

Charlottesville Redevelopment and Housing Authority

DRAFT

PHA Plan

Annual Agency Plan for Fiscal Year 2021- 2022



Approved:

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I. PHA Information and Annual Plan Elements (HUD Form 50075-ST)

Annual PHA Plan (Standard PHAs or Troubled PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: xx/xx/xxxx
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs** or **TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	<p>PHA Name: <u>Charlottesville Redevelopment and Housing Authority</u> PHA Code: <u>VA016</u></p> <p>PHA Type: <input type="checkbox"/> Standard PHA <input checked="" type="checkbox"/> Troubled PHA</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>April 1, 2022</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units <u>324</u> Number of Housing Choice Vouchers (HCVs) <u>590</u> Total Combined Units/Vouchers <u>914</u></p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>CRHA's Public Outreach:</p> <p>This Notice was listed on both the Charlottesville Redevelopment and Housing Authority "CRHA", Public Housing Association of Residents "PHAR" and City of Charlottesville websites, as well as, mailed in rental statements. The Public Housing Association of Residents and Resident Advisory board have assisted in drafting this notice.</p> <p>Public Hearing Public Housing Agency (PHA) Annual Plan</p> <p>The Charlottesville Redevelopment & Housing Authority (CRHA) will hold a Public Hearing regarding the 2022 Annual Plan, as required by HUD under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Due to the COVID-19 pandemic, the public hearing will be held</p>

via an electronic meeting platform, Zoom, on Monday, December 20, 2021 at 5:00PM. Members of the public may participate by computer, tablet, or phone. Details for accessing this meeting will be included on CRHA's website. Individuals who need access to a printed copy of the plan may do so by emailing matthewsk@cvilleha.com or calling 434-326-4672 and asking to set up a time to view or check-out the copy of the draft which is housed at 1000 South First Street, Charlottesville, VA. The Annual Plan and supporting documents are available for public review at www.cvilleha.com and by appointment at 1000 South First Street, Charlottesville, VA 22902. Written comments will be accepted through December 10, 2021 and should be submitted to Kathleen Glenn-Matthews, Deputy Executive Director, PO Box 1405, Charlottesville VA 22902 or via email to matthewsk@cvilleha.com.

☐ **PHA Consortia:** (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

Y N

- ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs
- ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- ☐ ☒ Financial Resources.
- ☐ ☒ Rent Determination.
- ☒ ☐ Operation and Management.
- ☐ ☒ Grievance Procedures.
- ☐ ☒ Homeownership Programs.
- ☐ ☒ Community Service and Self-Sufficiency Programs.
- ☒ ☐ Safety and Crime Prevention.
- ☐ ☒ Pet Policy.
- ☐ ☒ Asset Management.
- ☐ ☒ Substantial Deviation.
- ☐ ☒ Significant Amendment/Modification

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

- ☒ ☐ Operation and Management.
 - The CRHA adopted a Section 3 Policy please see Attachment C1
 - CRHA's Housing Choice Voucher Administrative Plan is being amended to include the option of Triennial Reexaminations for households with a fixed source of income. See attachment C3.
 - The CRHA is working with the RAB on a revised ACOP which will be attached to this annual plan if it is posted by the end of the year.

☒ ☐ Safety and Crime Prevention.

- The CRHA adopted a Policy on Security Cameras and Recording of Public Areas for Safety and Security Purposes Please see attachment please see Attachment C2.

(c) The PHA must submit its Deconcentration Policy for Field Office review.

CRHA complies with its obligation to promote the de-concentration of poverty in its covered housing developments. As mandated by, 24 CFR 903.1 and 903.2 Please see our policy below:

Deconcentration of Poverty and Income Mixing

The PHA's admission policy is designed to provide for de-concentration of poverty and income mixing by bringing higher income tenants into lower income communities and lower income tenants into higher income communities.

Gross annual income is used for income limits and admission and to review income-mix among various sites.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is permitted to reach targeted thresholds.

The PHA will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the PHA's de-concentration efforts.

The PHA will use the tenant income information in an assessment of its public housing developments to determine the appropriate designation to be assigned to the development for the purpose of assisting the PHA in its de-concentration goals.

If the PHA's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular development, the PHA will evaluate the changes to determine whether, based on the PHA methodology of choice, the development needs to be re-designated as a higher or lower income project or whether the PHA has met the de-concentration goals and the development needs no particular designation.

De-concentration and Income Mixing Goals

The PHA strives through its various economic self sufficiency and educational programs to achieve de-concentration of extremely poor families and any one site and income-mixing throughout its developments.

The PHA's income-mixing goal is a long-range goal which recognizes that the residents of its developments designated for the elderly maybe on fixed incomes which are not likely to be altered by HUD's income mixing goals.

The PHA will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the PHA.

The PHA will target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families".

	<p>Apart from the elderly high-rise development, CRHA's incomes for all projects fall within similar ranges. Where there is significant disparity in the percentages of very low-income and other extremely low-income families at the various developments, the size of the units, the presence of larger, multiple-income families appear to account for the disparity.</p> <p>The PHA will strive to achieve de-concentration of poverty and income-mixing through active pursuit of economic development opportunities for families which are designed to increase the total number of lower income families into higher income brackets.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><input checked="" type="checkbox"/> Mixed Finance Modernization or Development. 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4</p> <ul style="list-style-type: none"> • The CRHA anticipates submitting a Mixed Finance Development application for the Sixth Street (AMP 3) development. We anticipate developing between 35-50 units on the site with a mixture of 1-3-bedroom units. The CRHA, the resident planners that live on the site and the Public Housing Association of Residents (PHAR) are currently planning the redevelopment. CRHA anticipates submitting the Mixed-Finance and Demolition/ Disposition application in mid-November, 2022. • The CRHA plans to build upon partnerships with the RAB/RC and other stakeholders to continue the implementation of public housing redevelopment. In the current Fiscal Year, CRHA anticipates that these activities will include redevelopment planning, community engagement, environmental study/ survey, Demolition/ Disposition submittal and approval, site plan development and approval, permitting of construction activities, construction and related activities. To enhance its redevelopment prospects, CRHA will also consider pursuing acquisition of new properties for its portfolio if any such opportunities arise. <p><input checked="" type="checkbox"/> Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate</p> <p style="text-align: right;">form HUD-50075-ST (03/31/2024)</p>

process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

- Consistent with the recommendation provided by CRHA, by the RAB/RC, in the current Fiscal Year, CRHA intends to explore the demolition and redevelopment of other Westhaven (AMP1).
- The CRHA is currently working with the Resident Planners and the Public Housing Association of Residents (PHAR) to redevelop the Sixth Street (AMP 3) community located at 715 Sixth Street SE Charlottesville VA 22902. The property currently has twenty-five 3-bedroom style townhouse units. The property contains 4 dwelling unit buildings and 1 non-dwelling unit building that is used as a community center and management office. The CRHA HCV department is the current leaseholder of the Community Center on the Sixth Street property. CRHA anticipates submitting a Low-Income Housing Tax Credit (LIHTC) application in March 2022, if we are awarded a tax credit allocation, we will submit a Demolition and Disposition application for the Sixth Street Community (AMP 3).
- The CRHA currently has a pending Demolition and Disposition application for the South First Street (AMP 3) Community located between 900- 1000 South First Street Charlottesville, VA 22902. The current plan is to demolish the 58 public units located on the site. The current site has one 1-bedroom unit, seventeen 2- bedroom units, fourteen 3-bedroom units, eighteen 4-bedroom units and eight 5-bedroom units. Of the 58 units 3 are UFAS Mobility Units (1-1 bedroom unit, 1-2 bedroom unit and 1-4 bedroom unit).
- The CRHA has approved Disposition applications for a vacant parcel of land in AMP 3 and a 105-unit Senior and Disabled development located at 500 South First Street Charlottesville VA 22902.

☒ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan (24 CFR §903.7(b)).

- The CRHA currently operates a PBV program of its Voucher program budget authority to provide housing for the homeless. We plan to expand the families we assist through the PBV program for families, senior's and the disabled at the new Mixed Financed developments at South First Street Phase 1 (Development Number VA16000010) and Crescent Halls Phase 1 (Development Number VA16000009). The CRHA will reduce or discontinue the issuance of new tenant-based vouchers so that the necessary PBV assistance is made available through attrition. The use of PBV's is consistent with CRHA's goal to explore, and where appropriate, convert Housing Choice Vouchers to Project Based Vouchers to support CRHA's redevelopment plans and objectives. The CRHA will also project base TPV's from replacement public housing units.
- In the current Fiscal Year, CRHA will work with the RAB/RC and other community stakeholders to continue determining the need for and designating for use certain project-based vouchers to assist in the redevelopment of CRHA's extremely- low income and very low-income housing portfolio.

Progress Report.**B.3**

Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

CRHA 5 Year Plan Goals and Progress FY 2019- 2024

Mission: The Charlottesville Redevelopment and Housing Authority (CRHA) is resident-centered organization committed to excellence in providing affordable quality housing, revitalizing communities, and promoting upward mobility and self- sufficiency through partnerships in the public and private sectors.

CRHA Progress in Meeting Mission: Ongoing. CRHA through new management has begun to modernize their approach to providing services. Agency will continue to work to meet their missions and fulfill the needs of the people we serve in a rapidly evolving and complex world.

Goal 1. Provide Quality, Affordable Housing**Public Housing Program Goals:**

- A. In partnership with our Residents, Expand and Enhance Resident Engagement Opportunities**
 1. Partner with residents as equal partners in success of neighborhoods. This includes inviting more resident involvement in maintenance and agency operations planning.
***Progress:** Ongoing. The CRHA has strived to hire more residents as opportunities become available in the agency. The CRHA board has appointed a member to partner with staff to hold monthly Maintenance committee meetings to hear feedback from residents. These meetings will be primarily virtual during COVID-19 but then transition to rotating meetings at our sites.*
 2. Work to provide community- wide internet access so that CRHA can better communicate with residents in social media and email
***Progress:** CRHA is working with Ting to incorporate free or low-cost high- speed fiber internet at all CRHA sites, starting with Crescent Halls, South First St. and Riverside Ave. platforms.*
- B. In Partnership with our Residents, Improve Asset Management to increase CRHA's Financial Sustainability.**

***Progress:** CRHA has analyzed it's current contractual obligations to ensure all contracts are financially beneficial to the Agency. The CRHA has terminated its security contract, reprocured solid waste services and pest control. The CRHA has reinvested in the Maintenance Department to assist with turning the large number of vacancies in the CRHA portfolio. The CRHA has also worked to minimize TAR's Tenant Account Receivables by hiring an Eviction Prevention Coordinator who works with residents who are delinquent in rent.*

 1. Strive for HUD High Performer status through ongoing improvements and monitoring of key property management indicators.
***Progress:** Management team is meeting regularly to ensure they keep on track towards PHAS goals.*
 2. Provide ongoing staff training on performance and revised duties as it relates to increasing efficiency in rent collections, rent calculations, income verification, performance standards.
***Progress:** Increased utilization of HUD industry training companies for these standards in the past calendar year and continued scheduling for Asset Management Team.*
 3. Maintain a 98% utilization rate and reduce tenant account receivables to at or below HUD best practices guideline of 3% of tenant revenue.

Progress: Ongoing. Rental Office staff receiving additional training as we work towards this goal. We have begun an Eviction Diversion program that will allow residents who are behind in rent to enter into an education budget and finance program while crafting and executing a repayment agreement.

4. Concentrate efforts to improve lease enforcement and unit inspections.

Progress: Ongoing. Opportunities are being created to do more resident training on CRHA policies. We are currently in the process of creating a maintenance plan which will incorporate a preventative maintenance plan and a housekeeping inspection policy and procedure.

5. Maximize efficiencies through technology including the Yardi software.

Progress: Updating Yardi platform and scheduling implementation of their interactive resident and tenant add-on features.

6. Strategic use of Capital funds.

Progress: Ongoing. Management Team reviews budget on regular basis and agency has hired a Modernization Manager and Redevelopment Coordinator.

7. Provide ongoing staff training in customer service.

Progress: Ongoing for all departments with a focus on continuous improvement.

- C. In Partnership with our Residents, Institute Policies, Procedures and Practices that improve safety and security on all CRHA sites.

Progress: The CRHA has enacted a Camera Policy after working with the Safety Committee, and canvassing the neighborhoods to discuss the potential policy. The Safety Committee is comprised of CRHA staff, residents, PHAR and 2 commissioners. The CRHA has now signed an agreement with a firm to install cameras on CRHA sites based upon the Camera policy.

1. Partner with the Charlottesville Police Department and other organizations to develop and implement strategies to reduce crime.

Progress: The CRHA will continue to work with their partners at PHAR and residents on strategies to improve the safety of our neighborhoods and partnerships with the local police department.

2. When appropriate, utilize technology to help improve safety and security on CRHA sites.

Progress: CRHA is now having Safety committee meetings every two weeks with residents and discussing cameras and other options. A subcommittee of the Resident Services Committee- Neighborhood Crisis Intervention is working with community partners on strategies.

- D. In Partnership with our Residents, provide efficient, effective Property and Unit Maintenance.

1. Educate residents and staff on pest eradication, particularly roaches and bedbugs.

Progress: Ongoing. Looking at using video opportunities on website.

2. Improve curb appeal of properties.

Progress: CRHA has hired a contractor to assist with landscaping needs.

3. Achieve a score of 80 or above on the HUD Real Estate Assessment Center (REAC) physical inspection of all public housing communities.

Progress: We hired full time maintenance technicians, and five Section 3 employees to help us out to increase our REAC score, and to increase efficiency on our emergency requests.

4. Respond to maintenance requests within 72 hours and complete all emergency requests within 24 hours.

Progress: By adding more labor into maintenance department we are able to turn vacant units more efficient and reduce drastically reduce turnover time. Also, we are utilizing help from local contractor to lower number of vacant units.

5. Achieve a vacant unit turn time average of 15 days or better. Reduce turnover time for vacated public housing units by use of CRHA maintenance personnel, special teams/programs and/or outsourcing where appropriate.

Progress: CRHA has tried several approaches including procuring repair contractor for our vacant units and setting up turn team in maintenance

6. Develop an active list of business that can be subcontracted for repairs requiring skilled technicians.

Progress: Ongoing and hope to start adding some Section 3 businesses as our Section 3 program grows.

7. Use technology, including the Yardi software, to track work order completions and other projects.

Progress: We are using Yardi system to track work order system.

8. Employ effective maintenance and management policies to minimize the number of public housing units off-line.

Progress: Maintenance department being rebuilt as we hire more staff and work on SOPs.

9. Create online work order creation and tracking system for residents.

Progress: Ongoing. Many improvements to YARDI entry have occurred this year with the Executive Director.

10. Explore partnership with residents to support the creation of a resident-owned maintenance company.

Progress: Ongoing as Section 3 program continues to be developed.

Voucher Program Goals:

E. Obtain "High Performer" rating for HCV Program

1. Maintain 95% or above reporting rate

Progress: We are currently reporting at 100% and will continued to report at 95% or greater.

2. Continued utilization of HUD forecasting tools to optimize voucher utilization.

Progress: We are working with the HUD Field Office and our Fee Accountants to accurately capture our Utilization through VMS which translates to the Two-Year Forecasting Tool

3. Maximize efficiencies through technology including the Yardi software

Progress: We are in the process of updating Yardi to the latest version in order to implement Rent Cafe Resident and Applicant Portals.

4. Process lease-ups within 100 days.

Progress: Vouchers are valid for 60 days with the potential of an additional 60 days in extensions. Once a Request for Tenancy Approval is received the goal is to process all information within 14 days to allow for lease up will occur when the unit is available for move in.

5. Process approvals and denials for tenancy approvals, new admissions and transfer moves within five days

Progress: Approval or denial of Tenancy for moves will continue to be processed within 5 days of all required documents being obtained.

F. Continue to leverage private and/or other public funds to create additional housing opportunities.

1. Work with City of Charlottesville to maintain and possibly increase funding for the City funded housing vouchers.

Progress: Partnership with the City of Charlottesville will continue for the CSRAP program. **** This goal will be separated out when the new five-year plan is drafted as these are not federal funds.**

2. Apply for additional HCV units should they become available.

Progress: Addition Voucher Programs have been applied for and new opportunities will continue to be explored.

3. Apply for special- purpose vouchers targeted to families with disabilities, should they become available.

Progress: 40 Mainstream Vouchers have been applied for. This program will assist non-elderly participants where the head of household or a family member is disabled.

4. Explore managing home ownership vouchers

Progress: Homeownership program is part of new Admin plan and will be part of discussions with redevelopment efforts.

G. Provide Professional, Courteous, Timely Customer Service

Progress: Continued Customer Service trainings will be provided.

H. Create more locally available units through landlord recruitment, education and incentives.

Progress: Landlord Briefing Sessions being held. A New Landlord incentive program has been initiated this year using CARES funds.

Goal 2: Revitalize Communities, Especially CRHA Communities, in Charlottesville
Redevelopment and Renovation Goals:

A. In Partnership with our Residents, Plan and execute total renovation of Crescent Halls (AMP 2).

Progress: Crescent Halls renovation project has begun.

B. In Partnership with our Residents, Renovate and/or modernize public housing units at Riverside Dr., Michie Dr., and Madison Ave. (possibly using low-income housing tax credits, if appropriate). Pursue selected demolition to create more public space, parking and to construct replacement units.

Progress: The CRHA Parallel Track and Maintenance committee is planning to work on a roadmap after some further studies and resident engagement opportunities.

C. In Partnership with our Residents, continue to assess and implement options to fully redevelop Crescent Halls, Avon/Levy Ave., Westhaven, South First St. and 6th St properties.

Progress: Crescent Halls, South First Phase One and Two are in progress. Levy is going to temporarily become a maintenance location. Resident planning has begun at 6th Street and is being planned for Westhaven.

D. In Partnership with our Residents, pursue Demolition/Disposition of existing Public Housing properties in AMPS 1, 2, 3, and 4 (i.e.: Crescent Halls, South First St., Levy Ave., 6th St., Westhaven, Riverside Drive, Michie Drive, Madison Ave., and scattered site homes) to improve and increase the number of affordable housing units.

Progress: Demo dispo has been submitted for Crescent Halls and South First Street Phase One. A demo dispo is being submitted currently for South First Street Phase Two.

E. Complete basic Environmental Surveys of CRHA properties.

Progress: *Environmental surveys have been completed for Crescent Halls and South First St. in conjunction with both redevelopment projects. Sustainability study is beginning this fiscal year and will look at all sites.*

F. In Partnership with our Residents, Scope Rehabilitation and Redevelopment Projects that not only increase affordable housing in Charlottesville but that generate enough income to maintain these properties and provide for the long-term financial stability of the CRHA.

1. Develop necessary legal mechanisms needed to maximize funding for rehabilitation and redevelopment projects.

Progress: *LLCs have been created for Crescent Halls and South First St. to serve as redevelopment vehicles for both projects*

2. Operationalize a sister agency (instrumentality) that is a non-profit community development corporation.

Progress: *Charlottesville Community Development Corporation has been established as an instrumentality of CRHA to serve as Developer for upcoming redevelopment projects.*

3. Investigate and potentially use funding/redevelopment tools including LIHTC, mixed finance, Rental Assistance Demonstration funding, other HUD funding mechanisms, municipal bonds, grants, and private loans.

Progress: *CRHA is utilizing mixed- finance development for the Crescent Halls and South First St. redevelopment projects, with a mix of LIHTC funding, City bonds, grants & donations, private loans, etc. **We do not envision utilizing RAD as a funding source for future projects.***

G. Provide Enhanced relocation and new development services for the Elderly and Disabled

1. Explore, and if appropriate implement, designation of public housing for the elderly.

Progress: *Once fully renovated, Crescent Halls will continue to serve as public housing & project-based HCV housing for the elderly and disabled*

2. Explore, and if appropriate apply for, special- purpose vouchers targeted to the elderly, should they become available

Progress: *CRHA has successfully applied for mainstream vouchers to increase housing opportunities for vulnerable populations*

Goal 3: Promoting upward mobility and self-sufficiency**A. In Partnership with our Residents, Advance Resident Independence & Stability.**

1. Re-build the Family Self Sufficiency program in both Public Housing and HCV.

Progress: *The HCV Program is exploring Self Sufficiency Programs to include FSS.*

2. Continue to support the Nursing Clinics at Westhaven and Crescent Halls

Progress: *Ongoing. The Clinic at Crescent Halls will be under renovation for the next year or so as work continues at Crescent Halls.*

3. Provide or obtain partnerships to provide supportive services to increase lifestyle and economic independence for both the elderly and for families with disabled family members.

Progress: *Ongoing. Staff have been focusing on increasing communication and partnership opportunities with local programs through DSS and other agencies.*

4. Explore, and if appropriate, implement a HUD Moving to Work program.

Progress: To this date the agency has not seen support from this program from PHAR and may consider removing this goal as we focus instead on building our Section 3 program.

5. Provide or obtain partnerships to provide enhanced youth engagement/ youth activities.

Progress: Ongoing. As sites are redeveloped staff and resident partners are focusing on programming opportunities in community spaces.

6. Provide or obtain partnerships to provide enhanced senior activities.

Progress: Ongoing. Exploring ways to continue and enhance services during social distancing.

7. In partnership with the Legal Aid Justice Center and HUD, draft and adopt policies that support practices in public housing designed to serve those who are re-entering society

8. following periods of incarceration.

Progress: Ongoing. The RAB is working with CRHA staff as we redraft the Admin and ACOP policies.

- B.** In Partnership with our Residents, Develop a Section 3 oriented Economic Opportunities office

1. Build a CRHA workforce development/ Economic Opportunity program

Progress: CRHA has hired a Section 3 Coordinator, adopted a Section 3 plan and Section 3 hiring goals, and implemented a Section 3 training program in conjunction with the City's Office of Economic Development. Unfortunately, the city program has been on hold this past year and currently the Section 3 Department is working on other community partnerships to increase training opportunities.

2. Provide or obtain partnerships to provide supportive services to improve recipients' employability.

Progress: CRHA entered into an MOU with Piedmont Virginia Community College whereby the CRHA Section 3 Coordinator worked closely with PVCC's Network2Work program to help Section 3 participants secure employment-related support services. CRHA is also a partner with several local agencies in the establishment of a new Financial Opportunity Center for Charlottesville.

3. Provide or obtain partnerships to provide training and support for resident-owned businesses

Progress: Currently the CRHA is working with UVA Occupational Services, Goodwill, Network to Work and several other community partners.

Goal 4. Agency Governance and Management

- A.** Annual Board Retreat

Progress: Ongoing. The new Executive Director is working with the board as they have several new members.

- B.** New Board member orientation

Progress: The CRHA attorney has held several trainings with the board of commissioners, and more are scheduled.

- C.** Annual ACOP review and update

Progress: Members of the CRHA management team have been working with the RAB on an ACOP revision.

D. Annual HCV Admin Plan review and update

Progress: *HCV Admin Plan will be continuously updated to include new PIH Notices and Federal Regulation changes*

E. Review and Update By-laws

Progress: *Executive Director is working with board to assist with education and review of Bylaws.*

F. Annual Review of personnel policies and procedures.

Progress: *Ongoing. Personnel Committee will be exploring redrafting the Personnel Policies over the next year.*

G. With a transformational goal of becoming a Resident managed organization, develop and implement processes by which CRHA Residents are strategically recruited, employed, trained and mentored in the management of CRHA.

Progress: *Ongoing. CRHA continues to focus on hiring staff with lived experience in public housing and voucher.*

CRHA Annual Plan Goals and Progress FY 2021- 2022

AGENCY WIDE GOALS	
1. Re-establish CRHA's FSS program following HUD "best practices" and guidelines. Report out to the Commission at Board meetings. Engage the FSS program with a Financial Opportunity Center.	CRHA does not qualify for the HUD NOFA for the second year in a row as it is renewal only. CRHA will continue to look at other funding opportunities.
2. Continue a process where CRHA will be responsible for producing an annual report with a summary of CRHA's financials.	CRHA has hired a Finance Director who will be updating reporting systems and SOPs
3. Improve customer service skills of all who work with CRHA (including staff and contractors) to ensure professional dealings with Residents and Public.	CRHA has purchased a resident portal, Yardi Rent Café. This portal will provide the participants and vendors real time access to their accounts, ability to communicate electronically with staff, submit work orders, and ease of electronic payments. Portal will go live beginning of 2022.
4. Support the goals and efforts of the Residents for Respectful Research.	CRHA staff have been assigned to this important committee.
5. Improve rent collections to improve financial viability. Reduce Tenant Accounts Receivable to less than 5%. Develop Eviction Prevention Program to assist participants in public housing with individual and family stabilization.	Received grant to hire Eviction Prevention Coordination
6. Revamp our website, social media, calendar and communications plan. Explore partnerships with IT organizations and non-profits. Create methods to enable Recertifications to be done online. Implement method by which rental payments can be received on- line.	Rent Café will assist with the goal of calendar and communications. Staff will be able to send bulk emails with all important information or select to send individual, or community specific messages. Staff will implement training program for staff, PHAR, board and residents as they roll out the Rent Café program.

7. Quarterly “Report-out” on HCV and Public Housing waiting list status in such a manner that increases the public’s understanding of wait list function and scope.	Rent Café will provide real time access to applications and waitlist status.
8. Work to develop strong partnerships with the City of Charlottesville Council, Departments, and staff.	PCRHA Executive and Deputy Executive Directors continue to work on Project Management Team as part of Strengthening Systems grant at CACF with City and PHAR staff.
9. In conjunction with PHAR, establish and manage a Section 3 program that provides job training and seek out employment opportunities for CRHA Public Housing residents, Voucher holders and other eligible individuals in our Community.	Rent Café can help with bulk mailing and email
10. Implement a complete revision/update to CRHA’s Admissions and Continued Occupancy Policy in conjunction with the RAB/RC and Legal Aid Justice Center. These changes should be compatible with redevelopment goals and seek to “sync up” with policies affecting residents post-redevelopment.	Revision of the Admin plan is expected to be completed late September to early October and will be posted for public comment.
11. Increase efforts to acquire funding through grants and other resources to enhance CRHA programs.	Nonprofit, use third party grant writing companies as a method to apply for grants
12. Set up non-profit arm to assist in accessing more funding streams to help build more resident service opportunities.	CRHA Board of Commissioners are setting up work sessions to pursue this option. CRHA consul has submitted paperwork for a 501c3.
PUBLIC HOUSING PROGRAM GOALS	
13. Continue with the implementation of a comprehensive maintenance plan. <ul style="list-style-type: none"> ● Improve the policy and procedure for reporting maintenance issues. ● Continue to renovate or modernize existing public housing units with specific consideration on air quality improvement. ● Improve the bi-annual inspection process. ● Landscape management improvements including common areas. ● Ensure that Maintenance training is provided and made available to staff. ● Develop, publish and implement a comprehensive Property Maintenance Plan for all CRHA communities. 	The Rent Café will allow residents to submit and receive notice of completed work orders in real time. Preventative maintenance and housekeeping inspections will be scheduled on a quarterly basis. Landscape contracts are being procured.

<p>14. Continue to improve on integrated pest management: (IPM) A broad-based approach that integrates practices for economic control of pests. IPM aims to suppress pest populations, particularly bed bugs, giving careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduced or minimize risks to human health and the environment.</p>	<p>Training materials are being obtained to share with residents. Virtual information sessions will be added to the CRHA FB and Website.</p> <p>Housekeeping inspections with follow through will be continued.</p>
<p>15. Reduce public housing vacancies with a goal of 98% or better. Bring currently “off-line” units back in service within 6 months.</p>	<p>CRHA is working to decrease our vacancies across all sites. A turn team has been created to ensure turns are done timely. Current vacancy rate is WH 84%, Amp 3 93%, Amp 4 100%. Crescent Halls will be offline for Mod Rehab.</p>
<p>16. In line with HUD’s Mission, continue to improve lease enforcement and ensure the safety and welfare of our residents.</p> <ul style="list-style-type: none"> • Enforce Lease provisions. • Promptly notify Residents of Lease changes. • Regularly update and publish the CRHA Barment list. • Provide Barment training for staff and police personnel. • Conduct workshop on Barment Policy with residents. • Implement public housing security improvements. • Maintain a working relationship with the Police Department. • Pursue Security through alternative technology and security staffing. • Develop a recorded digital content policy. • Provide support for community safety initiatives to improve resident involvement. • Address supplemental lighting issues 	<p>Progress Safety Action Plan</p> <p>Worked with Residents on the Safety Committee to create a Camera Policy that was then passed by the Board.</p> <p>Neighborhood Crisis Intervention Team</p> <p>Installed Security cameras</p> <p>Completed a Security Site Assessment to determine ways to improve safety.</p>

<p>17. Allow capital funding for Emergency Items, Deferred Maintenance, Sinks, Commodes, Faucets, Doors/Windows and related hardware, Shower pan/tub replacement, Vehicles, Bed Bug Treatment Equipment, Vacancy Reduction / off-line substantial rehab, other capital equipment needs/materials/services, support for Section 3 program.</p>	<p>Improving outside lighting on the properties, purchasing a couple of vehicles and boom truck, purchasing kitchen cabinets, flooring, plumbing fixtures and appliances for extensive remodeling apartments on Madison Ave, Michie dr, and River side. Parallel tracking for 6th street and West Haven. Procurement for electrical, plumbing, and Mechanical contractors as support services</p>
<p>18. Hire and train residents in the management of their public housing authority. Explore on- the-job training and development opportunities.</p>	<p>This goal has now been plugged into CRHA's Section 3 program which partners with the maintenance department to maximize opportunities.</p>
<p>19. Pursue relationships through which community center and computer lab usage can be enhanced.</p>	<p>Impact by redevelopment and covid. Will be pursuing opportunities to increase funds for soft costs.</p>
<p>20. Increase CRHA's Administrative Office staff presence within CRHA communities.</p>	<p>CRHA PH staff is in the community on a daily basis. Staff door knocks for flyers, visits homes to assist in collecting recertification documents, walks the property to assess damages, and visits homes to hand deliver notices. CRHA staff has worked one on one with the residents of CH during the flood displacements and the relocation process.</p>
<p>21. Enhance sense of community within CRHA neighborhoods through the facilitation of organized activities and community improvements. Services/activities for youth are key concern. Further, during times of relocation and construction, community activities should be increased.</p>	<p>Neighborhood Crisis Intervention Team has been meeting which is composed of CRHA staff and community partners.</p>
<p>22. Bring services to each site by exploring various service providers offered through partnerships between CRHA and Resident Services Committee. Improve partnerships and cooperative programming opportunities to enhance services provided at CRHA's medical clinic facilities.</p>	<p>Hired Self Sufficiency Coordinator who is primarily focused on Section 3 but working on also setting up Resident Services programs with staff. Westhaven Clinic Advisory Team is meeting quarterly. Resident Services Committee is meeting monthly.</p>
VOUCHER PROGRAM GOALS	
<p>23. Continue to administer the City-funded Rental Assistance voucher- based program (CSRAP).</p>	<p>HUD has asked us to remove this goal as these are not federal funds being used for this program.</p>
<p>24. Arrange Board/public/staff training on HCV program. Provide trainings on the HCV Admin Plan in such a way that understanding is increased by HCV Participants, Board, Staff, Landlords and</p>	<p>Add goals: Think about TPV and Mainstream and anticipation of HCH payments instead of paper checks</p>

	Community Partners.	
	REDEVELOPMENT AND RENOVATION GOALS	
	25. CRHA anticipates that we will intensify the on-going redevelopment effort within the next year and our intent is to explore/implement the various areas of this process.	CRHA is currently undergoing active redevelopment efforts with Contractors at Crescent Halls and Phase I of South 1 st Street. The CRHA has begun meeting with residents at 6 th Street to begin planning for that community and will soon begin meetings at Westhaven.
	a. Relocation planning and operations.	Revising CH and SFS P2 working on 6 th ST for 707 building and possibly Westhaven 802 and 806. Relocation planning is now managed by our Housing Manager and will move under housing goals.
	b. Complete the implementation of all required demolition and disposition activities and HUD applications needed to facilitate a redevelopment of Crescent Halls (Amp 2) and facilitate new development at AMP 3 (South First St/6 th Street). Consider and if appropriate submit demolition and disposition applications for remaining CRHA AMPs (1 & 4).	Ongoing, the CRHA had successfully submitted demo Dispo for Crescent Halls and South 1 st P1 and is now working on South First PII.
	c. Plan for re-development of CRHA owned undeveloped parcels with re-development construction to begin by the close of calendar year 2021 (Avon-Levy site).	After careful thought the CRHA decided to push this project further down and focus on 6 th Street and Westhaven first while utilizing the garage at Avon/Levy for Maintenance as their shop at South 1 st has been torn down.
	d. Initiate pre-development activities including entry into necessary MOUs and contracts with development firms/entities for AMPs 1 & 3.	Ongoing. The CRHA has worked with a panel of resident and community partners to interview and retain Architects and Engineers for projects.
	e. Complete renovation of Crescent Halls	The completion date has been pushed back due to challenges with needing to replace more piping than originally estimated and COVID .
	f. Assess all existing Public Housing stock to determine which communities should undergo either redevelopment or modernization.	The CRHA has contracted a firm to do a Sustainability study for all sites.
	g. Add redevelopment skills to CRHA staff either through staffing or consultant services. Open such trainings to residents.	Ongoing trainings with PBV, LIHTC and property management. To include training for PHAR, board and residents.
	h. Work in conjunction with and in support of the Charlottesville	Ongoing as CRHA continues to ramp up redevelopment activities.

	Community Development Corporation (CCDC) to facilitate CRHA's redevelopment activities.	
	i. Explore, and where appropriate, convert Housing Choice Vouchers to Project Based Vouchers to support CRHA's redevelopment plans and objectives. Seek additional vouchers to support PBV purposes (VASH; Mainstream).	Ongoing. The CRHA continues to pursue opportunities to increase their voucher stock.
	j. In conjunction with PHAR continue to educate residents about redevelopment opportunities.	Ongoing, CRHA and PHAR have partnered this year in creative meeting planning to meet the challenges of safe meetings during COVID.
	26. In partnership with local agencies explore home ownership options and provide individual support for residents in accordance with the Resident's Bill of Rights for Redevelopment. Explore and implement a homeownership program utilizing a "land trust" model.	Ongoing, the CRHA plans to start conversations around homeownership programs this coming year.
	27. Continue working with TING to implement roll-out of internet access at sites.	Ongoing first work beginning at CH and South 1 st Street P1.
	28. Continue to explore the development of Single Room Occupancy units at CRHA sites.	CRHA is considering removing this and adding senior developments financed through Section 202 with nonprofit arm.
B.4	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved. Capital Fund 5 Year Action Plan in EPIC approved by HUD on 2/28/2022. Please see attachment A	
B.5	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N <input checked="" type="checkbox"/> <input type="checkbox"/> If yes, please describe: There were deficiencies in the rent reasonableness process, HCVP voucher annual recertification process, HCVP voucher annual Housing Quality Standards (HQS) inspection process and submission of the Actual Modernization Cost Certificate (AMCC) which are all currently being addressed.	
C.	Other Document and/or Certification Requirements.	
C.1	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) have comments to the PHA Plan? Y N <input checked="" type="checkbox"/> <input type="checkbox"/>	

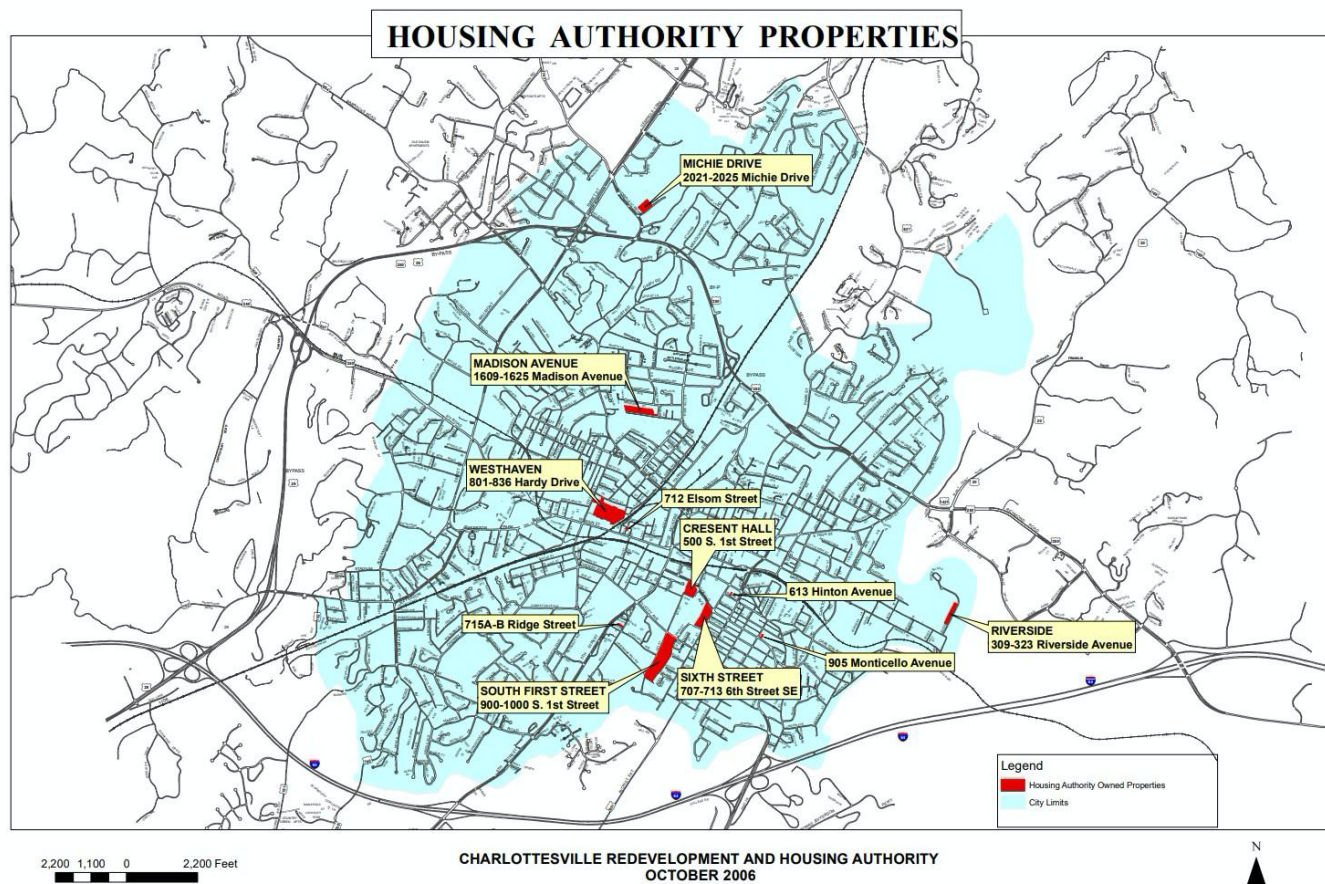
Charlottesville Redevelopment and Housing Authority (CRHA) Annual Agency Plan Fiscal Year 2022-2023

	<p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Please see Section IV C- to be added once completed</p>						
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>						
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>Please see Attachment C</p>						
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/> (To be completed after hearing.)</p> <p>If yes, include Challenged Elements.</p>						
C.5	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe: Please see Attachment B: Recovery Agreement and Action Plan</p>						
D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p>Affirmatively Furthering Fair Housing (AFFH). CRHA is not required to complete this chart at this time.</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1"> <tr> <td>Fair Housing Goal:</td></tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1"> <tr> <td>Fair Housing Goal:</td></tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table> <table border="1"> <tr> <td>Fair Housing Goal:</td></tr> <tr> <td><u>Describe fair housing strategies and actions to achieve the goal</u></td></tr> </table>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>	Fair Housing Goal:	<u>Describe fair housing strategies and actions to achieve the goal</u>
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<u>Describe fair housing strategies and actions to achieve the goal</u>							

II. Housing Needs

A. Current Families in CRHA Public Housing and map

The CRHA will work to revise this map to include new sites at South First Street Phase One once they are completed.



Resident Characteristics Report
As of August 31, 2021

Program type : **Public Housing**Level of Information : **Housing Agency within State VA**Effective Dates Included : **May 01, 2020 through August 31, 2021**

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*NOTE: Percentages in each area may not total 100 percent due to rounding.***Units Information**

HA	ACC Units	50058 Required	50058 Received
VA	15,061	13,147	10,841
VA016 - Charlottesville RHA	429	281	281

Income Information*Distribution of Average Annual Income as a % of 50058 Received*

HA	Extremely Low Income, Below 30% of Median		Very Low Income, 50% of Median		Low Income, 80% of Median		Above Low Income, 81%+ of the Median		Geo-Coded Income Data Not Available In PIC Data Systems	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	9,185	70	2,111	16	777	6	207	2	834	6
VA016 - Charlottesville RHA	215	76	40	14	9	3	0	0	18	6

Average Annual Income (\$)

HA	Average Annual Income
VA	12,643
VA016 - Charlottesville RHA	12,598

Distribution of Annual Income as a % of 50058 Received

HA	\$ 0	\$1 - \$5,000	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
VA	4	19	32	18	10	6	11
VA016 - Charlottesville RHA	1	20	33	16	13	5	12

*Distribution of Source of Income as a % of 50058 Received ** Some families have multiple sources of income ***

HA	With any wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With No Income
VA	30	30	48	30	2
VA016 - Charlottesville RHA	28	48	44	34	1

TTP/Family Type Information*Distribution of Total Tenant Payment as a % of 50058 Received*

HA	\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
VA	0	1	14	8	12	38	12	15
VA016 - Charlottesville RHA	0	0	13	7	16	33	15	16

Charlottesville Redevelopment and Housing Authority (CRHA) Annual Agency Plan Fiscal Year 2022-2023

Average Monthly TTP (\$)	
HA	Average Monthly TTP
VA	297
VA016 - Charlottesville RHA	295

Distribution of Family Type as a % of 50058 Received

HA	Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-elderly, No Children, Non-Disabled		Non-elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-elderly, No Children, Disabled		Non-elderly, with Children, Disabled		Female Headed Household with Children	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	1,056	8	54	0	1,806	14	5,734	44	1,794	14	59	0	1,881	14	730	6	6,177	47
VA016 - Charlottesville RHA	17	6	2	1	39	14	127	45	38	13	3	1	39	14	17	6	124	44

Average TTP by Family Type (\$)

HA	Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-elderly, No Children, Non-Disabled	Non-elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-elderly, No Children, Disabled	Non-elderly, with Children, Disabled	Female Headed Household with Children
VA	337	568	325	275	309	434	281	319	279
VA016 - Charlottesville RHA	326	500	224	296	297	498	300	343	282

Family Race/Ethnicity Information

Distribution by Head of Household's Race as a % of 50058 Received

HA	White Only	Black/African American Only	American Indian Or Alaska Native Only	Asian Only	Native Hawaiian/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
VA	20	79	0	0	0	0	0	0	0
VA016 - Charlottesville RHA	21	75	0	3	0	0	0	0	0

Distribution by Head of Household's Ethnicity as a % of 50058 Received

HA	Hispanic or Latino	Non - Hispanic or Latino
VA	2	98
VA016 - Charlottesville RHA	1	99

Charlottesville Redevelopment and Housing Authority (CRHA) Annual Agency Plan Fiscal Year 2022-2023

Household Information*Distribution by Household Members Age as a % of Total Number of Household Members*

HA	0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	4,559	15	9,207	31	10,152	34	2,582	9	2,894	10	217	1
VA016 - Charlottesville RHA	118	16	243	33	240	33	71	10	62	8	2	0

Distribution by Household Size as a % of 50058 Received

HA	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 persons	10+ persons
VA	41	23	17	10	5	2	1	0	0	0
VA016 - Charlottesville RHA	37	18	20	10	8	4	2	1	0	0

Total Household Members and Average Household Size

HA	Total Number of Household Members	Average Household Size	Total Number of Households
VA	29,610	2.3	13,114
VA016 - Charlottesville RHA	736	2.6	282

Distribution by Number of Bedrooms as a % of 50058 Received

HA	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
VA	3	29	37	24	6	1
VA016 - Charlottesville RHA	0	20	27	39	9	5

Length of Stay Information*Distribution by Length of Stay as a % of 50058 Received (currently assisted families)*

HA	Less than 1 year		1 to 2 years		2 to 5 years		5 to 10 years		10 to 20 years		Over 20 years	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	2,321	18	1,510	12	3,292	25	2,780	21	1,999	15	1,212	9
VA016 - Charlottesville RHA	46	16	33	12	48	17	59	21	51	18	45	16

B. Public Housing Waitlist

Housing Needs of Families on the Waiting List			
Waiting List Type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)Housing If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1898		
Extremely low income <=30% AMI	431	22.7%	
Very low income >30% but <=50% AMI	55	2.9%	
Low income >50% but <80% AMI	9	0.5%	
Families with children	874	46.1%	
Elderly families	132	7.0%	
Families with Disabilities	465	24.5%	
Race/ethnicity (White)	493	26.0%	
Race/ethnicity (Black)	1373	72.3%	
Race/ethnicity (Asian/Other)	112	5.9%	
Race/ethnicity (Hispanic)	98	5.2%	
Characteristics by Bedroom Size (PH Only)			
1 BR	366	19.3%	
2 BR	549	28.9%	
3 BR	494	26.0%	
4 BR	481	25.3%	
5 BR	8	0.4%	
5+ BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes:			



C. Current Families participating in CRHA HCV Program

Resident Characteristics Report

As of August 31, 2021

Program type : All Voucher Funded Assistance

Level of Information : Housing Agency within State VA

Effective Dates Included : May 01, 2020 through August 31, 2021



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NOTE: Percentages in each area may not total 100 percent due to rounding.

Units Information

HA	ACC Units	50058 Required	50058 Received
VA	57,941	48,820	45,569
VA016 - Charlottesville RHA	611	380	412

Income Information

Distribution of Average Annual Income as a % of 50058 Received

HA	Extremely Low Income, Below 30% of Median		Very Low Income, 50% of Median		Low Income, 80% of Median		Above Low Income, 81%+ of the Median		Geo-Coded Income Data Not Available In PIC Data Systems	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	0	0	0	0	0	0	0	0	45,569	100
VA016 - Charlottesville RHA	0	0	0	0	0	0	0	0	412	100

Average Annual Income (\$)

HA	Average Annual Income
VA	15,159
VA016 - Charlottesville RHA	15,104

Distribution of Annual Income as a % of 50058 Received

HA	\$ 0	\$1 - \$5,000	\$5,000 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	\$20,001 - \$25,000	Above \$25,000
VA	4	9	29	21	13	8	16
VA016 - Charlottesville RHA	2	9	29	19	16	8	17

Distribution of Source of Income as a % of 50058 Received ** Some families have multiple sources of income **

HA	With any wages	With any Welfare	With any SSI/SS/Pension	With any other Income	With No Income
VA	32	23	57	26	3
VA016 - Charlottesville RHA	36	39	50	29	1



TTP/Family Type Information*Distribution of Total Tenant Payment as a % of 50058 Received*

HA	\$0	\$1 - \$25	\$26 - \$50	\$51 - \$100	\$101 - \$200	\$201 - \$350	\$351 - \$500	\$501 and Above
VA	1	0	8	4	9	41	16	21
VA016 - Charlottesville RHA	0	0	6	5	13	36	18	23

Average Monthly TTP (\$)

HA	Average Monthly TTP
VA	357
VA016 - Charlottesville RHA	357

Distribution of Family Type as a % of 50058 Received

HA	Elderly, No Children, Non-Disabled		Elderly, with Children, Non-Disabled		Non-elderly, No Children, Non-Disabled		Non-elderly, with Children, Non-Disabled		Elderly, No Children, Disabled		Elderly, with Children, Disabled		Non-elderly, No Children, Disabled		Non-elderly, with Children, Disabled	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	3,191	7	218	0	6,263	14	15,957	35	7,260	16	468	1	8,730	19	3,482	
VA016 - Charlottesville RHA	17	4	0	0	74	18	164	40	61	15	2	0	77	19	17	

Average TTP by Family Type (\$)

HA	Elderly, No Children, Non-Disabled	Elderly, with Children, Non-Disabled	Non-elderly, No Children, Non-Disabled	Non-elderly, with Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, with Children, Disabled	Non-elderly, No Children, Disabled	Non-elderly, with Children, Disabled	Female Headed Household with Children
VA	355	473	368	391	318	447	300	395	390
VA016 - Charlottesville RHA	385	0	341	392	304	306	305	483	385

Family Race/Ethnicity Information*Distribution by Head of Household's Race as a % of 50058 Received*

HA	White Only	Black/African American Only	American Indian Or Alaska Native Only	Asian Only	Native Hawaiian/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
VA	24	74	0	1	0	0	0	0	0
VA016 - Charlottesville RHA	19	79	0	1	0	0	0	0	0

<i>Distribution by Head of Household's Ethnicity as a % of 50058 Received</i>		
HA	Hispanic or Latino	Non - Hispanic or Latino
VA	3	97
VA016 - Charlottesville RHA	1	99

Household Information

<i>Distribution by Household Members Age as a % of Total Number of Household Members</i>												
HA	0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	10,313	10	33,277	32	37,096	36	11,446	11	11,148	11	938	1
VA016 - Charlottesville RHA	102	11	281	31	300	33	133	15	80	9	3	0

Distribution by Household Size as a % of 50058 Received										
HA	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 persons	10+ persons
VA	44	20	16	11	6	2	1	0	0	0
VA016 - Charlottesville RHA	44	22	17	9	6	1	1	0	0	0

<i>Total Household Members and Average Household Size</i>			
HA	Total Number of Household Members	Average Household Size	Total Number of Households
VA	104,221	2.3	45,569
VA016 - Charlottesville RHA	899	2.2	412

<i>Distribution by Number of Bedrooms as a % of 50058 Received</i>						
HA	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
VA	2	20	40	30	6	1
VA016 - Charlottesville RHA	8	15	37	38	2	0

Length of Stay Information

<i>Distribution by Length of Stay as a % of 50058 Received (currently assisted families)</i>												
HA	Less than 1 year		1 to 2 years		2 to 5 years		5 to 10 years		10 to 20 years		Over 20 years	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
VA	7,325	16	3,572	8	8,291	18	8,930	20	13,093	29	4,181	9
VA016 - Charlottesville RHA	117	28	17	4	61	15	94	23	74	18	43	10

D. Families on the Housing Choice Voucher (HCV) Waitlist

Update to be added once completed

DRAFT

III. 2022-2023 Annual Plan Goals and Objectives

Goal	Tie in # with Five Year Plan	Mark if Ongoing From Previous Year
AGENCY WIDE GOALS		
1. Continue to pursue funding to re-establish CRHA's FSS program following HUD "best practices" and guidelines. Report out to the Commission at Board meetings. Engage the FSS program with a Financial Opportunity Center.	3	X
2. Continue a process where CRHA will be responsible for producing an annual report with a summary of CRHA's financials.	4	X
3. Improve customer service skills of all who work with CRHA (including staff and contractors) to ensure professional dealings with Residents and Public.	1	X
4. Support the goals and efforts of the Residents for Respectful Research.	1	X
5. Improve rent collections to improve financial viability. Reduce Tenant Accounts Receivable to less than 5%. Develop Eviction Prevention Program to assist participants in public housing with individual and family stabilization.	1	X
6. Continue to revamp our website, social media, calendar and communications plan. Explore partnerships with IT organizations and non-profits. Create methods to enable Recertifications to be done online. Implement method by which rental payments can be received on-line.	1	X
7. Quarterly "Report-out" on HCV and Public Housing waiting list status in such a manner that increases the public's understanding of wait list function and scope.	1	X
8. Continue to work to develop strong partnerships with the City of Charlottesville Council, Departments, and staff.	1, 3	X
9. In conjunction with PHAR, continue to promote a Section 3 program that provides job training and seek-out employment opportunities for CRHA Public Housing residents, Voucher holders and other eligible individuals in our Community.	1, 3	X
10. Implement a complete revision/update to CRHA's Admissions and Continued Occupancy Policy in conjunction with the RAB/RC and Legal Aid Justice Center. These changes should be compatible with redevelopment goals and seek to "sync up" with policies affecting residents post-redevelopment.	1, 4	X
11. Continue to increase efforts to acquire funding through grants and other resources to enhance CRHA programs.	2	X
12. Set up non-profit arm to assist in accessing more funding streams to help build more resident service opportunities.	2	X

13. Bring services to each site by exploring various service providers offered through partnerships between CRHA and Resident Services Committee. Improve partnerships and cooperative programming opportunities to enhance services provided at CRHA's medical clinic facilities.	1, 3	X
<ul style="list-style-type: none"> a. Strive to increase resident involvement in Resident Services Committee b. Survey resident as to what services they want to see in their neighborhoods. c. Pursue relationships through which community center, computer lab, green and garden space and other shared community spaces can be enhanced. 		
HOUSING PROGRAM GOALS		
14. Continue with the implementation of a comprehensive maintenance plan.	1	X
<ul style="list-style-type: none"> ● Improve the policy and procedure for reporting maintenance issues. ● Continue to renovate or modernize existing public housing units with specific consideration on air quality improvement. ● Improve the bi-annual inspection process. ● Landscape management improvements including common areas. ● Ensure that Maintenance training is provided and made available to staff. ● Develop, publish and implement a comprehensive Property Maintenance Plan for all CRHA communities. 		
15. Continue to improve on integrated pest management: (IPM) A broad-based approach that integrates practices for economic control of pests. IPM aims to suppress pest populations, particularly bed bugs, giving careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduced or minimize risks to human health and the environment.	1	X
16. Reduce public housing vacancies with a goal of 98% or better. Bring currently "off-line" units back in service within 6 months.	1	X
17. In line with HUD's Mission, continue to improve lease enforcement and ensure the safety and welfare of our residents.	1	X
<ul style="list-style-type: none"> ● Enforce Lease provisions. ● Promptly notify Residents of Lease changes. ● Regularly update and publish the CRHA Barment list. ● Provide Barment training for staff and police personnel. ● Conduct workshop on Barment Policy with residents. 		

<ul style="list-style-type: none"> • Implement public housing security improvements. • Maintain a working relationship with the Police Department. • Pursue Security through alternative technology and security staffing. • Develop a recorded digital content policy. • Provide support for community safety initiatives to improve resident involvement. • Address supplemental lighting issues 		
18. Allow capital funding for Emergency Items, Deferred Maintenance, Sinks, Commodes, Faucets, Doors/Windows and related hardware, Shower pan/tub replacement, Vehicles, Bed Bug Treatment Equipment, Vacancy Reduction / off-line substantial rehab, other capital equipment needs/materials/services, support for Section 3 program.	1, 2	X
19. Hire and train residents in the management of their public housing authority. Explore on- the-job training and development opportunities.	1, 3, 4	X
20. Increase all staff including CRHA's Administrative Office staff presence within CRHA communities.	1	X
21. Enhance sense of community within CRHA neighborhoods through the facilitation of organized activities and community improvements. Services/activities for youth are key concern. Further, during times of relocation and construction, community activities should be increased.	1	X
22. Relocation planning <ul style="list-style-type: none"> a. Work with residents at sites undergoing redevelopment on relocation plans to submit to the board. b. Work in partnership with local service providers to coordinate resident Advisory Board and focus on needs of residents undergoing relocation. 	2	
VOUCHER PROGRAM GOALS		
23. Arrange Board/public/staff training on HCV program. Provide trainings on the HCV Admin Plan in such a way that understanding is increased by HCV Participants, Board, Staff, Landlords and Community Partners.	1, 4	X
24. Landlord briefing and outreach every 6 months.	1, 4	
25. Implementation of the Homeownership Program in 2022.	1, 4	
26. HCV Program to seek resources with the Homeownership Program with Down Payment Assistance with VHDA, CBDG funds, Habitat for Humanity and other resources.	1, 4	
27. Contact Banking Resources for the HCV Program for Outreach for lending qualifications and network with VHDA.	1	
28. To obtain certification of Homeownership Counselor Certification	1	
29. Have the annual recertifications and inspections biannually. The year of the annual recertification will be conducted, and the next	1, 4	

following year will be the annual inspection as a supplement of the continued assistance.		
30. Elderly and Disable household communities, network with the family and property manager to prevent the hardship of new change with the software Rent Cafe with Training with Tax Credit Properties.	1, 4	X
REDEVELOPMENT AND RENOVATION GOALS		
31. CRHA anticipates that we will intensify the on-going redevelopment effort within the next year and our intent is to explore/implement the various areas of this process. a. Complete the implementation of all required demolition and disposition activities and HUD applications needed to facilitate a redevelopment of South First Phase II and facilitate LIHTC application for new development at 6th Street b. Begin process of engaging Westhaven Community for future LIHTC application. c. Complete renovation of Crescent Halls d. Assess all existing Public Housing stock to determine which communities should undergo either redevelopment or modernization. e. Continue to add redevelopment skills to CRHA staff either through staffing or consultant services. Open such trainings to residents. f. Continue to work in conjunction with and in support of the Charlottesville Community Development Corporation (CCDC) to facilitate CRHA's redevelopment activities. g. Explore, and where appropriate, convert Housing Choice Vouchers to Project Based Vouchers to support CRHA's redevelopment plans and objectives. Seek additional vouchers to support PBV purposes (VASH; Mainstream). h. In conjunction with PHAR continue to educate residents about redevelopment opportunities. i. Either independently or in partnership with local agencies explore home ownership programs and options. Explore and implement a homeownership program and consider utilizing a "land trust" model. j. Continue working with TING to implement roll-out of internet access at sites. k. Research possibilities with HUD Section 202 Supportive Housing for the Elderly Program potentially for future redevelopment.	2	X
32. In partnership with local agencies explore home ownership options and provide individual support for residents in accordance with the Resident's Bill of Rights for Redevelopment. Explore and	2, 3	X

implement a homeownership program utilizing a "land trust" model.		
33. Continue working with TING to implement roll-out of internet access at sites.	1	X

IV. Resident Advisory Board "RAB" Engagement

A. Meetings with RAB

1. August 18, 2021, Annual Plan Orientation and Kick off Planning with RAB, stakeholders and CRHA staff. Held virtually and also recorded and PowerPoint made available for printing for the RAB.

In attendance: Shelby Edwards (PHAR), A'Lelia Henry (Chair CRHA BOC), Consuela Knight (CRHA), Melinda Hite (CRHA), Brano Popovic (CRHA), Emily Dreyfus (LAJC), Joy Johnson (RAB), Mary Lou Hoffman (CRHA) and Kathleen Glenn-Matthews (CRHA)

2. September 15, 2021

CRHA FY 2022- 2023 Annual Plan Drafting Meeting with RAB

September 15, 2021, 5pm Zoom Meeting:

<https://zoom.us/j/99979139976?pwd=Yi9XemtqMnAzMW1uRkQwY0Y5dkk3Zz09>

One tap mobile: +13017158592,,99979139976#, Dial-in: +1 301 715 8592

Meeting ID: 999 7913 9976 Passcode: 450936

- I. Welcome and Introductions: In attendance-Joy Johnson (RAB Chair), Shelby Edwards (PHAR, John Sales (CRHA), Melinda Hite (CRHA), Consuela Knight (CRHA), Judy Sandridge (RAB), Moriah Wilkins (LAJC) and Kathleen Glenn-Matthews (CRHA)

II. Goal Review

- A. Review five-year plan goals and work so far on progress reporting- CRHA management team putting finishing touches on this
- B. Review last year's AP FY 2021- 2022 goals and work so far on progress reporting
- C. Review new goals proposed by CRHA so far and discuss edits and editions
- D. Are we going to have a separate review with PHAR and if so, when?

III. Next steps before we meet again

- A. CRHA staff take notes from this meeting and work on final draft of goals in a shared doc with the RAB- GO WITH GOOGLE DOCS
 - RAB said they would like to have smaller RAB group go over and then they give bullet points to full RAB
 - Check in with Maddy at Sect 3 Advisory Team to see if she is good with plan going to BOC on
 - Not likely ACOP will be part of it. Try to get a bullet point on ACOP
 - Needs to think about what boxes we will check
- B. CRHA staff work on finalizing a draft of the reformatted plan after checking in with HUD on guidance on a few areas that have changed this year. Goal to have this in a shared doc with RAB incorporating the goals we are all working on by the beginning of October.

IV. Items for our next meeting

A. Public Meetings

1. Set dates and times
2. Talk about best way to have engagement during COVID times.- Maybe FB live and zoom see if city will help and we could have links at PHAR and CRHA

- B. Discussion of 45 day posting process
 - 1. Locations of post
 - 2. Locations of hard copy of draft- Maybe set hours of times you can view copy at locations, Westhaven and Clinic maybe 6th Street
- C. Set virtual Hearing date and time- Make decision on timing as we closer to see if there is any items we need to dwell on.
- V. Timetable (Just keeping it on all our radar)
 - A. Annual Plan due 75 days prior to the PHA's Fiscal Year Beginning. Goal to have final draft posted NO LATER THEN 10/25
 - B. Sent Nelrod class link to Moriah, Joy and Shelby see if Ms Carr can join too
 - C. Public Meetings and hearing before December Board of Commissioner meeting which is usually a week early due to the holidays
 - D. CRHA needs to submit to HUD by 1/15/2022

Thanks for being here! Next meeting: 5pm October 20th

3. October 20, 2021

CRHA FY 2022- 2023 Annual Plan Drafting Meeting with RAB

October 20, 2021, 5pm Zoom Meeting:

<https://zoom.us/j/99979139976?pwd=Yi9XemtqMnAzMW1uRkQwY0Y5dkk3Zz09>

One tap mobile: +13017158592,,99979139976# , Dial-in: +1 301 715 8592

Meeting ID: 999 7913 9976 Passcode: 450936

- VI. Welcome and Introductions. In attendance: Dr. A'Lelia Henry (BOC), Joy Johnson (RAB), Ashley Freeman (RAB), Consuela Knight (CRHA), Katrina Cooper (RAB), Kelcee Jones (PHAR), Melinda Hite (CRHA), John Sales (CRHA), Moriah Wilkins (LAJC) and Kathleen Glenn-Matthews (CRHA)
- VII. Updates:
 - C. CRHA staff presented final draft to RAB in shared google doc 10/4/21.
 - 1. CRHA worked with HUD guidance on a few areas that have changed this year.
 - a. Section B1 Revision of Existing Plan Elements under the checked box for Operations and Management listed: *CRHA's Housing Choice Voucher Administrative Plan is being amended to include the option of Triennial Reexaminations for households with a fixed source of income. See attachment C3.*
 - b. Section B1 also added a note about the ACOP PHAR and CRHA are currently working on.
 - 2. Link to the google doc to Jeff Meyers consultant Cody Owens from D3G to give it one more look and make sure we have not missed anything we need to include for redevelopment.
 - D. RAB- Joy: Asked the group to scroll through the document so everyone could see it as we went over each of the RAB questions and requests. Several small edits were made:
 - 1. Under the Deconcentration of Poverty the word projects has been replaced with communities.
 - 2. After conversation with staff it was decided to uncheck the box for Units with Approved vacancies for modernization as that is not anticipated.
 - 3. Where new programs and initiatives such as Rent Café are rolled out it is asked that: Staff will implement training program for staff, PHAR, board and residents

4. Conversation about removing Single Room Occupancy and focusing on pursuing other options such as Section 202 funding through non profit arm.
5. Mr. Sales is working on getting the latest draft of the Action Plan with the Recovery Agreement for us to attach.
6. Mr. Sales noted some updates that needed to occur with the HCV Waitlist attachment and they will work on getting these so we can attach.
7. Group reviewed goals for HCV Program to seek resources with the Homeownership Program with Down Payment Assistance with VHDA, CBDG funds, Habitat for Humanity and other resources. Also discussed possible homeownership through use of current properties, creation of land trust and acquiring new properties.
8. Discussed items to be attached once completed such as RAB comments, CRHA response, forms for BOC to sign, resolution, etc.
9. Went over dates for BOC work session, public meetings, hearing and December BOC meeting.

VIII. What's next

D. Kathleen will pull shared google doc and make formatting edits as needed

E. Public Meetings

1. Talk about best way to have engagement during COVID times.
2. Discussion of 45 day posting process:

The Charlottesville Redevelopment & Housing Authority (CRHA) will hold a Public Hearing regarding the 2022 Annual Plan, as required by HUD under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Due to the COVID-19 pandemic, the public hearing will be held via an electronic meeting platform, Zoom, on Monday December 20, 2021, at 5:00PM. Members of the public may participate by computer, tablet, or phone. Details for accessing this meeting will be included on CRHA's website.

Individuals who need access to a printed copy of the plan may do so by emailing matthewsk@cvilleha.com or calling 434-326-4672 and asking to set up a time to view or check-out the copy of the draft which is housed at 1000 South First Street, Charlottesville, VA. Written comments will be accepted through December 10, 2021 and should be submitted to Kathleen Glenn-Matthews, Deputy Executive Director, PO Box 1405, Charlottesville VA 22902 or via email to matthewsk@cvilleha.com.

3. Volunteers to help with public meetings
 - a. 5pm Thursday, November 11, 2021- CRHA BOC work session
 - b. 4pm Wednesday, November 17, 2021- Public Meeting
 - c. 5pm Wednesday, November 17, 2021- Public Meeting

IX. Timetable (Just keeping it on all our radar)

- E. Annual Plan due 75 days prior to the PHA's Fiscal Year Beginning. Goal to have final draft posted around 10/25
- F. Public Meetings and hearing before December Board of Commissioner meeting which is usually a week early due to the holidays (estimated 12/20/21)
- G. CRHA needs to submit Plan with attachments, signed docs and BOC resolution to HUD by 1/15/2022

X. Other- Will BOC Meeting follow hearing on 12/20?

XI. Item(s) for our next meeting

- Planning for public Hearing on Monday, December 20, 2021, at 5:00PM.

Thanks for being here!

B. RAB Rooster

CRHA Resident Advisory Board Roster as of September 27, 2021		
	Name	Position
1.	Joy Johnson	Chairperson
2.	Katrina Cooper	Vice Chair
3.	Tina Washington	Secretary
4.	Audrey Oliver	Member
5.	Alice Washington	Member
6.	Ashley Freeman	Member
7.	Harriet Carter	Member
8.	Judy Sandridge	Member
9.	Sonia Bell	Member
10.	Emily Dreyfuss	LAJC
11.	Moriah Wilkins	LAJC
12.	Shelby Edwards	PHAR

C. RAB Comments

Will insert once completed.

D. CRHA Analysis of the RAB recommendations and decisions made on these

Will insert once completed.

V. Resident Engagement and Public Meetings

A. Posting

Public Hearing**Public Housing Agency (PHA) Annual Plan**

The Charlottesville Redevelopment & Housing Authority (CRHA) will hold a Public Hearing regarding the 2022 Annual Plan, as required by HUD under Section 511 of the Quality Housing and Work Responsibility Act of 1998. Due to the COVID-19 pandemic, the public hearing will be held via an electronic meeting platform, Zoom, on Monday December 20, 2021, at 5:00PM. Members of the public may participate by computer, tablet, or phone. Details for accessing this meeting will be included on CRHA's website. Individuals who need access to a printed copy of the plan may do so by emailing matthewsk@cvilleha.com or calling 434-326-4672 and asking to set up a time to view or check-out the copy of the draft which is housed at 1000 South First Street, Charlottesville, VA.

- B. The Annual Plan and supporting documents are available for public review at www.cvilleha.com and by appointment at 1000 South First Street, Charlottesville, VA 22902. Written comments will be accepted through December 10, 2021 and should be submitted to Kathleen Glenn-Matthews, Deputy Executive Director, PO Box 1405, Charlottesville VA 22902 or via email to matthewsk@cvilleha.com.

C. Public Meetings on Annual Plan

1. 5pm Thursday November 11, 2021-CRHA Board of Commissioner Work session
Will insert once completed.
2. 4pm Wednesday November 17, 2021- Public Meeting
Will insert once completed.
3. 5pm Wednesday November 17, 2021-Public Meeting
Will insert once completed.

D. Annual Plan Hearing

1. Edits to the CRHA 2022-2023 Annual Plan Draft to Finalize and in Response to Community and Board Feedback
Will insert once completed.
2. Notes from Public Hearing
Will insert once completed.

VI. Attachments

Part I: Summary						
PHA Name :		Charlottesville Redev & Housing Authority <div> <input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:) </div>				
PHA Number:		VA016				
A.	Development Number and Name	Work Statement for Year 1 2021	Work Statement for Year 2 2022	Work Statement for Year 3 2023	Work Statement for Year 4 2024	Work Statement for Year 5 2025
	WESTHAVEN (VA0160000001)	\$793,668.80	\$317,654.00	\$424,769.00	\$443,711.60	
	SCATTERED SITES (VA0160000003)	\$185,000.00	\$271,057.60	\$223,727.00	\$178,557.60	\$93,092.00
	SCATTERED SITES (VA0160000004)	\$320,284.40	\$169,930.40	\$185,146.00	\$211,372.80	\$85,250.00
	AUTHORITY-WIDE	\$205,152.80	\$192,122.00	\$192,122.00	\$192,122.00	\$456,922.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	WESTHAVEN (VA016000001)			\$793,668.80
ID0040	Building Siding Improvements(Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Siding)	Repaint all building siding		\$50,000.00
ID0060	Kitchen Remodeling(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replacement of all Kitchen Cabinetry and floors		\$203,557.60
ID0014	Operations(Operations (1406))	AMP Operations		\$256,441.00
ID0039	Site Improvements(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage)	Improvements to various items - lighting, fencing, outdoor furniture, sidewalk repairs, basketball court		\$98,670.20
ID0048	Camera System Upgrade(Non-Dwelling Interior (1480)-Security)	Upgrade Camera Systems to increase security of sites		\$75,000.00
ID0091	Site Lighting Replacement(Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Lighting,Dwelling Unit-Exterior (1480)-Exterior Lighting)	Replace all incandescent lights with LED lights (including light pole replacement where required) to include wall packs.		\$110,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	SCATTERED SITES (VA016000003)			\$185,000.00
ID0041	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replace appliances at all site - refrigerators and stoves		\$35,000.00
ID0089	Installation of Security Cameras (Non-Dwelling Exterior (1480)-Other-Dwelling Unit-Exterior (1480)-Other)	Install security camera system to include any electrical work that may be needed.		\$75,000.00
ID0092	Site Light Replacement/ Upgrade(Dwelling Unit-Exterior (1480)-Exterior Lighting-Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Lighting)	Replace all incandescent lights with LED lights (including light pole replacement where required) to include wall packs.		\$75,000.00
	SCATTERED SITES (VA016000004)			\$320,284.40
ID0046	System Replacement(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Hot Water System Replacement		\$39,784.40
ID0072	Building Siding Improvements(Non-Dwelling Exterior (1480)-Paint and Caulking,Non-Dwelling Exterior (1480)-Siding)	Replace all building vinyl siding		\$150,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		1	2021	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0090	Security Camera Installation(Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Site Work (1480)-Other,Non-Dwelling Exterior (1480)-Other)	Install security camera system to include any electrical work that may be needed.		\$55,000.00
ID0093	Site Lighting Replacement/ Upgrade(Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Site Work (1480)-Lighting,Non-Dwelling Exterior (1480)-Lighting,Non-Dwelling Site Work (1480)-Lighting)	Replace all incandescent lights with LED lights (including light pole replacement where required) to include wall packs.		\$75,500.00
	AUTHORITY-WIDE (NAWASD)			\$205,152.80
ID0004	Administration(Administration (1410)-Other)	CFP Management Fee - 10%		\$102,576.40
ID0009	Staff Training(Management Improvement (1408)-Staff Training)	Train of areas noted in audit		\$102,576.40
	Subtotal of Estimated Cost			\$1,504,106.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$192,122.00
ID0005	Administration(Administration (1410)-Other)	CFP Management Fee - 10%		\$96,061.00
ID0010	Software improvements(Management Improvement (1408)-System Improvements)	Software improvements		\$96,061.00
	WESTHAVEN (VA016000001)			\$317,654.00
ID0047	Equipment Purchases(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Miscellaneous purchases of equipment for maintenance including snow removal, bobcats, storm drainage equipment		\$77,500.00
ID0077	Operations(Operations (1406))	AMP Operations		\$240,154.00
	SCATTERED SITES (VA016000004)			\$169,930.40

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0049	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replace appliances at all site - refrigerators and stoves		\$35,000.00
ID0050	Kitchen Remodeling(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replacement of all Kitchen Cabinetry and floors		\$114,930.40
ID0051	Air Quality Improvements(Dwelling Unit-Interior (1480)-Other)	Indoor air quality improvements		\$20,000.00
	SCATTERED SITES (VA016000003)			\$271,057.60
ID0052	Kitchen Remodeling(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replacement of all Kitchen Cabinetry and floors		\$178,557.60
ID0053	Air Quality Improvements(Dwelling Unit-Interior (1480)-Other)	Indoor air quality improvements		\$20,000.00
ID0054	Community Center Upgrades(Non-Dwelling Interior (1480)-Community Building)	Upgrade Community Center room, furniture, lighting, recreational uses, etc.		\$37,500.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2	2022	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
ID0055	Site Improvements(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving Non-Dwelling Site Work (1480)-Fence Painting Non-Dwelling Site Work (1480)-Fencing Non-Dwelling Site Work (1480)-Landscaping Non-Dwelling Site Work (1480)-Lighting Non-Dwelling Site Work (1480)-Playground Areas - Equipment Non-Dwelling Site Work (1480)-Signage)	Improvements to various items - lighting, fencing, outdoor furniture, playground, basketball court		\$35,000.00
	Subtotal of Estimated Cost			\$950,764.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$192,122.00
ID0058	Administration(Administration (1410)-Other)	CFP Management Fee - 10%		\$96,061.00
ID0062	Staff Training(Management Improvement (1408)-Staff Training)	Train of areas noted in audit		\$96,061.00
	WESTHAVEN (V A016000001)			\$424,769.00
ID0061	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replace appliances at all site - refrigerators and stoves		\$97,115.00
ID0064	Water Heaters(Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Upgrade water heaters		\$50,000.00
ID0069	Community Center Upgrades(Non-Dwelling Interior (1480)-Community Building)	Upgrade Community Center room, furniture, lighting, recreational uses, etc.		\$37,500.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
ID0078	Operations(Operations (1406))	AMP Operations		\$240,154.00
	SCATTERED SITES (VA016000003)			\$223,727.00
ID0063	Site Improvements(Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving Non-Dwelling Site Work (1480)-Fence Painting Non-Dwelling Site Work (1480)-Fencing Non-Dwelling Site Work (1480)-Landscape Non-Dwelling Site Work (1480)-Lighting Non-Dwelling Site Work (1480)-Playground Areas - Equipment Non-Dwelling Site Work (1480)-Signage)	Improvements to various items - lighting, fencing, outdoor furniture, sidewalk repairs, basketball court		\$37,500.00
ID0067	Building Siding Improvements(Non-Dwelling Exterior (1480)-Paint and Caulking Non-Dwelling Exterior (1480)-Siding)	Repaint all building siding and replace any damaged trim.		\$115,000.00
ID0070	Water Heaters(Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Upgrade water heaters		\$71,227.00
	SCATTERED SITES (VA016000004)			\$185,146.00
ID0065	Appliances(Dwelling Unit-Interior (1480)-Appliances)	Replace appliances at all site - refrigerators and stoves		\$35,000.00

Part II: Supporting Pages - Physical Needs Work Statements (\$)				
Work Statement for Year		3	2023	
Identifier	Development Number/Name	General Description of Major Work Categories		Quantity
ID0068	Window and Door Replacement(Dwelling Unit-Exterior (1480)-Windows)	Replacement of Windows and exterior doors		\$150,146.00
	Subtotal of Estimated Cost			\$1,025,764.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		4	2024	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	WESTHAVEN (VA016000001)			\$443,711.60
ID00079	Operations(Operations (1406))	AMP Operations		\$240,154.00
ID00082	Kitchen Remodeling(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replacement of all Kitchen Cabinetry and floors		\$203,557.60
	AUTHORITY-WIDE (NAWASD)			\$192,122.00
ID00080	Administration(Administration (1410)-Other)	CFP Management Fee - 10%		\$96,061.00
ID00081	Staff Training(Management Improvement (1408)-Staff Training)	Train of areas noted in audit		\$96,061.00
	SCATTERED SITES (VA016000003)			\$178,557.60

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		2024		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0083	Kitchen Remodeling(Dwelling Unit-Interior (1480)-Kitchen Cabinets)	Replacement of all Kitchen Cabinetry and floors		\$178,557.60
	SCATTERED SITES (VA016000004)			\$211,372.80
ID0084	System Replacement(Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System)	Hot Water System Replacement		\$54,622.80
ID0085	Kitchen Remodeling(Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Flooring (non routine))	Replacement of all Kitchen Cabinetry and floors		\$156,750.00
	Subtotal of Estimated Cost			\$1,025,764.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year		5	2025	
Identifier	Development Number/Name	General Description of Major Work Categories		Estimated Cost
	SCATTERED SITES (VA016000003)			\$93,092.00
ID00074	Replace Playground(Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage)	Replace playground , equipment, grounds etc		\$52,000.00
ID00095	Appliance Replacement(Dwelling Unit-Interior (1480)-Appliances)	Replace kitchen appliances to include fridge and stove.		\$41,092.00
	AUTHORITY-WIDE (NAWASD)			\$456,922.00
ID00086	Operations(Operations (1406))	Operations transfer		\$256,441.00
ID00087	Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)	Make improvements to management in order to address audit finds or deficiencies.		\$97,905.00
ID00088	Administration(Administration (1410)-Other,Administration (1410)-Salaries)	CFP Management Fee		\$102,576.00

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	1	2021
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Administration(Administration (1410)-Other)		\$102,576.40
Staff Training(Management Improvement (1408)-Staff Training)		\$102,576.40
Subtotal of Estimated Cost		\$205,152.80

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	2	2022
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Administration(Administration (1410)-Other)		\$96,061.00
Software improvements(Management Improvement (1408)-System Improvements)		\$96,061.00
Subtotal of Estimated Cost		\$192,122.00

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	3	2023
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Administration(Administration (1410)-Other)		\$96,061.00
Staff Training(Management Improvement (1408)-Staff Training)		\$96,061.00
Subtotal of Estimated Cost		\$192,122.00

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	4	2024
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Administration(Administration (1410)-Other)		\$96,061.00
Staff Training(Management Improvement (1408)-Staff Training)		\$96,061.00
Subtotal of Estimated Cost		\$192,122.00

Part III: Supporting Pages - Management Needs Work Statements (s)		
Work Statement for Year	5	2025
Development Number/Name General Description of Major Work Categories		Estimated Cost
Housing Authority Wide		
Operations(Operations (1406))		\$256,441.00
Management Improvements(Management Improvement (1408)-Other,Management Improvement (1408)-Security Improvements (not police or guard-non-physical),Management Improvement (1408)-Staff Training,Management Improvement (1408)-System Improvements)		\$97,905.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries)		\$102,576.00
Subtotal of Estimated Cost		\$456,922.00

- B. Recovery Agreement and Action Plan
Update to be added once completed

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning April 1, 2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Charlottesville Redevelopment and Housing Authority
PHA Name

VA016
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: John M. Sales

Name of Board Chairperson: Dr. A'Lelia Henry

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



SECTION 3 POLICY

FOR

Charlottesville Redevelopment

&

Housing Authority

500 1st St South
Charlottesville, VA 22902

Amended July 15, 2021

Approved by the CRHA Board of Directors September 27, 2021

SECTION 3 POLICY

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I. EXECUTION STATEMENT

This policy is developed for the Charlottesville Redevelopment and Housing Authority for the exclusive use of the agency, hereafter referred to as CRHA, its contractors, subcontractors, bidders, developers, sub-grantees, related affiliates, or instrumentalities, collaborating local government entities, and any other sub-recipients of covered funding in partnership with CRHA. The funding type and program/grant names may change over the years; however, the intent of this policy is to encompass all applicable funding from the U.S. Department of Housing and Urban Development (HUD). All hiring and contracting must meet Section-3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and 24 CFR 135 requirements. All hiring and contracting must meet conflict of interest requirements set forth in federal, state, or local laws, regulations, or policies and comply with the internal CRHA hiring policies.

II. BACKGROUND ON THE SECTION 3 REGULATION

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992, is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Consistent with 24 CFR Part 135, as a recipient of HUD Public Housing funding, the Charlottesville Redevelopment and Housing Authority (CRHA) requires fulfillment of Section 3 obligations on all contracts that make use of that assistance.

These policies are implemented regardless of the contract amount, whether it is designated as housing construction, housing rehabilitation, or other public construction project, or whether it is any other non-construction expenditure resulting from the use of covered operating funding, modernization funding, or development funding from HUD.

CRHA works to ensure the provision of employment, training, contracting, and other economic opportunities to its residents and other low-income persons. In doing so, CRHA utilizes Section 3 as a means of promoting stability and self-sufficiency to Section 3 Residents. Implementation procedures may be amended periodically by CRHA to ensure that the policy requirements are being met and/or to enhance the efficiencies of compliance.

III. APPLICABILITY

Section 3 requirements apply to all projects and activities funded in whole or in part with covered funds. If any HUD funding is used for the project/activity, then the entire project budget is then subject to Section 3 regulations.

CRHA is not required to apply Section 3 mandates to projects and activities of CRHA that do not receive any HUD, state, or city subsidized funding, such as non-subsidized market rate developments owned by CRHA. Section 3 requirements do not apply to any agreement or contract for the purchase of supplies and materials only.

IV. DEFINITIONS

Please refer to the 24 CFR 135.5 for a full list of prevailing definitions found in the regulation.

RECIPIENT: Any entity which receives Section 3 covered funding, directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, Public Housing Authority, Indian Housing Authority, Indian Tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee, or transferee of any such recipient, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

CONTRACTOR: Any entity which contracts to perform work generated by the expenditure of section 3 covered assistance, or for work in connection with a section 3 covered project.

SUBCONTRACTOR: Any entity (other than a person who is an employee of the contractor) which has a contract with a contractor to undertake a portion of the contractor's obligation for the performance of work generated by the expenditure of Section 3 covered assistance, or arising in connection with a section 3 covered project.

NEW HIRES: Full-time employees for permanent, temporary, or seasonal employment opportunities.

EMPLOYMENT OPPORTUNITIES GENERATED BY SECTION 3 COVERED ASSISTANCE: All employment opportunities generated by the expenditure of Section 3 covered funding (i.e. operating funding, Development funding, and modernization funding) and with respect to Section 3 covered housing and community Development funding, all employment opportunities arising in connection with Section 3 covered projects, including management and administrative jobs (including architectural, engineering, or related professional services and jobs directly related to administrative support of these activities) connected with the Section 3 covered project.

SECTION 3 Worker: A Section 3 Worker fit one or more of the following category:

- A. A public housing resident or Housing Choice Voucher holder;
- B. It is employed by a Section-3 Business Concern;
- C. An individual that resides in the service area in which the Section 3 covered assistance is expended, and he/she is a low-income person (less than 80% of area median income).

TARGETED SECTION 3 WORKER: This individual fits into one of the following Category:

- A. Works for a Section-3 business concern;
- B. Lives in a public housing or Section-8 housing.

LOW-INCOME PERSON: Families (including single persons) whose incomes do not exceed 80% of the median income for the area as determined by HUD.

Please refer to www.huduser.org/portal/datasets/il.html for current, local Income Limit information.

VERY LOW-INCOME PERSON: Families (including single persons) whose incomes do not exceed 50% of the median family income for the area as determined by HUD.

SECTION 3 BUSINESS CONCERN: A Section 3 business concern fits one of the categories:

- A. That is fifty-one percent (51%) or more owned by very-low or low-income persons, or
- B. Over 75% of the labor hours performed for the business are performed by low or very-low income persons or
- C. It is a business at least 25% owned and controlled by current public housing residents or residents who currently live in Section 8 assisted housing

SECTION 3 CLAUSE: The contract provisions set forth in 24 CFR 135.38 and 24 CFR 135 must be included in all Section 3 covered contracts.

SECTION 3 COVERED ACTIVITY: Any activity that is funded by Section 3 covered funding.

SECTION 3 COVERED ASSISTANCE: With respect to public housing authorities, Section 3 covered assistance means HUD assistance to which the obligation to provide training, employment, contracting, and other economic opportunities under Section 3 apply, including: (1) Public housing development assistance; (2) Public housing operating assistance; (3) Public housing modernization assistance; and (4) any other HUD funds, regardless of HUD program, utilized for the operation, modernization, or rehabilitation of public housing properties or developments as defined under statutes.

SECTION 3 COVERED CONTRACT: A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 covered assistance or for work arising in connection with a Section 3 covered project. "Section 3 covered contracts" do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a "Section 3 covered contract."

SECTION 3 COVERED PROJECT: The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development funds provided by any source and at any level.

SECTION 3 JOINT VENTURE: An association of business concerns, one of which qualifies as a Section 3 business concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for

joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 business Concern:

- Is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and
- Performs at least 25% of the work and is contractually entitled to compensation proportional to its work.

V. SECTION 3 GOALS AND PREFERENCES

It is CRHA's policy to achieve Section 3 goals by providing opportunities in one or more of the following areas:

A. Training and Employment Opportunities for Section 3 Residents:

When the Section 3 regulation is triggered by accepting a contract involving subsidized funds, CRHA and its contractors and subcontractors will make every effort within their disposal to hire Section 3 residents amounting to at least 30% of the aggregate number of hours worked. If contractors, and subcontractors are unable to meet this requirement before contract starts or during implementation must inform CRHA immediately and prepare a solution plan (within 14 days).

When hiring opportunities are offered and all requirements are met and remain equal, CRHA, contractors and subcontractors shall direct their efforts to hire Section 3 worker in the following order of priority:

1. To Residents of the public housing projects for which the public housing financial assistance is expended;
2. To residents of other CRHA public housing developments and holders of housing choice vouchers (whether Section 8 rent assistance or CSRAP) managed by CRHA Participants in YouthBuild programs .
3. To low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

B. Contracting Opportunities for Section 3 Business Concerns:

When the Section 3 regulation is triggered by the need for subcontracting a portion of the work to another business, CRHA and its contractors and subcontractors will make every effort to subcontract:

- A. **Building Trades:** At least 30% of the total hours worked on all Section 3 covered contracts or purchase orders for building trades work maintenance, repair, modernization, or development of public housing go to Section 3 business concerns.
- B. **Other contracts (non-building trades):** For other Section 3 covered contracts or purchase orders that are not building trades work covered above, the goal is to subcontract at least 5% of the total dollar amount to Section 3 business concerns. This includes professional service contracts such as legal, architects, engineers, consultants, or any other contract or purchase order for services that are not building trades work (cleaning, ...).

When contracting opportunities are offered and all requirements are met and remain equal, CRHA, contractors and subcontractors shall direct their efforts to contract/subcontract with Section 3 business concerns in the order of priority preference provided below:

- 1. Business concerns that are 51 percent or more owned by residents of public housing developments or developments managed by CRHA or by holders of housing choice vouchers managed by CRHA.
- 2. Business concerns that are 51 percent or more owned by low-income people residing in the City of Charlottesville.
- 3. Business concern that over 75 percent of the labor hours over past six months performed by Section-3 residents.

VI. SELF-CERTIFICATION OF SECTION 3 RESIDENTS AND SECTION 3 BUSINESS CONCERNS

In order to receive preference as a Section 3 resident or a Section 3 business concern, the resident or business must self-certify that they meet the eligibility requirements. CRHA has developed self-certification forms for both Section 3 residents and Section 3 businesses and which are included as Section 3 Form #4 and Section 3 Form #2, respectively.

A Section 3 resident seeking preference in employment must fulfill the requirements/qualifications of the sought position. If asked, they also must provide evidence of their Section 3 status (e.g., receipt of public assistance, address of residency, etc.).

A Section 3 business concern seeking preference in contracting must submit evidence to demonstrate that they are responsible firms and can perform successfully under the terms and conditions of the proposed contract. If asked, they also must provide evidence of their Section 3 status.

It is important to note that all persons and/or business concerns are self-certifying their eligibility under Section 3 to CRHA and to HUD, and that severe civil and/or criminal penalties may apply for false certifications.

VII. CONTRACTOR RESPONSIBILITIES IN MEETING SECTION 3 GOALS

All contractors/subcontractors are held to the same Section 3 compliance requirements of CRHA as listed in Section V above (Section 3 Goals and Preferences). CRHA's Section 3 policy requires that when the Section 3 regulation is triggered by signing a contract/subcontract that involves subsidized funds every effort must be made to direct at least 30 percent of all available labor hours, training and contracting opportunities to Section 3 worker based on the priorities described in Section V. If contractor is unable to meet this responsibility must inform CRHA immediately and present a plan to remedy the situation. If the percent of Section 3 resident fall below minimum goal during the contract, then the contractor must inform CRHA and present a plan to reach minimum requirements.

Contractors must also proactively facilitate compliance with Section 3 subject to the definition of a Section 3 Covered contract. Contractors must provide evidence that the following have occurred in the case of every hiring, contracting, solicitation and recruitment effort:

- A) Extra or greater efforts in notifying Section 3 residents of opportunities through posting job openings in the offices of procurement, in the local media such as radio and TV stations, City of Charlottesville website, CRHA website, churches in the surrounding area, and distribute flyers in all public housing complexes;
- B) Conveying that the hiring/contract work is a Section 3 Covered opportunity in any advertisement for bids and proposals by placing the following language in each advertisement/public notice and website, **"This job/project is covered under the requirements of Section 3 of the HUD Act of 1968"**;
- C) Notifying subcontractors in each pre-bid meeting of the Section 3 requirement;
- D) Incorporating the full HUD mandated Section 3 clause directly into all contracts and subcontracts
- E) Providing "Section 3 Resident Self-Certification Forms" for employment at the contractor or subcontractor business offices and allowing applications to be submitted at appropriate local locations;
- F) Encouraging the training of Section 3 residents by the subcontractors;
- G) Holding two opportunity fairs by the contractors and subcontractors to meet interested Section 3 workers and residents for possible employment. CRHA can help contractors and subcontractors when seeking to hire Section 3 workers;
- H) Facilitating two opportunity fairs annually for small contractors to meet large prime contractors interested in bidding work awarded by CRHA;
- I) Documenting actions taken to comply with Section 3 requirements including all results and impediments using the CRHA prescribed mechanisms or Forms;

- J) Refusing to award contracts to businesses who have previously violated Section 3 requirements or barred by HUD, State, City, or CRHA
- K) Posting all job sites funded by CRHA with a location or phone number of whom and how to apply for any opportunities for employment, training or contracting. The sign should be no smaller than 24" x 24" in Black ink and specifically read: **"This project is covered under Section 3 of the HUD Act of 1968 which requires that any new opportunities be directed to low- and very low-income persons in this community. Please contact (list the contact person name and number) for information on any Employment, Contracting, and Subcontracting opportunities."**
- L) Including the CRHA Section 3 Policy in every Section 3 covered procurement.
- M) All Section 3 covered procurements must be communicated to current and potential Section 3 contractors and residents as part of the bid process before final bids or applications are submitted to CRHA and its contractors.
- N) Any contractor or subcontractor self-certifying itself as a Section 3 business concern must maintain that status throughout the life of the contract. Any change in status must be reported to the Section 3 Coordinator immediately.
- O) Exercising all efforts indicated below regarding notice, encouragement, and facilitation as indicated below:

REQUIREMENTS <i>Applicable to all awards and contracts DESPITE AMOUNT</i>	ADDITIONAL INFORMATION	WHEN EXECUTED
<p>NOTICE – Extra or greater efforts must be undertaken to make the low and very low-income persons in the project area aware of the existence of the opportunity before it is filled with non-Section 3 persons or businesses. This means the notice MUST be given in multiple methods (See Part VII of this policy for a list of methods) and documentation saved for audit purposes.</p> <p>As an example, contractors, subcontractors and developers cannot simply call their normal service providers and contractors for bids without including a host of notices to other low-income people, groups and organizations locally and beyond before committing to any contracts or potential contracts.</p> <p>Remember to keep every document and record demonstrating your efforts for audit and verification. If there are no records verifying the efforts made, it will be assumed there were none. The contractor, sub-contractor, and developer will also have access to the CRHA Section 3 Business Concern and Resident Listings as indicated in Part VI above.</p>	<p>This applies to all contracts using Section 3 covered assistance from HUD and begins prior to the securing of the first contract service related to the proposed project including, professional services such as legal, architecture, engineering, consultants, etc.</p>	<p>Give notice to residents and businesses before or while soliciting bids/proposals/employees</p> <p>Notice must be provided prior to the execution of any contracts by publication, flyers, posters, social media, email, letters, web-postings and any other such method elected</p>
<p>ENCOURAGEMENT - Contractors, sub-contractors and developers must be able to document they did something to encourage low-income people, the businesses they own and the businesses that substantially employ them to apply for their opportunities before</p>	<p>These shall be in the form of: Opportunity Fairs, Meetings,</p>	<p>This is executed prior to every major contract and annually for all</p>

<p>filling them with non-Section 3 people or businesses. This includes activities such as hosting opportunity fairs for contracting and employment, informational sessions on how to achieve Preference in consideration or other verifiable methods designed to enhance participation by these groups.</p> <p>CRHA requires that contractors, sub-contractors, and developers review and consider the listings of self-certified Section 3 residents and business concerns both initially and if new opportunities open during the contract life. However, contractors, subcontractors and developers should also do other encouragement and outreach efforts to the extent that new Section 3 person and businesses can be attracted and secured if qualified. There is no requirement to hire or contract any unqualified person or business.</p>	<p>Presentations, Inducements such as Transportation or Child Care Assistance, etc.</p> <p>Most importantly you must use the attached forms when bidding and you must often mention Preference during meetings</p>	<p>small purchases, but definitely before awarding any contracts or employment</p> <p>It is important this be done early so the contracting phase can begin immediately after confirmation of award</p>
<p>FACILITATION - Contractors, sub-contractors, and developers must be able to provide documentation in the form of actual signed agreements or commitments to contract and employment verification like payrolls or offers of employment they facilitated in compliance with the actual award of contracts and/or employment based on what opportunity was available.</p>	<p>Because there are various phases of contracting in a project, this step must be central to the award of contracts</p>	<p>This must be completed at every step in the contracting and employment phase from pre-award through the life of the project.</p>

As CRHA does not execute subcontracts, CRHA is reliant upon the compliance of its general contractors to execute an aggressive Section 3 initiative. If the overall Section 3 goals above cannot be met by the contractor, other training and economic opportunities may be provided to Section 3 residents and contractors when such opportunities are mutually beneficial to CRHA and the specific group. These opportunities may be exercised only with written CRHA prior agreement and satisfactory documentation explaining why employment or contracting respectively could not or should not be met.

However, contractors are expected to do everything possible and feasible to ensure all opportunities are directed to CRHA residents first. This requirement includes all labor-regulated agreements with union contractors. Examples include:

1. Distributing or posting flyers advertising positions available;
2. Review and consider the Section 3 worker List provided by CRHA prior to making new hires. If those hired are not Section 3 worker, the Contractor must explain in writing the qualifications that those on Section 3 worker List lacked, or other reason for non-hire (e.g., job offer declined);
3. Notify the local workforce development board and CRHA about open positions;
4. Holding job informational meetings for residents, subcontractor, etc.;
5. Advertising through local churches, radio, and TV regarding existence of jobs and how to apply.

Additionally, CRHA expects that contractors shall, to the greatest extent feasible, ensure that Section 3 hires work approximately the same number of hours as other hires in similar positions on the project.

Contractors must submit with any bid or proposal the prescribed forms describing the implementation of Section 3, including:

- Section 3 Form 1: Section 3 Clause
- Section 3 Form 2: Section 3 Business Concern Self-Certification form (for prime contractor and sub-contractors)
- Section 3 Form 3: Contractor Section 3 Assurance of Compliance and Action Plan

Contractors and subcontractors must keep on file all completed Section 3 Form 4: Section 3 Resident Self-Certification and Skills Data form for all applicants for positions they are hiring for related to the CRHA project and for all Section 3 hires.

In the absence of evidence to the contrary, a contractor that meets the minimum numerical goals set forth in this section will be considered to have complied with the Section 3 Preference requirements.

In evaluating compliance under this part, a contractor that has not met the numerical goals set forth in this section has the burden of demonstrating why it could not meet the numerical goals set forth in this section. Such justification may include impediments encountered despite actions taken. Contractors also can indicate other economic opportunities, such as those listed below, which were provided in its efforts to comply with Section 3 and the requirements of this part.

Contractors must also report the following information to CRHA regarding any new hires by contract or subcontract: (1) name of section-3 worker; (2) position or title; (3) number of hours worked; (4) whether the new hire is a Section 3 resident; (5) which Section 3 priority preference category the Section 3 resident belongs to; (6) if the new hire is not a Section 3 resident, then provide the number of all Section 3 resident applicants passed over in favor of the non-Section 3.

VIII. OTHER ECONOMIC OPPORTUNITES TO ACHIEVE CONTRACTOR COMPLIANCE

A. A contractor may provide one or more of the following: "other economic opportunities" under this subsection:

i. Training and Employment: "Training and Employment" related opportunities would be designed to train and/or employ Section 3 worker at a minimum rate of 5 percent of total contract value. A detailed plan for training should be described in a written narrative and provided for CRHA review. Contractors seeking to provide training may identify a qualified training firm that has the proper experience working with low-income and public housing residents. The contractor may procure the training firm/individual at its expense to provide direct recruitment and solicitation to CRHA residents for employment related training. Verification of the agreement

between the contractor and training firm/individual must be provided to CRHA's Section 3 Coordinator.

ii. Other Results-Oriented Economic Opportunities: "Other Results-Oriented Economic Opportunities" are results-oriented and quantifiable programs designed to provide economic opportunities to Section 3 worker, including, but not limited to: Section 3 joint ventures, agreements or combination of other economic opportunities. Contractors must submit to CRHA appropriate plan detailing these "Other Results-Oriented Economic Opportunities" and receive approval prior to implementation.

iii. Indirect Employment

Contractors and sub-contractors can provide indirect employment to CRHA residents and voucher holders when hiring is triggered by the project but the best opportunity for longevity and sustainable employment is outside of the project. Indirect employment is defined as any real employment in a sustainable position with a reputable employer paying an hourly rate equal or greater than what would have been earned by the resident on the project when possible. Because we recognize the jobs created by our contracts are short term in most cases, we strongly encourage the triggering contractor to identify or develop indirect employment opportunities outside the project in local permanent employment environments. Such opportunities should not be in fast food or other dead-end positions with extremely high turnover. Therefore, CRHA staff must preapprove any indirect employment before residents are placed.

IX. INTERNAL HIRING FOR CRHA STAFF POSITIONS:

The employment policy of the Charlottesville Redevelopment and Housing Authority (CRHA) is to hire the best-qualified applicants and extend equal employment opportunity practices to all qualified individuals. The agency will not discriminate based on race, color, religion, sex, national origin, veteran status, disability, age or any other characteristic protected from discrimination by applicable federal, state or local law.

CRHA complies with Section 3 of the Housing and Urban Development Act of 1968. To the greatest extent feasible, at least thirty percent (30%) of the aggregate annual number of its internal new hires will be residents and other Section 3 eligible persons. CRHA seeks to provide current staff with growth opportunities, and will allow for a one-week internal posting period before following the efforts listed in Part IV of this policy. See the CRHA Human Resource Policy for the hiring practices.

X. COMPLAINTS:

This policy is governed by the 24 CFR Part 135 – Section 3 Regulation and any future changes thereto. Any Section 3 resident or business concern that feels that the Section 3 regulations were not complied with

may file a complaint directly first to CRHA and if unsuccessful to the HUD Office of Field Policy and Management. https://www.hud.gov/program_offices/field_policy_mgt/section3/complaint_register

XI. SECTION 3 CONTRACT COMPLIANCE CURE AND TERMINATION PROCESSES

This language is a component of contract compliance with the contractors and sub-contractors including developers respond to in CRHA solicitations. The full requirements are provided in the Section 3 Clause found elsewhere in this package or in the HUD forms 5370-C or 5370 C1 as may be applicable.

All contractors claiming a Preference in contracting by meeting any of the three Preference requirements including a Resident Owned Business, hiring 30% of employees from Section 3 residents and/or Sub-contracting at least 25% of total award to a Section 3 Concern shall maintain that status throughout the life of the contract. Failure to meet this requirement will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through contract execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with the CRHA Section 3 Action Plan.

CRHA may execute these remedies to achieve compliance in this order:

- A. Based on the first observation or report of non-compliance with Section 3, the contractor will be sent an e-mail from CRHA notifying them of their non-compliance issue. The contractor will have until the next payroll or 14 calendar days, whichever is lesser to bring the contract into compliance. **All pending payments will be held until the contractor comes into compliance.**
- B. If at any time a contractor fails to bring the contract into compliance, CRHA must withhold all future payments until the contract is in compliance.
- C. The contractor shall have up to 14 business days from the most recent notice of non-compliance to meet compliance as a final cure period or justify in writing to CRHA why it cannot meet compliance. CRHA must render a response to the contractor within 10 business days of receipt of its letter of reason for non-compliance. If CRHA deems the cause to be unacceptable, at its option, CRHA can extend the cause period one time for up to 5 days to allow the contractor to identify and secure other compliance options, or
- D. If the contractor fails to take any corrective action to bring the contract into compliance within seven (7) business days from the most recent notice of non-compliance, or CRHA does not accept any of the contractor's corrective plans or justifications for non-compliance, CRHA must terminate the contract immediately. **All funds due to the contractor shall remain held** and a financial workout of the agreement shall proceed within 24 hours of termination. The workout is to include a contract deduct equal to the total Section 3 contract violation of opportunities provided to non-Section 3 residents or business because they were not offered according to the contract and regulation award. All remaining funds can be paid out based on work satisfactorily completed per the agreement.

Any contractor claiming to meet Section 3 compliance by committing to hire residents and/or fund training **shall meet compliance within seven (7) calendar days of contract start** or CRHA shall halt all payments to the contractor and its sub-contractors related to the agreement and the actions listed in steps A-D in this section shall apply.

XII. COMPLIANCE MONITORING:

CRHA intends to employ a very strong oversight of all its contracts and routine expenditures to ensure full compliance with Section 3 requirements. All major capital project payrolls will be monitored on a monthly basis to confirm no new hire triggers without full notice having been provided to CRHA residents and if necessary, other community Section 3 residents. The CRHA Section 3 coordinator's contact information is:

John Sales, Executive Director
Charlottesville Redevelopment & Housing Authority
500 1st St South
Charlottesville, VA 22902

Phone: 434.326.4748 Fax: 434.971.4797
Business email: salesj@cvilleha.com

SECTION 3

REQUIRED CONTRACTOR FORMS

FOR

Charlottesville Redevelopment

&

Housing Authority

500 1st St South
Charlottesville, VA 22902

NOTE: These forms are specific to the implementation of the CRHA Section 3 regulation and this policy and are required for all departmental contracting activities associated with CRHA including day-to-day operational service purchasing.

Material and supply only contracts are exempt from the requirements of Section 3. All contracts that include any service at all, other than just materials delivery, are covered and these forms must be returned before any contract is signed or service initiated.

Forms revised as of: January 28, 2019

REQUIREMENTS <i>Applicable to all awards and contracts DESPITE AMOUNT</i>	ADDITIONAL INFORMATION	WHEN EXECUTED
<p>NOTICE – Extra or greater efforts must be undertaken to make the low and very low-income persons in the project area aware of the existence of the opportunity before it is filled with non-Section 3 persons or businesses. This means the notice MUST be given in multiple methods (See Part VII of this policy for a list of methods) and documentation saved for audit purposes.</p> <p>As an example, contractors, subcontractors and developers cannot simply call their normal service providers and contractors for bids without including a host of notices to other low-income people, groups and organizations locally and beyond before committing to any contracts or potential contracts.</p> <p>Remember to keep every document and record demonstrating your efforts for audit and verification. If there are no records verifying the efforts made, it will be assumed there were none. The contractor, sub-contractor, and developer will also have access to the CRHA Section 3 Business Concern and Resident Listings as indicated in Part VI above.</p>	<p>This applies to all contracts using Section 3 covered assistance from HUD and begins prior to the securing of the first contract service related to the proposed project including, professional services such as legal, architecture, engineering, consultants, etc.</p>	<p>Give notice to residents and businesses before or while soliciting bids/proposals/employees</p> <p>Notice must be provided prior to the execution of any contracts via: publication, flyers, posters, social media, email, letters, web-postings and any other such method elected</p>
<p>ENCOURAGEMENT - Contractors, sub-contractors and developers must be able to document they did something to encourage low-income people, the businesses they own and the businesses that substantially employ them to apply for their opportunities before filling them with non-Section 3 people or businesses. This includes activities such as hosting opportunity fairs for contracting and employment, informational sessions on how to achieve Preference in consideration or other verifiable methods designed to enhance participation by these groups.</p> <p>CRHA requires that contractors, sub-contractors, and developers review and consider the listings of self-certified Section 3 residents and business concerns both initially and if new opportunities open during the contract life. However, , contractors, subcontractors and developers should also do other encouragement and outreach efforts to the extent that new Section 3 person and businesses can be attracted and secured if qualified. There is no requirement to hire or contract any unqualified person or business.</p>	<p>These shall be in the form of: Opportunity Fairs, Meetings, Presentations, Inducements such as Transportation or Child Care Assistance, etc.</p> <p>Most importantly you must use the attached forms when bidding and you must often mention Preference during meetings</p>	<p>This is executed prior to every major contract and annually for all small purchases but definitely before awarding any contracts or employment</p> <p>It's important this be done early so the contracting phase can begin immediately after confirmation of award</p>
<p>FACILITATION - Contractors, sub-contractors, and developers must be able to provide documentation in the form of actual signed agreements or commitments to contract and employment verification like payrolls or offers of employment they facilitated in compliance with the actual award of contracts and/or employment based on what opportunity was available.</p>	<p>Because there are various phases of contracting in a project, this step must be central to the award of contracts</p>	<p>This must be completed at every step in the contracting and employment phase from pre-award through the life of the project.</p>

Section 3 Form #1: **SECTION 3 CLAUSE ACKNOWLEDGEMENT**

Economic Opportunities for Low- and Very Low-Income Persons (Section 3, HUD Act of 1968; 24 CFR 135)

(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of Section 3 apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

I have read and understand these requirements of this Section 3 funded project:

Business Name: _____

Business Address: _____

Print Name: _____

Signature

Date

Section 3 Form #2: **SECTION 3 BUSINESS CONCERN SELF-CERTIFICATION FORM**

<p>Please return this form to the following address:</p> <p><i>John Sales, Executive Director Charlottesville Redevelopment & Housing Authority 500 1st St South Charlottesville, VA 22902</i></p>	<p>The CRHA's Section 3 Self-Certification</p> <p>For assistance completing these forms, please Email: salesj@cvilleha.com</p> <p>Phone: 434.326.4748 Fax: 434.971.4797</p>
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Section 3 Business Criteria: Your business is eligible for Section 3 Business Certification if it meets any one of the following criteria. Please note that the definition of Section 3 qualified person is on Section 3 Form #3, "Section 3 Resident Self-Certification Form."

- ☐ 1. Fifty-one percent or more of your business is owned by a Section 3 resident or residents.
- ☐ 2. Thirty percent or more of your permanent, full-time employees are Section 3 residents.
- ☐ 3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 businesses: (a) that are fifty-one percent or more owned by public housing residents or (b) that has thirty percent or more of their permanent, full-time employees as public housing residents.

Section 3 Business Certification Statement: I hereby certify to the U.S. Department of Housing and Urban Development (HUD) and to the Charlottesville Redevelopment and Housing Authority that all of the information on this form is true and correct. I understand that it is my responsibility to conduct any due diligence necessary to make this certification and to maintain documentation establishing my Section 3 Business concern status. I also understand that failure to complete this form completely and accurately may result in debarment or other administrative remedies available to HUD, and criminal or civil penalties under federal, state, and local laws.

- ☐ My business is a Section 3 business in accordance with the standard checked above under Section 3 Business Criteria.
- ☐ My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name	Email:	
Address		
Telephone Number		
Type of Business: (Check One): <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other		

Section 3 Form #3: **CONTRACTOR SECTION 3 ASSURANCE OF COMPLIANCE AND ACTION PLAN (p. 1/7)**

PART I-- Purpose: To ensure that regulations promulgated under 24 CFR Part 135 “Economic Opportunities for Low- and Very Low-Income Persons” is met, CRHA has developed and approved a Section 3 Policy. Information on specific compliance with Section 3 is found in CRHA’s Section 3 Policy, or in the regulations at 24 CFR Part 135.

This form, along with all related required documents included shall serve as the ‘assurance of compliance’ certification and action plan as required in the bid documents, supplemental general conditions, and required forms for the contract for any HUD work funded by CRHA.

Name of Business: _____

Business Address: _____

Contract Name/Solicitation #: _____

Total amount of Bid: _____

PART II: PRIOR COMPLIANCE CERTIFICATION

I am certifying that my business has complied with the HUD Section 3 regulations in its past HUD contracts/purchase orders.

Signature/Title

Print Name

Date

PART III: IS SECTION 3 TRIGGERED BY THIS CONTRACT?

IF CONTRACTOR DOES NOT ANTICIPATE TRIGGERING THE SECTION 3 REGULATIONS, YOU MUST INITIAL BOTH BOXES BELOW:

☐ I do not anticipate hiring any new permanent, temporary, or seasonal employees on this contract.

☐ I do not anticipate subcontracting any portion of the work on this contract.

If you checked both boxes, do NOT check any other boxes or select any other options on this form!
Skip to the attestation and notarized signature on the final page of Section 3 Form #3.

IMPORTANT: IF THIS CHANGES AT ANY POINT DURING YOUR CONTRACT, YOU MUST IMMEDIATELY CONTACT YOUR CRHA CONTRACT ADMINISTRATOR OR JOHN SALES, EXECUTIVE DIRECTOR at: *Phone:* 434.326.4748, *Fax:* 434.971.4797 *or Email:* salesj@cvilleerha.com

Section 3 Form #3: **CONTRACTOR SECTION 3 ASSURANCE OF COMPLIANCE AND ACTION PLAN (p. 2/7)**

PART IV: CONTRACTING/SUBCONTRACTING NEEDS:

If you plan to subcontract, please list the proposed subcontractors and amounts below. Attach a Section 3 Business Concern Self-Certification form for each Section 3 Business identified.

Sub-contractor Name	Work to be performed (Building trade or Other type of work)	Section 3 Business? Yes/No	Contract Amount	% of Total Contract	M/W/DBE?

Use an additional sheet if required

Total amount to be sub-contracted to Section 3 Business Concerns: \$ _____

Percentage of total dollar value of bid/contract: _____

IMPORTANT: Should the scope of work or needs of the contractor change, the contractor shall, to the greatest extent feasible, assure that subcontracts be awarded to Section 3 business concerns and shall immediately contact your CRHA contract contact.

PART V: WORKFORCE NEEDS AND HIRING PLAN

Preliminary Statement for Workforce Needs: CRHA intends to meet Section 3 compliance at the highest level and it is our intent to identify any short-term and long-term employment or contracting opportunities for qualified Section 3 persons and business concerns during the course of your contract funded by CRHA via its contractors. Please list the status of all planned employment position and opportunities for this contract. **Preference for all opportunities must be given to low- and very low-income residents if they qualify. If awarded a contract, you are required to provide a list of your aggregate workforce on this project. Any changes to that workforce during the project will constitute new hires. You are hereby notified that you must notify CRHA or contractor (respectively) overseeing your contract of any new hire opportunities that arise during the life of your contract. Anticipated workforce list may be provided on a separate sheet or in a different format.**

1. List Job Title/Trade	2. Total # of Employees Needed to complete Scope of Work by Job Title	3. Total # from Current Staff	4. Of the total # in column (3), how many are Section 3 Hires within the past 5 years?	Total # of New Hires Needed (Column 2 – Column 3)	Total # of Hires expected to be Section 3 Residents
TOTALS					

Use an additional sheet if required

PART VI. OTHER REQUIREMENTS

Outreach Plan:

Check all methods you will employ to hire Section 3 residents. Posting the position in community sources that are generally available to low-income residents and the general public is a standard requirement. Check at least three (3) other methods you will employ:

- ☐ The local community newspaper(s)
- ☐ The most widely distributed newspaper
- ☐ CRHA website
- ☐ CRHA properties management offices in a conspicuous location
- ☐ Homeless service agencies
- ☐ Local HUD-supported housing communities
- ☐ Local Workforce Board
- ☐ Other locations as approved by CRHA
- ☐ Email blast residents on the CRHA Section 3 Resident List
- ☐ Post notices on social media controlled by CRHA

Documentation of “To the Greatest Extent Feasible”:

The contractor will work with CRHA Section 3 Coordinator and other designated staff to notify residents of any opportunities afforded under the contract. The contractor will collaborate with CRHA by giving preference of any employment opportunities to the Section 3 persons or business concerns.

The contractor and subcontractor(s) shall recruit or attempt to recruit from CRHA’s Section 3 area, based on the priority order in CRHA’s Section 3 Plan, the necessary number of low-income and very low-income residents through documentation of their efforts and of any impediments to comply. CRHA’s contractors and subcontractors shall:

1. Maintain a list of all low-income area residents who have applied, either on their own or by referral from any other sources, and employ such persons if otherwise qualified and if a vacancy exists.
2. Review and consider the Section 3 Resident List provided by CRHA prior to making new hires. If those hired are not Section 3 residents, or are in a lower preference category, the Contractor must explain in writing the qualifications that those on Section 3 Resident List lacked, or other reason for non-hire (e.g., job offer declined).
3. Provide evidence that the contractor has not filled vacant employment positions in its workforce immediately prior to undertaking work in order to circumvent Section 3 regulations.

Review and determine if low-income and very low-income residents meet minimum hiring qualifications. Applicants meeting such minimum qualifications, but not hired due to lack of job openings or for other operations reasons, will be placed on a priority-hiring list and offered positions upon the occurrence of the first available appropriate job opening.

Section 3 Form #3: **CONTRACTOR SECTION 3 ASSURANCE OF COMPLIANCE AND ACTION PLAN (p. 5/7)**

Recordkeeping:

The contractor shall maintain on file all records related to employment and job training of low-income and very low-income residents or other such records, advertisements, legal notices, brochures, flyers, publications, assurances of compliance from subcontractors, etc., in connection with this contract. If there is a report that is needed as part of the submission, you agree to provide it timely. The contractor shall, upon request, provide such records or copies of records to CRHA, its staff, or agents.

Reports:

The contractor shall provide reports as required in connection with the contractor specifications. All certified and regular payrolls shall clearly detail which employees qualify under Section 3.

Certification:

The contractor will certify that any vacant employment positions, including training positions filled...

- (1) After the contractor is selected but before the contract is executed; and
- (2) With persons other than Section 3 residents

...were not filled to circumvent the subcontractor's obligations under 24 CFR Part 135.

Other Economic Opportunities:

If a contractor has demonstrated that it has no need or plans to subcontract or hire, or that can demonstrate that it has attempted, to the greatest extent feasible, to meet Section 3 hiring and contracting goals but cannot, may provide other economic opportunities to Section 3 residents and business concerns as described in the CRHA Section 3 Policy. These opportunities must be described in a written plan on how the contractor will offer other economic opportunities. A contractor that has a need to hire or sub-contract may not use other economic opportunities as a substitute to attempt to meet hiring or contracting goals; the contractor must still demonstrate how it attempted to the greatest extent feasible, to meet the goals.

Grievance and Compliance:

The contractor or sub-contractor hereby acknowledges that they understand that any low-income and very low-income resident of the project area, for him/her or as representatives of persons similarly situated, seeking employment or job training opportunities in the project area, or any eligible business concerns seeking contract opportunities may file a grievance if efforts to the greatest extent feasible were not executed. The grievance must be filed with CRHA and if unsuccessful with HUD not later than one hundred eighty (180) calendar days from the date of the action (or omission) upon which the grievance is based.

Section 3 Form #3: SECTION 3 CONTRACT COMPLIANCE CURE AND TERMINATION PROCESS (p. 6/7)

This language is a component of contract compliance with the work contractors and sub-contractors including developers respond to in CRHA solicitations. The full requirements are provided in the Section 3 Clause found elsewhere in this package or in the HUD forms 5370-C.

All contractors claiming a Preference in contracting by meeting any of the three Preference requirements including a Resident Owned Business, hiring 30% of necessary employees and/or Sub-contracting at least 25% of total award to a Section 3 Business Concern shall maintain that status throughout the life of the contract. Failure to meet this requirement will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through contract execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with the CRHA Section 3 Action Plan.

CRHA shall execute these remedies to achieve compliance in this order:

- A. Based on the first observation or report of non-compliance with Section 3, the contractor will be sent an e-mail from CRHA notifying them of their non-compliance issue. The contractor will have until the next payroll or 14 calendar days, whichever is lesser to bring the contract into compliance.
- B. If at any time a contractor fails to bring the contract into compliance, CRHA must withhold all future payments until the contract is in compliance.
- C. The contractor shall have up to 15 business days from the most recent notice of non-compliance to meet compliance as a final cure period or justify in writing to CRHA why it cannot meet compliance. CRHA must render a response to the contractor within 10 business days of receipt of its letter of reason for non-compliance. If CRHA deems the cause to be unacceptable, at its option, CRHA can extend the cause period one time for up to 5 days to allow the contractor to identify and secure other compliance options, or
- D. If the contractor fails to take any corrective action to bring the contract into compliance within seven (7) business days from the most recent notice of non-compliance, or CRHA does not accept any of the contractor's corrective plans or justifications for non-compliance, CRHA must terminate the contract immediately. **All funds due to the contractor shall be held** and a financial workout of the agreement shall proceed within 24 hours of termination. The workout is to include a contract deduct equal to the total Section 3 contract violation of opportunities provided to non-Section 3 residents or business because they were not offered according to the contract and regulation award. All remaining funds can be paid out based on work satisfactorily completed per the agreement.

Any contractor claiming to meet Section 3 compliance by committing to hire residents, fund training itself **shall meet compliance within seven (7) calendar days of contract start** or CRHA shall halt all payments to the contractor and its sub-contractors related to the agreement and the actions listed in steps A-D in this section shall apply.

Section 3 Form #3: **CONTRACTOR SECTION 3 ASSURANCE OF COMPLIANCE AND ACTION PLAN (p. 7/7)**

ATTESTATION:

I attest that the above information is true and correct and that by signing below, the Contractor hereby agrees to comply with Section 3 requirements.

Name of Prime Contractor: _____

Name of Authorized Officer: _____

Title of Authorized Officer: _____

Signature

Date

NOTARY REQUIRED

STATE:

COUNTY:

I, the undersigned a Notary Public in and for said authority and in said State, hereby certify that, _____, whose named as _____ (Title) of _____ (Company) is signed to the foregoing conveyance and who is known to me, acknowledged before me on this day, that, being informed of the contents of the foregoing conveyance, he/she, in his/her capability as _____ (Officer Title), and with full authority, executed the same voluntarily for and as the act of said corporation.

Given under my hand and official seal, this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____ {SEAL}

SECTION 3 RESIDENT SELF-CERTIFICATION FORM

The purpose of this form is to comply with Section 3 of the HUD Act of 1968 certification requirements.

Printed Name of Individual: _____

My home address is (must be a street address and NOT a P.O. Box number):

Street Address Apt Number City State Zip

Phone #: _____ **Email Address:** _____

I certify that I am a legal resident of the United States and meet the income eligibility and federal guidelines for a Section 3 Resident below:

To qualify as a Section 3 Resident, you must meet one of the following standards:

1. Be a public housing resident or a Housing Choice Voucher program participant (Section 8 rent assistance or CSRAP) managed by CRHA; OR
2. Be a low income or very low income person who resides in the Charlottesville Redevelopment and Housing Authority (CRHA) service area and whose total household income does not exceed the following amounts:

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Household Income	47,800	54,600	61,450	68,250	73,750	79,200	84,650	90,100

(Check all that apply):

- ☐ I am a public housing resident (Name of housing development: _____)
- ☐ I am a Section 8 rent assistance participant with CRHA (have a Housing Choice or CSRAP Voucher)
- ☐ I live in the service area of Charlottesville Redevelopment and Housing Authority

Total annual household income is \$_____ and there are a total of _____ people living in my household.

I hereby certify to the U.S. Department of Housing and Urban Development (HUD) and to the Charlottesville Redevelopment and Housing Authority that all of the information on this form is true and correct. I attest under penalty of perjury that my total household income and household size is as shown above, and that proof of this information may be requested in the future. If found to be inaccurate, I understand that I may be disqualified as an applicant and/or a certified Section 3 individual which may be grounds for termination of training, employment, or contracts that resulted from this certification. I also understand that failure to complete this form completely and accurately may result in other administrative remedies available to HUD. Finally, I authorize the Charlottesville Redevelopment and Housing Authority to include my name on a list of Section 3 Residents seeking employment and to include my contact information so that contractors may contact me.

Signature

Date

SECTION 3

INTERNAL DEPARTMENTAL PROCEDURES

FOR

Charlottesville Redevelopment

&

Housing Authority

500 1st St South
Charlottesville, VA 22902

NOTE: These procedures are specific to the implementation of the CRHA Section 3 regulation and this policy, and are not fully operating procedures for all departmental activities associated with CRHA day-to-day operations.

Procedures revised as of: January 28, 2019

Procedure Title: Section 3

This operating procedure is tied to the CRHA Section 3 Policy only and designed to achieve and maintain compliance with the HUD Act of 1968 revised 1992, 1994 and any compliance agreements in place upon its development and approval.

The procedures contained within are relative to the Section 3 daily operations in:

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Section 3 – Section 3 Contract Compliance Cure and Termination Processes	32

SECTION 1 – INTERNAL HIRING

This procedure encompasses all employment types including full-time, part-time, long-term, short-term, temporary, and special assignments. In the process of seeking new employees for CRHA, the following procedures should be followed in an effort to ensure as many employment opportunities for Section 3 residents as possible.

The employment policy of the Charlottesville Redevelopment and Housing Authority (CRHA) is to hire the best-qualified applicants and extend equal employment opportunity practices to all qualified individuals. The company will not discriminate on the basis of race, color, religion, sex, national origin, veteran status, disability, age, sexual orientation, or any other characteristic protected from discrimination by applicable federal, state or local law.

CRHA complies with Section 3 of the Housing and Urban Development Act of 1968. To the greatest extent feasible, at least thirty-percent (30%) of the aggregate annual number of its internal new full-time hires will be public housing residents and other Section 3 eligible persons. CRHA seeks to provide current staff with growth opportunities as well and will allow for a one-week internal posting period before following the efforts listed below. See the CRHA Human Resource Policy for all of the hiring practices.

When CRHA department managers become aware of a new employment opportunity, CRHA will follow this process to fill that position:

STEP 1: The position opening must be reported to Human Resources immediately.

STEP 2: There should be a determination of whether the position will be refilled or not. If not, Human Resources should make a note to the file that the position will not be refilled.

STEP 3: If however, the position will be filled, the Human Resources department (and the hiring manager when applicable) shall review the current position description to ensure it is accurate to the actual job duties being performed by the most recent person in that job. If a review of the position description warrants any modifications to the job description, those updated responsibilities must be made and approved by the hiring manager, Human Resources and any other required persons in the decision-making chain before the position is posted internally and externally.

STEP 4: Once the position description is completed and approved by all required persons, Human Resources shall post the position internally for seven (7) days through CRHA normal resources so all employees have access to the position in the same time period. This allows for internal promotional opportunities and should allow for any existing staff interested in applying for the position to be able to submit their interest timely.

STEP 5: Once the internal posting period has expired, a review of all applicants should be conducted by Human Resources and the hiring manager. Once all qualifications have been considered and the most qualified candidate has been determined, Human Resources should review the application to confirm if the employee self-certified as a Section 3 resident on the application or whatever process is used to apply for the position. If the employee self-certified themselves as a Section 3 resident, human resources shall confirm the qualifying information. If the most qualified existing employee meets the Section 3 resident requirements, CRHA shall offer the position to that qualified employee and not move forward with any further posting of that position. Section 3 compliance will have been achieved since a Section 3 resident was hired for the new opportunity.

STEP 6: If the best-qualified existing employee reviewed from the internal posting period does not meet Section 3 Preference but is best suited for the job, CRHA should offer the position to that person. Once the person accepts the position, the process from STEP 1 should begin again based on the position being vacated by the employee.

STEP 7: If no internal employee qualifies for the position or if in the judgment of Human Resources and the hiring manager they would like to review additional candidates, it should now be opened up for public consideration.

STEP 8: To ensure CRHA's residents receive the greatest notice of the opportunity, the position notice should be posted in the community sources that are generally available to low-income residents and the general public. It is required that at a minimum of three (3) of the listed sources will be exercised at least once prior to extending an offer of employment to anyone not covered by Section 3 requirements from the public:

1. The local community newspaper (even if in non-English language)
2. The most widely distributed newspaper
3. CRHA website
4. CRHA properties management offices in a conspicuous location
5. Homeless service agencies
6. Local HUD-supported housing communities
7. Local Workforce Investment Board and local job centers
8. Other locations as approved by CRHA
9. Email blast residents on the CRHA Section 3 Resident listing
10. Post notices on social media controlled by CRHA

STEP 9: When timing allows, place a notice of the position(s) in any newsletters, notices, or bulletins.

STEP 10: Be certain to list that the position is a “Section 3 covered position under the HUD Act of 1968 and that public housing residents and other low-income individuals are encouraged to apply” in all notices.

STEP 11: The job application must include provisions to identify whether a candidate is entitled to Section 3 preferences.

STEP 12: In screening applications, all candidates that meet the qualifications for the position shall be reviewed. If a Section 3 resident is identified as a qualified candidate, all things being equal, preference for employment should be given to Section 3 residents based on the priority preference order described in the CRHA Section 3 Policy, in Section V (Section 3 Goals and Preferences).

STEP 13: If CRHA selecting officials select a job applicant who is not a Section 3 resident, or is in a lower Section 3 preference category than other applicants as defined in Section V (Section 3 Goals and Preferences) of the CRHA Section 3 Policy, there must be a written explanation for such a hiring decision.

STEP 13: As a means of compliance, CRHA may establish a contact relationship with any temporary employment agency or agencies as a prime contractor when properly procured. A requirement of the contract is that any person identified for placement by the temporary agency with CRHA must complete the Self Certification form (**Section 3 Form #4**) clarifying their qualifications as a Section 3 resident. Any person certifying as a qualified Section 3 resident must be given preference for any CRHA assignment based on the priority preference order described in the CRHA Section 3 Policy, in Section V (Section 3 Goals and Preferences) provided they meet all other position requirements.

SECTION 2 – PROCUREMENT AND CONTRACTING

This policy on procurement procedures is relative only to Section 3 and is not designed to re-write the approved procurement policy for CRHA. **The general steps below regarding Section 3 apply to all Section 3 covered procurements by any CRHA staff, REGARDLESS of dollar amount.**

To encourage a greater pool of qualified Section 3 business concerns as well as Resident-Owned Businesses (ROBs) and to train all contractors on Section 3 provisions and requirements, CRHA will implement outreach and training efforts targeting the business community and potential Section 3 business concerns. As described in the policy, CRHA will also create or collaborate on a Section 3 business concern registry that will be available for CRHA and/or potential contractors to use to identify possible qualified Section 3 businesses.

STEP 1: During the development of any solicitation or work project that is a Section 3 covered procurement, there should be a determination by CRHA as to whether or not the work can be and/or should be limited to Resident Owned Businesses (ROB's) under the **24CFR Part 963.12 Alternative Procurement Method**. If so, than STEPs 2-8 should be followed with respect for **ROB's ONLY**. In the definition of ROB, “Owned and controlled” means a business (a) at least 51% owned and operated by a public housing resident; and (b) whose management and daily business operations are controlled by one or more such individuals. Whenever ROB status is sought, CRHA staff shall verify such status by requesting address and ownership verification of the 51% Owner/Operator rule as stated in the HUD Act of 1968. Use of the **Section 3 Form #2--“Section 3 Business Concern Self-Certification Form”** is an acceptable statement of address and business data, when presented along with all other required incorporation

documents including any letter of issuance of a Federal Employer Identification Number (FEIN) and state Articles of Incorporation.

STEP 2: CRHA procurement staff will continue to solicit and compete procurements in accordance with its procurement policy, using the most appropriate given the size and type of procurement. Possible locations to use to promote procurements include:

1. Local community newspapers (even if in non-English language)
2. CRHA website
3. CRHA property management offices in a conspicuous location
4. Emerging business enterprise (EBE) businesses such as MBEs, WBEs, etc.
5. Local HUD supported housing communities
6. Email blast to contractors on registry
7. If sufficient time, in flyers, newsletters, etc. to residents
8. Other locations as approved by CRHA

STEP 3: All ads must include a notice that, **“This contract opportunity is a Section 3 Covered Contract and any Section 3 Business Concerns are encouraged to apply.”**

STEP 4: All solicitations for Section 3 covered procurements must include the CRHA Section 3 policy and forms for contractors to complete and return with their bids/responses.

STEP 5: In reviewing the solicitation responses, any contractors that are identified as qualified Section 3 Business Concerns should be reviewed, and if responsive and responsible, granted a preference in contracting after all other factors are considered. If one or more Section 3 business concern is identified as a qualified contractor, all things being equal, preference for contracting should be given to Section 3 business concerns based on the priority preference order described in the CRHA Section 3 Policy, in Section V (Section 3 Goals and Preferences).

STEP 6: Where deemed by CRHA Procurement staff as effective and efficient, Indefinite Delivery Indefinite Quantity (IDIQ) contracts will be used, especially when many of the services procured are in small but constant quantities by the housing property staff. In such IDIQ procurements, Section 3 policies and preferences will fully apply.

STEP 7: In any Section 3 covered purchase order or contract, the full Section 3 clause is to be incorporated into the purchase order or contract.

STEP 8: In addition to the Section 3 clause, following language is to be added to all new contracts effective immediately:

“In addition to the regulations regarding Section 3 in 24 CFR Part 135, the parties to this contract agree to comply with the requirements of CRHA’s Section 3 Policy, which is attached to this contract.”

STEP 9: Except in emergency procurements where time is of the essence, no contract will be entered into or be given permission to proceed unless and until the Section 3 plan provided by the contractor is deemed in accordance with Section 3 regulations and CRHA Section 3 Policy.

STEP 10: The Section 3 Coordinator and CRHA staff providing contract oversight will work together to:

- Continually communicate with the contractor the importance of hiring CRHA residents and other Section 3 residents or providing training whenever possible.
- Monitor contractor-issued payrolls for any new hires not in compliance with Section 3 requirements and CRHA's Section 3 policy.
- Monitor every contractor-submitted pay request for any subcontractors not in compliance with Section 3 requirements and CRHA's Section 3 policy.
- Deviation from the contractor's approved Section 3 plan that results in noncompliance with Section 3 may result in termination of a contract.

SECTION 3 - CONTRACT COMPLIANCE CURE AND TERMINATION PROCESSES

This language is a component of contract compliance with the work contractors and sub-contractors including developers respond to in CRHA solicitations. The full requirements are provided in the Section 3 Clause found elsewhere in this package or in the HUD forms 5370-C or 5370 C1 as may be applicable.

All contractors claiming a Preference in contracting by meeting any of the three Preference requirements including a Resident Owned Business, Hiring 30% of New Hires and/or Sub-contracting at least 25% of total award to a Section 3 Concern shall maintain that status throughout the life of the contract. Failure to meet this requirement will result in penalties up to and including contract termination. Any contractor triggering the regulation by doing any hiring or contracting once they are awarded the contract through contract execution must comply with the Section 3 requirements by executing the efforts on their Certification and Action Plan in accordance with the CRHA Section 3 Action Plan.

CRHA shall execute these remedies to achieve compliance in this order:

- A. Based on the first observation or report of non-compliance with Section 3, the contractor will be sent an e-mail from CRHA notifying them of their non-compliance issue. The contractor will have until the next payroll or 14 calendar days, whichever is lesser to bring the contract into compliance.
- B. If at any time a contractor fails to bring the contract into compliance, CRHA must withhold all future payments until the contract is in compliance.
- C. The contractor shall have up to 15 business days from the most recent notice of non-compliance to meet compliance as a final cure period or justify in writing to CRHA why it cannot meet compliance. CRHA must render a response to the contractor within 10 business days of receipt of its letter of reason for non-compliance. If CRHA deems the cause to be unacceptable, at its option, CRHA can extend the cause period one time for up to 5 days to allow the contractor to identify and secure other compliance options, or

- D. If the contractor fails to take any corrective action to bring the contract into compliance within seven (7) business days from the most recent notice of non-compliance, or CRHA does not accept any of the contractor's corrective plans or justifications for non-compliance, CRHA must terminate the contract immediately. **All funds due to the contractor shall be held** and a financial workout of the agreement shall proceed within 24 hours of termination. The workout is to include a contract deduct equal to the total Section 3 contract violation of opportunities provided to non-Section 3 residents or business because they were not offered according to the contract and regulation award. All remaining funds can be paid out based on work satisfactorily completed per the agreement.

Any contractor claiming to meet Section 3 compliance by committing to hire residents, fund training itself **shall meet compliance within seven (7) calendar days of contract start** or CRHA shall halt all payments to the contractor and its sub-contractors related to the agreement and the actions listed in steps A-D in this section shall apply.

Charlottesville Redevelopment and Housing Authority

Policy on Security Cameras and Recording of Public Areas for Safety and Security Purposes

Purpose: The purpose of this policy is to regulate the use of security cameras to observe and record public areas for the purposes of safety and security. The safety of Charlottesville Redevelopment and Housing Authority (CRHA) residents and employees is of paramount importance. A critical component of a comprehensive safety plan is the utilization of a Video Surveillance System (VSS). The surveillance of public areas is intended to deter crime and assist in protecting the safety and property of the CRHA community.

Scope: This policy applies to all security cameras on CRHA owned and/or managed properties. Generally, these cameras will be mounted in set locations. However, if there is concern for property damage or personal security, cameras may also be temporarily placed to monitor the specific area of concern. To ensure personal privacy, the cameras will be located and record data only in areas that are considered public. These cameras are not continuously monitored but are intended to be used in investigations of alleged criminal activity. The security cameras may be monitored by the security firm while they are on site. If you have questions regarding the cameras or the use of recorded information, please contact the Public Housing Manager at 434-326-4672.

General Principles CRHA has deemed the following as the goal of the VSS:

- CRHA is committed to enhancing the quality of life of residents in our public housing communities. A critical component of a comprehensive security plan is utilizing technology for security cameras.
- The purpose of camera surveillance of public areas is to deter crime and to assist the police in protecting the safety and property of the community.
- Video surveillance for security purposes will be conducted in a professional, ethical and legal manner.
- CRHA will work with PHAR to create a committee at each site to advise on placement of cameras and will hold at least one meeting on each site to solicit feedback on camera placement and answer questions.
 - (Security firm, police officer, 4 residents, 1 CRHA staff member)
- Information obtained through video surveillance will only be released when authorized by the Community Review Board and Executive Director.
 - Each CRHA community with a VSS will have a Community Review Board which consist of 1 third party representative (TBD) (LAJC, human rights commission, PHAR selects third party 1 resident that lives in the community (picked by Board through application process) and 1 CRHA staff member (legal counsel). Option 2: (LAJC picks rep; CRHA picks rep and both individuals work together to pick a third member)
 - The Community Review Board will meet only when Video Capture Request are submitted. The Community Review Board will have 30 days to render a decision. If a decision is not rendered within 30 days by the Community Review Board the Executive Director can proceed with rendering a decision.

- Surveillance of public areas for security purposes will be conducted in a manner consistent with all existing CRHA policies, including the Non-Discrimination Policy and Sexual Harassment Policy. The Code of Procedures for video surveillance prohibits surveillance based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.).

Responsibilities: The CRHA is authorized to oversee and coordinate the use of camera surveillance for safety and security purposes on CRHA properties in conjunction with the Community Review Board. The Community Review Board will review all Video Capture Request (VCR) forms and then submit a recommendation to the Executive Director. The Executive Director will make the final decision whether to approve or deny the request. If the Executive Director's decision conflicts with the CRB decision the request will be submitted to the CRHA Board of Commissioners (BOC) for a final decision. (Oberg guidance) The CRHA will accept input and recommendations on camera locations, and also review camera locations to ensure the perimeter of view of fixed location cameras conforms to this policy. The CRHA personnel and the Community Review Board will review complaints regarding camera locations and determine whether a potential increase in community security outweighs any likely infringement of individual privacy.

The CRHA Executive Director will review all VCR received to release recordings obtained through camera surveillance. No camera recordings will be released without authorization by the CRHA Executive Director.

Code of Procedures The guidelines for investigations, complaints, and/or alleged rule of violations:

- All Camera Control Operators and reviewers involved in video surveillance of public areas will perform their duties in accordance with this policy.
- The view of residential housing units must not violate the resident's "reasonable expectation of privacy".
- Video footage will be stored in a secure location with access by authorized personnel only. The CRHA will provide the Community Review Panel a camera review log for each community every 30 days.
- Camera control operators will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by CRHA's Non-Discrimination Policy.
- No footage shall be authorized for release that may compromise a potential or ongoing criminal investigation or is otherwise detrimental toward the interest of public safety as determined by the CRHA Executive Director or General Counsel

Video Capture Requests (VCR) Residents and law enforcement who are in need of VSS recording are required to submit a request. To submit a VCR form, please follow the steps below:

1. Submit a Video Capture Request form by mail or email, to the CRHA Executive Director.
2. Resident Video Capture Request will be submitted to the Community Review Board for approval.
3. After the Community Review Board has made a recommendation the request will then be sent to the Executive Director for final approval.

***NOTE:** VSS recordings will be kept on the CRHA secure server for (45) days.*

Exceptions: This policy does not address the use of privately owned cameras by individuals or Webcams for general use by or within the CRHA. This policy also does not apply to the use of video equipment for the recording of public performances or events or educational purposes.

Certifications of Compliance with PHA Plan and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations including PHA Plan Elements that Have Changed

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning April 1, 2022, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;

- Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Charlottesville Redevelopment and Housing Authority
PHA Name

VA016
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2022-2023

 5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director John M. Sales		Name Board Chairman Dr. A'Lelia Henry	
Signature	Date	Signature	Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, _____, the _____
Manager

Official's Name

Official's Title

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year 2022- 2023 of the Charlottesville Redevelopment and Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

City of Charlottesville

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

The Charlottesville Redevelopment and Housing Authority staff have stayed involved in the
Consolidated Plan process to insure consistency with the Area Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will
prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: John M. Sales

Name Board Chairperson: Dr. A'Leia Henry

Signature

Date

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S.
Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information
are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Certification of Payments to Influence Federal Transactions

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Charlottesville Redevelopment and Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing- Capital Fund Grant

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

John M. Sales

Title

Executive Director

Signature

Date (mm/dd/yyyy)

G. Board Resolution. (To be signed at 12/20/21 Board of Commissioners Meeting)

CRHA Resolution No.:

**RESOLUTION APPROVING THE SUBMISSION OF CHARLOTTESVILLE
REDEVELOPMENT AND HOUSING AUTHORITY'S PROPOSED ANNUAL PLAN FY
2022-2023**

WHEREAS, the Charlottesville Redevelopment and Housing Authority ("CRHA" or the "Authority"), after receiving public comments, has drafted a proposed Annual Plan for 2021-2022; and

WHEREAS, the CRHA is required to submit the proposed Annual Plan to the Richmond Field Office for the United States Department of Housing and Urban Development for review and approval of the proposed CRHA Annual Plan; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Charlottesville Redevelopment and Housing Authority hereby approve the submission of the proposed CRHA Annual Plan, as amended, and authorizes the CRHA Executive Director to forward the proposed Annual Plan to the Richmond Field Office for the United States Department of Housing and Urban Development for review and approval.

Adopted this ____ day of December 2021.