,483 |
| Con Cost – Grounds | 588,361 | 120,882 |
| Con Cost - Plumbing | 220,191 | 44,722 |
| Con Cost - Masonry | 37,829 | 4,489 |
| Con Cost - Painting | 5,840 | - |
| Con Cost – Curb Appeal | 1,800 | - |
| Contract Cost- After Hours Answering Service | 14,064 | 2,364 |
| Contract Cost- COVID-19 | 45,256 | 825 |
| Contract Cost- Vehicle Removal | 3,450 | - |
| Contract Cost- Water Hauling | 2,950 | - |
| Contract Cost- Janitor | 97,890 | 14,750 |
| Extra Ordinary Maintenance | 100,796 | - |
| Hurricane Irma 4335 | 24,710 | - |
| Hurricane Maria 4340 | 26,403 | - |
| Material-Automotive | 56,807 | 15,647 |
| Material- Carpentry | 147,630 | 43,651 |
| Material- Curb Appeals - Grounds | 460 | - |
| Material-Electricity | 178,584 | 11,099 |
| Material-Equipment Tools | 20,259 | 7,286 |
| Material-General Maintenance | 51,264 | 4,890 |
| Material- Grounds | 31,628 | 5,550 |
| Material-Masonry | 25,250 | 2,226 |
| Material-Painting | 52,264 | 9,012 |
| Material-Plumbing | 128,424 | 29,375 |
| | | |

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| Account Description | FY 2022 Budget | FY 2023 As of March 31, 2023 |
|---|---------------------------|---|
| Material-COVID 19-AMPs - Subsidy | 26,788 | - |
| Relocation | 468 | - |
| Total Maintenance Expenses | 8,458,531 | 1,853,753 |
| Cable | 1,347 | 337 |
| Contract Cost-Water | 6,474,766 | 1,614,748 |
| Electricity | 574,682 | 150,261 |
| Total Utilities | 7,050,796 | 1,765,346 |
| Tenant Service Salaries | 109,861 | 66,795 |
| Overtime | 818 | - |
| Benefits- Retirement | 23,944 | 16,442 |
| Benefits- Health | 17,456 | 5,779 |
| Benefits- Life | 44 | 22 |
| Benefits- Medicare | 1,571 | 906 |
| Benefits- FICA | 6,716 | 3,875 |
| Applicant Credit Reports | 1,579 | 650 |
| Educational Wellness | 750 | - |
| Physical, Mental & Emotional Wellness | 4,616 | - |
| Resident – FSS Contribution | 8,904 | 9,545 |
| Resident Services- Supplies | 3,868 | 1,260 |
| Tenant Council Fund | 9,000 | 4,250 |
| Total Resident Wellness/Empowerment Exps | 189,127 | 109,525 |
| Automobile Insurance Expense | 61,414 | 12,068 |
| General Liability -Deductible | 13,910 | 6,250 |
| General Liability -Insurance Expense | 73,186 | 15,150 |
| Property Insurance | 1,015,998 | 251,557 |
| Worker’s Compensation | 69,152 | 59,873 |
| Total Insurance Premiums | 1,233,659 | 344,898 |
| | | |
| Casualty Losses – Noncapitalized | 3,013 | 740 |
| Collection Loss | 135,727 | - |
| Compensated Absences | 420,812 | - |
| Employee Assistance Program | 2,773 | 726 |
| Retiree Health Benefits | 766,276 | 166,505 |
| Retiree Life Benefits | 13,057 | 4,269 |
| Security | 132,523 | 29,547 |
| Terminal Leave Payments | 1,303 | - |
| Total General Expenses | 1,475,484 | 201,787 |
| | | |
| Total Operating Expenses | \$25,618,607 | \$ 5,639,923 |

CAPITAL FUND GRANT PROGRAM (CFGP)

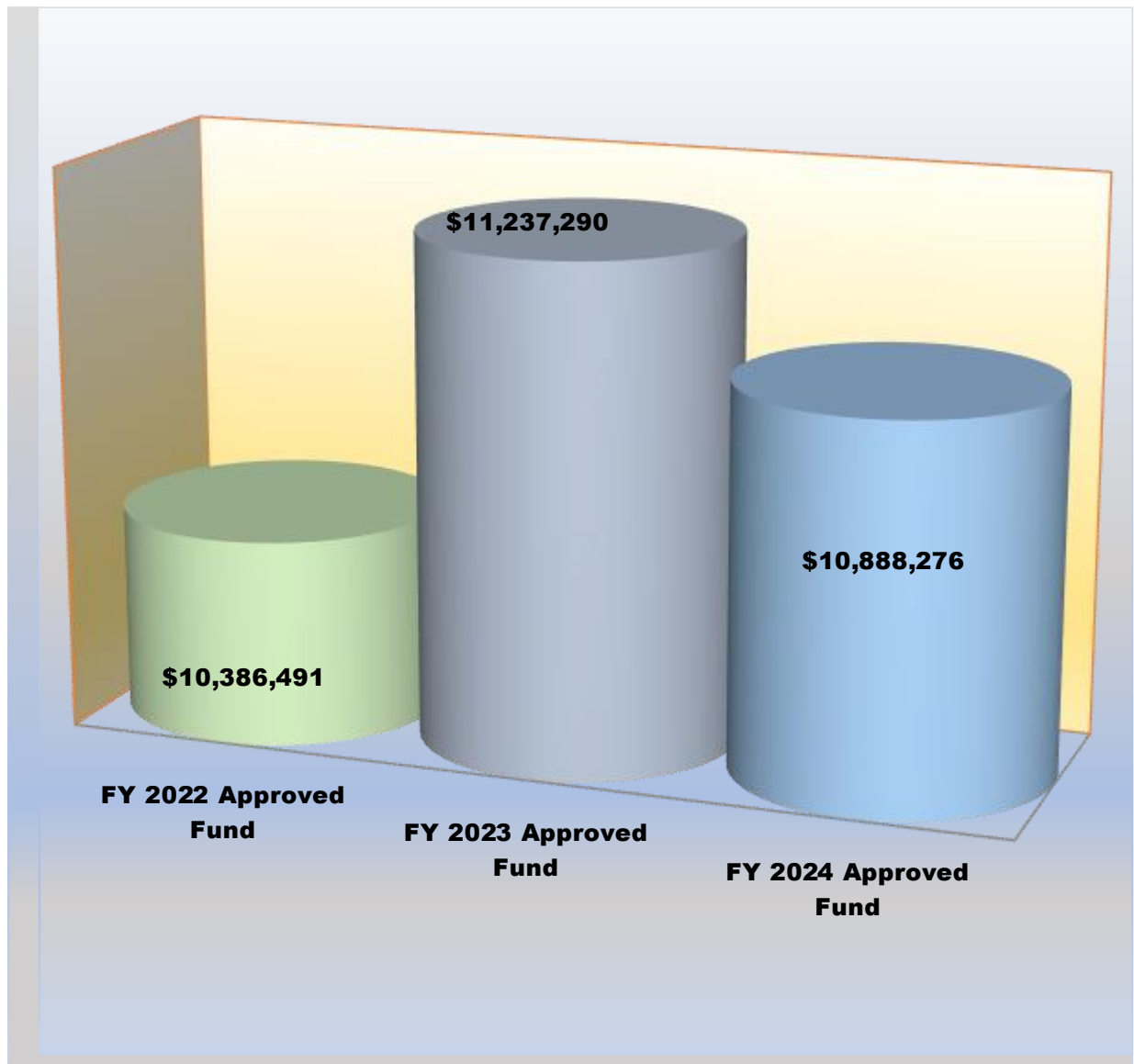
Exhibit III displays a summary of the (CFGP) (FY 2020 - FY 2024).

Exhibit III

| Grant Year Usage | Approved Funds | Obligated Amounts | Unobligated Amounts | Amount Expended | Amount Unexpended |
|------------------|----------------------|---------------------|----------------------|----------------------|----------------------|
| 2020 | \$10,135,460 | \$10,135,460 | \$- | \$10,046,384 | \$89,076 |
| 2021 | 9,516,052 | 9,516,052 | - | 9,384,135 | 131,917 |
| 2022 | 10,386,491 | 10,386,491 | - | 10,114,960 | 271,531 |
| 2023 | 11,237,290 | 8,052,041 | 3,185,249 | 7,071,760 | 4,165,530 |
| 2024 | 10,888,276 | - | 10,888,276 | - | 10,888,276 |
| Totals | \$ 52,163,569 | \$38,090,044 | \$ 14,073,525 | \$ 36,617,239 | \$ 15,546,330 |

Exhibit IV displays the approved funds of the Capital Fund Grant Program (CFGP) for FY 2022 - FY 2024.

Exhibit IV



HOUSING INVENTORY OVERVIEW

Exhibit V displays the active Public Housing Inventory as of May 31, 2023.

Exhibit V

| | Total ACC Units | Occupied Units | Vacant Units | Special Use Units | Undergoing MOD | Uncategorize/ Casualty | Occupancy Percentage |
|----------------|-----------------|----------------|--------------|-------------------|----------------|------------------------|----------------------|
| STT Viable | 1,165 | 1,112 | 45 | 4 | 4 | - | 95% |
| STT Non-Viable | 208 | - | - | | 208 | | 0% |
| STX Viable | 883 | 693 | 186 | 2 | - | 2 | 78% |
| STX Non-Viable | 269 | 102 | 55 | | 110 | 2 | 38% |
| Totals | 2,525 | 1,907 | 286 | 6 | 322 | 4 | 76% |

PROFESSIONAL SERVICES CONTRACTS

Exhibit VI displays the VIHA’s Professional Services Contracts.

Exhibit VI

| Vendor | Type of Service | Term | Amount |
|--|---|-----------------------|-------------|
| Alliance Data Services | Wide area Network Services | 10/27/2021-10/27/2024 | \$271,536 |
| Censere Consulting, LLC | On Call Development Consultation | 07/13/2021-07/13/2023 | 150,000 |
| Done Done LLC | Grounds Maintenance | 06/03/2021-06/03/2024 | 122,400 |
| CSG Advisors Incorporated | Bond Financial Advisory Services | 04/28/2021-04/28/2026 | 525,934 |
| Dudley Rich, LLP | Legal Services | 09/15/2021-09/15/2023 | 86,500 |
| Edwin & Bert Exterminating | Exterminating Svs | 11/14/2020-11/14/2023 | 42,080 |
| Executive Insurance | Directors & Officers Insurance | 05/01/2021-05/01/2024 | 14,515 |
| Executive Insurance | Automobile Insurance | 05/01/2021-05/01/2024 | 101,031 |
| Executive Insurance | Property Insurance | 06/30/2021-06/30/2024 | 1,059,188 |
| Executive Insurance | Commercial General Liability Insurance | 05/01/2021-05/01/2024 | 85,600 |
| Federal Hearing & Appeals | Hearing Officer Svs | 11/17/2022-11/17/2025 | 60,000 |
| Jackson Cleaning Services | Janitorial Services | 01/17/2023-11/17/2026 | 75,300 |
| Jacobs Real Landscaping | Grounds Maintenance | 11/02/2022-11/02/2025 | 180,000 |
| Just Complete Security | Security Services | 01/17/2023-11/17/2026 | 102,000 |
| Innovative Financial Housing Solutions | On Call Development Consultation | 07/13/2021-07/13/2023 | 125,000 |
| Jefferson Solutions | Actuarial & pension Valuation | 09/09/2021-09/09/2024 | 6,610 |
| Jeffries LLC | Underwriter | 04/28/2021-04/28/2026 | 1,139,998 |
| Kutak Rock LLP | Bond Counsel | 04/28/2021-04/28/2026 | 1,115,708 |
| Low Price Maintenance | Grounds Maintenance | 10/07/2021-10/07/2024 | 138,000 |
| Oliver Exterminating | Exterminating | 08/26/2022-08/26/2025 | 87,375 |
| Law office of Pedro K Williams | Landlord/Tenant Matters for Forcible Entry Detainer | 08/26/2022-08/26/2025 | Task Orders |

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| Vendor | Type of Service | Term | Amount |
|-------------------------------|------------------------------|-----------------------|--------------------|
| Novogradac & Company | Financial & Compliance Audit | 01/04/2020-01/04/2025 | 105,964 |
| Pro Se Meditation | Hearing Officer Svs | 11/17/2022-11/17/2025 | 60,000 |
| Public Participation Partners | Resident Marketing | 10/11/2022-10/11/2027 | 77,500 |
| The Outside | Community Engagement | 07/19/2022-07/19/2024 | 162,815 |
| Think & Ink Grant Consult | Grant Writers | 11/02/2022-11/02/2027 | 126,899 |
| Top Class Janitorial | Janitorial Services | 10/05/2020-10/05/2023 | 37,600 |
| V & M Contractors, LLC | Davis Bacon Section | 12/03/2021-12/03/2024 | 132,000 |
| | TOTALS | | \$6,191,553 |

OUTSTANDING VENDOR

Exhibit VII displays VIHA’s outstanding vendor.

Exhibit VII

| Vendor | Type of Service | Balance | Status/ Comments |
|---|------------------------|----------------|---|
| Virgin Islands Water and Power Authority (VIWAPA) | Water Consumption | Undetermined | VIHA and VIWAPA are currently in discussion to resolve the balance. |

RENTAL PROPERTIES

Exhibit VIII displays VIHA’s current rental properties.

Exhibit VIII

| Lessee | Address | Sq. Ft. | Annual Rent | Status/ Comments |
|--|---|----------------|--------------------|------------------------------|
| HH Bergs Home Center | No. 7 Hospital Ground, St. Thomas | 2,000 | \$2,400 | <i>Lease Renewal Pending</i> |
| Estate Bovoni Centers | Bldg. No. A. Apt 25& 26, Nos 1 & 2 Frenchman Bay Quarter, St. Thomas | 1,010 | 2,400 | <i>Lease Renewal Pending</i> |
| Willie George Head Start | #173-339 Anna’s Retreat, No.1 New Quarter St Thomas | 4,105 | 7,800 | <i>Lease Renewal Pending</i> |
| Charles Harvard Mobile | 11 Remainder Penitentiary Land, Company Quarter. Croix, VI | - | 4,200 | <i>Lease Renewal Pending</i> |
| George Simmonds Senior Citizens Center | Parcel No. 16 Estate Adrian, No. 18 Cruz Bay Quarters, St. John, VI | 1,056 | 1.00 | <i>Expires: May 31, 2022</i> |
| VIPD Zone C Precinct | No. 215 Estate Annas Retreat – Remainder No. 1, Estate Thomas, St. Thomas, VI | 3,648 | 1.00 | <i>Lease Renewal Pending</i> |

| Lessee | Address | Sq. Ft. | Annual Rent | Status/ Comments |
|--|--|---------------|-----------------|-----------------------------------|
| Paul M Pearson Garden (PMP) Crime Prevention Cadet Program | Paul M Pearson Garden Second Floor, Parcel No. 1 Estate Thomas, St. Thomas, VI | 722 | - | <i>Lease Pending</i> |
| Charles Hardwood Mobile Clinic | 11E & 211F Penitentiary Land Company Quarter, St. Croix | - | 10,400 | <i>Expires: February 28, 2024</i> |
| Totals | | 12,541 | \$27,202 | |

VEHICLE LISTING

VIHA currently maintains a fleet of **seventy-nine (79)** vehicles on both districts. All the vehicles are federally funded.

- ❖ *The St. Thomas District has a total of thirty -eight (38) vehicles, of which twelve (12) are EZ -GO carts, one (1) bucket truck, one (1) backhoe loader, and one (1) backhoe.*
- ❖ *The St. Croix District has forty-one (41) vehicles, of which twelve (12) are EZ -GO carts, one (1) bucket truck.*

PERSONNEL SERVICES SUMMARY

Exhibit IX displays a personnel listing summary for VIHA. All the positions are federally funded.

Exhibit IX

| Personnel Summary | | | |
|-------------------|------------|------------------|------------|
| Classification | Position# | Status | Position# |
| Exempt | 86 | Filled Positions | 187 |
| Non- Exempt | 128 | Vacant Positions | 27 |
| Total | 214 | | 214 |

HOUSING CHOICE VOUCHER PROGRAM (FORMERLY SECTION 8)

There are two (2) provisions that fund this program- the U.S. Department of Housing and Urban Development (HUD) and Housing Assistance Payments (HAP). There is a total of **2071** HUD vouchers. Presently **1,455** families are participating in the program as of May 2023.

Exhibit X displays Housing Assistance Payments (HAP) period ending May 31, 2023

Exhibit X

| Month | HAP Subsidies | HAP Costs | Variance |
|---------------|---------------------|--------------------|--------------------|
| January | \$1,199,823 | \$1,160,978 | \$38,845 |
| February | 1,199,823 | 1,201,332 | (1,509) |
| March | 1,207,890 | 1,199,481 | 8,409 |
| April | 1,207,890 | 1,191,934 | 15,956 |
| May | 1,068,447 | 1,187,527 | (119,080) |
| Totals | \$ 5,883,873 | \$5,941,252 | (\$ 57,379) |

Exhibit XI displays Housing Choice Voucher Program (HCVP) summary of expenditures of January 1, 2022 – December 30, 2022, and January 1, 2023- March 31 ,2023.

Exhibit XI

| Account Description | Jan 1, 2022- Dec 30, 2022 | Jan 1, 2023- Mar 31, 2023 |
|---------------------|------------------------------|------------------------------|
| Admin Expenses | \$1,719,878 | \$395,651 |
| Maintenance Exps | 36,282 | 8,624 |
| Insurance Expenses | 15,130 | 9,158 |
| General Expenses | 39,084 | 7,378 |
| Assistance Payments | 14,565,748 | 3,574,510 |
| Totals | \$ 16,376,123 | \$3,995,321 |

POST AUDIT COMMENTS

VIHA’s total funding **from Housing and Urban Development is \$59,507,857**. The approved fund for the Capital Fund Grant Program (CFGP) for FY 2024 is **\$10,888,276**. **Additionally, VIHA receives no local appropriation from the Government of the Virgin Islands.**

Vincent J. Samuel
 Post Auditor

APPENDIX I
ST. CROIX DISTRICT VEHICLE LISTING

| Dept | Make | Model | Year | Plate No. | Funding | Condition |
|-------------|-------------|--------------|-------------|------------------|--------------------|------------------|
| AMP 21 | Ford | F150 | 2020 | HA-27 | Asset Management | Good |
| COCC | Ford | Explorer | 2015 | HA-35 | Central Office | Good |
| AMPs | Ford | Transit | 2018 | HA-36 | Asset Management | Good |
| AMPs | Ford | E350 | 2012 | HA-38 | Asset Management | Good |
| COCC | Ford | Edge | 2022 | HA-90 | Central Office | Good |
| MOD | Chevy | Colorado | 2017 | HA-44 | Modernization/Dev | Good |
| HCVP | Ford | Escape | 2015 | HA-45 | Housing Choice | Good |
| AMPs | Ford | Escape | 2015 | HA-46 | Asset Management | Good |
| MOD | Ford | Bronco | 2016 | HA-61 | Modernization/Dev | Good |
| MOD | Ford | Bronco | 2015 | HA-42 | Modernization/Dev | Good |
| MOD | Chevy | Colorado | 2017 | HA-43 | Modernization/Dev | Good |
| IT | Chevy | Colorado | 2018 | HA-62 | Information/Tech | Good |
| COCC | Ford | Edge | 2019 | HA-81 | Central Office | Good |
| COCC | Ford | Explorer | 2018 | HA-02 | Central Office | Good |
| AMPs | Ford | Escape | 2015 | HA-47 | Asset Management | Good |
| AMP 21 | Carry All | Golf Cart | 2018 | HA-49 | Asset Management | Good |
| AMP 21 | Carry All | Golf Cart | 2018 | HA-50 | Asset Management | Good |
| AMP 22 | Carry All | Golf Cart | 2018 | HA-51 | Asset Management | Good |
| AMP 22 | Carry All | Golf Cart | 2018 | HA-52 | Asset Management | Good |
| AMP 23 | Carry All | Golf Cart | 2018 | HA-53 | Asset Management | Good |
| AMP 23 | Carry All | Golf Cart | 2018 | HA-54 | Asset Management | Good |
| AMP 24 | Carry All | Golf Cart | 2018 | HA-55 | Asset Management | Good |
| AMP 24 | Carry All | Golf Cart | 2018 | HA-56 | Asset Management | Good |
| AMP 24 | Carry All | Golf Cart | 2018 | HA-57 | Asset Management | Good |
| AMP 25 | Carry All | Golf Cart | 2018 | HA-58 | Asset Management | Good |
| AMP 25 | Carry All | Golf Cart | 2018 | HA-59 | Asset Management | Good |
| AMP 25 | Carry All | Golf Cart | 2018 | HA-60 | Asset Management | Good |
| COCC | Ford | Escape | 2018 | HA-64 | Central Office | Good |
| MOD | Ford | Escape | 2018 | HA-65 | Modernization/Dev | Good |
| HCVP | Jeep | Wrangler | 2018 | HA-68 | Housing Choice Vch | Good |
| COCC | Ram | Bucket Truck | 2018 | HA-70 | Central Office | Good |
| AMP 25 | Chevy | Colorado | 2018 | HA-34 | Asset Management | Good |
| COCC | Ford | F150 | 2020 | HA-73 | Information/Tech | Good |
| COCC | Ford | F150 | 2020 | HA-74 | Information/Tech | Good |
| AMP 22 | Ford | F150 | 2020 | HA-75 | Asset Management | Good |
| AMP 23 | Ford | F150 | 2020 | HA-76 | Asset Management | Good |
| AMP 24 | Ford | F150 | 2020 | HA-77 | Asset Management | Good |
| AMP 25 | Ford | F150 | 2020 | HA-78 | Asset Management | Good |
| COCC | Ford | Transit Van | 2020 | HA-83 | Central Office | Good |
| COCC | Ford | Edge | 2021 | HA-86 | Central Office | Good |
| COCC | Ford | F550 Super | 2021 | HA-87 | Central Office | Good |

ST. THOMAS/ST. JOHN DISTRICT VEHICLE LISTING

| Dept | Make | Model | Year | Plate No. | Funding | Condition |
|----------|-----------|-----------------|------|-----------|---------------------|-----------|
| AMP 11 | Carry All | Golf Cart | 2018 | HA-04 | Asset Management | Good |
| AMP 11 | Carry All | Golf Cart | 2018 | HA-17 | Asset Management | Good |
| AMP 11 | Carry All | Golf Cart | 2018 | HA-07 | Asset Management | Good |
| AMP 11 | Carry All | Golf Cart | 2018 | HA-14 | Asset Management | Good |
| AMP 11 | Ford | F150 | 2020 | HA-22 | Asset Management | Good |
| AMP 13 | Carry All | Golf Cart | 2018 | HA-05 | Asset Management | Good |
| AMP 13 | Carry All | Golf Cart | 2018 | HA-06 | Asset Management | Good |
| AMP 13 | Ford | F150 | 2020 | HA-25 | Asset Management | Good |
| AMP 14 | Carry All | Golf Cart | 2018 | HA-09 | Asset Management | Good |
| AMP 14 | Carry All | Golf Cart | 2018 | HA-10 | Asset Management | Good |
| AMP 14 | Carry All | Golf Cart | 2018 | HA-20 | Asset Management | Good |
| AMP 14 | Ford | F150 | 2020 | HA-28 | Asset Management | Good |
| AMP 15 | Carry All | Golf Cart | 2018 | HA-12 | Asset Management | Good |
| AMP 15 | Carry All | Golf Cart | 2018 | HA-13 | Asset Management | Good |
| AMP 15 | Carry All | Golf Cart | 2018 | HA-85 | Asset Management | Good |
| AMP 15 | Ford | F150 | 2020 | HA-29 | Asset Management | Good |
| GROUNDNS | Ford | F150 | 2020 | HA-03 | Asset Management | Good |
| GROUNDNS | JCB | Backhoe Loader | 2007 | HA-26 | Central Office | Good |
| AMPs | Ford | E350 Van | 2012 | HA-24 | Asset Management | Good |
| GROUNDNS | Ford | F550 Stake body | 2018 | HA-15 | Central Office | Good |
| COCC | Ford | Escape | 2018 | HA-18 | Central Office | Good |
| COCC | Ford | Escape | 2017 | HA-21 | Central Office | Good |
| COCC | Ford | Edge SE | 2019 | HA-23 | Central Office | Good |
| GROUNDNS | Case | Backhoe 580N | 2018 | HA-67 | Central Office | Good |
| GROUNDNS | RAM | Bucket Truck | 2018 | HA-69 | Central Office | Good |
| COCC | Ford | Explorer | 2019 | HA-63 | Central Office | Good |
| EXEC | Ford | Edge SE | 2020 | HA-82 | Chief Financial Off | Good |
| EXEC | Ford | Transit Van | 2020 | HA-83 | Executive Office | Good |
| IT | Chevy | Colorado | 2016 | HA-71 | Information Tech | Good |
| HCVP | Jeep | Wrangler | 2019 | HA-66 | Housing Choice Vch | Good |
| HCVP | Ford | Bronco | 2017 | HA-30 | Housing Choice Vch | Good |
| HCVP | Ford | Edge | 2019 | HA-19 | Housing Choice Vch | Good |
| MOD | Ford | Bronco | 2015 | HA-16 | Modernization/Dev | Good |
| AMPs | Ford | Transit Van | 2018 | HA-11 | Resident Services | Good |
| COCC | Ford | Escape | 2016 | HA-08 | Asset Management | Good |
| MOD | Ford | Bronco | 2015 | HA-41 | Modernization/Dev | Good |
| HCVP | Ford | Edge SE | 2021 | HA-88 | Housing Choice Vch | Good |
| COCC | Ford | Explorer | 2021 | HA-89 | Central Office | Good |

**APPENDIX II
 EMPLOYEE LISTING**

| Description | Division | Annual Salary | FLSA Code |
|-------------------------------|------------------------|----------------------|------------------|
| Accountant | Chief Financial Office | \$46,285 | E |
| Accounting Manager | Chief Financial Office | 95,504 | E |
| Administrative Assistant | Asset Management | 52,157 | E |
| Administrative Assistant | Asset Management | 47,731 | E |
| Administrative Assistant | Chief Financial Office | 35,546 | E |
| Administrative Assistant | Asset Management | 54,993 | E |
| AMP Maintenance Foreman | Asset Management | 62,975 | E |
| AMP Maintenance Foreman | Asset Management | 63,987 | E |
| AMP Maintenance Foreman | Asset Management | 54,656 | E |
| AMP Maintenance Foreman | Asset Management | 54,656 | E |
| AMP Maintenance Foreman | Asset Management | 51,518 | E |
| AMP Maintenance Foreman | Asset Management | 60,305 | E |
| Assistant Property Manager | Asset Management | 60,305 | E |
| Assistant Property Manager | Asset Management | 50,018 | E |
| Assistant Property Manager | Asset Management | 51,518 | E |
| Assistant Property Manager | Asset Management | 69,910 | E |
| Assistant Property Manager | Asset Management | 60,305 | E |
| Assistant Property Manager | Asset Management | 60,305 | E |
| Assistant Property Manager | Asset Management | 60,305 | E |
| Assistant Property Manager | Asset Management | 50,018 | E |
| Assistant Property Manager | Asset Management | 50,018 | E |
| Assistant Property Manager | Asset Management | 51,518 | E |
| Chief Financial Officer | Chief Financial Office | 155,250 | E |
| Chief Operating Officer | Executive Office | 180,087 | E |
| Compliance Auditor | Compliance | 72,795 | E |
| Director of Administration | Executive Office | 125,450 | E |
| Director of Asset Management | Asset Management | 134,384 | E |
| Director of Portfolio Mgmt | Executive Office | 125,000 | E |
| Executive Assistant | Executive Office | 80,097 | E |
| Executive Director | Executive Office | 237,416 | E |
| Ground Maintenance Suprintent | Asset Management | 46,378 | E |
| Int AMP Maintenance Foreman | Asset Management | 48,561 | E |
| Junior Accountant | Chief Financial Office | 42,577 | E |
| Junior Accountant | Chief Financial Office | 42,577 | E |
| Lead Licensed Plumber | Asset Management | 46,716 | E |
| Leasing Supervisor | Asset Management | 75,608 | E |
| Program Analyst | Chief Financial Office | 44,937 | E |
| Property Manager | Asset Management | 69,191 | E |
| Property Manager | Asset Management | 59,685 | E |
| Property Manager | Asset Management | 71,267 | E |
| Property Manager | Asset Management | 65,751 | E |
| Property Manager | Asset Management | 56,259 | E |

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| Description | Division | Annual Salary | FLSA Code |
|-------------------------------|------------------------|----------------------|------------------|
| Interim Property Manager | Asset Management | 58,938 | E |
| Maintenance Worker | Asset Management | 38,874 | E |
| Senior Accountant | Chief Financial Office | 63,545 | E |
| Administrative Assistant | Housing Choice Voucher | 62,805 | E |
| Administrative Assistant | Modernization & Dev | 47,731 | E |
| Exec Administrative Assistant | Executive Office | 68,188 | E |
| Exec Administrative Assistant | Executive Office | 58,954 | E |
| Construction Manager | Modernization & Dev | 91,640 | E |
| Construction Manager | Modernization & Dev | 66,529 | E |
| Director HCVP | Housing Choice Voucher | 134,384 | E |
| Interim Director Info Tech | Information Technology | 111,452 | E |
| Equipment Operator | Asset Management | 32,399 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 45,362 | N |
| Equipment Operator | Asset Management | 37,742 | N |
| Equipment Operator | Asset Management | 37,742 | N |
| Equipment Operator | Asset Management | 34,538 | N |
| Equipment Operator | Asset Management | 32,399 | N |
| Family Self Sufficiency Coord | Resident Services | 66,483 | E |
| Human Resources Specialist | Human Resources | 48,612 | E |
| Human Resources Manager | Human Resources | 95,504 | E |
| Director of Modernization | Modernization & Dev | 160,000 | E |
| Inspector (MOD) | Modernization & Dev | 54,308 | E |
| Inspector (MOD) | Modernization & Dev | 53,107 | E |
| Inspector (MOD) | Modernization & Dev | 49,699 | E |
| Maintenance Mechanic II | Asset Management | 48,237 | N |
| Maintenance Mechanic I | Asset Management | 46,831 | N |
| Maintenance Mechanic II | Asset Management | 46,831 | N |
| Maintenance Mechanic II | Asset Management | 45,467 | N |
| Maintenance Mechanic II | Asset Management | 45,467 | N |
| Maintenance Mechanic II | Asset Management | 39,220 | N |
| Maintenance Mechanic II | Asset Management | 45,467 | N |
| Maintenance Mechanic II | Asset Management | 40,397 | N |
| Maintenance Mechanic II | Asset Management | 52,708 | N |
| Maintenance Mechanic I | Asset Management | 37,353 | N |
| Maintenance Mechanic I | Asset Management | 37,354 | N |
| Maintenance Mechanic II | Asset Management | 45,467 | N |
| Maintenance Mechanic I | Asset Management | 36,265 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Network Administrator | Information Technology | 70,758 | E |
| PC Technician | Information Technology | 44,937 | E |
| PC Technician | Information Technology | 43,417 | E |
| Plumber | Asset Management | 43,690 | N |

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| Description | Division | Annual Salary | FLSA Code |
|--------------------------|------------------|----------------------|------------------|
| Procurement Manager | Procurement | 101,321 | E |
| Electrician | Asset Management | 60,855 | N |
| Electrician | Asset Management | 49,173 | N |
| Equipment Operator | Asset Management | 37,742 | N |
| Equipment Operator | Asset Management | 37,742 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 31,303 | N |
| Equipment Operator | Asset Management | 34,538 | N |
| Equipment Operator | Asset Management | 34,538 | N |
| Equipment Operator | Asset Management | 31,303 | N |
| Maintenance Mechanic II | Asset Management | 42,857 | N |
| Maintenance Mechanic II | Asset Management | 42,857 | N |
| Maintenance Mechanic I | Asset Management | 38,874 | N |
| Maintenance Mechanic I | Asset Management | 37,354 | N |
| Maintenance Mechanic I | Asset Management | 36,265 | N |
| Maintenance Mechanic II | Asset Management | 41,609 | N |
| Maintenance Mechanic II | Asset Management | 39,220 | N |
| Maintenance Mechanic II | Asset Management | 45,467 | N |
| Maintenance Mechanic II | Asset Management | 38,078 | N |
| Maintenance Mechanic II | Asset Management | 38,078 | N |
| Maintenance Mechanic II | Asset Management | 39,031 | N |
| Maintenance Mechanic II | Asset Management | 44,143 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic II | Asset Management | 39,220 | N |
| Maintenance Mechanic II | Asset Management | 39,220 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic II | Asset Management | 38,078 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic I | Asset Management | 37,353 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic II | Asset Management | 35,546 | N |
| Maintenance Mechanic II | Asset Management | 42,857 | N |
| Maintenance Mechanic I | Asset Management | 36,265 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Omnibus Worker | Asset Management | 40,040 | N |
| Property Management Tech | Asset Management | 37,353 | N |
| Property Management Tech | Asset Management | 36,273 | N |
| Property Management Tech | Asset Management | 50,291 | N |
| Property Management Tech | Asset Management | 37,353 | N |
| Property Management Tech | Asset Management | 34,018 | N |
| Property Management Tech | Asset Management | 36,265 | N |

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| Description | Division | Annual Salary | FLSA Code |
|-------------------------------|------------------------|----------------------|------------------|
| Property Management Tech | Asset Management | 36,265 | N |
| Asst Director Asset Managemt | Asset Management | 95,000 | E |
| Community Services Specialist | Resident Services | 36,346 | N |
| Community/Res Coordinator | Resident Services | 42,444 | N |
| Community/Res Coordinator | Resident Services | 42,444 | N |
| Contract Specialist | Procurement | 55,919 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 33,533 | N |
| Equipment Operator | Asset Management | 32,399 | N |
| Equipment Operator | Asset Management | 32,242 | N |
| Equipment Operator | Asset Management | 45,065 | N |
| HCVP Program Assistant | Housing Choice Voucher | 45,467 | N |
| HCVP Program Assistant | Housing Choice Voucher | 45,467 | N |
| HCVP Program Assistant | Housing Choice Voucher | 38,078 | N |
| HCVP Program Assistant | Housing Choice Voucher | 38,078 | N |
| HCVP Program Assistant | Housing Choice Voucher | 38,078 | N |
| HCVP Program Assistant | Housing Choice Voucher | 38,078 | N |
| HCVP Program Assistant | Housing Choice Voucher | 38,078 | N |
| HCVP Program Assistant | Housing Choice Voucher | 38,078 | N |
| HCVP Program Assistant | Housing Choice Voucher | 45,467 | N |
| HCVP Program Assistant | Housing Choice Voucher | 43,929 | N |
| HCVP Program Assistant | Housing Choice Voucher | 36,613 | N |
| HCVP Program Assistant | Housing Choice Voucher | 36,613 | N |
| HCVP Program Assistant | Housing Choice Voucher | 36,613 | N |
| HCVP Supervisor | Housing Choice Voucher | 80,212 | E |
| HCVP Supervisor | Housing Choice Voucher | 63,321 | E |
| Maintenance Mechanic II | Asset Management | 38,078 | N |
| Maintenance Mechanic I | Asset Management | 34,511 | N |
| Maintenance Mechanic II | Asset Management | 37,711 | N |
| Maintenance Mechanic II | Asset Management | 53,785 | N |
| Maintenance Mechanic II | Asset Management | 48,236 | N |
| Maintenance Mechanic I | Asset Management | 38,474 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic II | Asset Management | 38,078 | N |
| Maintenance Mechanic II | Asset Management | 36,790 | N |
| Maintenance Mechanic II | Asset Management | 45,248 | N |
| Maintenance Mechanic II | Asset Management | 50,936 | N |
| Maintenance Mechanic II | Asset Management | 46,831 | N |
| Maintenance Mechanic II | Asset Management | 42,857 | N |
| Maintenance Mechanic I | Asset Management | 40,817 | N |
| Maintenance Mechanic I | Asset Management | 36,265 | N |
| Maintenance Mechanic I | Asset Management | 35,209 | N |
| Maintenance Mechanic II | Asset Management | 45,248 | N |
| Maintenance Mechanic I | Asset Management | 32,868 | N |
| Maintenance Mechanic II | Asset Management | 37,711 | N |

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| Description | Division | Annual Salary | FLSA Code |
|-------------------------------|-------------------|----------------------|------------------|
| Maintenance Mechanic I | Asset Management | 45,940 | N |
| Maintenance Mechanic I | Asset Management | 32,868 | N |
| Interim Dir Resident Wellness | Resident Wellness | 96,147 | E |
| Marketing & Comm Specialist | Resident Wellness | 51,061 | E |
| Occupancy Specialist | Leasing | 38,078 | N |
| Occupancy Specialist | Leasing | 38,078 | N |
| Occupancy Specialist | Leasing | 38,078 | N |
| Occupancy Specialist | Leasing | 35,719 | N |
| Property Management Tech | Asset Management | 32,868 | N |
| Property Management Tech | Asset Management | 32,868 | N |
| Receptionist | Executive Office | 34,018 | N |
| Receptionist | Executive Office | 32,868 | N |
| Strategic Program Coordinator | Resident Wellness | \$53,130 | E |
| | | | |

*** *FLSA Code E = Exempt (Non-Unionized)*

****FLSA Code N = Non-Exempt (Unionized)*

**APPENDIX III
 VACANCY LISTING**

| Description | Amount | Status |
|--------------------------------------|---------------|---------------|
| Accountant | \$ 51,592 | Vacant |
| Administrative Assistant | 36,613 | Vacant |
| Assistant Director of Administration | 95,000 | Vacant |
| Assistant Property Manager | 51,517 | Vacant |
| Administrative Assistant | 36,613 | Vacant |
| AMP Maintenance Foreman | 48,561 | Vacant |
| Bookkeeper | 34,511 | Vacant |
| Bookkeeper | 34,511 | Vacant |
| Community/Res Coordinator | 42,443 | Vacant |
| Compliance Specialist | 38,049 | Vacant |
| Director of Info Technology | 125,000 | Vacant |
| Director Resident Wellness | 125,000 | Vacant |
| District Manager | 68,239 | Vacant |
| Equipment Operator | 31,303 | Vacant |
| Grounds Maintenance Superintendent | 44,566 | Vacant |
| Housing Choice Voucher Assistant | 36,613 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic II | 34,511 | Vacant |
| Maintenance Mechanic I | 32,868 | Vacant |
| Modernization Inspector | 44,046 | Vacant |
| 504 Coordinator | 44,046 | Vacant |
| Property Manager | \$50,989 | Vacant |
| | | |