CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

Annual PHA Plan
Annual Agency Plan for Fiscal Year 2026 - 2027

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Annual PHA Plan *(Standard PHAs and Troubled PHAs)*	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 9/30/2027

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. They also inform 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-, very low-, 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. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) 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, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, 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 HCVs combined and is not PHAS or SEMAP troubled.

A.	PHA Information.
A.1	**PHA Name**: Charlottesville Redevelopment & Housing Authority **PHA Code**: VA016 **PHA Type:** [X] Standard PHA [ ] Troubled PHA **PHA Plan for Fiscal Year Beginning**: (MM/YYYY): 04/2026 **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) **Number of Public Housing (PH) Units** 274 **Number of Housing Choice Vouchers (HCVs)** 615 **Total Combined Units/Vouchers** 889 **PHA Plan Submission Type:** [X] Annual Submission [ ] Revised Annual Submission **Public Availability of Information.** In addition to the items listed in this form, 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 and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans. Starting October 24, 2025 hardcopies of CRHA's Annual Plan were posted for public review at the CRHA Offices at 500 1st Street S, 715 6th ST SE, 110 5th Street NE, 1050 1st ST S and at the at 801 Hardy Drive. An electronic copy can be found at https://www.cvillerha.com/key-documents/. Individuals who need access to a printed or translated copy of the plan may do so by emailing matthewsk@cvillerha.com or calling 434-422-9298 and asking to set up a time to view or check-out a copy of the draft. The Resident Advisory Board (RAB) has been offered the opportunity for digital or hard copies of the plan.

☐ **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):

Statement of Housing Needs and Strategy for Addressing Housing Needs: The CRHA may be adjusting this if required by implementation of the final rule for implementation of Housing Opportunity Through Modernization Act's (HOTMA) for Tenant Selection Plans and the waitlist policies.

Financial Resources: CRHA is reviewing and updating their Financial Control Policies to update after designing new Standards of Procedures (SOPs).

Rent Determination: The CRHA may be adjusting this if required by implementation of the final rule for implementation of Housing Opportunity Through Modernization Act's (HOTMA) public housing income limit requirements and/or the Minimum Rent is increased with approval.

Operation and Management: The CRHA may be adjusting this to match most recent Virginia Landlord Tenant Act regulations, federal regulation changes and if required by implementation of the final rule for implementation of Housing Opportunity Through Modernization Act's (HOTMA) public property management and voucher program requirements. CRHA will update policies after designing new Standards of Procedures (SOPs). CRHA will update procurement policies to follow state and local procurement rules.

Grievance Procedures: CRHA will be reviewing the Grievance and Reasonable Accommodation policy and updating if required in accordance with the laws.

Homeownership Programs: CRHA is working on establishing a homeownership program.

Community Service and Self-Sufficiency Programs: FSS Action plan is being amended.

Pet Policy: Pet policy being updated to match most recent Virginia Landlord Tenant Act regulations.

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

The PHA will gather data and analyze, at lease 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 CRHA 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".

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.

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.

B.2 **New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y	N	
☐	☒	Choice Neighborhoods Grants.
☒	☐	Modernization or Development.
☒	☐	Demolition and/or Disposition.
☐	☒	Designated Housing for Elderly and/or Disabled Families.
☐	☒	Conversion of Public Housing to Tenant-Based Assistance.
☐	☒	Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.
☐	☒	Homeownership Program under Section 32, 9 or 8(Y)
☐	☒	Occupancy by Over-Income Families.
☐	☒	Occupancy by Police Officers.
☐	☒	Non-Smoking Policies.
☒	☐	Project-Based Vouchers.
☒	☐	Units with Approved Vacancies for Modernization.
☒	☐	Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the applicable 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.

Modernization or Development:

- The CRHA anticipates submitting a Mixed Finance Development application for the Sixth Street (AMP 3) development for Sixth St Phase II. We anticipate developing between 40-65 units on the site with a mixture of 1–5- 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, 2026.
- 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. The unit breakout in the application is below.

	Unit Type (Select One)	Rent Target (Select One)	Number of Units	# of Units 504 compliant	Net Rentable Square Feet	Monthly Rent Per Unit	Total Monthly Rent
Mix 1	1 BR - 1 Bath	50% AMI	3		645.00	$500.00	$1,500
Mix 2	1 BR - 1 Bath	50% AMI	1		588.00	$500.00	$500
Mix 3	1 BR - 1 Bath	50% AMI	3		640.00	$500.00	$1,500
Mix 4	1 BR - 1 Bath	60% AMI	1		635.00	$775.00	$775
Mix 5	1 BR - 1 Bath	60% AMI	1	1	637.00	$775.00	$775
Mix 6	2 BR - 2 Bath	40% AMI	3		964.00	$575.00	$1,725
Mix 7	2 BR - 2 Bath	40% AMI	2	2	1209.00	$575.00	$1,150
Mix 8	2 BR - 2 Bath	50% AMI	1	1	1209.00	$575.00	$575
Mix 9	2 BR - 2 Bath	50% AMI	6		995.00	$750.00	$4,500
Mix 10	2 BR - 2 Bath	50% AMI	5		1083.00	$750.00	$3,750
Mix 11	2 BR - 2 Bath	60% AMI	9		1083.00	$800.00	$7,200
Mix 12	3 BR - 2 Bath	60% AMI	10	1	1174.00	$1,732.00	$17,320
Mix 13	3 BR - 2 Bath	60% AMI	2		1174.00	$650.00	$1,300
Mix 14							$0
Mix 15							$0
Mix 16							$0

TC-Application - Sixth Street.v10-47 units.xlsx Unit Details, pr

Demolition and/or Disposition:

- 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 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) Phase 1 and Phase 2 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 The CRHA HCV department is the current leaseholder of the Community Center on the Sixth Street property. CRHA received an allocation of Low-Income Housing Tax Credit (LIHTC) application in July 2022. We have submitted the Demolition and Disposition application for the Sixth Street Community (AMP 3) which consists of 1 apartment building and 6 units. We anticipate developing between 40-65 units on the site with a mixture of 1–5- 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-Nov, 2026.
- The CRHA currently has an approved 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 (1-1bedroom unit, 1–2bedroom unit and 1–4bedroom unit).

Project-Based Vouchers:

- 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 in the South First Street Phase 2 (Development VA16000003) and Sixth Street Phase 1 (Development VA16000003). 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.

Units with Approved Vacancies for Modernization:

CRHA has units that were in need of high levels of modernization and due to this are currently vacant. The CRHA will be undertaking extensive rehabilitation of all units in AMP 4 Scattered Site using Capital Funds. This extensive rehabilitation will require CRHA to convert 1 unit on each site into a hotel unit during the renovations. CRHA will be utilizing a vacant unit at Westhaven for resident engagement around redevelopment and 6th Street for a Youth Center and Resident Service Coordination.

Units with Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants):

CRHA will continue to explore opportunities to apply for Capital Grant Programs.

B.3	**Progress Report.** Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. **Please see Section II following this form.**

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. **Please see Attachment VII. A**
B.5	**Most Recent Fiscal Year Audit**. (a) Were there any findings in the most recent FY Audit? Y ☐ N ☒ (b) If yes, please describe:
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 ☐ (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. **Please see Section IV C.**

C.2	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. **Please see Attachment VII. D**
C.3	**Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations* *Including PHA Plan Elements that Have Changed,* must be submitted by the PHA as an electronic attachment to the PHA Plan. **Please see Attachment VII C**
C.4	**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. (a) Did the public challenge any elements of the Plan? Y ☐ N ☐ (b) If yes, include Challenged Elements.

C.5	**Troubled PHA.** (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A ☐ ☒ ☐ (b) If yes, please describe:

CRHA FY 2024- 2029 Five-Year Plan Progress Report

II. Progress Report

CRHA FY 2024- 2029 Five-Year Plan Progress Report

Goal	Outcomes	Progress Notes
Mission Statement: The Charlottesville Redevelopment and Housing Authority has a mission to further develop and preserve quality, resident centered, affordable housing, while empowering people and communities.		Ongoing
Vision Statement: Our vision is to be more than an entity that manages traditional federal Public Housing and Housing Choice Voucher programs. As a resident first organization, we collaborate with local governments, and partners from the public and private sectors to carry out our mission.		Ongoing
Empower Individuals and Families Through the Delivery of Transformational Services.		
I. Maintain and create partnerships, programs and resources that foster economic growth and self- sufficiency to end the cycle of poverty		CRHA worked with a VISTA for a second year to amplify local programs and resources in the area.
	A. Continue to build the Family Self Sufficiency Program	Third year of FSS program has started. CRHA has begun the second year of a 3-year ROSS-SC grant. This will be coupled with both FSS and EOP.
	B. Pursue funding to expand CRHA's Economic Opportunity Programs	CRHA has begun the second year of the Jobs Plus grant. This EOP workforce program works closely with all staff in the resident services department.
II. Promote initiatives that encourage healthy living and lifestyle		Developed database of 100s of resources for residents in multiple categories
	A. Continue to provide space for Self-Determined Community Programs to provide or obtain partnerships to provide supportive services to increase the lifestyle and economic independence of residential families, youth, the elderly, and families with disabled family members	CRHA's resident services team is launching a resident satisfaction survey to hear from our community the types of programs and resources they would like to see us pursue.
III. Develop programs and resources that encourage long term personal success of young adults and the youth	A. These programs include but are not limited to:	The CRHA will continue to pursue funding opportunities to support young adults and youth such as Youth Build.
	1. Continuing to build community-wide internet access	The CRHA executed an agreement with Ting to provide individual high-speed access to each tenant at Crescent Halls and SFS. The CRHA has also developed computer labs at SFS and Westhaven.

	2. Supporting the Nursing Clinics	CRHA continues to partner with Sentara and UVA Nursing to provide outreach in our communities we focus on collaborating with UVA Health on 6th St Clinic and working with resident planners to see what our community wants at other sites.
	3. Assistance for signing up kids for after-school and summer programs	CRHA's has three Resident Services Coordinators (RSC) to cover all sites. The RSCs are meeting with community groups to work on increasing services.
Encourage and Create Homeownership Opportunities		
IV. Encourage Homeownership Opportunities		Ongoing. Partnership with FSS, HCV and CRHA's Redevelopment programs.
	A. Foster the participation of at least 2-5 families in CRHA and/or Partner Homeownership	Recruitment through FSS programs based on goals.

	1. Continue the process of building a CRHA Homeownership Program	The CRHA has met with potential lenders and community partners in preparation of rolling out the HCV homeownership program.
	2. Continue to build partnerships with local agencies to support our families	Relationship with the Financial Opportunity Center at PHA to assist financial education with residents, including homeownership counseling.
V. Assist HUD- Assisted Renters Become Homeowners		Recruitment through FSS programs based on goals.
	A. Use redevelopment opportunities through public housing redevelopment; community partnerships; and the Housing Authorities Preservation of Naturally Occurring Affordable Housing (P-NOAH) program to create up to 5 homeownership opportunities per year	Encourage resident participation and feedback at redevelopment meetings and through resident surveys.
	1. Continue to pursue funding to support homeownership efforts	Acquired $37,430 in down-payment assistance from the City--currently working with active FSS participants on homeownership opportunities.
	2. Continue to support opportunities for our staff who qualify for our Economic Opportunity Programs to advance in their career path and have opportunities for homeownership	At least two staff people enrolled in FSS are interested and building capacity to pursue homeownership opportunities

	3. Work to build an endowment to support homeownership efforts for our community	Obtaining 501c3 status to increase funding opportunities.

	B. Provide up to 5 opportunities to utilize the Housing Choice Voucher program to create homeownership vouchers per year	CRHA staff continue to improve intake documentation with our case management software to better track program.
	1. Continue to build relationships with local lending institutions	Through our relationship with Atlantic Union Bank our residents and staff are able to take advantage of Financial literacy and budgeting sessions.
	2. Continue to develop SOPs for the HVC homeownership program	CRHA has completed these SOPs and is now working on implementation practices.
Preserve, Develop and Expand Opportunities for Affordable Housing		
VI. Pursue VHDA Tax Credit training and certification for property management and management staff		Americorps VISTA worked on this early 2025 with staff. 2 staff members in Property Management took TCS training this year. 2 staff members took PHS training this year. We continue to work with staff to push getting actual certifications once classes are taken.
	A. 80% of PM/Redevelopment staff and 50% of Management attend Tax Credit Conference; 80% of PM staff attend Mid-Atlantic AHMA Conference	Ongoing. Contractor continues to work with staff to help with training.
	1. Work with HR on post training and conference follow-up	Ongoing
VII. Improve housing opportunities for the elderly, persons with disability and individuals experiencing homelessness		Ongoing
	A. Apply for additional mainstream vouchers	CRHA continues to apply whenever opportunities are posted.
	B. Increase project-based vouchers	Ongoing
	C. Maintain 100% lease up on Mainstream, EHV, VASH, PBV, TBRA	Ongoing
VIII. Apply for additional vouchers when available		CRHA continues to apply whenever opportunities are posted.

	A. Work with CRHA Development team to set timelines for this process	The CRHA is constantly evaluating opportunities to apply for additional funding for housing choice voucher.
IX. Preserve Section 9/public housing in the City of Charlottesville.		Ongoing

	A. Apply for additional funding to preserve public housing not in CRHA's redevelopment plan	The CRHA applied for funding from the CAHF and was awarded approximately $187,000 for HVAC replacement. The CRHA has also identified a funding source for solar installation on units in AMP 4.
	B. Acquire properties to convert to public housing to utilize Faircloth units	Obtaining 501c3 status to increase funding opportunities.
	C. Complete energy efficiency upgrades while completing the Parallel track	New appliances have been installed at Parallel Track homes and HVAC upgrades are underway. The CRHA is also partnering to install solar on some AMP 4 units.
Diversify the Authorities Business Model and Funding Streams		
X. Transform Communities		Ongoing
	A. Pursue LIHTC, Other HUD Programs and Public/ Private Partnership Opportunities	CRHA continues to apply whenever opportunities are posted.
XI. Become Development Catalyst for the City		Ongoing
	A. Partner with the City of Charlottesville to pursue mutually beneficial opportunities in housing and economic development	The City continues to partner with CRHA to acquire units to preserve them as affordable units in perpetuity.
	B. Foster relationships to increase service delivery to residents	Active pursuit of relationships via PCC and other meetings. Resident Services staff have continued to build relationships with area nonprofits and other agencies to improve and increase services. These relationships include PVCC, TJPDC, CCS, DSS, Women's Initiative, BRHD, and more. Staff is currently exploring additional relationships and gathering resident feedback to best meet service demand.
	C. Continue to acquire properties under the Preservation of Naturally Occurring Affordable Housing (P-NOAH)	The CRHA acquired a total of 80 units within the last year and is currently in the process of acquiring 15 additional NOAH units.
XII. Develop an Authority affiliated Non- Profit Entity to expand services opportunities to residents and participants		CRHA 's board will be meeting with City council to ask for approval for this process.

	A. Develop and implement a not-for-profit arm of the authority	Staff presented nonprofit overview to BOC in August. Board is expected to develop ethics code and other governing documents prior to presenting to City Council. A poll was placed on the CRHA website to garner resident feedback on a name for the nonprofit.
	B. Seek creative income stream opportunities through development, management, and compliance services	The CRHA is in conversation with developers around property management of non-CRHA developed properties.
XIII. Market the Authorities tax-exempt bond program to create additional revenue streams for the Authority		Executive, Development/Grants, and Finance Departments working together to expand revenue portfolio.
	A. CRHA will work to develop its Real Estate arm to ensure proper infrastructure to support these efforts	The CRHA has met with developers to discuss how CRHA could assist with tax exempt bonds.

Support our Families' Success		
XIV.. Develop a partnership with City to set- aside spots in the Community Attention Youth Internship Program (CAYIP) for youth who reside in CRHA communities		CRHA had a second year of a CAYIP intern during the summer and set a permanent opening for a CAYIP intern ongoing with the Resident Services Youth Program.
XV. Develop financial support for continuing education for young adults and youth graduating from High School		Currently developing funding structure for youth scholarship program.
XVI. Implement a comprehensive case management system in the resident services department to improve document management and data tracking		Resident Services staff continue to increase utilization of Family Metrics software.
XVII. Apply for additional self-sufficiency funding through FSS and ROSS to expand service delivery to more families and voucher participants		Successfully applied and received renewal FSS and started second year of ROSS grant.
XVIII. Continue to apply for other local, state and federally funded grant programs that support housing stability and economic opportunity		CRHA has increased its overall grant application numbers, applying for 15 grants this fiscal year, and having been awarded 8 of those grants (with 5 still pending).

CRHA Five Year Violence Against Women Act (VAWA) Goals Progress Report

Goal	Outcomes	Progress Notes
CRHA goals for 2024 and forward are focused on an increased awareness of the law regarding the Violence Against Women and Department of Justice Reauthorization Act of 2005 and 2013 for the residents and their families by:		Ongoing
Goal I: CRHA will revise existing ACOP and Admin Policies to reflect VAWA requirements as they are updated		Staff education ongoing
	Outcome A: Changes to the ACOP and Admin plans in addition to being posted will include information page and links in CRHAs' Web site.	CRHA property management staff continue to work with IT to update resources on CRHA's website.
	Outcome B: Asset managers will attend trainings on handling domestic violence situations to instruct them on what to do in cases of suspected domestic violence (e.g. subtle ways to separate victim from abuser to see if they are safe and give them information or resources for a local agency to help them come up with a safety plan), and how to handle victims allowing offenders into their home (making sure language around consequences of violating these policies is clear for residents).	Ongoing.
	Outcome C: If abuser is moved out of a home, making sure that locks are changed immediately and victim has a means to advocate to be moved to a different housing location if they feel endangered by remaining in the same residence.	Property Manager will work together with Resident Services staff to ensure resident safety.
Goal II: CRHA staff will distribute easy-to-read and understand printed materials about VAWA		Ongoing. Staff continue to work to make accessible information available to residents.

	Outcome A: CRHA will implement procedures to assure applicants and residents are aware of their rights under the VAWA as described in:	Staff training for updated policies who work directly with residents during onboarding.
	1. The Admissions and Continued Occupancy Policy (ACOP): Part VII: Violence Against Women Act (VAWA): Notification, Documentation and Confidentiality	Ongoing
	2. The Housing Choice Voucher Administrative Plan (Admin Plan): Chapter 3, Part III, 3-III.G.: Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking: Notification and Documentation	Ongoing

CRHA Five Year Violence Against Women Act (VAWA) Goals Progress Report

	Outcome B: RHA staff will provide bilingual information on VAWA.	Translators are now with CRHA; access to MOVE UVA for other language translations.
Goal III: Seek new partners to participate in CRHA's VAWA program		Ongoing
	Outcome A: CRHA in collaboration with local government agencies and private non-profit institutions, will implement an assistance program for the residents and their families, with most participants being women and children, who are the most affected by domestic violence acts. This program will inform victims of domestic violence about the legal protection afforded under VAWA and provide counseling on victims' rights, available resources, and the inherent harm of acts of violence.	Resident Services staff continue to expand local partnerships, including resources for domestic violence and sexual assault. Shares with CRHA staff at monthly meetings and added to databases for easy referrals.
	Outcome B: Working with partners, CRHA will assist victims in enrolling in counseling programs, support groups, and other services. CRHA will collaborate with partners that offer culturally and socially sensitive assistance that center individual experience to best equip residents toward breaking cycles of violence and self-sufficiency. Outcome: CRHA will explore MOU's with partner agencies.	CRHA is part of the local Trauma Informed Network which is working to set up programs both onsite, in their offices and virtually with program participants.

CRHA FY 2025- 2026 Annual Plan Progress Report

Goal	Outcomes	Progress Notes
I. Empower Individuals and Families through the delivery of transformational services		CRHA staff continue to focus on improving access to local resources.
	A. Maintain and create partnerships, programs and resources that foster economic growth and self- sufficiency to end the cycle of poverty	CRHA Resident Services staff continue meet with local partners to map local resources and programs. During these meetings CRHA shares what we do as well as gathering information on what other community agencies can provide to our program participants. All of this data will be entered into resources in the new case management software Family Metrics.
	B. Promote initiatives that encourage healthy living and lifestyle	Ongoing
	C. Develop programs and resources that encourage long term personal success of young adults and the youth	CRHA Resident Services received a two-year Firearm Violence Intervention and Prevention (FVIP) grant through the Virginia Department of Criminal Justice Services. CRHA hired a Youth Coordinator who is working on setting up programs at all of CRHA's properties.
II. Encourage and Create Homeownership Opportunities		Ongoing
	A. Encourage Homeownership Opportunities	Ongoing
	1. Foster the participation of at least 2-5 families in CRHA and/or Partner Homeownership Training	Recruitment through FSS program based on goals.
	B. Assist HUD- Assisted Renters to Become Homeowners	Recruitment through FSS program based on goals.
	1. Use redevelopment opportunities through public housing redevelopment;	Encourage resident participation and feedback at redevelopment meetings. Resident survey being conducted this winter.
	2. Provide up to 5 opportunities to utilize the Housing Choice Voucher program to create homeownership vouchers per year	Staff continue to focus on improving intake documentation with case management software.
III. Preserve, Develop and Expand Opportunities for affordable housing		Ongoing
	A. Pursue VHDA Tax Credit training and certification for property management and management staff	Ongoing

	1. 80% of PM/Redevelopment staff and 50% of Management attend Tax Credit Conference; 80% of PM staff attend Mid- Atlantic AHMA Conference	Ongoing
	B. Improve housing opportunities for the elderly, persons with disability and individuals experiencing homelessness	Ongoing
	1.Apply for additional mainstream vouchers	Ongoing
	2. Increase project-based vouchers	Ongoing
	3. Maintain 100% lease up on Mainstream, EHV, VASH, PBV, TBRA	Ongoing
	C. Apply for additional vouchers when available	Ongoing
	D. Preserve Section 9/public housing in the City of Charlottesville	Ongoing

	1. Apply for additional funding to preserve public housing not in CRHA's redevelopment plan	The CRHA applied for funding from the CAHF and was awarded approximately $187,000 for HVAC replacement. The CRHA has also identified a funding source for solar installation on units in AMP 4.
	2. Acquire properties to convert to public housing to utilize Faircloth units	Obtaining 501c3 status to increase funding opportunities.
	3.Complete energy efficiency upgrades while completing the Parallel track	New appliances have been installed at Parallel Track homes and HVAC upgrades are underway. The CRHA is also partnering to install solar on some AMP 4 units.
IV. Diversify the Authorities Business Model and Funding Streams		Ongoing
	A. Transform Communities	Ongoing
	1. Pursue LIHTC, Other HUD Programs and Public/ Private Partnership Opportunities	CRHA continues to apply whenever opportunities are posted.
	B. Become Development Catalyst for the City	Ongoing
	1. Partner with the City of Charlottesville to pursue mutually beneficial opportunities in housing and economic development	The City has partnered with CRHA to acquire 75 units to preserve them as affordable units in perpetuity.

CRHA FY 2025- 2026 Annual Plan Progress Report

Goal	Outcomes	Progress Notes
	2. Foster relationships to increase service delivery to residents	Active pursuit of relationships via PCC and other meetings. Resident Services staff have continued to build relationships with area nonprofits and other agencies to improve and increase services. These relationships include PVCC, TJPDC, CCS, DSS, Women's Initiative, BRHD, and more. Staff is currently exploring additional relationships and gathering resident feedback to best meet service demand.
	3. Continue to acquire properties under the Preservation of Naturally Occurring Affordable Housing (P- NOAH)	The CRHA acquired a total of 80 units within the last year and is currently in the process of acquiring 15 additional NOAH units.
	C. Develop an Authority affiliated Non-Profit Entity to expand services opportunities to residents and participants	CRHA 's board will be meeting with City council to ask for approval for this process. Following this the agency will work with a contractor on SOPs.
	1.Develop and implement a not-for-profit arm of the authority	Staff presented nonprofit overview to BOC. Board is expected to develop ethics code and other governing documents and also present to City Council.
	2. Seek creative income stream opportunities through development, management, and compliance services	The CRHA is in conversation with developers around property management of non-CRHA developed properties.
	D. Market the Authorities tax-exempt bond program to create additional revenue streams for the Authority	Executive, Development/Grants, and Finance Departments working together to expand revenue portfolio.
V. Support our families' success		Ongoing

	A. Develop a partnership with City to set-aside spots in the Community Attention Youth Internship Program (CAYIP) for youth who reside in CRHA communities	CRHA's Resident Services program hosted a CAYIP intern for the second summer and is a standing host site for this program at Westhaven and with our Youth Program.
	B. Develop financial support for continuing education for young adults and youth graduating from High School	Ongoing

	C. Implement a comprehensive case management system in the resident services department to improve document management and data tracking	Staff continue to utilize Family Metrics case management software. Staff continue to undergo internal training as needed. This is utilized for FSS, ROSS, EOP, Jobs Plus and all other Resident Services programs.
	D. Apply for additional self-sufficiency funding through FSS and ROSS to expand service delivery to more families and voucher participants	Ongoing. Second year of FSS program has started, currently over 40 program participants. CRHA has finished the first year of a 3-year ROSS-SC grant. This will be coupled with both FSS and EOP.
	E. Continue to apply for other local, state and federally funded grant programs that support housing stability and economic opportunity	Ongoing

III. New Annual Plan Goals FY 2026- 2027

Goal	Outcomes
Mission Statement: The Charlottesville Redevelopment and Housing Authority has a mission to further develop and preserve quality, resident centered, affordable housing, while empowering people and communities.	
Vision Statement: Our vision is to be more than an entity that manages traditional federal Public Housing and Housing Choice Voucher programs. As a resident first organization, we collaborate with local governments, and partners from the public and private sectors to carry out our mission.	
Empower Individuals and Families Through the Delivery of Transformational Services	
I. Maintain and create partnerships, programs and resources that foster economic growth and self- sufficiency to end the cycle of poverty.	
	A. Continue to build the Family Self Sufficiency Program.
	B. Pursue funding to expand CRHA's Economic Opportunity Programs
II. Promote initiatives that encourage healthy living and lifestyle.	
	A. Continue to provide space for Self- Determined Community Programs to provide or obtain partnerships to provide supportive services to increase the lifestyle and economic independence of residential families, youth, the elderly, and families with disabled family members. B. CRHA will advocate for and incorporate where possible programs that support mental health and substance abuse treatment. 1. CRHA will work with community partners to bring supports such as Clinical Social Workers, peer support workers and other community resources to our communities.
III. Develop programs and resources that encourage long term personal success of young adults and the youth.	A. These programs include but are not limited to:
	1. Continuing to build community-wide internet access
	2. Supporting the Nursing Clinics
	3. Assistance for signing up kids for after-school and summer programs
Encourage and Create Homeownership Opportunities	
IV. Encourage Homeownership Opportunities	

	A. Foster the participation of at least 2-5 families in CRHA and/or Partner Homeownership Training
	1. Continue the process of building a CRHA Homeownership Program. 2. CRHA will regularly provide information and education to develop new homeownership programs with residents and stakeholders as the program is implemented.
	2. Continue to build partnerships with local agencies to support our families.
V. Assist HUD- Assisted Renters Become Homeowners	
	A. Use redevelopment opportunities through public housing redevelopment; community partnerships; and the Housing Authorities Preservation of Naturally Occurring Affordable Housing (P-NOAH) program to create up to 5 homeownership opportunities per year.
	1. Continue to pursue funding to support homeownership efforts.
	2. Continue to support opportunities for our staff who qualify for our Economic Opportunity Programs to advance in their career path and have opportunities for homeownership.
	3. Work to build an endowment to support homeownership efforts for our community.
	B. Provide up to 5 opportunities to utilize the Housing Choice Voucher program to create homeownership vouchers per year.
	1. Continue to build relationships with local lending institutions
	2. Continue to develop SOPs for the HVC homeownership program.
Preserve, Develop and Expand Opportunities for Affordable Housing	
VI. Pursue VHDA Tax Credit training and certification for property management and management staff.	
	A. 80% of PM/Redevelopment staff and 50% of Management attend Tax Credit Conference; 80% of PM staff attend Mid-Atlantic AHMA Conference.
	1. Work with HR on post training and conference follow-up
VII. Improve housing opportunities for the elderly, persons with disability and individuals experiencing homelessness.	
	A. Apply for additional mainstream vouchers.
	B. Increase project-based vouchers.

	C. Maintain 100% lease up on Mainstream, EHV, VASH, PBV, TBRA
VIII. Apply for additional vouchers when available.	
	A. Work with CRHA Development team to set timelines for this process.
IX. Preserve Section 9/public housing in the City of Charlottesville.	
	A. Apply for additional funding to preserve public housing not in CRHA's redevelopment plan.
	B. Acquire properties to convert to public housing to utilize Faircloth units.
	C. Complete energy efficiency upgrades while completing the Parallel track.
	D. CRHA will work together with PHAR on future planning around HUD's changing funding priorities and how they can advocate together to preserve or improve programs and residents' rights with redevelopment.
Diversify the Authorities Business Model and Funding Streams	
X. Transform Communities	
	A. Pursue LIHTC, Other HUD Programs and Public/ Private Partnership Opportunities.
	B. CRHA will begin a multi-year process to transform to a Trauma Informed Housing Agency. 1. Pursue CORES certification 2. Development of Eviction Diversion programs.
XI. Become Development Catalyst for the City	
	A. Partner with the City of Charlottesville to pursue mutually beneficial opportunities in housing and economic development.
	B. Foster relationships to increase service delivery to residents.
	C. Continue to acquire properties under the Preservation of Naturally Occurring Affordable Housing (P-NOAH).
XII. Develop an Authority affiliated Non-Profit Entity to expand services opportunities to residents and participants.	
	A. Develop and implement a not-for-profit arm of the authority.
	B. Seek creative income stream opportunities through development, management, and compliance services.

	C. CRHA will work to develop mechanisms so that the new non-profit is not in competition with PHAR over funding.
XIII. Market the Authorities tax-exempt bond program to create additional revenue streams for the Authority.	
	A. CRHA will work to develop it's Real Estate arm to ensure proper infrastructure to support these efforts.
Support our Families' Success	
XIV. Develop a partnership with City to set-aside spots in the Community Attention Youth Internship Program (CAYIP) for youth who reside in CRHA communities.	
XV. Develop financial support for continuing education for young adults and youth graduating from High School.	
VVI. Implement a comprehensive case management system in the resident services department to improve document management and data tracking.	
XVII. Develop educational opportunities for all of CRHA's subsidy programs or other programs being researched such as Public Housing, Voucher Programs/ PBV, RAD, LIHTC and Fair Housing. These opportunities will be made available for all program participants that can also be used for cross training staff and sharing with stakeholders.	A. CRHA staff will develop learning programs around CRHA policies such as the Admin and ACOP and federal regulations that impact them such as HOTMA.
XVIII. Apply for additional self-sufficiency funding through FSS and ROSS to expand service delivery to more families and voucher participants.	
XVIV. Continue to apply for other local, state and federally funded grant programs that support housing stability and economic opportunity.	A. CRHA will work with residents, the city and stakeholders to develop emergency and disaster planning.

IV. Housing Needs

A. Current families in CRHA Public Housing

Resident Characteristics Report

As of August 31, 2025

Program type : **Public Housing**

Level of Information : **Housing Agency within State VA**

Effective Dates Included : **May 1, 2024** through **August 31, 2025**

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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	13,017	11,472	9,063
VA016 - Charlottesville RHA	273	252	245

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	6,451	57	2,258	20	1,189	11	475	4	875	8
VA016 - Charlottesville RHA	167	67	36	14	24	10	6	2	18	7

Average Annual Income ($)

HA	Average Annual Income
VA	15,958
VA016 - Charlottesville RHA	16,494

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	18	9	32	11	7	19
VA016 - Charlottesville RHA	14	7	14	28	10	5	22

*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	31	27	50	24	3
VA016 - Charlottesville RHA	32	8	50	12	13

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	16	5	8	33	13	24
VA016 - Charlottesville RHA	0	0	18	2	12	31	11	26

Average Monthly TTP ($)

HA	Average Monthly TTP
VA	383
VA016 - Charlottesville RHA	400

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	1,059	9	43	0	1,611	14	4,521	40	1,799	16	53	0	1,513	13	649	6	4,889	43
VA016 - Charlottesville RHA	26	10	1	0	36	14	109	43	38	15	2	1	30	12	9	4	95	38

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	424	690	428	375	370	525	338	363	372
VA016 - Charlottesville RHA	323	795	444	445	314	458	366	309	411

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 Hawaiin/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
VA	22	75	0	0	0	0	1	0	1
VA016 - Charlottesville RHA	20	71	1	6	0	0	1	1	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

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	3,331	13	7,559	31	8,774	35	1,971	8	2,926	12	197	1
VA016 - Charlottesville RHA	77	12	209	33	225	36	51	8	66	10	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	43	23	16	10	4	2	1	0	0	0
VA016 - Charlottesville RHA	40	18	20	9	6	2	2	2	0	1

Total Household Members and Average Household Size

HA	Total Number of Household Members	Average Household Size	Total Number of Households
VA	24,756	2.2	11,248
VA016 - Charlottesville RHA	631	2.5	251

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	31	37	24	5	1
VA016 - Charlottesville RHA	0	30	25	37	6	2

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	2,553	23	1,055	9	1,999	18	2,659	24	1,916	17	1,066	9
VA016 - Charlottesville RHA	77	31	36	14	41	16	34	14	32	13	31	12

B. Housing Needs of Families on the Public Housing Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting List Type: (select one)

- [ ] Section 8 tenant-based assistance
- [x] **Public Housing**
- [ ] Combined Section 8 and Public Housing
- [ ] 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	2451		
Extremely low income <=30% AMI	794	32.4%	
Very low income (>30% but <=50% AMI)	125	5.1%	
Low income (>50% but <80% AMI)	22	0.9%	
Families with children	864	35.3%	
Elderly families	204	8.3%	
Families with Disabilities	610	24.9%	
Race/ethnicity (White)	753	30.7%	
Race/ethnicity (Black)	1471	60.0%	
Race/ethnicity (Asian/Other)	194	7.9%	
Race/ethnicity (Hispanic)	107	4.4%	
Characteristics by Bedroom Size (PH Only)			
1 BR	1433	58.5%	
2 BR	358	14.6%	
3 BR	288	11.8%	
4 BR	203	8.3%	
5 BR	169	6.9%	
5+ BR	0	0.0%	

Is the waiting list closed (select one)? [ ] No [x] Yes If yes: **Closed on 10/02/2024**

How long has it been closed (# of months)? **12**

Does the PHA expect to reopen the list in the PHA Plan year? [x] No [ ] Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? [x] No [ ] Yes

C. Current Families in CRHA HCV Program

Resident Characteristics Report

As of August 31, 2025

Program type : **All Voucher Funded Assistance**

Level of Information : **Housing Agency within State VA**

Effective Dates Included : **May 1, 2024** through **August 31, 2025**

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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	60,868	50,420	45,576
VA016 - Charlottesville RHA	677	601	615

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	45,576	100
VA016 - Charlottesville RHA	0	0	0	0	0	0	0	0	615	100

Average Annual Income ($)

HA	Average Annual Income
VA	19,503
VA016 - Charlottesville RHA	19,586

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	8	7	32	13	9	26
VA016 - Charlottesville RHA	3	8	11	29	13	10	28

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	37	17	57	19	3
VA016 - Charlottesville RHA	45	55	48	19	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	3	6	33	16	33
VA016 - Charlottesville RHA	0	0	6	4	9	30	15	35

Average Monthly TTP ($)

HA	Average Monthly TTP
VA	467
VA016 - Charlottesville RHA	467

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	3,737	8	233	1	6,496	14	15,204	33	8,640	19	447	1	7,718	17	3,101	7	17,906	39
VA016 - Charlottesville RHA	39	6	2	0	98	16	255	41	116	19	2	0	80	13	23	4	262	43

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	446	671	502	529	393	564	381	507	524
VA016 - Charlottesville RHA	443	184	418	561	349	714	383	574	542

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 Hawaiin/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
VA	22	76	0	1	0	0	0	0	0
VA016 - Charlottesville RHA	19	77	0	1	0	0	2	0	1

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

HA	Hispanic or Latino	Non - Hispanic or Latino
VA	3	97
VA016 - Charlottesville RHA	3	97

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	9,176	9	31,308	31	36,329	36	10,228	10	13,142	13	927	1
VA016 - Charlottesville RHA	163	12	418	31	472	35	125	9	160	12	4	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	46	20	15	10	5	2	1	0	0	0
VA016 - Charlottesville RHA	46	22	15	9	6	1	1	0	0	0

Total Household Members and Average Household Size

HA	Total Number of Household Members	Average Household Size	Total Number of Households
VA	101,110	2.2	45,576
VA016 - Charlottesville RHA	1,342	2.2	615

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	20	41	30	6	1
VA016 - Charlottesville RHA	10	19	38	31	2	0

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	5,951	13	4,068	9	9,486	21	9,798	21	9,914	22	6,121	13
VA016 - Charlottesville RHA	82	13	122	20	208	34	54	9	78	13	61	10

B. Housing Needs of Families on the Public Housing Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting List Type: (select one)

- [X] Section 8 tenant-based assistance
- [ ] **Public Housing**
- [ ] Combined Section 8 and Public Housing
- [ ] 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	1728		
Extremely low income <=30% AMI	0	0.0%	
Very low income (>30% but <=50% AMI)	0	0.0%	
Low income (>50% but <80% AMI)	1477	85.5%	
Families with children	812	47.0%	
Elderly families	122	7.1%	
Families with Disabilities	455	26.3%	
Race/ethnicity (White)	443	25.6%	
Race/ethnicity (Black)	1246	72.1%	
Race/ethnicity (Asian/Other)	134	7.8%	
Race/ethnicity (Hispanic)	99	5.7%	
Characteristics by Bedroom Size (PH Only)			
1 BR	0	0.0%	
2 BR	0	0.0%	
3 BR	0	0.0%	
4 BR	0	0.0%	
5 BR	0	0.0%	
5+ BR	0	0.0%	

Is the waiting list closed (select one)? [ ] No [X] Yes If yes:

How long has it been closed (# of months)? 30 months

Does the PHA expect to reopen the list in the PHA Plan year? [x] No [ ] Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☒ Yes

V. Resident Advisory Board “RAB” Engagement

A. Meetings with RAB

CRHA Annual Plan Kick-off

August 11, 2025

6pm PHAR Board Meeting

Agenda

I. Welcome and introductions

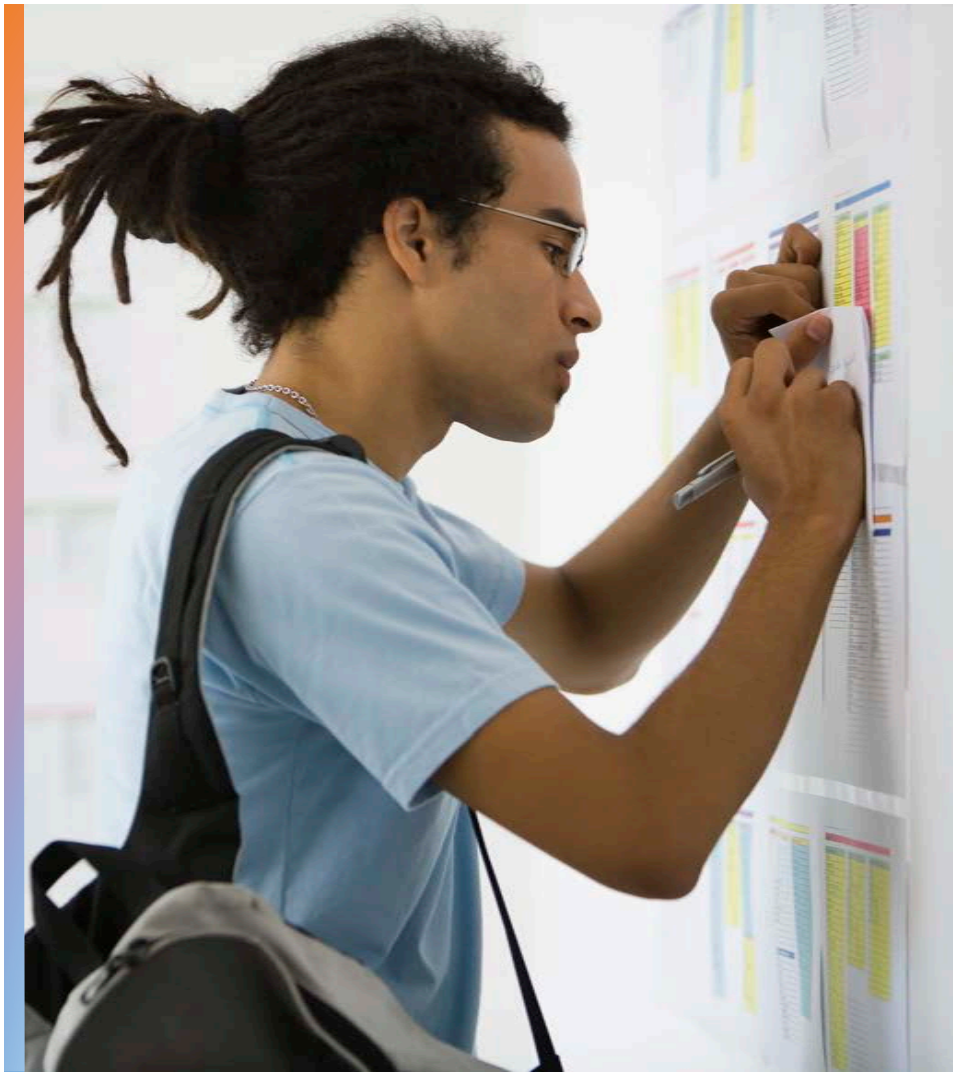
In attendance: PHAR Board: Earl Hicks, Joy Johnson (virtual), Tina Washington, Harriet Carter, Audrey Oliver (virtual). Advisory Board: Kathleen Glenn-Matthews (virtual presenter), Victoria Horrock, PHAR Staff: Maia Adolphs, Latricia Giles, Wendy Gao.

I. Overview of process

II. Next steps

Let’s get started

- An Annual Plan is a list of goals that an agency wants to achieve within the next year. It often includes ambitions with specific timelines and measurements. This short-term plan provides concrete goals to work towards and makes it possible to develop smaller goals to help achieve the larger goals on your five-year plan.
- A plan can significantly increase the likelihood that a Housing Authority will reach their goals. Creating a plan helps to clarify goals, ensure that they are specific and measurable and confirm that they are what you really want.



Plans developed by your housing authority contain a lot of information about your housing authority's rules. If changes are made before posting the draft, they get attached to the PHA Plan so that everything is in one place. These documents give more detail about specific issues. These can include:

- Admin Plan for the Voucher Program
- Section 3 Plan
- FSS Action Plan
- Admission and Occupancy Plan (ACOP)

HUD has forms that the housing authority follows when developing these Plans.

Each Plan has two parts:

The Annual Plan- talks about the next 12 months-Templates (HUD-50075-ST, HUD-50075-HP, HUD-50075-SM, HUD-50075-HCV) The Annual Plan Template should be submitted by Standard, Troubled, Small, High Performing, and Section 8-only PHAs each year.

The 5-Year Plan- talks about long-term goals for your housing authority. Templates (HUD-50075-5Y) The 5-Year Plan Template should be submitted by all PHAs (Standard, Troubled, Small, High Performing, Section 8-only, and qualified) once every 5 fiscal years. Ours currently runs FY 2024- 2029 so we will start working on it again at the beginning of 2028.

- The bulk of the document is the attachments.

Certifications

- **PHA Certifications of Compliance with PHA Plans and Related Regulations** (HUD-50077-CRT-SM, HUD-50077-ST-HCV-HP) (MS Word). These certifications are the standard certification PHAs submit indicating their compliance with PHA Plan, Civil Rights Certification, and related regulations.
- **Civil Rights Certifications** (HUD-50077-CR) (MS Word)
  Annually, qualified PHAs are required to make a civil rights certification of the public housing program in accordance with 5A of the Act, as amended by HERA.
- **Certification by State or Local Office of PHA Consistency with the Consolidated Plan** (HUD-50077-SL) (MS Word) The appropriate state or local officials must certify that the PHA Plan is consistent with its Consolidate Plan(s). If the PHA is located in more than one jurisdiction, it must include a certification from each appropriate official.

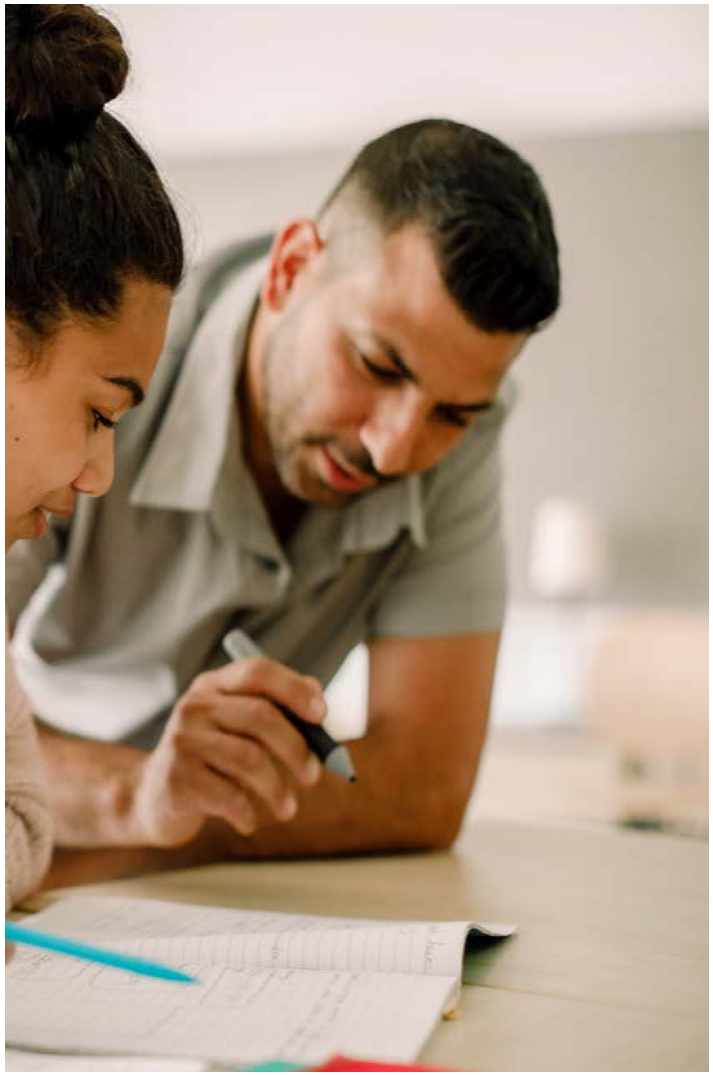
WHY ARE PHA PLANS IMPORTANT?

Your housing authority uses the PHA Plan to ask the government for money.

This money is called “capital fund” money. Capital funds pay for your development’s major repairs and upgrades. Each year, your housing authority has to decide how it wants to spend this money. Resident input is very important because residents know what needs to be fixed and what needs fixing now!

What we are going over today is the step-by-step process of writing out the Plan.

CRHA has to follow each step, every year. A big part of the process is resident participation. The annual PHA Plan process is your chance to get involved, ask questions, talk about important issues, and make your voice heard. You can say what you like and don’t like about your development. It is your chance to try to change and improve the rules.



The major steps of the process are:

1. The housing authority meets with the RAB to talk about and work on the the PHA Plan.
2. The housing authority asks the RAB for comments on the Plan and responds.
3. The housing authority holds public meetings followed by a public hearing on the PHA Plan. The housing authority's Board of Commissioners talks about the Plan and answers questions.
4. The housing authority sends the PHA Plan into HUD. HUD will approve it or send it back for more work.

The PHA Plan and Plan process help to make your housing authority accountable for the decisions it makes. These decisions affect public housing programs, the conditions of apartments, and the residents.

Residents can get involved by being a member of the RAB, talking to RAB members about the Plan and the comments, and going to the public hearing. Residents can always get a copy of the Plan—it is their right to read and review the document anytime they want.

You have the power to influence your housing authority's policies. You have the power to hold your housing authority accountable.

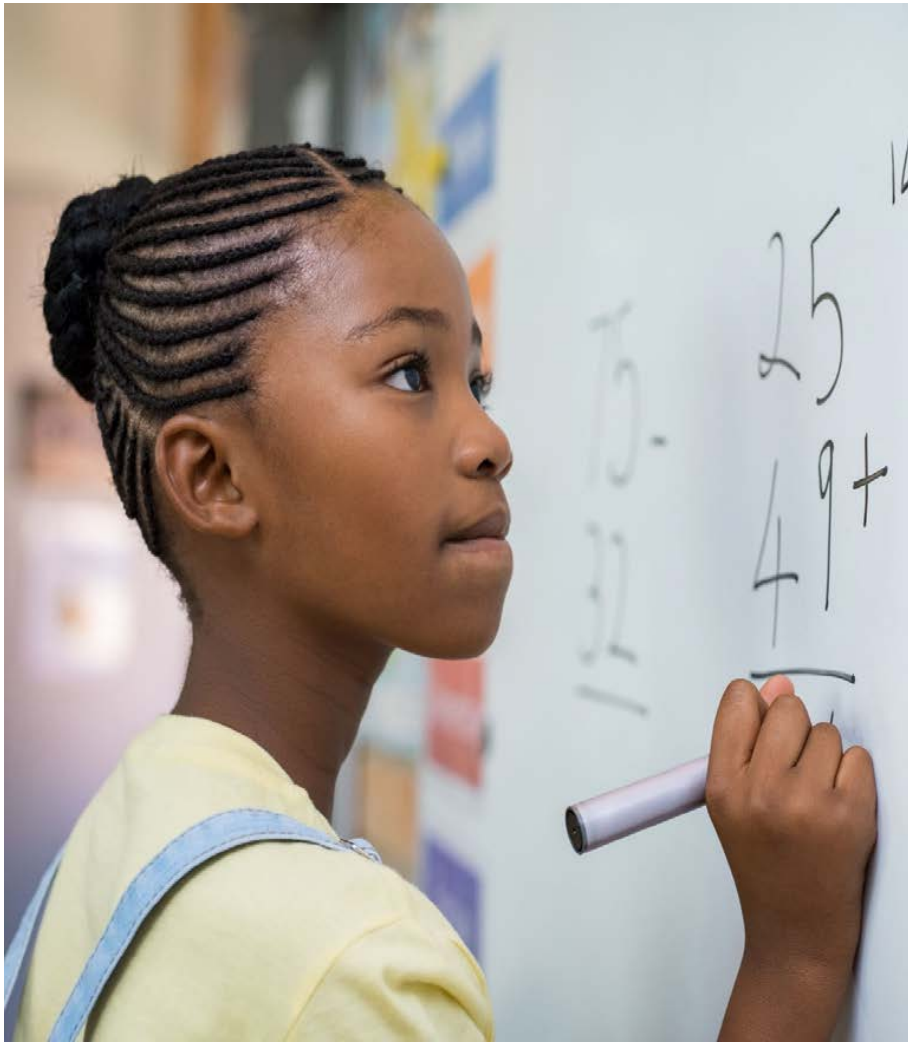
HOW LONG DOES THE PROCESS TAKE?

- **The CRHA's Fiscal Year (FY) is April 1st- March 31st**
- **Annual Plan:** Housing authority has to do every year. Generally, work for the annual plan starts around the end of the summer and wrap up with the submission to HUD around the end of the calendar year. beginning to end, the whole process takes about five months. Ask your housing authority, your Resident Council, or your Resident Advisory Board about when the process begins, how you can participate, and when the Plan is supposed to be finished.

- **Where to find all of this every year:**

- Posted ___October, 2025- for 45-day public review period prior to the board hearing and submission to HUD. Taking into consideration December board meeting is usually a week early. Hard copies can be checked out of CRHA offices by appointment by calling 434-326-4672.
- The majority of RAB Members have hard copies or access to them
- Available to view on the CRHA website www.cvillerha.com at http://www.cvillerha.com/key-documents/

- *On our website we also have last*
- *year's plan and our five-year plan.*



HOW DO YOU GET INVOLVED?

There are many ways to get involved such as:

- Work with your Resident Council to make comments on the PHA Plans.
- Try to become a member of your housing authority's Board of Commissioners next time there is a vacancy. The Board of Commissioners oversees the housing authority.
- Meet with your housing authority staff to comment on the PHA Plans.
- Attend the public hearing and make comments on the PHA Plans.

The Five-Year Plan is due in the 5th fiscal year (FY) following the PHA's last 5-Year Plan submission which is the latest a PHA can submit their new 5-Year plan.

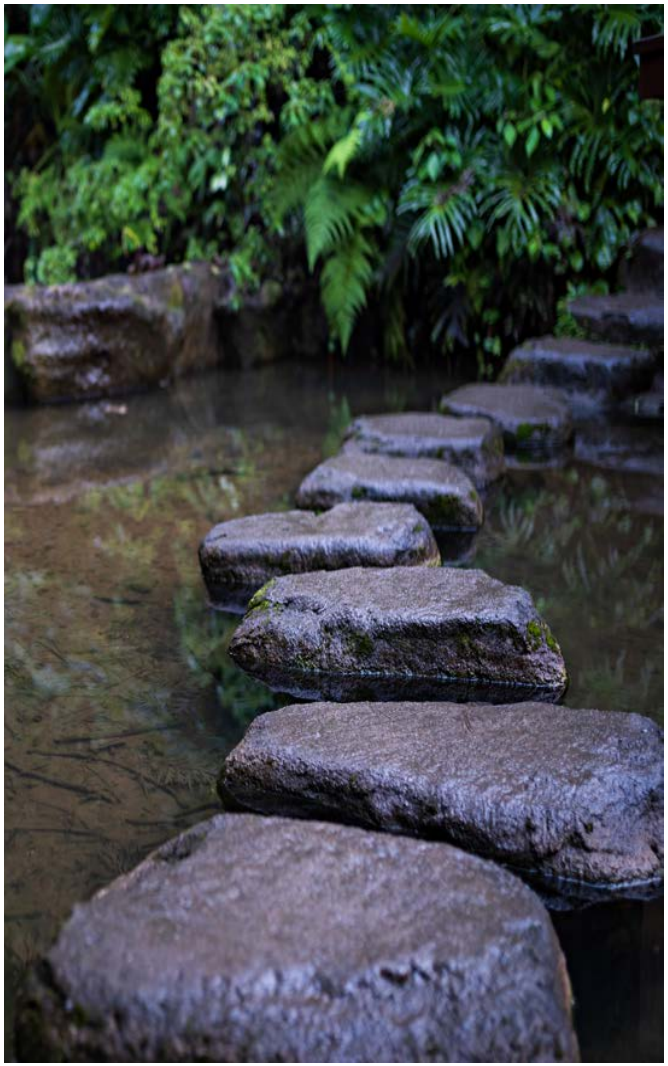
However, PHAs may choose to update their 5-year Plans every year as good management practice by checking the box indicating a 'Revised 5-Year Plan Submission' on form HUD-50075-5Y.

Field Office reviewers must determine which PHA FYs are covered by the 5-Year Plan submission as this will inform when the next 5-Year PHA Plan is due. PHAs must ensure that a current 5-Year Plan is always in effect and new 5-Year Plans are submitted at least once every 5 fiscal years and no later than 75 days before the commencement of the PHA's FY.

- References: **24 CFR 903.5(a)(4)**

Draft Timeline

Month	Events	Notes
August 11, 2025 6pm	Monthly AP planning meetings RAB and CRHA	Review how process works
September 22, 2025? *11am*	Monthly AP planning meetings RAB and CRHA	• Review current goals • Get big item list from CRHA and PHAR • Consider tie-in with resident surveys
October 7, 2025 *10am*	• Monthly AP Planning Meetings RAB and CRHA • **Draft Plan posted by 10/27/25**	• Discuss planning, dates and times for public meetings that will be posted • Send City Manager Draft and HUD 50077-SL to sign
November 2025	• Public Meetings on AP • CRHA BOC Meeting on AP	Collect all feedback from public meetings and include in notes on AP draft
December 2025	• Public Meetings on AP • AP Hearing • AP Special Board of Commissioner Meeting for Approval 12/11/25	Get signed: • HUD 50077-SL from City Manager • Resolution for AP from BOC • HUD attachment forms signed
January 2026	AP submitted to HUD via portal by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.



Next steps

- ❑ Set Calendar

- ❑ Set agendas for meetings with key items such as:

  -Review last year plan goals

  -Set meeting around goal planning and invite group to start collecting suggested focus items.

  - Planning for public meetings

  - Discuss policies or plans that will be updated in the near future

Thank you for being here!

If you have any questions please contact Kathleen at matthewsk@cvillerha.com or 434-422-9298

CRHA Annual Plan RAB Meeting

September 22, 2025

11am Hybrid at Westhaven Community Center and via zoom

Agenda

I. Welcome and introductions

In attendance: John Sales (CRHA), Stacey Rush (PHAR), Kathleen Glenn-Matthews (CRHA), Asia Green (PHAR), Wendy Gao (PHAR), Sophia Morreno (PHAR), Latricia Giles (PHAR), Joy Johnson (PHAR & CRHA)

I. Overview of process

II. Edits from last year with plans and activities

III. Next steps

The major steps of the process are:

1. The housing authority meets with the RAB to talk about and work on the the PHA Plan.
2. The housing authority asks the RAB for comments on the Plan and responds.
3. The housing authority holds public meetings followed by a public hearing on the PHA Plan. The housing authority's Board of Commissioners talks about the Plan and answers questions.
4. The housing authority sends the PHA Plan into HUD. HUD will approve it or send it back for more work.

- **Where to find all of this every year:**

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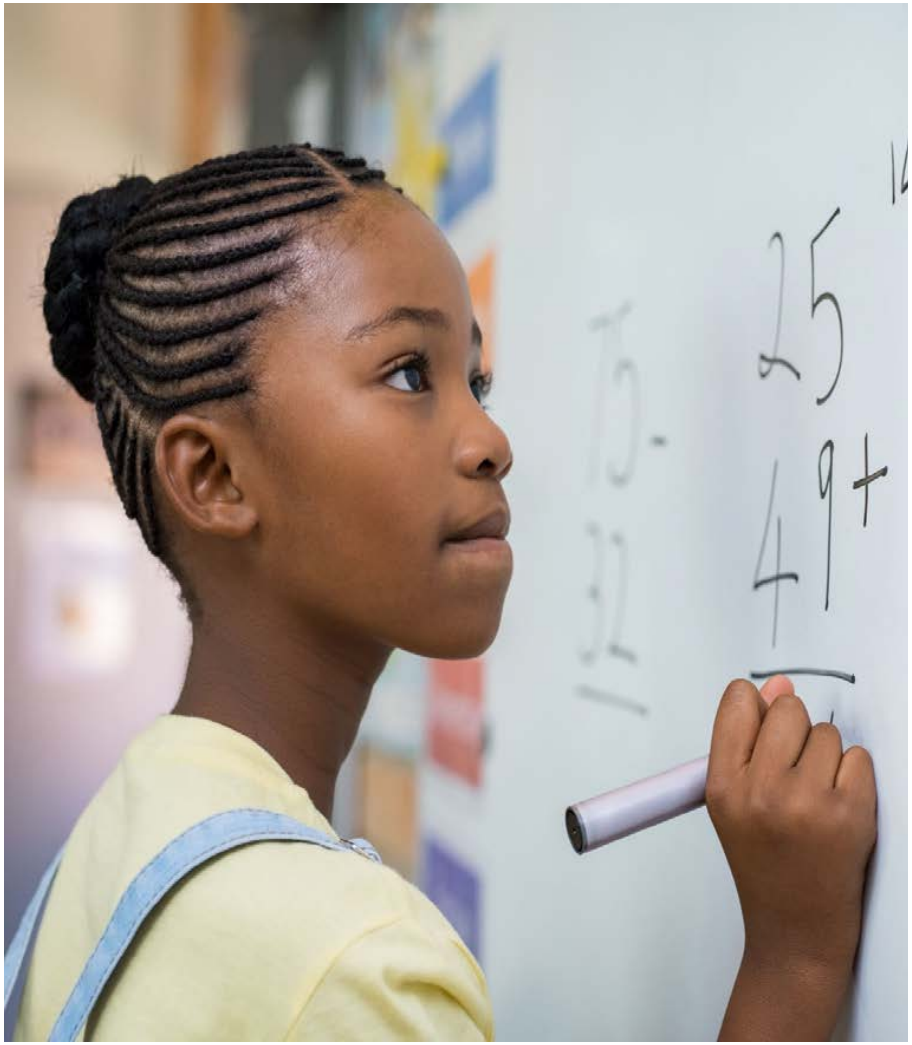

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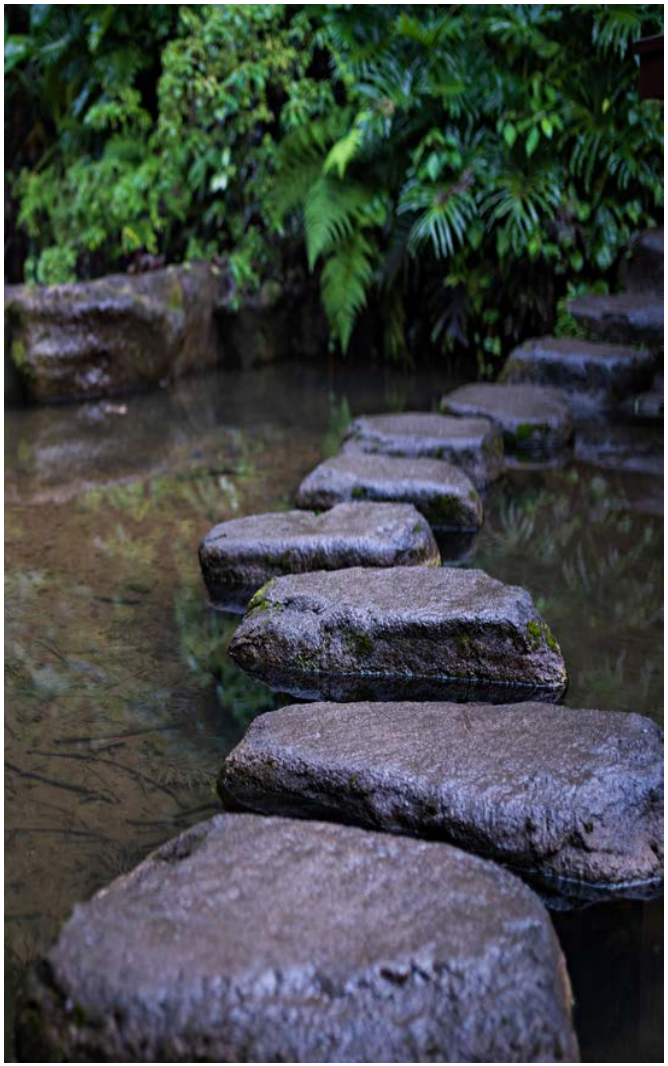
FY 26-27 AP Worksheet.docx

https://cvillerha-my.sharepoint.com/:w:/p/matthewsk/ER_S0zGZJw9Kqz0yhu9G8vgBEt92gBUlNTLbnY2Uwq6hEw?e=GFEmUS



Next steps for October 7th Meeting

- ❑ Review last year plan goals and discuss edits/new goals for new plan
- ❑ Posting by 10/27/25
- ❑ Planning for public meetings

Thank you for being here!

If you have any questions please contact Kathleen at matthewsk@cvillerha.com or 434-422-9298

CRHA Annual Plan RAB Meeting

October 7, 2025

10am Hybrid at South 1st Street Community Center and via zoom

Agenda

I. **Welcome and introductions**

In attendance: Latricia Giles (PHAR, Asia Green (PHAR), Joy Johnson (PHAR and CRHA) and Kathleen Glenn-Matthews (CRHA)

I. **Updates**

II. **Planning for public meetings**

III. **Next steps**

The major steps of the process are:

1. The housing authority meets with the RAB to talk about and work on the the PHA Plan.
2. The housing authority asks the RAB for comments on the Plan and responds.
3. The housing authority holds public meetings followed by a public hearing on the PHA Plan. The housing authority's Board of Commissioners talks about the Plan and answers questions.
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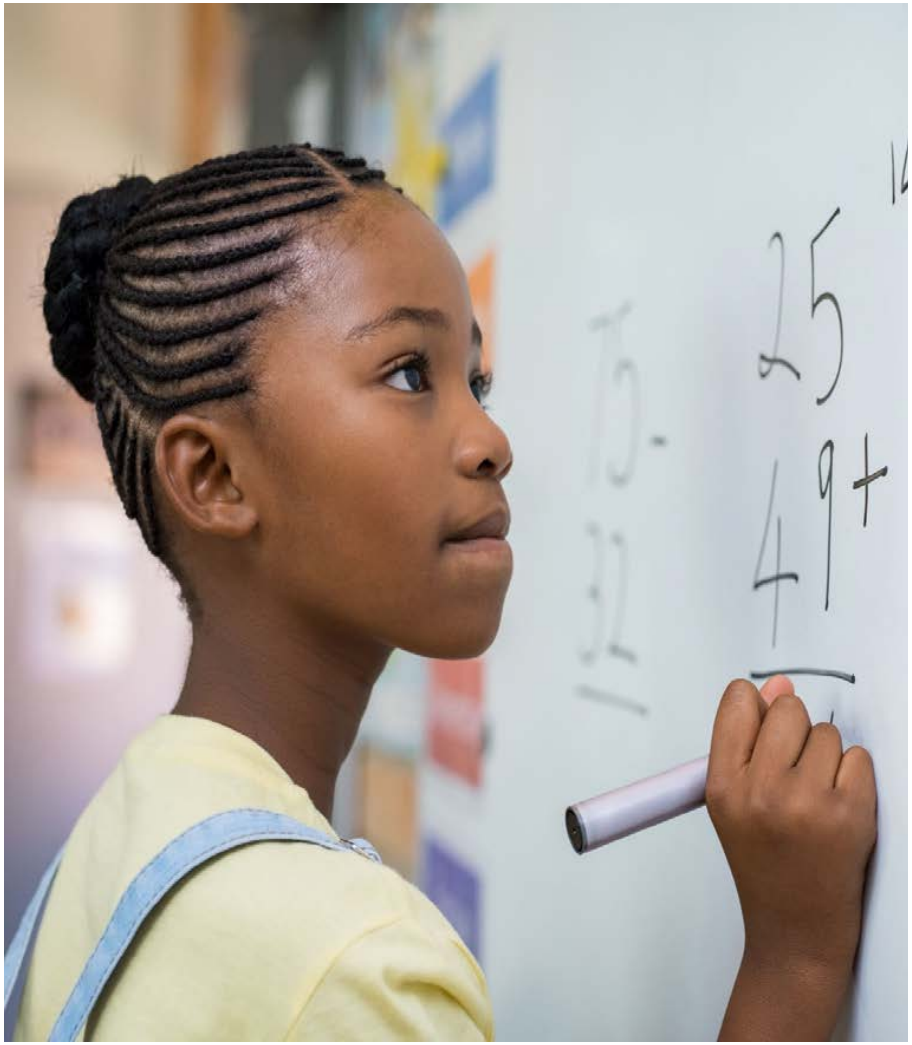

Public Meeting Planning

AP Posted October 24th

Time and Location	Meeting	Notes
November 6th, 4pm- SFS	Public Meeting for AP	
November 11th, 4pm- WH	Public Meeting for AP	
November 11th, 5pm- 6th ST	Public Meeting for AP	Youth Center
November 13th noon- CH	Public Meeting for AP	
December 10, 5pm- WH	AP Hearing	
December 11, 6pm, City Council Chambers	Special BOC Meeting with Resolution	

Draft Timeline

Month	Events	Notes
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January 2026	AP submitted to HUD via portal by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.

Notes from meeting:

- The team reviewed and finalized planning steps for the annual plan, which will be posted around the 24th with an absolute deadline of the 27th, including updates to department terminology and program status.
- Kathleen presented progress reports on goals and a 5-year plan, noting changes in HUD requirements and documentation practices.
- The team discussed plans for public meetings and an official document distribution, including translation requirements and submission timelines, while addressing challenges with HUD's portal due to the government shutdown.
- Final unit counts and voucher expectations as of April 1, 2025, will be edited and shared with the group.

Thank you for being here!

If you have any questions please contact Kathleen at matthewsk@cvillerha.com or 434-422-9298

B. Resident Advisory Board (RAB) Rooster

Resident Advisory Board (RAB) list as of 9/26/25

Board

PHAR Board of Directors

JOY JOHNSON, CHAIR
808-C Hardy Drive
Charlottesville, VA 22903
Phone: (434) 409-8043
joyskijohnson@gmail.com

AUDREY OLIVER, TREASURER
1050 South First Street, Apt. 101
Charlottesville, VA 22902
Cell: (434) 235 3686
oliveraudrey86@yahoo.com

WADE LEWIS
500 South First Street, Apt. 202
Charlottesville, VA 22902
Phone: (434) 996-9512
wadelewis125@yahoo.com

EARL HICKS
808-A Hardy Drive
Charlottesville, VA 22903
Phone: (434) 326-8909
hicksearl12@gmail.com

ANGELA M CARR
Phone: (314) 480-0170
mrsgucci6@gmail.com

HARRIETT CARTER (appointed)
500 South First Street, Apt. 714
Charlottesville, VA 22902
harriettcarter0@gmail.com

Charlottesville, VA 22902
Phone: (434)260 9717

Public Housing Association of Residents (PHAR)

1000 Preston Avenue, Suite B, Charlottesville, VA 22903
phone 434-984-3255
www.pharcville.org

To: CRHA Board of Directors
From: PHAR Board of Directors
Re: Combined Annual Plan for 2026-2027
Date: December 11, 2025

The Charlottesville Public Housing Association of Residents (PHAR) is the duly recognized Resident Advisory Board and jurisdiction wide Resident Council for the residents of Charlottesville's public housing. We are offering the following points of consideration on the proposed Combined Annual Plan for 2026-2027. PHAR is generally supportive of CRHA's goals and activities, particularly CRHA's revision of its parking policy in response to community feedback. General areas of consideration are outlined below.

Reduction in Overall Number of Families Served

The number of public housing units, number of vouchers, and combined number of vouchers/units all reduced in at least the last two Annual Plans. (See chart below).

Units	2026-2027 Plan	2025-2026 Plan	2024-2205 Plan
PHA	274	293	337
HCVP	615	641	681
Total	889	934	1018

These numbers show a 129 drop in the total families supported by CRHA's programs in the last two years. PHAR would like to discuss why there is a reduction in the size of the housing authority and whether the reduction can be attributed to tenant based vouchers becoming project based as part of redevelopment. It is concerning, that CRHA is serving fewer families overall.

Redevelopment

The new activities section of CRHA's plan outlines the Authority's intention to engage in a variety of redevelopment activities. CRHA's planned activities include the following:

- Submitted Mixed Finance and Demolition/Disposition applications for Sixth Street Phase 2.
- Submitting a Demolition/Disposition application for Westhaven.
- Potentially discontinuing the issuance of Housing Choice Vouchers in order to use those vouchers for redevelopment.

Over the past year, residents of some CRHA communities have felt disconnected from the redevelopment process. While acknowledging that CRHA has historically been at the forefront of resident led redevelopment. This is especially true in the early stages at sites like Westhaven where resident planners play significant roles in the process. PHAR would like to see increased tenant engagement and participation in the process at some of the sites that are farther along like South First Street. PHAR would also like updates on the contracts CRHA is

entering into to accomplish redevelopment. In general, CRHA should prioritize having meaningful conversations with residents at all sites rather than just providing updates.

Later in its Progress Report on Annual Goals, CRHA made no changes and listed no specific progress related to its goal of preserving Section 9 Public Housing and replacing Faircloth Units. PHAR recognizes the massive challenges CRHA faces with this goal, but urges CRHA to focus on preserving this uniquely stable form of subsidized housing. PHAR would also like an update on the number of Faircloth units.

Updated Policies

As last year, the updated policy section of the Annual Plan notes that CRHA may update a number of its policies and practices as required under by state law or the federal Housing Opportunities Through Modernization Act (HOTMA) . However, the plan does not explain what such changes might be. PHAR would like to see redlined versions of any policies CRHA plans to change so that it can fully understand the impact of those changes on residents and so that it can meaningfully comment. PHAR would further like CRHA to provide information for residents on the impact HOTMA changes will have on their tenancies. PHAR does appreciate that CRHA included its new FSS Action Plan in the Annual Plan but would like redlining or a presentation on any substantive changes to the program.

PHAR is also concerned that CRHA is enforcing a Good Neighbor Policy at South First Street without having included the policy in its lease, released the policy to the public or resident community for comment, or showed the policy to its Board. This policy has been very controversial. Residents are greatly restricted from communing outside their apartments. Instead, they are chastised for spending time on the sidewalk or sitting in their own cars. If CRHA wants a Good Neighbor Policy it must enact it through the legally required process.

Rent Calculation and Transparency

Federal housing subsidies have complicated rent calculation formulas. As CRHA converts its properties from traditional public housing to the housing voucher residents are coming into a new and less familiar subsidy program. Moreover, there is significant property management turnover at some sites. This has resulted in residents not being sufficiently informed about how their rent is calculated and how to get it recalculated. PHAR urges CRHA to make sure that each resident's rent is properly calculated, especially before seeking an eviction for failure to pay rent. Additionally, PHAR suggests the following:

A. All property management staff should be well trained on rent charges and calculation so they can explain ledger charges to tenants. (Currently, this is a particular problem at mixed subsidy sites where some residents' rents are being calculated at the Housing Voucher Program Office rather than by their onsite property managers).
B. Rent statements should be easy to understand for tenants. PHAR appreciates CRHA's efforts to get start up rent statement delivery at all sites, but it is important that those statements are easy to understand for residents.
C. If a residents' rent increases or decreases they should be provided with a reason why.
D. CRHA should hold sessions where tenants can learn about how their rent is calculated and how to have it recalculated if they think it is wrong or if their income changes.

E. All residents who pay only the Minimum $35 Rent should be regularly advised of how to request a hardship exemption from the rent. Many residents who pay only minimum rent likely qualify for a hardship exemption and it is CRHA's obligation under federal law to inform them of that right.
F. CRHA should give residents notice of how to have their rent recalculated and how to request a hardship exemption when they receive a lease termination notice for failure to pay rent as is required by state law.

Youth Programing

PHAR recommends that CRHA seek funding to expand its youth program offerings to include skills training and certificate programs. For example, CRHA could offer (or partner with local organizations to offer) classes for young people on trade skills such as electrical wiring, woodworking, or forming a small business. PHAR also recommends that CRHA find a way to compensate youth enrolled in the programs and exempt some or all of that income from the household rent calculation so that youth can save for their futures.

Conclusion

PHAR is grateful for CRHA's commitment to ensuring safe and habitable communities and its commitment to resident led redevelopment and resident participation in all its communities. PHAR realizes the challenges that Public Housing Authorities face in a time of national disinvestment. CRHA and PHAR should continue to work together to keep our communities strong.

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY "CRHA"

P.O. BOX 1405, CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797, www.cvillerha.com, https://www.facebook.com/cvillerha

TO: PHAR Resident Advisory Board
Cc: CRHA Board of Commissioners
FROM: John Sales, Executive Director
RE: Annual Plan 2026-2027 RAB Comments
DATE: December 11, 2025

The Charlottesville Redevelopment and Housing Authority "CRHA" Appreciates the Resident Advisory Board "RAB" at PHAR taking the time to work with us and comment on the CRHA's FY 2026- 2027 Annual Plan. We have appreciated the partnership in the annual planning process. Please note our responses to comments in the table below:

<table>
<tr><th>RAB Comment received 12.10.25</th><th>CRHA Response 12.11.25</th></tr>
<tr><td>1. PHAR is generally supportive of CRHA's goals and activities, particularly CRHA's revision of its parking policy in response to community feedback.</td><td>1. CRHA appreciated th eopportunity to hear resident concerns from different sites on how to improve these efforts.</td></tr>
<tr><td>2. Reduction in Overall Number of Families Served: The number of public housing units, number of vouchers, and combined number of vouchers/units all reduced in at least the last two Annual Plans. (See chart below).
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These numbers show a 129 drop in the total families supported by CRHA's programs in the last two years. PHAR would like to discuss why there is a reduction in the size of the housing authority and whether the reduction can be attributed to tenant based vouchers becoming project based as part of redevelopment. It is concerning, that CRHA is serving fewer families overall.</td><td>2. Yes, it may appear as if CRHA is assisting less families but that is due to redevelopment occuring. We will add 58 units of PBV's in SFS Phase 2 and 6 public housing units in Sixth St Phase 1. Between those two propeties we will increase our number of assisted families to 280 public housing units and 673 HCVP units for a total of 953.
3. I would also like to point out that the cost to assist families has increased from $934 in 2024 to $1,096 in 2025. The increase per family equates to roughly $1.1 million dollars.
4. Families also moved back to Crescent Halls who were on the temporary relocation voucher which also equated to a reduction in vouchers.</td></tr>
<tr><td>3. Redevelopment: The new activities section of CRHA's plan outlines the Authority's intention to engage in a variety of redevelopment activities. CRHA's planned activities include the following:
- Submitted Mixed Finance and Demolition/Disposition applications for Sixth Street Phase 2.
- Submitting a Demolition/Disposition application for Westhaven.
- Potentially discontinuing the issuance of Housing Choice Vouchers in order to use those vouchers for redevelopment.
Over the past year, residents of some CRHA communities have felt disconnected from the redevelopment process. While acknowledging that CRHA has historically been at the forefront of resident led redevelopment. This is especially true in the early stages at sites like Westhaven where resident planners play significant roles in the process. PHAR would like to see increased tenant engagement and participation in the process at some of the sites that are farther along</td><td>5. CRHA will continuing increasing enegament opprotunities for resident planners and the greater community to ensure all voices are heard.
6. CRHA is continously looking for ways to deploy public housing unit asssitance and preserve public housing units. CRHA was able to bring back 6 public housing units in phase 1 of Sixth St which is the total number removed for Phase 1.
7. CRHA's work in Parrallel track shows its commitment to ensure public housing units are preserved for the community in the future.
8. CRHA currently has 103 faircloth units</td></tr>
</table>

like South First Street. PHAR would also like updates on the contracts CRHA is entering into to accomplish redevelopment. In general, CRHA should prioritize having meaningful conversations with residents at all sites rather than just providing updates. Later in its Progress Report on Annual Goals, CRHA made no changes and listed no specific progress related to its goal of preserving Section 9 Public Housing and replacing Faircloth Units. PHAR recognizes the massive challenges CRHA faces with this goal but urges CRHA to focus on preserving this uniquely stable form of subsidized housing. PHAR would also like an update on the number of Faircloth units.	but will deploy 6 of those units in Sixth Street Phase 1.
4. Updated Policies: As last year, the updated policy section of the Annual Plan notes that CRHA may update a number of its policies and practices as required under by state law or the federal Housing Opportunities Through Modernization Act (HOTMA). However, the plan does not explain what such changes might be. PHAR would like to see redlined versions of any policies CRHA plans to change so that it can fully understand the impact of those changes on residents and so that it can meaningfully comment. PHAR would further like CRHA to provide information for residents on the impact HOTMA changes will have on their tenancies. PHAR does appreciate that CRHA included its new FSS Action Plan in the Annual Plan but would like redlining or a presentation on any substantive changes to the program. PHAR is also concerned that CRHA is enforcing a Good Neighbor Policy at South First Street without having included the policy in its lease, released the policy to the public or resident community for comment, or showed the policy to its Board. This policy has been very controversial. Residents are greatly restricted from communing outside their apartments. Instead, they are chastised for spending time on the sidewalk or sitting in their own cars. If CRHA wants a Good Neighbor Policy, it must enact it through the legally required process.	9. CRHA will work with PHAR when modifiying policies. Key updates to the FSS Action Plan: • Nonpayment of Rent: Clarifying how unresolved rent arrears impact a participant's standing in the FSS program and their eligibility for escrow accrual. • Third-Party Rental Assistance: Outlining how financial rental assistance from outside community agencies (such as local nonprofits or emergency relief funds) is treated in relation to the calculation and accrual of FSS escrow credits. Any usage of a Good Neighbor policy is discontinued. Any policy will go in front of the Board of Commissioners before implementation.
5. Rent Calculation and Transparency: Federal housing subsidies have complicated rent calculation formulas. As CRHA converts its properties from traditional public housing to the housing voucher residents are coming into a new and less familiar subsidy program. Moreover, there is significant property management turnover at some sites. This has resulted in residents not being sufficiently informed about how their rent is calculated and how to get it recalculated. PHAR urges CRHA to make sure that each resident's rent is properly calculated, especially before seeking an eviction for failure to pay rent. Additionally, PHAR suggests the following: A. All property management staff should be well trained on rent charges and calculation so they can explain ledger charges to tenants. (Currently, this is a particular problem at mixed subsidy sites where some residents' rents are being calculated at the Housing Voucher Program Office rather than by their onsite property managers). B. Rent statements should be easy to understand for tenants. PHAR appreciates CRHA's efforts to get start up rent statement delivery at all sites, but it is important that those statements are easy to understand for residents.	10. A. More training will occur with the property management team and HCV department around rent calculation. CRHA is working on procedures to ensure clear communication is occuring between HCV, Property Management and the residents. B. CRHA is deploying educational/ training sessions around understanding your lease, rent calculation, housekeeping and etc. C. All residents should receive notices upon rent increases and decreases. The same notices should also be provided to their property manager. D. CRHA will host training sessions for understanding your lease, rent calculation, housekeeping and etc.

C. If a residents' rent increases or decreases they should be provided with a reason why. D. CRHA should hold sessions where tenants can learn about how their rent is calculated and how to have it recalculated if they think it is wrong or if their income changes. E. All residents who pay only the Minimum $35 Rent should be regularly advised of how to request a hardship exemption from the rent. Many residents who pay only minimum rent likely qualify for a hardship exemption and it is CRHA's obligation under federal law to inform them of that right. F. CRHA should give residents notice of how to have their rent recalculated and how to request a hardship exemption when they receive a lease termination notice for failure to pay rent as is required by state law.	E. CRHA has modified its notices to clearly inform residents about the Hardship exemption.
6. Youth Programing PHAR recommends that CRHA seek funding to expand its youth program offerings to include skills training and certificate programs. For example, CRHA could offer (or partner with local organizations to offer) classes for young people on trade skills such as electrical wiring, woodworking, or forming a small business. PHAR also recommends that CRHA find a way to compensate youth enrolled in the programs and exempt some or all of that income from the household rent calculation so that youth can save for their futures.	11. CRHA is interested in creating local partnerships to apply for YouthBuild and hopes PHAR can partner with us in these efforts. https://youthbuild.org CRHA's Jobs Plus program is working with older youth in the Westhaven community and looking to increase partnerships with local employers. This grant program includes Jobs Plus Income Disregard when a particants earned income increases. CRHA is also developing a Youth Apprentice/ Training program for youth in the community to emerce themselves in the construction field. CRHA's goal is to hire 1 youth for each division in maintenance. We would like to roll this out to the entire Agency but the pilot will focus solely on Maintenance.
7. Conclusion PHAR is grateful for CRHA's commitment to ensuring safe and habitable communities and its commitment to resident led redevelopment and resident participation in all its communities. PHAR realizes the challenges that Public Housing Authorities face in a time of national disinvestment. CRHA and PHAR should continue to work together to keep our communities strong.	12. CRHA appreciates PHAR's focus on keeping our communities strong despite national disinvestment challenges.

In closing the RAB's feedback is an essential part of CRHA's success in working towards our goals of being a resident-centered organization.

We look forward to working together with PHAR in the new year.

Sincerely.

John Sales
Executive Director

Residents *FIRST!*

Residents *FIRST!* is grounded in the belief that those we serve have the knowledge, experience and power to drive the systemic change needed to sustain healthy communities and build bright futures.

VI. Resident Engagement and Public Meetings

A. Posting

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

500 1st Street South
CHARLOTTESVILLE, VIRGINIA 22902
TELEPHONE: (434) 326-4748
www.crha.com

To: CRHA Program Participants, Staff, Board of Commissioner and Stakeholders
From: CRHA Administration
Date: October 24, 2025
Subject: Posting Draft FY 2026- 2027CRHA Annual Plan

The Charlottesville Redevelopment & Housing Authority (CRHA) will hold a Public Hearing regarding the FY 2026- 2027 Annual Plan, as required by HUD under Section 511 of the Quality Housing and Work Responsibility Act of 1998. The public hearing will be held as a hybrid event via an electronic meeting platform, Zoom and in person at the Westhaven Center at 801 Hardy Drive, Charlottesville, VA, on Wednesday December 10, 2025, at 5pm. On Thursday December 11, 2025 at 6pm there will be a Special CRHA Board of Commissioners Meeting to approve the Annual Plan. Members of the public may participate in person, by computer, tablet, or phone. Details for accessing this meeting will be included on CRHA's website. Individuals who need access to a printed or translated copy of the plan may do so by emailing matthewsk@cvillerha.com or calling 434-422-9298 and asking to set up a time to view or check-out a copy of the draft. Hardcopies will be posted for public review at the CRHA Offices at 500 1st Street S, 715 6th ST SE, 110 5th Street NE, 1050 1st ST S and at the at 801 Hardy Drive. An electronic copy can be found at https://www.cvillerha.com/key-documents/.

Written comments will be accepted through 5pm **December 9, 2025**, and should be submitted to Kathleen Glenn-Matthews, Deputy Executive Director via email or PO Box 1405, Charlottesville VA 22902 or to matthewsk@cvillerha.com.

Public Meetings on Annual Plan

1. 11/6/25 4pm hybrid public meeting at S 1st Street Community Center at 1050 1st ST S, Charlottesville, VA
2. 11/11/25 4pm hybrid public meeting at Westhaven Community Center 801 Hardy Drive, Charlottesville, VA
3. 11/11/25 5pm hybrid public meeting at 6th Street Youth Center at 709 B 6th ST SE, Charlottesville, VA
4. 11/13/25 noon hybrid public meeting at Crescent Halls Community Center 500 1st ST S, Charlottesville, VA
5. 12/10/25 5pm hybrid public hearing at Westhaven Community Center 801 Hardy Drive, Charlottesville, VA
6. 12/11/25 6pm Special CRHA Board of Commissioners meeting to approve the annual plan via resolution at City Hall Chambers, 605 E Main ST, Charlottesville

The virtual link to register for all of the meetings (with the exception of the 12/11/25 meeting in City Council Chambers which will be posted on the city website https://www.charlottesville.gov/zoom) is:

https://us06web.zoom.us/meeting/register/yHH5EdaKT7qcIPIip4sAFA

CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or union affiliations in any of its federally assisted programs and activities.

Column

OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Charlottesville Daily Progress** on the dates indicated below. If changes are needed, please contact us prior to deadline at help@column.us

Notice ID: sxlg9d8EtI7sE48GhDU2 | **Proof Updated: Oct. 17, 2025 at 01:25pm EDT**
Notice Name: FY 2026- 2027 AP Posting | Publisher ID: COL-5001044

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
Kathleen Glen-Matthews matthewsk@cvillerha.com (434) 422-9929	Charlottesville Daily Progress

Columns Wide: 2 **Ad Class:** Legals

10/25/2025: General Legal Notice	316.66
Legal Processing Fee	20.00
Online Fee	10.00
Total	**$346.66**

See Proof on Next Page

CRHA FY 2026- 2027 Annual Plan Posted on October 24, 2025

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COL-5001044

B. Public Meetings on Annual Plan

CRHA Annual Plan Public Meetings for FY 2026- 2027

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- 11/11/25 4pm hybrid public meeting at Westhaven Community Center 801 Hardy Drive, Charlottesville, VA
- 11/11/25 5pm hybrid public meeting at 6th Street Youth Center at 709 B 6th ST SE, Charlottesville, VA

Though some residents came by to ask about the meetings and talk, no attendees attended the presentations and signed in.

CRHA Annual Plan Overview for PHAR

November 10, 2025

11am PHAR Office

Agenda

I. **Overview of process**

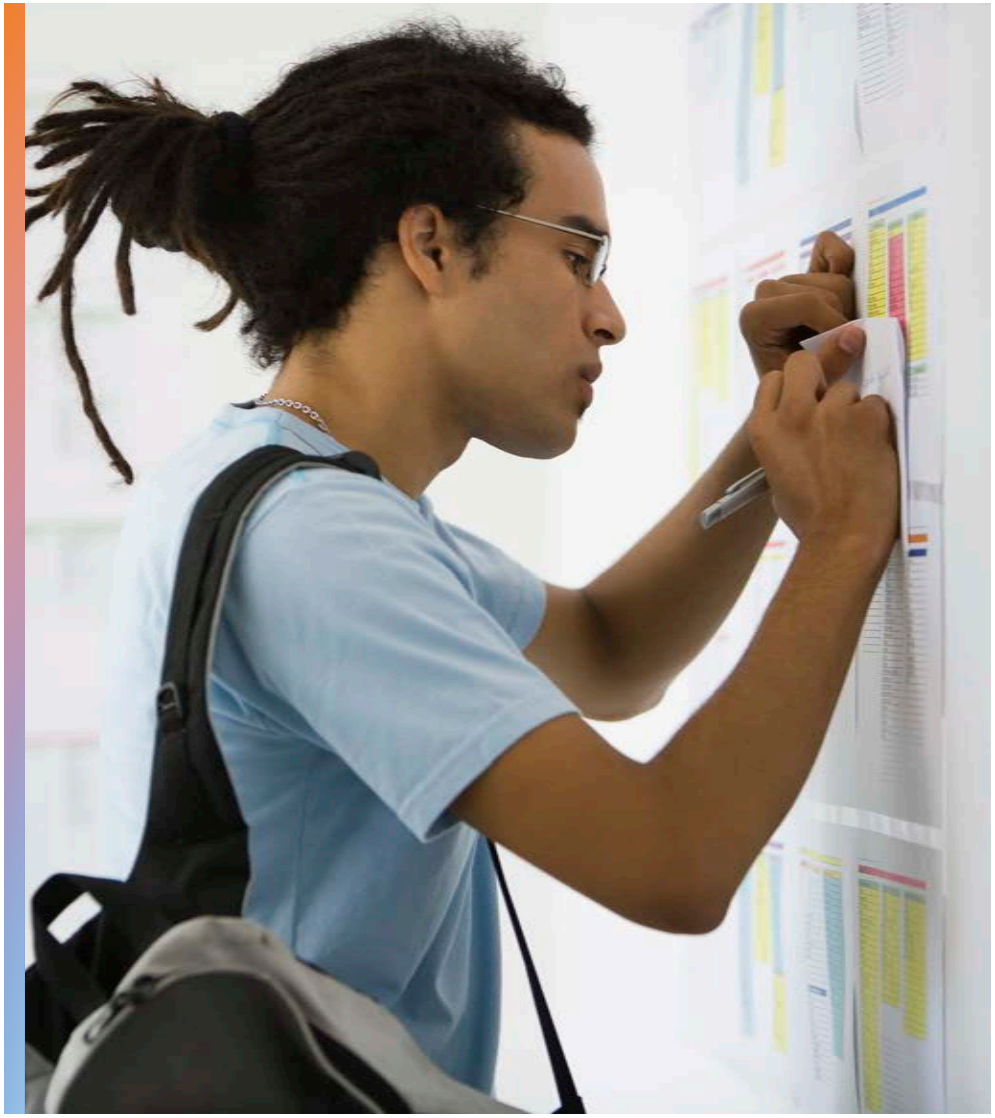
In attendance: Terry Tyree, Angela Carr, Melvena Hill, Wade Lewis, Sabrina Johnson, Lance Smith, Stacy Rush, Latricia Giles, Wendy Gao and Kathleen Glenn-Matthews

I. **Next steps**

II. **Feedback, Q and A**

Let’s get started

- An Annual Plan is a list of goals that an agency wants to achieve within the next year. It often includes ambitions with specific timelines and measurements. This short-term plan provides concrete goals to work towards and makes it possible to develop smaller goals to help achieve the larger goals on your five-year plan.
- A plan can significantly increase the likelihood that a Housing Authority will reach their goals. Creating a plan helps to clarify goals, ensure that they are specific and measurable and confirm that they are what you really want.



Plans developed by your housing authority contain a lot of information about your housing authority's rules. If changes are made before posting the draft, they get attached to the PHA Plan so that everything is in one place. These documents give more detail about specific issues. These can include:

- Admin Plan for the Voucher Program
- Section 3 Plan
- FSS Action Plan
- Admission and Occupancy Plan (ACOP)

HUD has forms that the housing authority follows when developing these Plans.

Each Plan has two parts:

The Annual Plan- talks about the next 12 months-Templates (HUD-50075-ST, HUD-50075-HP, HUD-50075-SM, HUD-50075-HCV) The Annual Plan Template should be submitted by Standard, Troubled, Small, High Performing, and Section 8-only PHAs each year.

The 5-Year Plan- talks about long-term goals for your housing authority. Templates (HUD-50075-5Y) The 5-Year Plan Template should be submitted by all PHAs (Standard, Troubled, Small, High Performing, Section 8-only, and qualified) once every 5 fiscal years. Ours currently runs FY 2024- 2029 so we will start working on it again at the beginning of 2028.

- The bulk of the document is the attachments.

Certifications

- **PHA Certifications of Compliance with PHA Plans and Related Regulations** (HUD-50077-CRT-SM, HUD-50077-ST-HCV-HP) (MS Word). These certifications are the standard certification PHAs submit indicating their compliance with PHA Plan, Civil Rights Certification, and related regulations.
- **Civil Rights Certifications** (HUD-50077-CR) (MS Word)
  Annually, qualified PHAs are required to make a civil rights certification of the public housing program in accordance with 5A of the Act, as amended by HERA.
- **Certification by State or Local Office of PHA Consistency with the Consolidated Plan** (HUD-50077-SL) (MS Word) The appropriate state or local officials must certify that the PHA Plan is consistent with its Consolidate Plan(s). If the PHA is located in more than one jurisdiction, it must include a certification from each appropriate official.

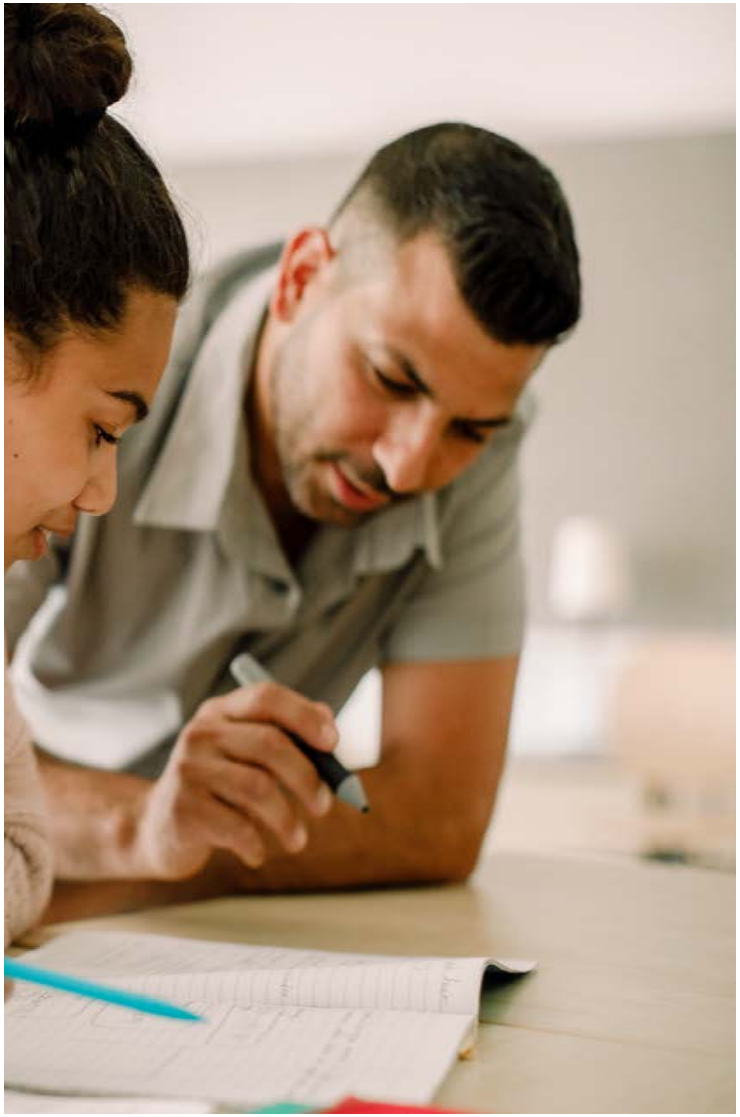
WHY ARE PHA PLANS IMPORTANT?

Your housing authority uses the PHA Plan to ask the government for money.

This money is called “capital fund” money. Capital funds pay for your development’s major repairs and upgrades. Each year, your housing authority has to decide how it wants to spend this money. Resident input is very important because residents know what needs to be fixed and what needs fixing now!

What we are going over today is the step-by-step process of writing out the Plan.

CRHA has to follow each step, every year. A big part of the process is resident participation. The annual PHA Plan process is your chance to get involved, ask questions, talk about important issues, and make your voice heard. You can say what you like and don’t like about your development. It is your chance to try to change and improve the rules.



The major steps of the process are:

1. The housing authority meets with the RAB to talk about and work on the the PHA Plan.
2. The housing authority asks the RAB for comments on the Plan and responds.
3. The housing authority holds public meetings followed by a public hearing on the PHA Plan. The housing authority's Board of Commissioners talks about the Plan and answers questions.
4. The housing authority sends the PHA Plan into HUD. HUD will approve it or send it back for more work.

The PHA Plan and Plan process help to make your housing authority accountable for the decisions it makes. These decisions affect public housing programs, the conditions of apartments, and the residents.

Residents can get involved by being a member of the RAB, talking to RAB members about the Plan and the comments, and going to the public hearing. Residents can always get a copy of the Plan—it is their right to read and review the document anytime they want.

You have the power to influence your housing authority's policies. You have the power to hold your housing authority accountable.

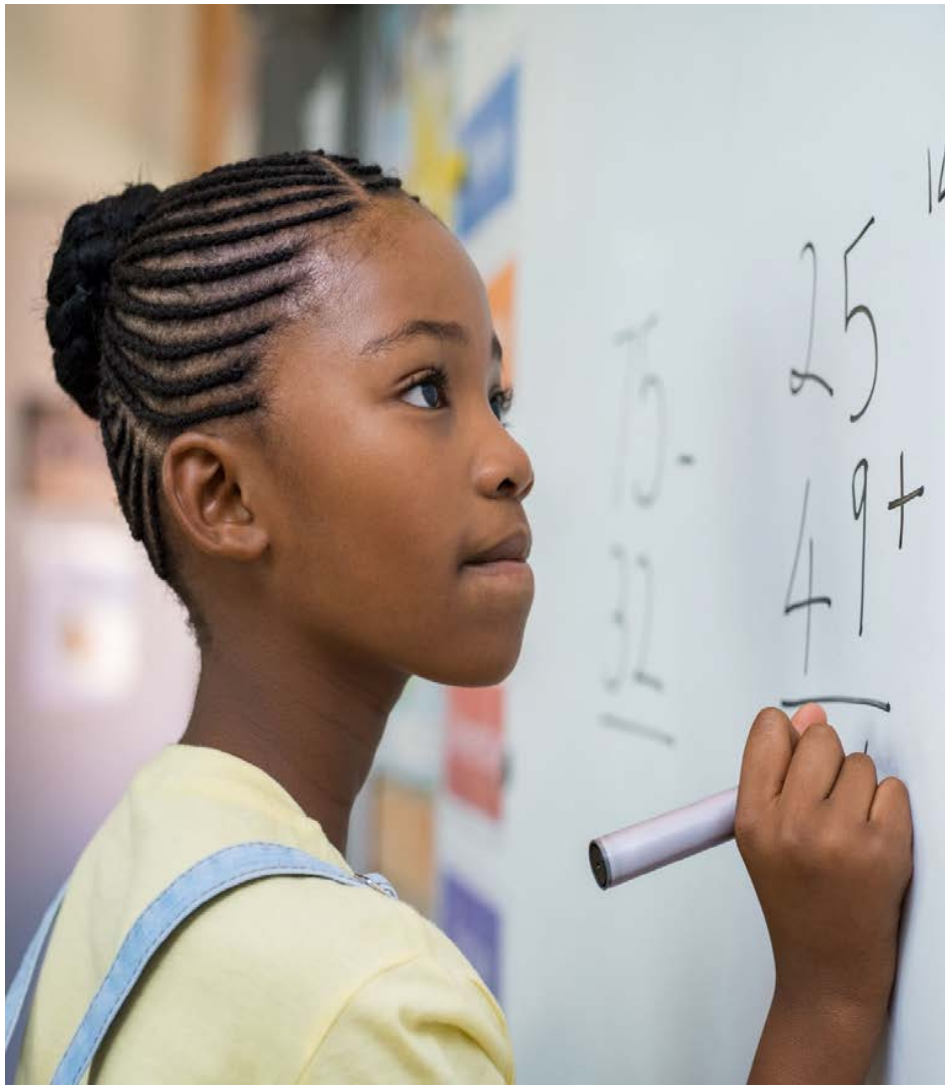
HOW LONG DOES THE PROCESS TAKE?

- **The CRHA's Fiscal Year (FY) is April 1st- March 31st**
- **Annual Plan:** Housing authority has to do every year. Generally, work for the annual plan starts around the end of the summer and wrap up with the submission to HUD around the end of the calendar year. beginning to end, the whole process takes about five months. Ask your housing authority, your Resident Council, or your Resident Advisory Board about when the process begins, how you can participate, and when the Plan is supposed to be finished.

- **Where to find all of this every year:**

- Posted October 24, 2025- for 45-day public review period prior to the board hearing and submission to HUD. Taking into consideration December board meeting is usually a week early. Hard copies can be checked out of CRHA offices by appointment by calling 434-326-4672.
- The majority of RAB Members have hard copies or access to them
- Available to view on the CRHA website www.cvillerha.com at http://www.cvillerha.com/key-documents/

- *On our website we also have last*
- *year's plan and our five-year plan.*



HOW CAN RESIDENTS GET INVOLVED?

There are many ways to get involved such as:

- Work with Resident Council to make comments on the PHA Plans.
- Try to become a member of housing authority's Board of Commissioners next time there is a vacancy. The Board of Commissioners oversees the housing authority.
- Meet with housing authority staff to comment on the PHA Plans.
- Attend the public hearing and make comments on the PHA Plans.

The Five-Year Plan is due in the 5th fiscal year (FY) following the PHA's last 5-Year Plan submission which is the latest a PHA can submit their new 5-Year plan.

However, PHAs may choose to update their 5-year Plans every year as good management practice by checking the box indicating a 'Revised 5-Year Plan Submission' on form HUD-50075-5Y.

Field Office reviewers must determine which PHA FYs are covered by the 5-Year Plan submission as this will inform when the next 5-Year PHA Plan is due. PHAs must ensure that a current 5-Year Plan is always in effect and new 5-Year Plans are submitted at least once every 5 fiscal years and no later than 75 days before the commencement of the PHA's FY.

- References: **24 CFR 903.5(a)(4)**

Timeline

Month	Events	Notes
August 11, 2025- 6pm	AP Meeting with RAB at PHAR Board meeting to kick-off process	Reviewed how process works
September 22, 2025- *11am*	Monthly AP planning meeting RAB and CRHA	• Reviewed current goals • Discussed public meeting rollout
October 7, 2025- *10am* October 27, 2025- *6pm*	• Monthly AP Planning Meetings RAB and CRHA • CRHA BOC Meeting on AP • **Draft Plan posted 10/24/25**	• Discuss planning, dates and times for public meetings that will be posted • Sent City Manager Draft and HUD 50077-SL to sign
November 6, 2025- 4pm November 11, 2025- *4pm & 6pm* November 13, 2025- *noon*	• Public Meeting on AP Draft- SFS • Public Meeting on AP Draft- WH & 6th ST • Public Meetings on AP Draft - CH	Collect all feedback from public meetings and include in notes on AP draft
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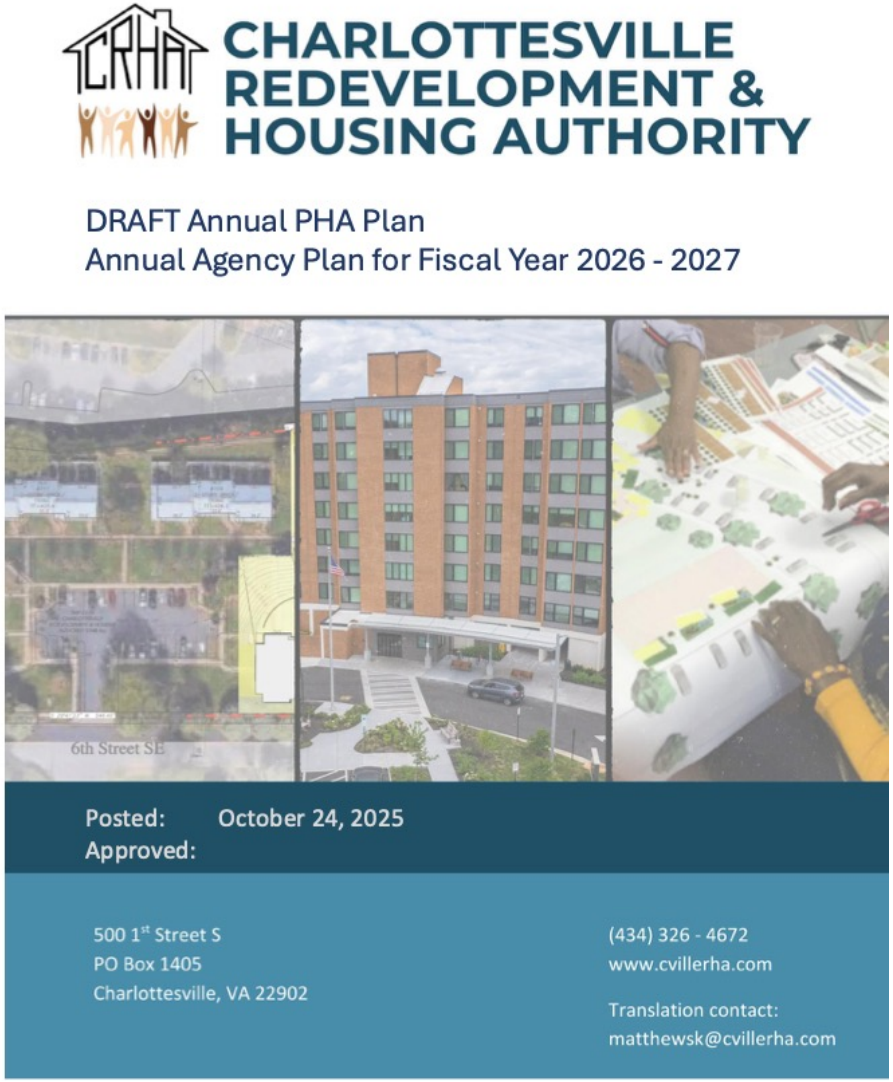
January 2026	AP submitted to HUD by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.

Let’s look at
the document!



CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

DRAFT Annual PHA Plan
Annual Agency Plan for Fiscal Year 2026 - 2027

Posted: October 24, 2025
Approved:

500 1st Street S
PO Box 1405
Charlottesville, VA 22902

(434) 326 - 4672
www.cvillerha.com

Translation contact:
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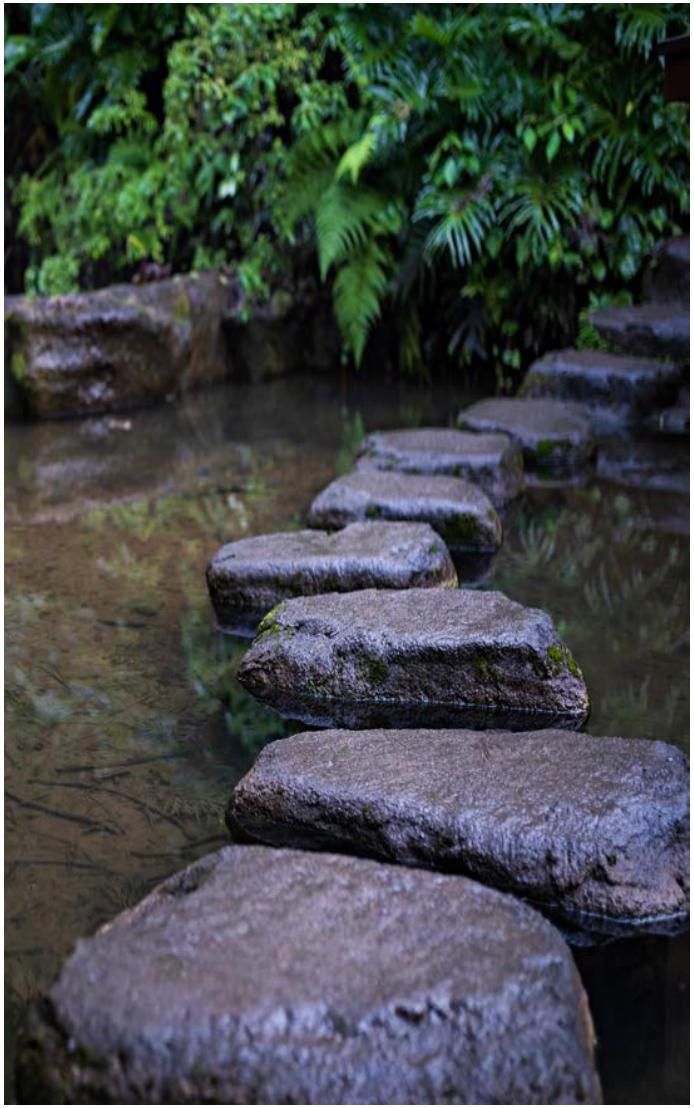

Feedback, Q and A
- How can residents join CRHA's board of commissioners? Information was shared on the city application site.
-Where can you find these policies. Information was shared on CRHA's website and the location for key documents.

Thank you for being here!

If you have any questions please contact Kathleen at matthewsk@cvillerha.com or 434-422-9298

CRHA Annual Plan Public Meeting for FY 2026- 2027

November 13, 2025

Noon Hybrid at Crescent Hall Community Center and via zoom

Agenda

I. **Welcome**

In attendance: Shennel Cowherd, Julio Torre, Bridget Moss, Laura Swift, Zoe London and Kathleen Glenn-Matthews (all in-person)

I. **Calendar**

II. **Document Review**

III. **Questions and commer**

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298

Timeline

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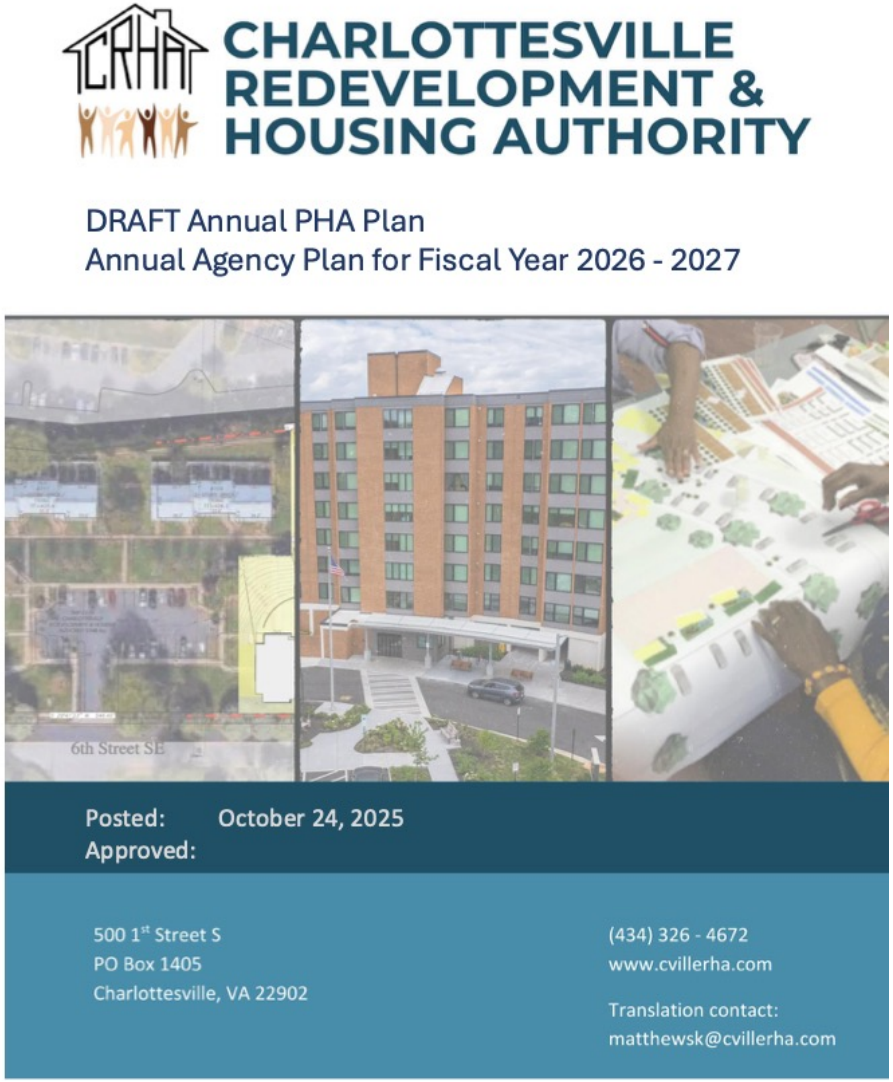

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

DRAFT Annual PHA Plan
Annual Agency Plan for Fiscal Year 2026 - 2027

Posted: October 24, 2025
Approved:

500 1st Street S
PO Box 1405
Charlottesville, VA 22902

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www.cvillerha.com

Translation contact:
matthewsk@cvillerha.com

It’s time to hear from you.

Do you have any questions or comments?

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298

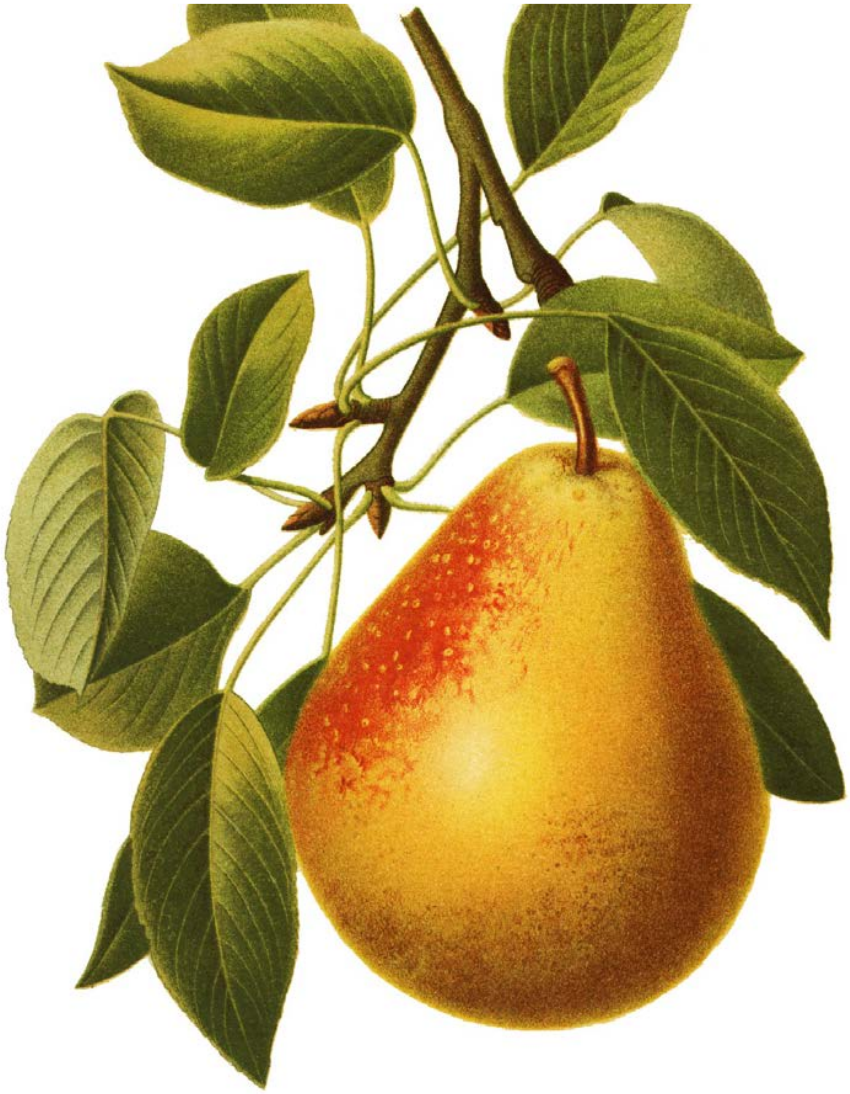
Questions and comments from 11/13/25 Meeting:

- ***Q:*** *Can Crescent Hall develop a clearer system on how rental of the grills outside work?* **A: CRHA will ask property management to look at posted set of guidelines for grill use.**
- ***Q:*** *Is there any updates on challenges with elevators caused mainly by when residents are moving into or out of the building and damaging the elevators?* **A: We will continue this conversation to brainstorm ideas to assist with this identified need.**
- ***Q:*** *Can CRHA get more options for residents to access to learn about how their rent is calculated if they do not understand during their meeting with property management?* **A: CRHA staff gave out contact information for the property management manager and also said they would share this feedback.**
- ***Q:*** *How can residents go online and see this draft and other policies?* **A: Staff showed residents how to go to the CRHA website and access forms, find hardcopies in offices and also access computer lab in Crescent Halls.**

Thank you for being here!

If you have any questions, please contact Kathleen at matthewsk@cvillerha.com or

434-422-9298



CRHA Response to FY 2026- 2027 Annual Plan Concerns and Questions Sent from PHAR Interns Received 12/2/2025

Hello,

CRHA is excited to see PHAR's new intern group focus on the FY 2026- 2027 Annual Plan. Thank you PHAR for inviting CRHA staff to do an information session on the Annual Plan in November. Please see our responses to your questions below:

AP Concerns and Questions from PHAR Interns as of 12/2/25	***Response form CRHA Executive Director 12/9/2025***
1. The numbers in the draft seem to need further work. a. For example, the numbers of HCVs didn't match other data we have heard/seen. b. Similarly, the number of Public Housing Units was sometimes stated as 273, but 253 and 245 have also been said.	*1. a. The HCV data is constantly changing based upon the number of families leased.* *b. The removal of public housing units was already previously listed in the FY 2025- 2026 plan and the units won't come offline until next year. We actively have 274 units in PH not 255.*
2. The draft says the FSS Program is for Charlottesville and surrounding areas for HCV holders. Does that mean people with CRHA HCVs that are used in the surrounding areas are eligible, or that anyone with an HCV in C'ville and the surrounding areas can access the FSS Program?	*2. Participation in the HUD FSS program is linked to having a voucher through a Public Housing Agency (PHA). Eligibility requires being a resident of public housing, a Housing Choice Voucher holder through the PHA or a resident in a Project-Based Rental Assistance (PBRA) project. CRHA currently has Project Based Vouchers (PBV) not PBRA. The main difference is that* ***Project-Based Vouchers (PBV)*** *are tied to a specific unit, while* ***Project-Based Rental Assistance (PBRA)*** *is also tied to a specific unit but is administered by a Performance-Based Contract Administrator (PBCA) under HUD's Office of Housing. In order for a CRHA PBV managed unit to qualify for CRHA's current FSS program the voucher must be administered by CRHA.*
3. There is language in the '26-'27 goals about partnering with PHAR. We appreciate that, and would like to see that language in each year's goals. (It was missing in the '25-'26 section.)	*3. CRHA will take that into consideration and looks forward to working on the FY 2027- 2028 Annual Plan with PHAR next summer.*
4. It seems residents did not get notification of Annual Plan Meetings. a. We highly recommend flyers to all households when any meetings are happening in their neighborhood (or about their neighborhood) b. We encourage you to provide incentives for meetings, which could include i. rent credit, ii. snacks/a meal, iii. food to take home, iv. childcare (preferably in a different but adjoining room)	*4. Starting October 24, 2025 hardcopies of CRHA's Annual Plan were posted for public review at the CRHA Offices at 500 1st Street S, 715 6th ST SE, 110 5th Street NE, 1050 1st ST S and at the at 801 Hardy Drive. An electronic copy can be found at https://www.cvillerha.com/key-documents/. Individuals who need access to a printed or translated copy of the plan may do so by emailing matthewsk@cvillerha.com or calling 434-422-9298 and asking to set up a time to view or check-out a copy of the draft. The Resident Advisory Board (RAB) has been offered the opportunity for digital or hard copies of the plan. CRHA also posted versions of the posting in seven languages at all of these locations.* *a. CRHA met with PHAR staff over the summer to talk about promoting the annual plan. We would*

	welcome the opportunity to work on flyer design and outreach for next year. *b. During meetings over the summer CRHA staff expressed an interest in working with PHAR and advocates on ideas to improve meeting attendance and accessibility and discussed meeting plans with the RAB before posting. These ideas can be taken into consideration next year and CRHA hopes to work with PHAR on planning.* *i. If CRHA gave funds for rent credit it would need to come from the funds provided by HUD to CRHA for tenant participation which are currently given to the approved resident council PHAR to support activities that improve resident's quality of life and encourage their involvement in managing their housing authority. This includes funding for PHAR's resident operations, training and community building events.* *ii. CRHA will continue to offer drinks and snacks at meetings.* *iii. CRHA welcomes the opportunity to talk with PHAR about partnering on providing a meal.* *iv. Does PHAR have ideas on what childcare might look like for the meeting?*
5. Is CRHA absorbing vouchers?	*5. No, CRHA is currently in shortfall status and is unable to absorb vouchers.*
6. We have concerns about waiting list management. a. The draft plan states that people on the waiting list get two letters and a phone call with offers when they are close to getting to the top of the list. That is not our experience. Communication has been much less frequent, sometimes depending on luck and happenstance. That is concerning because people can be incorrectly purged from waiting lists. i. One of the interns knew of 3 people who were not connected to each other who all had been communicated with at the same incorrect address on 10th Street! b. The Section 8 waiting list has been closed for 30 months does this include the 13 percent from the last year?	*6. a. i.* CRHA will ensure all staff are trained on the waitlist selection and notification process. *b. The HCV waitlist has been closed since April, 2023.*
7. When was the last new Section 8 resident housed?	*7. The last family leased in the Housing Choice Voucher program was in November. No families have been pulled in over a year from the waitlist. The only families that leased up were movers.*
8. What is VA0016?	*8. The U.S. Department of Housing and Urban Development (HUD) assigns each Public Housing Authority (PHA) a unique PHA Code (also known as a Participant Code). This code is structured to identify the specific PHA:*

	• *The code begins with a two-character state code. For example, the code for a housing authority in Virginia starts with "VA".* • *The characters following the state code provide further identification for the local agency within that state. Our further identification is 0016.*
9. We are concerned that 1unit on each site is a CRHA "staff work unit." a. Is this accurate? b. How does this impact housing for residents that need public housing? c. What are these units used for? d. Is the plan to permanently keep 7 units out of the CRHA stock of housing?	*9. a. No, this is not accurate.* *b. These units are both at sites working on demo-dispo for redevelopment* *c. We do have two units that are being used as Youth Center and Redevelopment office.* *d. No these two units will return during redevelopment as housing units. Office space is planned in both future developments.*
10. Can the language be consistent in future plans?	*10. CRHA updates the language and the plan each year to keep up to date with federal and state regulation changes. We welcome PHAR interns to be part of conversations during the planning period before the draft is launched at the end of October each year to discuss the current plan and any language areas they would like CRHA staff to focus on.*
11. Could we get a copy of all of the attachments?	*11. All of the attachments are part of the plan. The only missing sections from the original draft are the RAB letter and CRHA response (we have not received the RAB letter yet), notes from the public meetings after the draft was posted (which we will be adding in for the hearing) and the signed forms will be replacing the forms that are there once our board approves the plan.*
12. We would like more information about the successes and numbers of people served by supportive services programs, such as FSS.	*12. This information is part of every month's board packet with the Resident Services report. We will work on a more detailed version and send it to PHAR for December.*

Please let us know if you have further questions.

John Sales

Executive Director

C. Annual Plan Hearing

CRHA Annual Plan Public Hearing for FY 2026- 2027

December 10, 2025

Noon Hybrid at Westhaven Community Center and via zoom

Agenda

I. **Welcome**

In attendance: Three youth from the Westhaven community, Angela Carr (Michie/PHAR, Emily Dreyfus (PHAR/LAJC), Joy Johnson (PHAR/CRHA), John Sales (CRHA), Perpetue Moumbossy (CRHA), and Kathleen Glenn-Matthews (CRHA)

I. **Overview of Process with Calendar**

II. **Document Review with Amendments**

III. **RAB Comments and CRHA Response**

IV. **Questions and Comments**

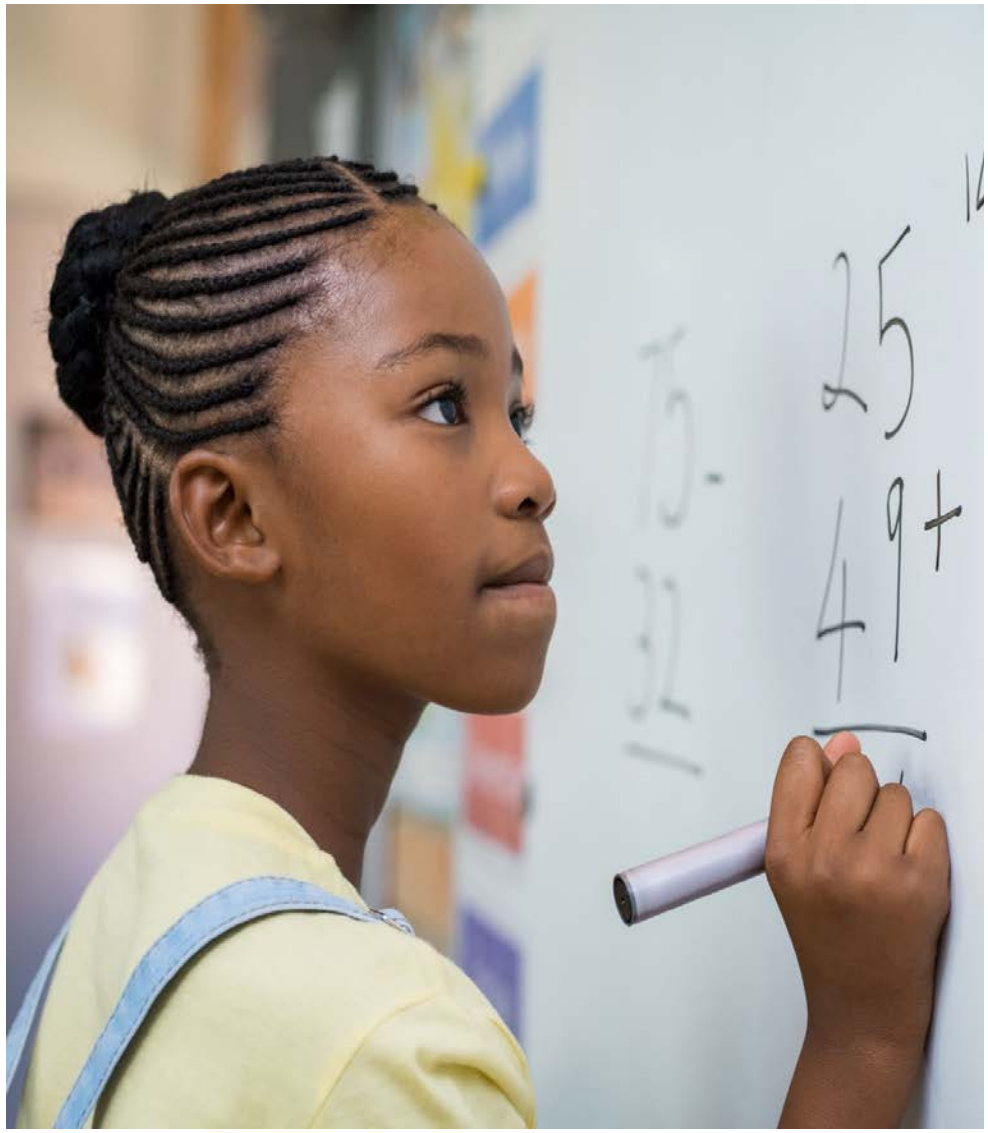
V. **Next Steps**

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298

- **Where to find all of this every year:**

- Posted October 24, 2025- for 45-day public review period prior to the board hearing and submission to HUD. Taking into consideration December board meeting is usually a week early. Hard copies can be checked out of CRHA offices by appointment by calling 434-326-4672.
- The majority of RAB Members have hard copies or access to them
- Available to view on the CRHA website www.cvillerha.com at http://www.cvillerha.com/key-documents/

- *On our website we also have last*
- *year's plan and our five-year plan.*



Overview of Process with Calendar

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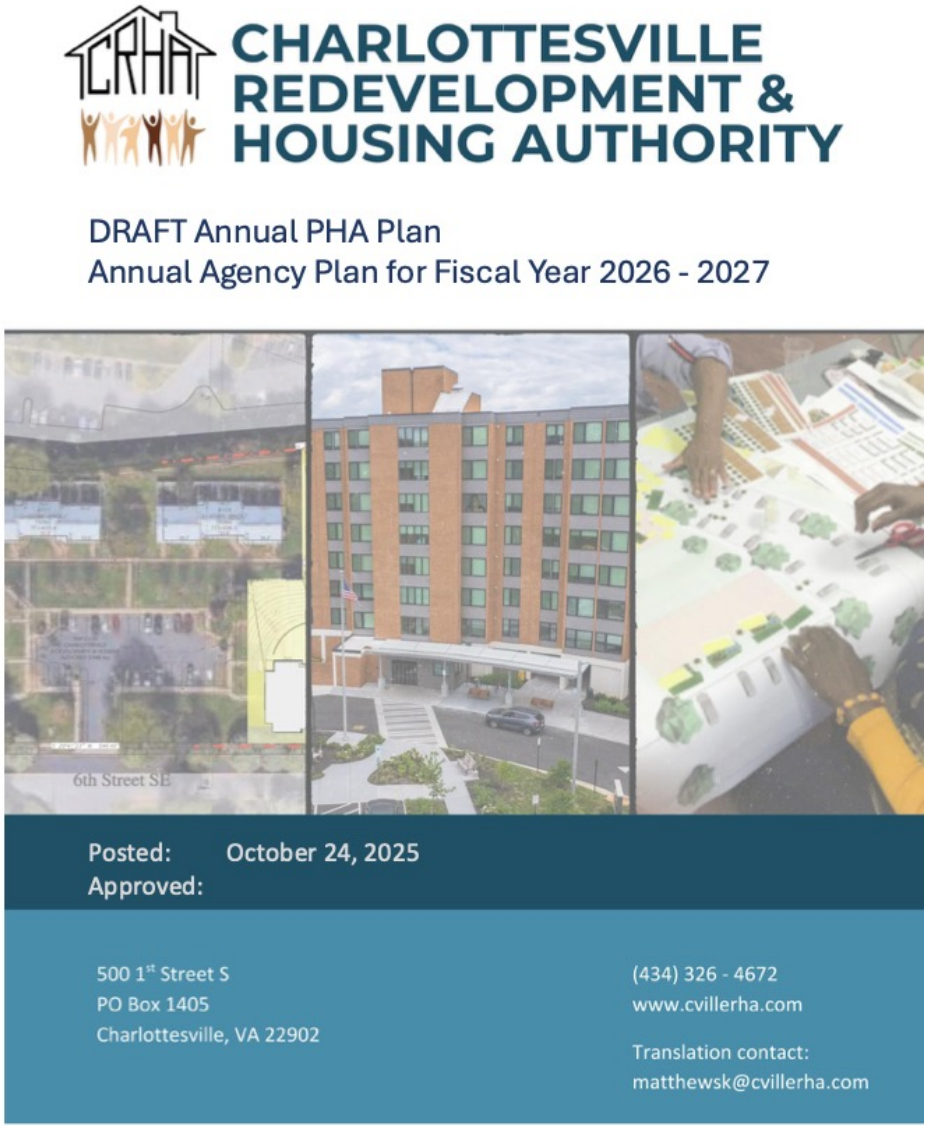
October 7, 2025- *10am* October 27, 2025- *6pm*	• Monthly AP Planning Meetings RAB and CRHA • CRHA BOC Meeting on AP • **Draft Plan posted 10/24/25**	• Discuss planning, dates and times for public meetings that will be posted • Sent City Manager Draft and HUD 50077-SL to sign
November 6, 2025- 4pm November 10, 2025 -11am November 11, 2025- *4pm & 6pm* November 13, 2025- *noon*	• Public Meeting on AP Draft- SFS • AP Overview with PHAR Interns- LAJC • Public Meeting on AP Draft- WH & 6th ST • Public Meetings on AP Draft - CH	Collected all feedback from public meetings and include in notes on AP draft
December 10, 2025- 5pm December 11, 2025- 6pm	• Public Hearing on AP Draft- WH • Special Board of Commissioner Meeting for AP Approval- City Hall Chambers	Get signed: • HUD 50077-SL from City Manager • Resolution for AP from BOC • HUD attachment forms
January 2026	AP submitted to HUD by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.

Document Review with Amendments

Let’s look at the document!



CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

DRAFT Annual PHA Plan
Annual Agency Plan for Fiscal Year 2026 - 2027

Posted: October 24, 2025
Approved:

500 1st Street S
PO Box 1405
Charlottesville, VA 22902

(434) 326 - 4672
www.cvillerha.com

Translation contact:
matthewsk@cvillerha.com

VI. C. 1

Edits to the CRHA 2026- 2027 Annual Plan Draft to Finalize and in Response to Community and Board Feedback

Location	Item	Notes
VI. B.	Notes from Public Meetings on Annual Plan	Added 12.10.25
VI. B.	CRHA Response to FY 2026- 2027 Annual Plan Concerns and Questions Sent from PHAR Interns Received 12/2/2025	Response sent to PHAR interns on 12.9.25 added 12.10.25
VI. C. 1.	Edits to the CRHA 2026-2027 Annual Plan Draft to Finalize and in Response to Community and Board Feedback	This form will be updated as items are completed. -Updated 12.10.25 -Updated 12.11.25
VI. C. 2.	Notes from Public Hearing	*Added 12.11.25*
VII. D.	Certification by Local Officials of Plans Consistency with Consolidated Plan (HUD Form 50077-SL	*The sentence was added by request of City staff.* **The Charlottesville Redevelopment & Housing Authority staff have stayed involved in the Consolidated Plan process to ensure consistency focusing on goals such as Encouraging Homeownership Opportunities and Preserving Affordable Housing in the City of Charlottesville.** Received from the city and added 12.11.25.
V. C.	RAB Comments	Received evening of 12.10.25 added 12.11.25
V. D.	CRHA Analysis of the RAB recommendations and the decisions made on these	Sent to RAB 12.11.25 and added to the plan
VII. B.	Civil Rights Certification (HUD Form50077-CR) and New Policies	*To be added after CRHA BOC Meeting on 12.11.25 to approve AP.*
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VII. E.	Certification of Payments to Influence Federal Transaction (HUD Form 50071)	*To be added after CRHA BOC Meeting on 12.11.25 to approve AP.*
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Status: Created

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 09/30/2027**

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

I, **James Freas**, the **Deputy City Manager**
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years **2026-2030** and/or Annual PHA Plan for fiscal year **2026** of the **VA016 - Charlottesville Redev & Housing Authority** is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or strategies to:

City of Charlottesville

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 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 & Housing Authority staff have stayed involved in the Consolidated Plan process to insure consistency focusing on goals such as Encouraging Homeownership Opportunities and Preserving Affordable Housing in the City of Charlottesville.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official: **James Freas**	Title: **Deputy City Manager**
Signature:	Date:

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. 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.

Form identification: VA016 - Charlottesville Redev & Housing Authority form HUD-50077-SL (Form ID - 5953) printed by Kathleen Glenn-Matthews in HUD Secure Systems/Public Housing Portal at 12/09/2025 02:01PM EST

RAB Comments and CRHA Response

- The RAB is submitting their letter to the Executive Director this evening.
- PHAR interns submitted the letter below in follow up to CRHA's Executive Director's response to their questions.
- The Executive Director's response during the hearing follows.

Public Housing Association of Residents (PHAR)
1000 Preston Avenue, Suite B, Charlottesville, VA 22903
phone 434-984-3255
www.pharcville.org

Hello, I am here to share comments of the current PHAR Intern Team. We appreciated Mr. Sales' following up about our earlier comments and answering several of our questions.

We have a few more questions and feedback:

1. Is there a reason that the language in the Annual Plan for years other than 2026-2027 can't be edited to include partnering with PHAR?

2. Outreach about the Annual Plan is a concern for us.
   a. It sounds like flyers were not given to each household about the meetings held in their neighborhoods. Is that correct?
   b. Providing dinner for people attending the Annual Plan workshops will help with attendance. PHAR is not likely to be able to partner to help with that, but maybe CRHA can collaborate with churches and/or agencies that provide food for the community.
   c. We would be happy to hear about your ideas for how you might provide childcare at meetings.

3. On response #7, CRHA has only taken "movers" from the HCV waiting list. Are those people who were on the transfer list?

4. We would like more information about units that are offline to be used as redevelopment offices or for the Youth Center. The information was confusing, because 9.b. says there are two units offline because of demolition-disposition. Then 9c said there are 2 units being used for a Youth Center and a redevelopment office. Is a total of 4 units offline? Will only two of them be returned to be housing units in the future?

THANK YOU FOR YOUR CONSIDERATION.

Notes on CRHA's Executive Director's In-person response to PHAR intern's additional question at the 12.10.25 5pm Annual Plan hearing in the Westhaven Community Center:

1. CRHA plans to include this language of partnering with PHAR that is in this draft in future year annual plans. We look forward to working with PHAR in the summer of 2026 on this.
2. We are hearing your concerns about outreach.
   a. There were postings and some door-to-door delivery about the meetings, but we can do more next year and hope PHAR can work with us on designing flyers. CRHA is wanting to work with PHAR on some ideas around volunteer work for working on tenants account receivable debt.
   b. CRHA can look into having a meals at some annual plan meetings next year. We are also interested in hearing more about PHAR's ideas around working with local churches and youth on food insecurity ideas.
   c. We will look into ideas for providing some childcare at meetings.
3. Movers are people who already have a voucher and moving to a different unit not coming off the waitlist. Waitlist has not had anyone pulled in some time and do not anticipate this changing in the near future due to shortfall.
4. The Executive Director explained that only two units under redevelopment are offline (Youth unit at 6th St and Redevelopment planning unit at Westhaven) and explained how they are being used. He explained that units would return with redevelopment as residential once demo-dispo complete with redevelopment. CRHA will be sharing information soon on the youth center hours.

It’s time to hear from you.

Do you have any questions or comments?

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298

Next Steps

- 12/11/25 6pm Special CRHA BOC Meeting to Approve Annual Plan via a resolution- Hybrid via Zoom and at City Hall Chambers
- All signed forms and notes from meetings (such as today's)collected and inserted.
- Submitted to HUD by 1/13/26

Thank you for being here!

If you have any questions, please contact Kathleen at matthewsk@cvillerha.com or

434-422-9298

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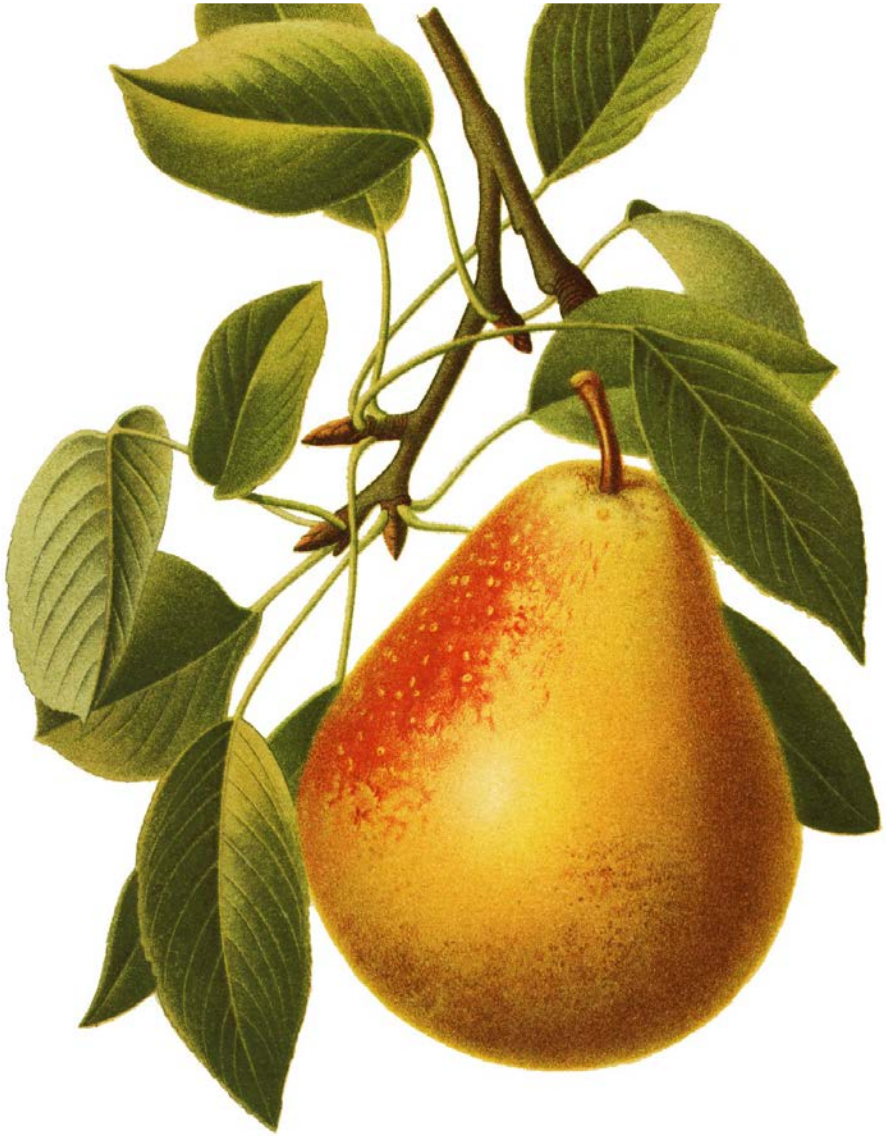

CRHA Board of Commissioners presentation on final Annual Plan Draft for FY 2026- 2027

December 11, 2025

6pm Hybrid at City Hall Chambers and via zoom

Agenda

I. Welcome

II. Overview of Process with Calendar

III. Document Review with Amendments

IV. RAB Comments and CRHA Response

V. Questions and Comments

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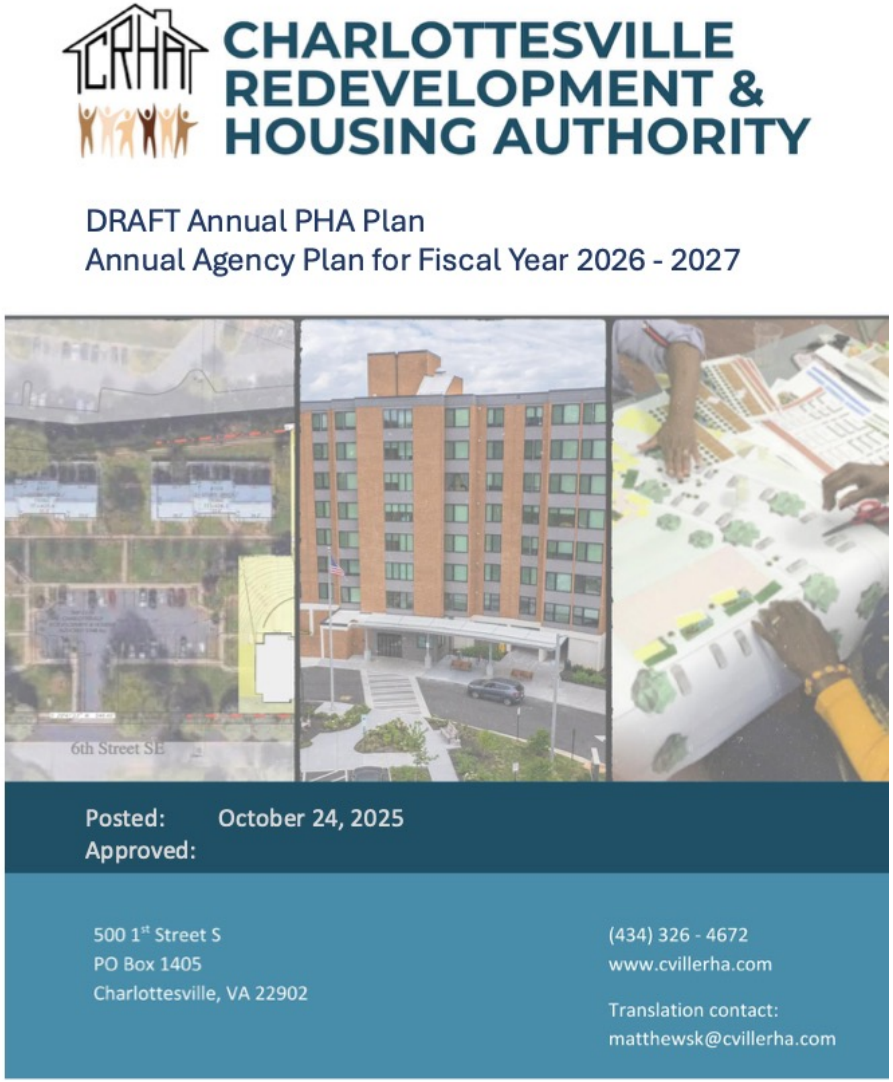
January 2026	AP submitted to HUD by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.

Document Review with Amendments

Let’s look at the document!



CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

DRAFT Annual PHA Plan
Annual Agency Plan for Fiscal Year 2026 - 2027

Posted: October 24, 2025
Approved:

500 1st Street S
PO Box 1405
Charlottesville, VA 22902

(434) 326 - 4672
www.cvillerha.com

Translation contact:
matthewsk@cvillerha.com

VI. C. 1

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I, **James Freas**, the **Deputy City Manager**
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years **2026-2030** and/or Annual PHA Plan for fiscal year **2026** of the **VA016 - Charlottesville Redev & Housing Authority** is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or strategies to:

City of Charlottesville
Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 903.15.

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Name of Authorized Official: **James Freas**	Title: **Deputy City Manager**
Signature: James Freas James Freas (Dec 9, 2025 16:27:58 EST)	Date: 12/09/2025

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RAB Comments and CRHA Response

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY "CRHA"

P.O. BOX 1405, CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797, www.cvillerha.com, https://www.facebook.com/cvillerha

TO: PHAR Resident Advisory Board
Cc: CRHA Board of Commissioners
FROM: John Sales, Executive Director
RE: Annual Plan 2026-2027 RAB Comments
DATE: December 11, 2025

The Charlottesville Redevelopment and Housing Authority "CRHA" Appreciates the Resident Advisory Board "RAB" at PHAR taking the time to work with us and comment on the CRHA's FY 2026- 2027 Annual Plan. We have appreciated the partnership in the annual planning process. Please note our responses to comments in the table below:

<table>
<tr><th>RAB Comment received 12.10.25</th><th>CRHA Response 12.11.25</th></tr>
<tr><td>1. PHAR is generally supportive of CRHA's goals and activities, particularly CRHA's revision of its parking policy in response to community feedback.</td><td>1. CRHA appreciated th eopportunity to hear resident concerns from different sites on how to improve these efforts.</td></tr>
<tr><td>2. Reduction in Overall Number of Families Served: The number of public housing units, number of vouchers, and combined number of vouchers/units all reduced in at least the last two Annual Plans. (See chart below).
<table>
<tr><th>Units</th><th>2026-2027 Plan</th><th>2025-2026 Plan</th><th>2024-2205 Plan</th></tr>
<tr><td>PHA</td><td>274</td><td>293</td><td>337</td></tr>
<tr><td>HCVP</td><td>615</td><td>641</td><td>681</td></tr>
<tr><td>Total</td><td>889</td><td>934</td><td>1018</td></tr>
</table>
These numbers show a 129 drop in the total families supported by CRHA's programs in the last two years. PHAR would like to discuss why there is a reduction in the size of the housing authority and whether the reduction can be attributed to tenant based vouchers becoming project based as part of redevelopment. It is concerning, that CRHA is serving fewer families overall.</td><td>2. Yes, it may appear as if CRHA is assisting less families but that is due to redevelopment occuring. We will add 58 units of PBV's in SFS Phase 2 and 6 public housing units in Sixth St Phase 1. Between those two propeties we will increase our number of assisted families to 280 public housing units and 673 HCVP units for a total of 953.
3. I would also like to point out that the cost to assist families has increased from $934 in 2024 to $1,096 in 2025. The increase per family equates to roughly $1.1 million dollars.
4. Families also moved back to Crescent Halls who were on the temporary relocation voucher which also equated to a reduction in vouchers.</td></tr>
<tr><td>3. Redevelopment: The new activities section of CRHA's plan outlines the Authority's intention to engage in a variety of redevelopment activities. CRHA's planned activities include the following:
- Submitted Mixed Finance and Demolition/Disposition applications for Sixth Street Phase 2.
- Submitting a Demolition/Disposition application for Westhaven.
- Potentially discontinuing the issuance of Housing Choice Vouchers in order to use those vouchers for redevelopment.
Over the past year, residents of some CRHA communities have felt disconnected from the redevelopment process. While acknowledging that CRHA has historically been at the forefront of resident led redevelopment. This is especially true in the early stages at sites like Westhaven where resident planners play significant roles in the process. PHAR would like to see increased tenant engagement and participation in the process at some of the sites that are farther along</td><td>5. CRHA will continuing increasing enegament opprotunities for resident planners and the greater community to ensure all voices are heard.
6. CRHA is continously looking for ways to deploy public housing unit asssitance and preserve public housing units. CRHA was able to bring back 6 public housing units in phase 1 of Sixth St which is the total number removed for Phase 1.
7. CRHA's work in Parrallel track shows its commitment to ensure public housing units are preserved for the community in the future.
8. CRHA currently has 103 faircloth units</td></tr>
</table>

like South First Street. PHAR would also like updates on the contracts CRHA is entering into to accomplish redevelopment. In general, CRHA should prioritize having meaningful conversations with residents at all sites rather than just providing updates. Later in its Progress Report on Annual Goals, CRHA made no changes and listed no specific progress related to its goal of preserving Section 9 Public Housing and replacing Faircloth Units. PHAR recognizes the massive challenges CRHA faces with this goal but urges CRHA to focus on preserving this uniquely stable form of subsidized housing. PHAR would also like an update on the number of Faircloth units.	but will deploy 6 of those units in Sixth Street Phase 1.
4. Updated Policies: As last year, the updated policy section of the Annual Plan notes that CRHA may update a number of its policies and practices as required under by state law or the federal Housing Opportunities Through Modernization Act (HOTMA). However, the plan does not explain what such changes might be. PHAR would like to see redlined versions of any policies CRHA plans to change so that it can fully understand the impact of those changes on residents and so that it can meaningfully comment. PHAR would further like CRHA to provide information for residents on the impact HOTMA changes will have on their tenancies. PHAR does appreciate that CRHA included its new FSS Action Plan in the Annual Plan but would like redlining or a presentation on any substantive changes to the program. PHAR is also concerned that CRHA is enforcing a Good Neighbor Policy at South First Street without having included the policy in its lease, released the policy to the public or resident community for comment, or showed the policy to its Board. This policy has been very controversial. Residents are greatly restricted from communing outside their apartments. Instead, they are chastised for spending time on the sidewalk or sitting in their own cars. If CRHA wants a Good Neighbor Policy, it must enact it through the legally required process.	9. CRHA will work with PHAR when modifiying policies. Key updates to the FSS Action Plan: • Nonpayment of Rent: Clarifying how unresolved rent arrears impact a participant's standing in the FSS program and their eligibility for escrow accrual. • Third-Party Rental Assistance: Outlining how financial rental assistance from outside community agencies (such as local nonprofits or emergency relief funds) is treated in relation to the calculation and accrual of FSS escrow credits. Any usage of a Good Neighbor policy is discontinued. Any policy will go in front of the Board of Commissioners before implementation.
5. Rent Calculation and Transparency: Federal housing subsidies have complicated rent calculation formulas. As CRHA converts its properties from traditional public housing to the housing voucher residents are coming into a new and less familiar subsidy program. Moreover, there is significant property management turnover at some sites. This has resulted in residents not being sufficiently informed about how their rent is calculated and how to get it recalculated. PHAR urges CRHA to make sure that each resident's rent is properly calculated, especially before seeking an eviction for failure to pay rent. Additionally, PHAR suggests the following: A. All property management staff should be well trained on rent charges and calculation so they can explain ledger charges to tenants. (Currently, this is a particular problem at mixed subsidy sites where some residents' rents are being calculated at the Housing Voucher Program Office rather than by their onsite property managers). B. Rent statements should be easy to understand for tenants. PHAR appreciates CRHA's efforts to get start up rent statement delivery at all sites, but it is important that those statements are easy to understand for residents.	10. A. More training will occur with the property management team and HCV department around rent calculation. CRHA is working on procedures to ensure clear communication is occuring between HCV, Property Management and the residents. B. CRHA is deploying educational/ training sessions around understanding your lease, rent calculation, housekeeping and etc. C. All residents should receive notices upon rent increases and decreases. The same notices should also be provided to their property manager. D. CRHA will host training sessions for understanding your lease, rent calculation, housekeeping and etc.

C. If a residents' rent increases or decreases they should be provided with a reason why. D. CRHA should hold sessions where tenants can learn about how their rent is calculated and how to have it recalculated if they think it is wrong or if their income changes. E. All residents who pay only the Minimum $35 Rent should be regularly advised of how to request a hardship exemption from the rent. Many residents who pay only minimum rent likely qualify for a hardship exemption and it is CRHA's obligation under federal law to inform them of that right. F. CRHA should give residents notice of how to have their rent recalculated and how to request a hardship exemption when they receive a lease termination notice for failure to pay rent as is required by state law.	E. CRHA has modified its notices to clearly inform residents about the Hardship exemption.
6. Youth Programing PHAR recommends that CRHA seek funding to expand its youth program offerings to include skills training and certificate programs. For example, CRHA could offer (or partner with local organizations to offer) classes for young people on trade skills such as electrical wiring, woodworking, or forming a small business. PHAR also recommends that CRHA find a way to compensate youth enrolled in the programs and exempt some or all of that income from the household rent calculation so that youth can save for their futures.	11. CRHA is interested in creating local partnerships to apply for YouthBuild and hopes PHAR can partner with us in these efforts. https://youthbuild.org CRHA's Jobs Plus program is working with older youth in the Westhaven community and looking to increase partnerships with local employers. This grant program includes Jobs Plus Income Disregard when a particants earned income increases. CRHA is also developing a Youth Apprentice/ Training program for youth in the community to emerce themselves in the construction field. CRHA's goal is to hire 1 youth for each division in maintenance. We would like to roll this out to the entire Agency but the pilot will focus solely on Maintenance.
7. Conclusion PHAR is grateful for CRHA's commitment to ensuring safe and habitable communities and its commitment to resident led redevelopment and resident participation in all its communities. PHAR realizes the challenges that Public Housing Authorities face in a time of national disinvestment. CRHA and PHAR should continue to work together to keep our communities strong.	12. CRHA appreciates PHAR's focus on keeping our communities strong despite national disinvestment challenges.

In closing the RAB's feedback is an essential part of CRHA's success in working towards our goals of being a resident-centered organization.

We look forward to working together with PHAR in the new year.

Sincerely.

John Sales
Executive Director

Residents *FIRST!*

Residents *FIRST!* is grounded in the belief that those we serve have the knowledge, experience and power to drive the systemic change needed to sustain healthy communities and build bright futures.

It’s time to hear from you.

Do you have any questions or comments?

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298

Next Steps

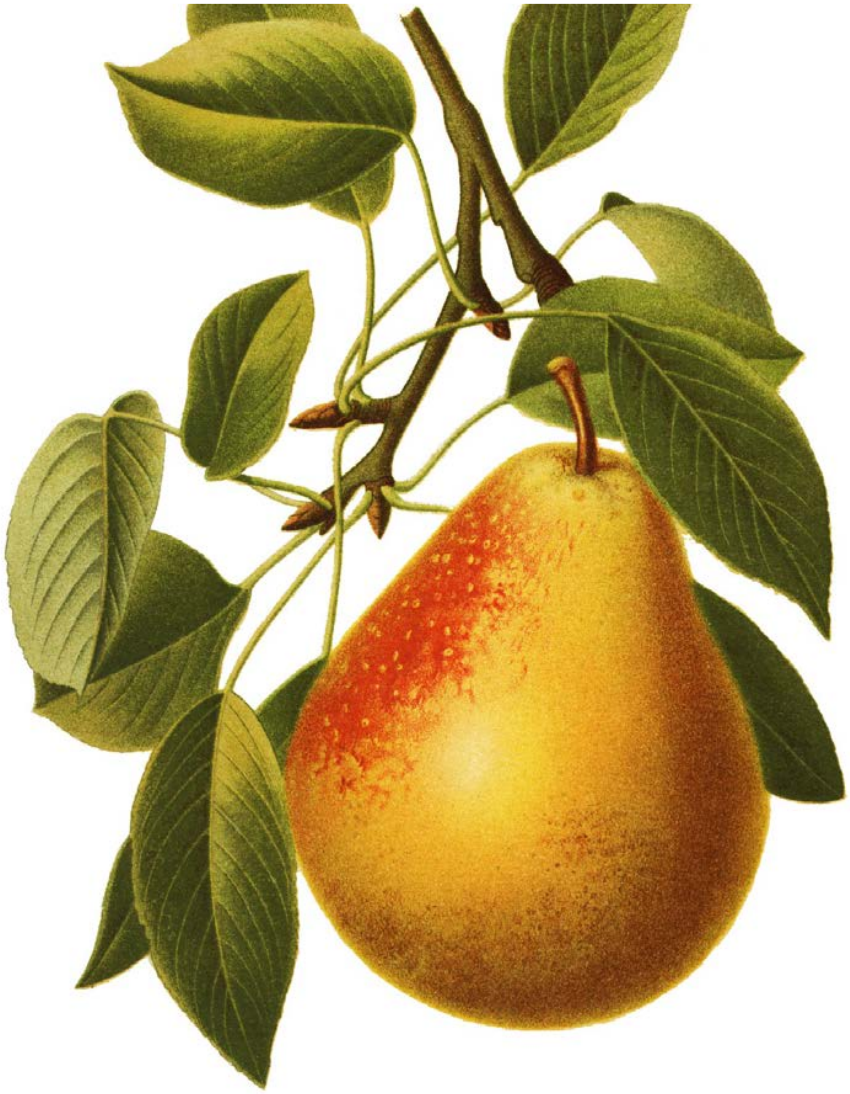
- 12/11/25 6pm Special CRHA BOC Meeting to Approve Annual Plan via a resolution- Hybrid via Zoom and at City Hall Chambers
- All signed forms and notes from meetings (such as today's)collected and inserted.
- Submitted to HUD by 1/13/26

Thank you for being here!

If you have any questions, please contact Kathleen at matthewsk@cvillerha.com or

434-422-9298

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298



VI. C. 1

Edits to the CRHA 2026- 2027 Annual Plan Draft to Finalize and in Response to Community and Board Feedback

Location	Item	Notes
VI. B.	Notes from Public Meetings on Annual Plan	Added 12.10.25
VI. B.	CRHA Response to FY 2026- 2027 Annual Plan Concerns and Questions Sent from PHAR Interns Received 12/2/2025	Response sent to PHAR interns on 12.9.25 added 12.10.25
VI. C. 1.	Edits to the CRHA 2026-2027 Annual Plan Draft to Finalize and in Response to Community and Board Feedback	This form will be updated as items are completed. -Updated 12.10.25 -Updated 12.11.25 -Updated 12.12.25
VI. C. 2.	Notes from Public Hearing	Added 12.11.25 12.11.25 Board of Commissioner Meeting Presentation added 12.12.25.
VII. D.	Certification by Local Officials of Plans Consistency with Consolidated Plan (HUD Form 50077-SL	*The sentence was added by request of City staff.* **The Charlottesville Redevelopment & Housing Authority staff have stayed involved in the Consolidated Plan process to ensure consistency focusing on goals such as Encouraging Homeownership Opportunities and Preserving Affordable Housing in the City of Charlottesville.** Received from the city and added 12.11.25.
V. C.	RAB Comments	Received evening of 12.10.25 added 12.11.25
V. D.	CRHA Analysis of the RAB recommendations and the decisions made on these	Sent to RAB 12.11.25 and added to the plan12.11.25.
VII. B.	Civil Rights Certification (HUD Form50077-CR) and New Policies	Added 12.12.25.
VII. C.	PHA Certification of Compliance with the PHA Plans and Related Regulations (HUD Form HUD-50077-ST-HCV-HP)	Added 12.12.25. Spelling corrected for board chair name: Brigid O'Rourke
VII. E.	Certification of Payments to Influence Federal Transaction (HUD Form 50071)	Added on 12.12.25.
VII. F.	Board Resolution	Added on 12.12.25.
First Page Insert	The first page insert used in the draft to let the community know changes would be made as items were added was removed	Removed 12.12.25.

VII. Attachments

A. Statement of Capital Improvements

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Capital Fund Program - Five-Year Action Plan

Status: Approved **Approval Date:** 05/19/2025 **Approved By:** DAVENPORT, ROBERT

Part I: Summary

PHA Name : Charlottesville Redev & Housing Authority

PHA Number: VA016

Locality (City/County & State)

☒ **Original 5-Year Plan** ☐ **Revised 5-Year Plan (Revision No:)**

A.	Development Number and Name	Work Statement for Year 1 2025	Work Statement for Year 2 2026	Work Statement for Year 3 2027	Work Statement for Year 4 2028	Work Statement for Year 5 2029
	SCATTERED SITES (VA016000004)	$948,006.00	$899,747.00	$899,747.00	$915,808.00	$915,808.00
	WESTHAVEN (VA016000001)	$277,372.00	$277,372.00	$277,372.00	$277,372.00	$277,372.00
	AUTHORITY-WIDE	$161,488.00	$209,747.00	$209,747.00	$193,686.00	$193,686.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2025

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			$161,488.00
ID0000129	Administration(Administration (1410)-Salaries,Administration (1410)-Other)	CFP Management Fee		$138,686.00
ID0000137	Staff Training(Management Improvement (1408)-Staff Training)	Train of areas noted in audit		$22,802.00
	SCATTERED SITES (VA016000004)			$948,006.00
ID0000130	Relocation for Modernization(Contract Administration (1480)-Relocation)	Temporary relocation for modernization of bathrooms, kitchen and general unit.		$175,000.00
ID0000131	Interior Painting(Dwelling Unit-Interior (1480)-Interior Painting (non routine))	Prepare and paint the interior of all public housing units to include all trim and doors.		$266,500.00
ID0000132	Kitchen Modernization(Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Appliances)	Replacement of kitchen appliances, cabinets, countertop, kitchen sink, kitchen faucet, kitchen lighting, flooring, prep and paint		$506,506.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 1 2025

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	WESTHAVEN (VA016000001)			$277,372.00
ID0000135	Operations(Operations (1406))	AMP Operations		$277,372.00
	Subtotal of Estimated Cost			$1,386,866.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 2026

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	SCATTERED SITES (VA016000004)			$899,747.00
ID0000141	Replace Interior Doors(Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Interior Doors)	Replace all interior doors to include closet doors and hardware.		$322,089.00
ID0000144	Flooring Replacement(Dwelling Unit-Interior (1480)-Flooring (non routine))	Replace all VCT tiles with LVP floor.		$577,658.00
	WESTHAVEN (VA016000001)			$277,372.00
ID0000142	Operations(Operations (1406))	Public housing operational funds		$277,372.00
	AUTHORITY-WIDE (NAWASD)			$209,747.00
ID0000143	Administration(Administration (1410)-Other,Administration (1410)-Salaries)	CFP Management Fee		$138,686.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 2 2026

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000145	Career Training Opportunities (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other)	The funding will be used to train public housing residents in order to gain a pool of residents that are prepared to take advantage of career opportunities as CRHA redevelops its public housing communities.The programs will improve the empowerment and economic self-sufficiency of public housing residents through job readiness programs and business creation/ development programs.		$71,061.00
	Subtotal of Estimated Cost			$1,386,866.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2027

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			$209,747.00
ID0000146	Administration(Administration (1410)-Other,Administration (1410)-Salaries)	CFP Management Fee		$138,686.00
ID0000148	Career Training Opportunities (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other)	The funding will be used to train public housing residents in order to gain a pool of residents that are prepared to take advantage of career opportunities as CRHA redevelops its public housing communities.The programs will improve the empowerment and economic self-sufficiency of public housing residents through job readiness programs and business creation/ development programs.		$71,061.00
	WESTHAVEN (VA016000001)			$277,372.00
ID0000147	Operations(Operations (1406))	Public housing operational funds		$277,372.00
	SCATTERED SITES (VA016000004)			$899,747.00
ID0000150	Fence Replacement (Non-Dwelling Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Fencing)	Replace fences around backyards, basketball court, playground areas and community spaces.		$550,000.00

Capital Fund Program - Five-Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 3 2027

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000151	Install Awning over front Porch(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches)	Installation of awning/ canopy over the front and rear exterior entrance.		$349,747.00
	Subtotal of Estimated Cost			$1,386,866.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4 2028

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	SCATTERED SITES (VA016000004)			$915,808.00
ID0000152	Hot Water Tank Replacement(Dwelling Unit-Interior (1480)-Mechanical)	Convert tanked hot water tanks to on demand tankless hot water tank.		$550,000.00
ID0000153	Install Awning over front Porch(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Columns and Porches)	Installation of awning/ canopy over the front and rear exterior entrance.		$365,808.00
	AUTHORITY-WIDE (NAWASD)			$193,686.00
ID0000154	Administration(Administration (1410)-Other,Administration (1410)-Salaries)	CFP Management Fee		$138,686.00
ID0000156	Staff Training(Management Improvement (1408)-Staff Training)	Train of areas noted in audit		$55,000.00
	WESTHAVEN (VA016000001)			$277,372.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 4 2028

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000155	Operations(Operations (1406))	Public housing operational funds		$277,372.00
	Subtotal of Estimated Cost			$1,386,866.00

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5 2029

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	WESTHAVEN (VA016000001)			$277,372.00
ID0000157	Operations(Operations (1406))	Public housing operational funds		$277,372.00
	AUTHORITY-WIDE (NAWASD)			$193,686.00
ID0000158	Staff Training(Management Improvement (1408)-Staff Training)	Train of areas noted in audit		$55,000.00
ID0000159	Administration(Administration (1410)-Other,Administration (1410)-Salaries)	CFP Management Fee		$138,686.00
	SCATTERED SITES (VA016000004)			$915,808.00
ID0000160	Half Bathroom Installation(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing)	Install half bathroom on first floor of townhouse style units. Includes the installation of vanity, ADA commode, flooring, exhaust fan, lighting and mirror.		$915,808.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)

Work Statement for Year 5 2029

Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Subtotal of Estimated Cost			$1,386,866.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year 1 2025

Development Number/Name **General Description of Major Work Categories**	**Estimated Cost**
Housing Authority Wide	
Administration(Administration (1410)-Salaries,Administration (1410)-Other)	$138,686.00
Staff Training(Management Improvement (1408)-Staff Training)	$22,802.00
Subtotal of Estimated Cost	$161,488.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year 2 2026

Development Number/Name **General Description of Major Work Categories**	**Estimated Cost**
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries)	$138,686.00
Career Training Opportunities (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other)	$71,061.00
Subtotal of Estimated Cost	$209,747.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
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Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year 3 2027

Development Number/Name **General Description of Major Work Categories**	**Estimated Cost**
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries)	$138,686.00
Career Training Opportunities (Management Improvement (1408)-Empowerment Activities,Management Improvement (1408)-Equal Opportunity,Management Improvement (1408)-Other)	$71,061.00
Subtotal of Estimated Cost	$209,747.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year 4 2028

Development Number/Name **General Description of Major Work Categories**	**Estimated Cost**
Housing Authority Wide	
Administration(Administration (1410)-Other,Administration (1410)-Salaries)	$138,686.00
Staff Training(Management Improvement (1408)-Staff Training)	$55,000.00
Subtotal of Estimated Cost	$193,686.00

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part III: Supporting Pages - Management Needs Work Statements (s)

Work Statement for Year 5 2029

Development Number/Name **General Description of Major Work Categories**	**Estimated Cost**
Housing Authority Wide	
Staff Training(Management Improvement (1408)-Staff Training)	$55,000.00
Administration(Administration (1410)-Other,Administration (1410)-Salaries)	$138,686.00
Subtotal of Estimated Cost	$193,686.00

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B.

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: 09/30/2027**

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, 2026*, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan 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*.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

Charlottesville Redevelopment & Housing Authority	VA016
PHA Name	PHA Number/HA Code

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director:	Name of Board Chairperson:
John Sales	Bridget O'Rourke
Signature: DocuSigned by: John Sales C01E39036E9C40C... Date: 12/17/2025	Signature: Signed by: Brigid O'Rourke 13F9750F7E0C432... Date: 12/17/2025

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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1. **Charlottesville Redevelopment & Housing Authority (CRHA) Updates to FSS Action Plan:**

   Added Sections in Draft posted October 24, 2025:

   - [Section 4-I.A. (i)] HUD Guidance on Dual Enrollment (FSS and Jobs Plus): concurrent enrollment, case management, benefit options (escrow vs. jobs plus earned income disregard).

   - [Section 6-II.B. (i)] Escrow Eligibility, Rent Compliance, and Housing Stability Supports: clarification how rent payment status and eviction prevention actions affect eligibility for Family Self-Sufficiency (FSS)

Charlottesville Redevelopment & Housing Authority

Family Self-Sufficiency (FSS) Action Plan

DRAFT Amended October 24, 2025

November 28, 2022

Revision Date	Revision Date
May 22, 2023	
June 2023	
October 24, 2025	

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY "CRHA"

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To: CRHA Program Participants, Staff, Board of Commissioner and Stakeholders
From: CRHA Resident Services Department
Date: October 24, 2025
Subject: DRAFT – FSS Action Plan Updates: Escrow Eligibility, Rent Compliance, and Housing Stability Supports; Concurrent Participation in FSS and Other CRHA Self-Sufficiency Programs (e.g., Jobs Plus, ROSS, and 24 CFR §984.305 HUD Compliance

We are pleased to announce the release of the 2025 draft of the updated revisions to Family Self-Sufficiency (FSS) Action Plan, which are intended to align the Action Plan with the launch of CRHA's new Eviction Diversion Program (EDP) and ensure compliance with 24 CFR §984.305 regarding escrow account management.

Key updates will include a focus on:

- HUD Guidance on Dual Enrollment (FSS and Jobs Plus): concurrent enrollment, case management, benefit options (escrow vs. jobs plus earned income disregard) **[Section 4-I.A. (i)]**
- Escrow Eligibility, Rent Compliance, and Housing Stability Supports: clarification how rent payment status and eviction prevention actions affect eligibility for Family Self-Sufficiency (FSS) escrow funds, in alignment with HUD regulations at 24 CFR §984.305(a)(2)(iii). **[Section 4-I.A. (i)]**
- Third-Party Rental Assistance: Outlining how financial rental assistance from outside community agencies (such as local nonprofits or emergency relief funds) is treated in relation to the calculation and accrual of FSS escrow credits.

These changes are designed to enhance housing stability and provide clarity on the tracking of financial support in accordance with FSS program goals, participant responsibilities, and escrow eligibility — specifically with CRHA public housing families participating in the FSS Program and, where applicable concurrently enrolled in the Jobs Plus Program at the Westhaven Community site..

As part of our ongoing commitment to enhancing the well-being of HUD-assisted families, the Charlottesville Redevelopment & Housing Authority (CRHA) will contnue to diligently worked on this revised plan in accordance with the requirements set forth by the Housing and Urban Development (HUD). Additional updates and guidance will be shared as the revisions are finalized.

The FSS program is designed to empower HUD-assisted families by enabling them to boost their earned income and reduce their reliance on governemnt assistance and rental subsidies. This draft of the CRHA FSS Action Plan reflects our commitment to helping families achieve financial independence and self-sufficiency.

The revised FSS Action Plan will be available for public review for a duration of 45 days, commencing on October 24 aspart of the CRHA Annual Plan posting. The annual plan and all attached documents will subsequently be presented to the CRHA Board of Commissioners for their assessment at the scheduled meeting on December 11, 2025.

Hardcopies of the draft plan will be accessible for review at the following locations:

- *CRHA Property Management Office: 1050 S 1st Street*
- *CRHA HCV Office: 110 5th Street NE*
- *CRHA Resident Services Offices: 801 Hardy Drive*
- *CRHA Self-SufficiencyAd Programs Office: 233 4th Street, N.W., Suite J 127*

An electronic version of the draft plan can also be accessed online at https://www.cvillerha.com/key-documents/.

We encourage you to engage in this important process and provide your feedback, questions, and concerns. If you require a hard copy or have any inquiries, please reach out to our FSS Coordinator, Chacha Mahiri, at mahiric@cvillerha.com or by phone at 434-906-1887.

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ABOUT THIS ACTION PLAN

ORGANIZATION

This Model FSS Action Plan contains both mandatory and discretionary guidance in informing Family Self-Sufficiency program policy and is organized to reflect that distinction. For each topic, the plan provides a description of the applicable HUD requirements, including citations of mandatory references. These mandatory references are clearly delineated on the left side of the document's margin as non-indented text and as such are not meant to be modified. PHA policy that is applicable to that topic immediately follows the description of regulatory program requirements, is distinctly marked as "PHA Policy," and is indented from the main text. The policies are based on HUD guidance whenever possible, thereby making them "safe harbor." PHAs may modify text market as "PHA Policy" in accordance with HUD requirements but must exercise caution in doing so. For this reason, the Model FSS Action Plan comes with a separate instruction document for reference that serves as a guide for PHAs who wish to modify text marked as "PHA Policy" while remaining in compliance

CRHA FSS Action Plan
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Chapter 1

THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN

INTRODUCTION

This chapter provides an overview of the family self-sufficiency (FSS) program and FSS action plan, including the purpose, organization, and required contents of the FSS action plan.

Part I: The Family Self-Sufficiency (FSS) Program and FSS Action Plan: This part provides an overview of the family self-sufficiency program and the purpose of the FSS action plan.

Part II: Requirements of the FSS Action Plan: This part covers action plan requirements, including development, revision, and contents of the action plan. It also contains information on family demographics, which is part of the required contents of the action plan.

PART I: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND FSS ACTION PLAN

1-I.A. OVERVIEW OF THE FAMILY SELF-SUFFICIENCY PROGRAM

The origins of the FSS program are in two pilot projects implemented in 1986 and 1990, Project Self-Sufficiency and Operation Bootstrap, respectively. These projects were set up to test self-sufficiency programs for families with housing subsidies, and both demonstrated that families needed essential services to move toward economic self-sufficiency. These services include childcare, transportation, medical care, and long-term education and training.

In the wake of the successful demonstration of these projects, family self-sufficiency became one of the initiatives under the Homeownership and Housing Opportunities for People Everywhere (HOPE) program enacted in 1990, and the FSS program was subsequently created under the National Affordable Housing Act the same year.

FSS built upon and refined both Project Self-Sufficiency and the Bootstrap program. It remained a voluntary program in 1991 and 1992 but became mandatory in 1993 for any new increments of funding issued to PHAs. The 1993 regulations were further modified by the Quality Housing and Work Responsibility Act of 1998 (QHWRA). In 2018, expansive changes were made to the FSS program by the Economic Growth, Regulatory Relief, and Consumer Protection Act known as "the Economic Growth Act" or "the Act."

The purpose of the FSS program is to coordinate housing assistance with public and private resources to enable assisted families to achieve economic self-sufficiency. The purpose and basic requirements of the FSS program are further elaborated upon in Chapter 2.

This family self-sufficiency program is administered by the Charlottesville Redevelopment & Housing Authority "CRHA" for the jurisdiction of City of Charlottesville and for CRHA voucher participants in surrounding counties.

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1-I.B. APPLICABLE REGULATIONS

Applicable regulations for HCV and public housing FSS programs include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 902: Public Housing Assessment System
- 24 CFR Part 903: Public Housing Agency Plans
- 24 CFR Part 945: Designated Housing
- 24 CFR Part 960: Public Housing Admission and Occupancy Policies
- 24 CFR Part 965: PHA-Owned or Leased Projects—General Provisions
- 24 CFR Part 966: Public Housing Lease and Grievance Procedures
- 24 CFR Part 982: HCV Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR Part 984: HCV and Public Housing Family Self-Sufficiency Program

1-I.C. THE FAMILY SELF-SUFFICIENCY ACTION PLAN

The family self-sufficiency (FSS) action plan is required by HUD. The purpose of the FSS action plan is to establish policies for conducting the family self-sufficiency program in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's Agency Plan. This FSS action plan is a supporting document to the PHA Agency Plan and is available for public review as required by 24 CFR Part 903.

This family self-sufficiency action plan is set forth to define the PHA's local policies for operation of the program in the context of federal laws and regulations. All issues related to FSS not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable laws. The policies in this FSS action plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

The PHA is responsible for complying with all changes in HUD regulations pertaining to the FSS program. If such changes conflict with this plan, HUD regulations will take precedence.

Administration of the FSS program and the functions and responsibilities of PHA staff shall comply with the PHA's personnel policy and HUD's family self-sufficiency regulations, as well as all HCV and public housing regulations, in addition to federal, state, and local fair housing laws and regulations.

PART II: REQUIREMENTS OF THE FSS ACTION PLAN

1-II.A. OVERVIEW

A PHA must have a HUD-approved action plan before implementing an FSS program, regardless of whether the FSS program is a mandatory or voluntary program. Further, this action plan must comply with the requirements specified for the plan in the regulations [24 CFR 984.201(a)].

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The regulatory requirements dealing specifically with the FSS action plan itself largely involve the development, revision, and required contents of the action plan. This part covers those requirements.

1-II.B. HUD APPROACH TO POLICY DEVELOPMENT

In developing policy for the FSS action plan, PHAs need to be aware of the distinction HUD makes between mandatory and discretionary policies.

- *Mandatory policies* are those driven by legislation, regulations, current handbooks, notices, and legal opinions.
- *Discretionary policies* consist of those developed for areas in which the PHA has regulatory discretion, or regarding optional, nonbinding guidance including guidebooks, notices that have expired, and recommendations from individual HUD staff.

HUD expects PHAs to develop policies and procedures that are consistent with mandatory regulations and to make clear the optional policies the PHA has adopted. The PHA's FSS action plan is the foundation of those policies and procedures for the FSS program. HUD's directions require PHAs to make policy choices that provide guidance to staff and consistency to program applicants and participants.

Following HUD guidance, even though it is not mandatory, provides a PHA with a "safe harbor." HUD has already determined that the recommendations and suggestions it makes are consistent with mandatory policies. If a PHA adopts an alternative strategy, it must make its own determination that the alternative approach is consistent with legislation, regulations, and other mandatory requirements. There may be very good reasons for adopting a policy or procedure that is different than HUD's safe harbor, but PHAs should carefully consider those decisions.

1-II.C. FSS ACTION PLAN DEVELOPMENT AND REVISION

Development of Action Plan [24 CFR 984.201(b) and (c)]

When developing an FSS action plan, a PHA must do so in consultation with the chief executive officer of the applicable unit of general local government and the program coordinating committee (PCC).

For all voluntary or mandatory FSS programs, the PHA must submit its action plan and obtain HUD approval of the plan before it can implement the FSS program. This includes a voluntary program established because the PHA chose to implement an FSS program that exceeds the minimum size for a mandatory program (see Section 2-II.A. for a discussion of mandatory versus voluntary FSS programs).

Single Action Plan [24 CFR 984.201(f)]

PHAs implementing both a HCV FSS program and a public or Indian housing FSS program may submit one action plan. In cases where the PHA decides to submit one plan for more than one program, the policies contained in the action plan would apply to both programs.

> PHA Policy
>
> The PHA is implementing both a public housing and HCV FSS program, which may include tenant-based and project-based HCV, HCV Homeownership, Moderate Rehabilitation, Moderate Rehabilitation Single Room Occupancy, Family Unification

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Program (FUP), and Foster Youth to Independence Initiative (FYI). The PHA will submit one action plan, the policies which apply to both programs.

Revision to the FSS Action Plan [24 CFR 984.201(c)(2)]

Following HUD's initial approval of the action plan, no further approval of the action plan is required unless the PHA proposes to make policy changes to the action plan, increase the size of a voluntary program, or revise the FSS action plan as needed to comply with changes in HUD regulations. The PHA must submit any changes to the action plan to HUD for approval.

PHA Policy

The PHA will review and update the action plan at least once a year, and more often if needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.

1-II.D. CONTENTS OF THE PLAN [24CFR 984.201(d)]

HUD regulations state that there are several components that must be included in the FSS action plan. At a minimum, the action plan must cover the policies and procedures of the PHA for operation of a local FSS program as follows:

- Family demographics, including a description of the number, size, characteristics, and other demographics such as racial and ethnic data, in addition to the supportive service needs of the families expected to participate in the program. (Chapter 1)
- Estimate of participating families, which means the number of families which can reasonably be expected to receive supportive services under the FSS program. (Chapter 2)
- Eligible families from any other local self-sufficiency program who are expected to agree to executing an FSS contract of participation. (Chapter 2)
- A statement of the PHA's FSS family selection procedures, including a description of how the procedures ensure that families are selected without regard to race, color, religion, disability, sex, familial status, or national origin. (Chapter 4)
- A description of the incentives that the PHA intends to offer to families to encourage participation in the FSS program (an incentives plan), including the establishment of the escrow account. (Chapter 4)
- Outreach efforts, which include a description of the PHA's efforts to recruit eligible families, the actions the PHA will take to ensure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known. (Chapter 4)
- A description of the FSS activities and supportive services to be provided by both public and private resources to FSS families, and identification of these public and private resources. (Chapter 4)
- A description of the PHA's method for identifying family support needs, including how the PHA will identify the needs and deliver the services. (Chapter 4)

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- A description of the PHA's policies regarding program termination or withholding of services based on a family's failure to comply with the FSS contract, and available grievance procedures. (Chapter 5)
- Assurances of noninterference with rights of non-participating families which state that a family's election to not participate in the FSS program will not affect the family's admission to the HCV or public housing program, nor will it affect their right to occupancy in accordance with its lease. (Chapter 4)
- A timetable for implementation of the FSS program, including the schedule for filling FSS slots with eligible FSS families. (Chapter 2)
- A certification that development of the services and activities under the FSS program has been coordinated with programs under Title I of the Workforce Innovation and Opportunity Act, other relevant employment, childcare, transportation, training, education, and financial empowerment programs in the area, and will continue to be coordinated to avoid duplication of services and activities.

Optional Additional Information [24 CFR 984.201(d)(13)].

- HUD encourages additional information in the action plan that would help to determine the soundness of the PHAs proposed FSS program.

  PHA Policy

  The PHA will submit additional optional information in this action plan that will help HUD determine the soundness of the proposed FSS program.

  This information includes:

  Policies related to the modification of goals in the ITSP. (Chapter 5)

  Policies on the circumstances in which an extension of the contract of participation may be granted. (Chapter 5)

  Policies on the interim disbursement of escrow, including any limitations on the use of the funds. (Chapter 6)

  Policies regarding eligible uses of forfeited escrow funds by families in good standing. (Chapter 6)

  Policies regarding the re-enrollment of previous FSS participants, including graduates and those who exited the program without graduating. (Chapter 4)

  Policies on requirements for documentation for goal completion. (Chapter 4)

  Policies on documentation of the household's designation of the "head of FSS family." (Chapter 4)

  Policies for providing an FSS selection preference for porting families if the PHA elects to offer such a preference. (Chapter 7)

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1-II.E. FAMILY DEMOGRAPHICS [24 CFR 984.201(d)(1)]

As part of the required contents of the FSS action plan, family demographics of the HCV and public housing program participants serve to provide a description of the number, size, characteristics, and other descriptive data (including racial and ethnic data of those participants). This data may later be used to help the housing authority and the program coordinating committee (PCC) to identify supportive service needs of the families expected to participate in the FSS program.

PHA Policy

HCV and Public Housing	Total PH Families	Percentage of PH Total	Total HCV Families	Percent of HCV Total
All Families	**254**		**444**	
Single			204	46%
Female HOH	121	48%	355	80%
Male HOH			89	20%
Race				
White	46	18%	85	19%
Black/African American	197	78%	342	77%
American Indian/Alaska Native	0	0%	1	<1%
Asian	8	3%	4	1%
Native Hawaiian/Other Pacific Islander	0	0%	1	<1%
Ethnicity				
Hispanic or Latino	3	1%	7	2%
Not Hispanic or Latino	251	99%	430	97%
Income				
Extremely Low-Income	180	71%	286	64%
Very Low-Income	42	17%	89	20%
Low-Income	11	4%	10	2%
HOH Income from Wages	81 Total	32%	178	40%
Other Member Income from Wages	36 Total	14%		
HOH Income from TANF	36 Total	14%	30	7%
Other Member Income from TANF				
HOH Income from SSI	97 Total	38%	225	51%

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Other Member Income from SSI				

Number of Children	**362**		**438**	
0	106	29%	238	5%
1-2	148 (1 or more)	41%	142	32%
3-4			54	12%
5 or more			4	<1%
Total Number of Family Members	**714**		**913**	
1-2	124	17%	300	33%
3-4	91	13%	106	12%
5 or more	39	5%	31	3%
Persons with Disabilities				
HOH Person w/ Disabilities (HUD)			172	19%
Family Members w/ Disabilities				

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Chapter 2

PURPOSE, SCOPE, AND APPLICABILITY OF THE FAMILY SELF -SUFFICIENCY PROGRAM

INTRODUCTION

This chapter contains information about the FSS program's purpose, size, and measurable objectives as well as information on program operation. This includes potential participant demographics, the program timetable, the number of families to be served, and the size of the PHA's voluntary FSS program. This chapter also contains definitions of the key terms in this FSS action plan.

Part I: The Purpose and Basic Requirements of the FSS program: This part includes a description of the purpose of the FSS program on a national level—its intent, goal, and major strategies.

Part II: The Scope of the FSS program: This part contains information about housing assistance programs eligible to participate in FSS, the size of the PHA's FSS program, an estimate of participating families, eligible families from other self-sufficiency programs, and eligibility for combined FSS programs.

Part III: Program Operation: This part specifies the requirements for FSS program operation, including voluntary FSS program implementation.

Part IV: The Definitions of Terms Used in the PHA's FSS program: This section contains both HUD and PHA definitions for terms used in this policy document.

PART I: PURPOSE AND BASIC REQUIREMENTS OF THE FSS PROGRAM

2-I.A. PURPOSE

The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of HCV and public housing assistance programs with public and private resources enabling families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency [984.101(a)(1)].

In addition to this broader national goal of the FSS program, the PHA also establishes a local goal consistent with the PHA's mission statement to serve as a guide for establishing policy and implementing the FSS program.

PHA Policy

The PHA's local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative existing community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

2-I.B. PROGRAM OBJECTIVES [24 CFR 984.102]

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In order to reach the FSS national program goal, HUD has defined its FSS program objective as to reduce the dependency of low-income families on welfare assistance and on housing subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance while living in assisted housing so that they may obtain the education, employment, business and social skills necessary to achieve self-sufficiency. As with the goals of the program, FSS program objectives are defined on the national level through FSS regulation, and on the local level by PHA policy.

PHA Policy

On the local level, the PHA will achieve the national program objective by offering low-income families a broad range of services through partnering with the program coordinating committee (PCC). These services will provide long-term education, job training, counseling, and other forms of social service assistance so that families may achieve economic self-sufficiency, as defined in Section 2-I.A. of this document.

2-I.C. BASIC REQUIREMENTS OF THE FSS PROGRAM [24 CFR 984.104]

An FSS program established under 24 CFR Part 984 must operate in conformity with the regulations and this FSS action plan (as required in 24 CFR 984.201, provide comprehensive supportive services as defined in 24 CFR 984.103, and operate in compliance with nondiscrimination and equal opportunity requirements.

PART II: SCOPE OF THE FSS PROGRAM

2-II.A. HOUSING-ASSISTED FAMILIES ELIGIBLE TO PARTICIPATE IN FSS

The HCV and public housing programs through which families are eligible to participate in the FSS program was expanded by the 2018 Economic Growth Act to allow participants in HCV Homeownership, Moderate Rehabilitation, Moderate Rehabilitation Single Room Occupancy, and Family Unification Program (FUP), including the Foster Youth to Independence (FYI) Initiative.

2-II.B. PHAs REQUIRED TO OPERATE AN FSS PROGRAM

Each PHA that received funding for public housing units under the FY 1991 and FY 1992 FSS incentive award competitions must operate a public housing FSS program. Each PHA that received funding for HCV rental certificates or vouchers under the combined FY 1991/1992 FSS incentive award competition also must operate a HCV FSS program.

In addition, unless the PHA receives an exemption under 24 CFR 984.105, each PHA for which HUD reserved funding (budget authority) for additional rental certificates or vouchers in FY 1993 through October 20, 1998, must operate a HCV FSS program. Each PHA for which HUD reserved funding (budget authority) to acquire or construct additional public housing units in FY 1993 through October 20, 1998, must operate a public housing FSS program as well.

Every PHA that was required to administer an FSS program on May 24, 2018 (the enactment date of the Economic Growth, Regulatory Relief, and Consumer Protection Act) must continue to operate that FSS program for the total number of families determined by HUD on that date unless the PHA receives an exception as described in 24 CFR 984.105(d).

Mandatory Minimum Program Size (MMPS) [24 CFR 984.105]

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PHAs that are required to operate an FSS program under 24 CFR 984.101 are subject to a minimum program size requirement.

PHA Minimum Program Size

As determined by HUD as of May 24, 2018, the PHA's FSS MMPS is ***15.***

Maintaining Mandatory Minimum Program Size

Although the discretion to do so ultimately rests with the PHA, the mandatory minimum program size can decrease as FSS participants successfully complete the program. Per the regulation, for each family that completes the program by fulfilling its FSS contract of participation on or after May 24, 2018, the mandatory minimum program size for a PHA's FSS program is reduced by one slot. However, if an FSS slot is vacated by a family that has not completed its FSS contract of participation obligations, the slot must be filled by a replacement family which has been selected in accordance with the FSS family selection procedures [24 CFR 984.105(b)(2)].

PHA Policy

The PHA will reduce the FSS mandatory minimum program size by one for each family that completes the program by fulfilling its FSS contract of participation.

Option to Operate Larger FSS Program

A PHA may choose to operate an FSS program of a larger size than the minimum required by HUD [24 CFR 984.105(a)(3)].

PHA Policy

The PHA will not operate an FSS program of a larger size than its mandatory minimum program size.

Exception to Program Operation [24 CFR 984.105(c)]

The requirement to establish and carry out an FSS program may be waived with approval from HUD. In order to waive the requirement, the PHA must provide a certification to HUD that the establishment and operation of an FSS program is not feasible because of a lack of accessible supportive services funding, a lack of the availability of programs under the Workforce Innovation and Opportunity Act, a lack of funding for reasonable administrative costs, a lack of cooperation by other units of state or local government, or a lack of interest in participating in the FSS program on the part of eligible families.

An exception will not be granted if HUD determines that local circumstances do not preclude the PHA from effectively operating an FSS program that is smaller than the minimum program size.

Reduction in Program Size

Rather than a full exception to program operation, a PHA may also be permitted to operate an FSS program that is smaller than the minimum program size. As with the full exception, HUD may grant the PHA such a partial exception if the PHA provides to HUD a certification that the operation of an FSS program of the minimum program size is not feasible because of a decrease in or lack of accessible supportive services [24 CFR 984.105(d)].

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Expiration of Exception

The approval for a full or partial exception to the FSS minimum program size requirement expires five years from the date of HUD approval of the exception. If a PHA seeks to continue an exception after its expiration, the PHA must submit a new request and a new certification to HUD for consideration [24 CFR 984.105(e)].

2-II.C. COOPERATIVE AGREEMENTS [24 CFR 984.106]

A PHA may enter into a Cooperative Agreement with one or more multifamily-assisted housing owners to voluntarily make the PHA's FSS program available to the owner's housing tenants. The Cooperative Agreement must include all the requirements for such agreements found in 24 CFR 984.106 and 24 CFR 887.107.

PHA Policy

The PHA will enter into a Cooperative Agreement with the following multifamily-assisted housing owner(s) to voluntarily make its FSS program available to those owner's housing residents:

N/A

The PHA will share an action plan with multifamily-assisted housing that is a separate action plan from the PHA's HCV or public housing FSS program's action plan.

Participants enrolled under these Cooperative Agreements will be counted toward the PHA's calculation of the award of FSS Coordinator grants and, upon completion, will reduce the PHAs mandatory minimum program size by one for each completion.

2-II.D. ESTIMATE OF PARTICIPATING FAMILIES [24 CFR 984.201(d)(2)]

The PHA must state the number of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program based on available and anticipated federal, tribal, state, local, and private resources.

PHA Policy

15 eligible FSS families can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated federal, tribal, state, local, and private resources.

2-II.E. ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS [24 CFR 984.201(d)(3)]

If applicable, the PHA must enter the number of families, by program type, who are participating in any other local housing self-sufficiency program who are expected to agree to execute an FSS contract of participation.

PHA Policy

The PHA does not operate other self-sufficiency programs and therefore no additional families from other programs are expected to execute an FSS contract of participation.

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2-II.F. ELIGIBILITY OF A COMBINED PROGRAM [24 CFR 984.201(e)]

A PHA that wishes to operate a joint FSS program with other PHAs or owners of multifamily-assisted housing may combine its resources with one or more of these entities to deliver supportive services under a joint action plan that will provide for the establishment and operation of a combined FSS program that meets the requirements of this part.

PHA Policy

The PHA will not combine its resources with any other PHA to deliver support services, have a joint action plan, or establish or operate a combined FSS Program.

PART III: PROGRAM OPERATION

2-III.A. OVERVIEW

Federal regulations specify requirements for FSS program operation regarding deadlines for program start-up and when the PHA is expected to have attained full enrollment. A timetable illustrating when the PHA intends to meet these deadlines is included as part of the required contents of the action plan.

2-III.B. PROGRAM IMPLEMENTATION DEADLINE

The deadlines for program implementation differ depending on whether the FSS program is voluntary or mandatory.

Voluntary Program [24 CFR 984.301(a)]

There is no deadline for implementation of a voluntary program. However, a voluntary program may not be implemented before the requirements specified in 24 CFR 984.201 have been satisfied (see Sections 1-II.A.–1-II.D.).

2-III.C. TIMETABLE FOR PROGRAM IMPLEMENTATION [24 CFR 984.201(d)(13)]

A timetable for implementation of the FSS program is part of the required contents of the FSS action plan.

PHA Policy

For voluntary programs, the PHA will implement the FSS program within one year from the date of approval of either the FSS action plan by the HUD field office, or within the time identified in the applicable FSS funding contract with HUD.

For mandatory FSS programs, the PHA has the obligation to continue to fill their mandatory FSS slots effective May 24, 2018, as determined by the HUD field office.

The PHA will implement its FSS program according to the following timetable:

Activity	Month and Date
Establish PCC	January 2023

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Conduct Program Needs Assessment	January 2023

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Resource Identification	January 2023
Establish Policies	January 2023
Design Service Delivery	January 2023
Develop Administrative Procedures	January 2023
Begin Service Delivery	February 2023
Conduct Outreach	January 2023
Conduct Orientations	February 2023
Conduct Individual Needs Assessment	February 2023 Ongoing
Begin Contracting	February 2023 Ongoing
Complete Contracting	Ongoing

PART IV: DEFINITIONS

2-IV.A. DEFINITIONS [24 CFR 984.103]

The terms *1937 Act, fair market rent, HUD, low-income family, public housing, public housing agency (PHA), secretary,* and *HCV,* as used in this document are defined in the 24 CFR Part 5.

The term *very low-income family* is defined in 24 CFR 813.102 and 24 CFR 913.102.

The terms used in this document have the following definitions as defined by 24 CFR 984.103 and this family self-sufficiency action plan.

Baseline annual earned income means the FSS family's total annual earned income from wages and business income (if any) as of the effective date of the FSS contract. When calculating baseline annual earned income, all applicable exclusions of income must be applied, *except for* any disregarded earned income or other adjustments associated with self-sufficiency incentives that may apply to the determination of annual income.

Baseline monthly rent means 1) the FSS family's total tenant payment (TTP), as of the effective date of the FSS contract, for families paying an income-based rent as of the effective date of the FSS contract; or 2) the amount of the flat or ceiling rent (which includes the applicable utility allowance), and including any hardship discounts, as of the effective date of the FSS contract. For families paying a flat or ceiling rent this is as of the effective date of the FSS contract.

PHA Policy

Benefits means a government benefit of money or monetary value given to an individual by a federal, state, or local government agency for purposes of financial assistance, including but not limited to, Medicaid, supplemental nutritional assistance program benefits and Social Security, Temporary Assistance for Needy Families, and unemployment compensation benefits.

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PHA Policy

Benefits cliff means the sudden and often unexpected decrease in public benefits that can occur with a small increase in earnings. When income increases, families sometimes lose some or all economic supports.

PHA Policy

Certain interim goals means the family has met all its obligations under the CoP to date, including completion of the ITSP interim goals and tasks to date.

Certification means a written assertion based on supporting evidence, provided by the FSS family or the PHA or owner, which must be maintained by the PHA or owner in the case of the family's certification, or by HUD in the case of the PHA's or owner's certification. These must be made available for inspection by HUD, the PHA or owner, and the public, when appropriate. In addition, these will be considered accurate unless the Secretary or the PHA or owner, as applicable, determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

Chief executive officer (CEO) means the CEO of a unit of general local government who is the elected official or the legally designated official having primary responsibility for the conduct of that entity's governmental affairs.

Contract of participation (CoP) means a contract in a form approved by HUD, entered into between a participating FSS family and a PHA operating an FSS program that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered in between the PHA and all members of the family who will participate in the FSS program, and which plans are attached to the contract of participation as exhibits. For additional detail, see 24 CFR 984.303.

Current annual earned income means the FSS family's total annual earned income from wages and business income (if any) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract. When calculating current annual earned income, all applicable exclusions of income will apply, including any disregarded earned income and other adjustments associated with self-sufficiency incentives or other alternative rent structures that may be applicable to the determination of annual income.

Current monthly rent means either the FSS family's TTP as of the most recent reexamination of income, which occurs after the effective date of the FSS contract, for families paying an income-based rent as of the most recent reexamination of income; or the amount of the flat rent, including applicable utility allowance or ceiling rent. This amount must include any hardship discounts, as of the most recent reexamination of income, which occurs after the effective date of the FSS contract, for families paying a flat rent or ceiling rent as of the most recent reexamination of income.

Earned income means income or earnings included in annual income from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family.

Effective date of contract of participation means the first day of the month following the month in which the FSS family and the PHA entered into the contract of participation.

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Eligible families for the FSS program means current participants in HCV, residents of public housing, or residents in multifamily-assisted housing if a Cooperative Agreement exists.

PHA Policy

Enhance the effectiveness of the FSS program means a demonstrable improvement in the quality of an FSS program in which the enrollment ratio, escrow balance average, and graduation rate is at or above the national average as measured in HUD's Composite Scores in FR Notice 11/15/18.

Enrollment means the date that the FSS family entered the contract of participation with the PHA.

Family self-sufficiency program or *FSS program* means the program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the provision of supportive services to these families, as authorized by section 23 of the 1937 Act.

FSS escrow account means the FSS escrow account authorized by section 23 of the 1937 Act.

FSS escrow credit means the amount credited by the PHA to the participating family's FSS account.

FSS family means a family that receives HCV assistance or resides in public housing (section 9), that elects to participate in the FSS program, and whose designated adult member (head of FSS family) has signed the Cop

FSS family in good standing means an FSS family that is in compliance with their FSS CoP, has either satisfied or are current on any debts owed the PHA or owner, and is in compliance with the regulations in 24 CFR Part 5 regarding participation in the relevant rental assistance program.

FSS-related service program means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of *supportive services*.

FSS slots refer to the total number of public housing units or the total number of rental vouchers that comprise the minimum size of a PHA's respective HCV and public housing FSS program.

FSS Program Coordinator means the person(s) who runs the FSS program. This may include (but is not limited to) performing outreach, recruitment, and retention of FSS participants; goal setting and case management/coaching of FSS participants; collaborating with the community and service partners; and tracking program performance.

FY means federal fiscal year (starting on October 1, and ending September 30, and designated by the calendar year in which it ends).

Head of FSS family means the designated adult family member of the FSS family who has signed the CoP. The head of FSS family may, but is not required to be, the head of the household for purposes of determining income eligibility and rent.

Individual Training and Services Plan (ITSP) means a written plan that is prepared by the PHA or owner in consultation with a participating FSS family member (the person with for and whom the ITSP is being developed), and which describes the final and interim goals for the participating FSS family member, the supportive services to be provided to the participating FSS family member, the activities to be completed by that family member, and the agreed upon completion dates for the goals, and activities. Each ITSP must be signed by the PHA or owner

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and the participating FSS family member and is attached to and incorporated as part of the CoP. An ITSP must be prepared for each adult family member who elects to participate in the FSS program, including the head of FSS family who has signed the CoP.

PHA Policy

Knowledgeable professional means a person who is knowledgeable about the situation, has training, education, certification, or licensure provided by recognized professional associations and institutions that legitimizes their professional opinion, is competent to render a professional opinion, and is not able to gain, monetarily or otherwise, from the PHA FSS program decision in the area to which they are certifying.

Multifamily-assisted housing, also known as project-based rental assistance (PBRA), means rental housing assisted by a HCV Housing Payments Program, pursuant to 24 CFR Parts 880, 881, 883, 884, and 886.

PHA Policy

Other costs related to achieving obligations in the contract of participation means any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP.

Owner means the owner of multifamily-assisted housing.

Participating family is defined as *FSS family* in this section.

Program coordinating committee (PCC) means the committee described in 24 CFR 984.202.

Public housing means housing assisted under the 1937 Act, excluding housing assisted under HCV of the 1937 Act.

HCV means assistance provided under HCV of the 1937 Act (42 U.S.C. 1437f). Specifically, multifamily-assisted housing, as defined in this section; tenant-based and project-based rental assistance under HCV(o) of the 1937 Act; the HCV homeownership option under HCV(y) of the 1937 Act; Family Unification Program (FUP) assistance under HCV(x) of the 1937 Act; and the HCV Moderate Rehabilitation (Mod Rehab) for low-income families and Moderate Rehabilitation Single Room Occupancy (Mod Rehab SRO) for homeless individuals under 24 CFR part 882.

Self-sufficiency means that an FSS family is no longer receiving HCV, public housing assistance, or any federal, state, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds.

PHA Policy

Support means, but is not limited to, transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator.

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Supportive services mean those appropriate services that a PHA will coordinate on behalf of an FSS family under a Cop These may include child care of a type that provides sufficient hours of operation and serves an appropriate range of ages; transportation necessary to enable a participating family to receive available services or to commute to their places of employment; remedial education; education for completion of secondary or post-secondary schooling; job training, preparation, and counseling; job development and placement; follow-up assistance after job placement and completion of the contract of participation; substance/alcohol abuse treatment and counseling; training in homemaking and parenting skills; and personal welfare services that include substance/alcohol abuse treatment and counseling, and health, dental, mental health and health insurance services; household management; money management; counseling regarding homeownership or opportunities available for affordable rental and homeownership in the private housing market (including information on an individual's rights under the Fair Housing Act) and financial empowerment that may include financial literacy, coaching, asset building, money management; and any other services and resources, including case management and reasonable accommodations for individuals with disabilities, that the PHA may determine to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency.

Unit size or *size of unit* refers to the number of bedrooms in a dwelling unit.

Very low-income family is defined as set out in 24 CFR 813.102

Welfare assistance means (for purposes of the FSS program only) income assistance from federal or state welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs. Welfare assistance does not include nonrecurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need, or are not intended to meet recurrent or ongoing needs and will not extend beyond four months; work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training); supportive services such as child care and transportation provided to families who are employed; refundable earned income tax credits; contributions to, and distributions from, individual development accounts under TANF; services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement and other employment-related services that do not provide basic income support; transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Social Security Act, to an individual who is not otherwise receiving assistance; amounts solely directed to meeting housing expenses; amounts for health care; food stamps and emergency rental and utilities assistance; and SSI, SSDI, or social security

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Chapter 3
PROGRAM ADMINISTRATION

INTRODUCTION

This chapter discusses administrative policies and practices as they are relevant to the activities covered in this plan. The policies and practices are discussed in two parts:

Part I: Staffing, Fees and Costs, and On-Site Facilities: This part describes identifying appropriate staff and contractors to operate the FSS program and provide the necessary direct services to FSS families. In addition, it describes how administrative fees, costs, and supportive services will be funded and defines the use of on-site facilities.

Part II: The Program Coordinating Committee: This part covers the establishment of a program coordinating committee (PCC), which is a regulatory requirement in all FSS programs other than multifamily housing assistance. It describes required and recommended PCC membership, in addition to the option for an alternative committee.

PART I: STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES

3-I.A. OVERVIEW

Several functions of program administration are crucial to running an FSS program. A PHA may need to employ a program coordinator or decide to contract with another organization to administer the program. In addition to staffing issues, PHAs should understand how program funding and expenses work to keep the program running smoothly. Finally, PHAs need to sort out whether and how to make common areas or unoccupied units available to provide supportive services.

3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS [24 CFR 984.301(b)]

PHAs have the choice between hiring their own staff and contracting with an outside organization to administer their FSS program. If the PHA should choose to employ its own staff, the staffing levels should be appropriate, and may include one or more FSS coordinators. If the PHA chooses to contract with an outside organization, the organization's staffing levels must likewise be appropriate to establish and administer the FSS program, and whether the organization's responsibilities would include managing the FSS account in accordance with federal regulations.

PHA Policy

The PHA will employ appropriate staff, including one or more FSS coordinators or program coordinators to administer its FSS program.

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3-I.C. FSS PROGRAM COORDINATOR RESPONSIBILTIES

Primary Role of the FSS Program Coordinator

The FSS Program Coordinator is responsible for building partnerships with service providers in the community, working with the Program Coordinating Committee (PCC) and local service providers to ensure that FSS program participants are linked to the supportive services they need to achieve self-sufficiency, preparing an Individual Training and Services Plan (ITSP) for the head of the FSS family and each adult member of the FSS family who elects to participate in the FSS program, making certain that the services included in the participants' CoP are provided on a regular, ongoing, and satisfactory basis, ensuring FSS participants are fulfilling their responsibilities under the CoPs, monitoring progress of participants, and establishing and properly maintaining FSS escrow accounts for eligible families. FSS coordinators may also provide outreach, recruitment, goal setting, case management and coaching for FSS participants, and tracking of FSS program performance.

FSS Program Coordinators funded under the FSS Coordinator Notice of Funding Opportunity (NOFO) may not perform the routine public housing or HCV program functions of housing eligibility, leasing, rent calculation, and portability that are funded through HCV administrative fees or public housing operating funds unless doing so would enhance the effectiveness of the program. If conducting these functions would enhance the effectiveness of the FSS program, the PHA must seek prior approval from HUD of those enhancements to the FSS program and certify that doing so will neither interfere with the FSS Coordinator's ability to fulfill their primary role nor be used to balance or fill in for gaps in traditional staffing.

Performance of routine HCV or public housing functions for non-FSS families does not enhance the effectiveness of the FSS program and is therefore an ineligible use of FSS funds [2021 FSS NOFO, p. 36].

> PHA Policy
>
> The PHA will not require the FSS Program Coordinator to perform the routine HCV or public housing program functions of housing eligibility, leasing, rent calculation, and portability that are funded through HCV administrative fees or public housing operating funds.

3-I.D. ADMINISTRATIVE FEES AND COSTS

The Consolidated Appropriations Act of 2014 combined funding streams for the HCV and public housing FSS programs. FSS funding is now awarded through one NOFO. Use of this funding is no longer restricted to the applicable program and funding now may be used to serve both HCV and public housing FSS participants. Funding for FSS Coordinators salary, benefits, and training as well as limited administrative costs is awarded through a Grant Agreement and disbursed through HUD's Line of Credit Control System (LOCCS), rather than as an amendment to the PHA's Annual Contributions Contract (ACC). These funds are separate from other available funds that may be used.

HCV FSS Program

In the HCV programs, administrative fees are paid to PHAs for HUD-approved costs associated with the operation of an FSS program. These administrative fees are established by Congress and subject to appropriations [24 CFR 984.302(b)].

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In addition, administrative fees for HUD-approved costs not specifically related to the operation of the FSS program may be used to cover these costs associated with the administration of FSS [see Notice PIH 93-24 E-7 and E-8].

See 24 CFR 982.152 and PIH 2022-18 for details on the eligible use of administrative fees.

Public Housing FSS Program

For public housing FSS programs, the performance funding system (PFS), provided under section 9(a) of the 1937 Act, provides for the reasonable and eligible administrative costs that the PHA incurs in carrying out the program only when funds have been appropriated. However, a PHA may use other resources for this purpose [24 CFR 984.302(a)].

In other words, the PHA may fund reasonable and eligible administrative costs in the FSS program from the Operating Fund. However, these expenses will only be reimbursed in the operating subsidy when a current appropriations act allows it. In addition, the PHA may fund reasonable and eligible administrative costs from the Capital Fund. Administrative staffing costs may also be funded through HUD or other grant or foundation sources. This includes FSS Coordinator grants when available.

PHA Policy

The PHA will make 10% of the grant fringe available for this from the HUD grant. A portion will be covered by the PHA Operating fund and ongoing efforts will be made to secure other funding sources available to provide administrative costs under the HCV and public housing FSS programs.

3-I.E. SUPPORTIVE SERVICES FEES AND COSTS

HCV FSS Supportive Services

In the HCV program, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from unrestricted net position [see Notice PIH 93-24, E-3].

The PHA may seek additional funds from HUD through submitting grant applications or seek grants from other sources when available.

In addition to unrestricted net position and other grant sources, the FSS forfeited escrow account can fund FSS supportive services. See Section 6-I.E.for eligible supportive services costs.

Public Housing FSS Supportive Services

In public housing, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from the Operating Fund. However, the costs of FSS supportive services are only reimbursed through the operating subsidy when appropriations allow it.

FSS public housing supportive services can also be funded through other HUD grants or related government and foundation grants, when available.

PHA Policy

The PHA will make the PHA is pursuing HUD grant funds as well as other funding sources available to provide supportive service costs under the HCV and public housing FSS programs.

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3-I.F. USE OF FORFEITED ESCROW ACCOUNTS FUNDS

In addition to HCV unrestricted net assets, public housing operating funds, and other grant sources, the FSS forfeited escrow account funds must be used for the benefit of FSS participants, which includes supports and other costs for FSS participants in good standing. HUD does not provide an exhaustive list of these supports. However, the supports include, but are not limited to, transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the contract of participation as well as training for FSS Program Coordinators.

PHA Policy

The PHA will use forfeited escrow accounts for support and other costs for FSS participants in good standing when funds requested are needed to complete an interim goal or task in the ITSP and are not ongoing expenses or if the family can demonstrate that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals in the ITSP.

The PHA will use forfeited escrow accounts for training provided to FSS Coordinators.

The PHA will define *supports* as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s)

The PHA will define *other costs related to achieving obligations in the CoP* as any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP, and training for FSS Program Coordinator(s).

The PHA will define *necessary to complete* as meaning that no other resources are available in the community either because such a resource is non-existent or that resources are utilized above capacity and agencies cannot, for an indetermined period, provide such a resource.

The PHA will provide funds from the forfeited escrow account to FSS participants in good standing before requiring the participant to use an "interim" disbursement from their current escrow account so long as:

The funds requested are needed to complete an interim goal or task within the CoP and are not ongoing expenses; or

If the family has demonstrated that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals.

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The PHA will prioritize requests for funds from forfeited escrow accounts initially on a first come first served basis based on the date and time of the request. After that order is established, while still preserving the first come first served basis, the PHA will apply the following priorities:

Priority 1: Funds to meet a goal in the ITSP that is necessary to ensure the safety and wellbeing of victims of domestic violence, dating violence, sexual assault, and stalking as defined in the PHA's HCV Administrative Plan and public housing Admissions and Continued Occupancy Policy regarding VAWA.

Priority 2: Funds to meet a goal in the ITSP that is necessary to stabilize health, safety, and welfare of the FSS participant or family that if left unattended would jeopardize education, training, or employment.

Priority 3: Funds to meet a goal in the ITSP that is necessary to further education, training, and employment goals in the ITSP including childcare, transportation, and medical costs if the lack of any of these prevents completion of the education, training, and employment.

Priority 4: Funds to meet a goal in the ITSP that is necessary to further any other goal or tasks.

3-I.G. ON-SITE FACILITIES

Each PHA may, subject to the approval of HUD, make available and utilize common areas or unoccupied dwelling units in public housing projects to provide supportive services under an FSS program. This includes using such areas for participants in a HCV FSS program.

PHA Policy

The PHA will make space available at West haven and or Crescent Halls while pursuing other locations as they become available such as the PHA's Sixth Street location to provide supportive services under the HCV and public housing FSS programs.

PART II: PROGRAM COORDINATING COMMITTEE

3-II.A. OVERVIEW

As another integral part of FSS program administration, each participating PHA must establish a program coordinating committee (PCC) whose functions will be to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance in developing the action plan and in implementing the program [24 CFR 984.202(a)].

The PCC must consist of specific members, which are dependent upon whether the PHA is operating HCV, public housing, or multifamily assisted housing FSS programs. In addition to these required members, the PCC may also include additional members recommended by regulation.

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3-II.B. PROGRAM COORDINATING COMMITTEE MEMBERSHIP

Required PCC Membership [24 CFR 984.202(b)(1)]

The PCC required members consist of representatives of the PHA, including at least one FSS Program Coordinator, and one or more participants from each HUD rental assistance program (HCV, public housing, or multifamily assisted housing) served by the PHA's FSS program.

PHA Policy

The PHA's representatives to the program coordinating committee will be the Deputy Executive Director, Director of Housing, and Manager of the HCV and at least one FSS Program Coordinator and one or more participants from each of the housing programs in which there is an FSS program: HCV, public housing, and multifamily assisted housing, as applicable.

Assistance in Identifying Potential PCC Members [24 CFR 984.202(b)(1)]

The PHA may seek assistance from area-wide, city-wide, or development-based resident councils, the resident management corporation, or the Resident Advisory Board, in identifying potential PCC members.

PHA Policy

The PHA will seek assistance in identifying potential members of the PCC from area-wide, city-wide, and development-based resident councils, the resident management corporation, or the Resident Advisory Board.

Recommended PCC Membership [24 CFR 984.202(b)(2)]

Membership on the PCC also may include representatives of the unit of general local government served by the PHA, local agencies (if any) responsible for carrying out employment training programs or programs funded under the Workforce Innovation and Investment Act, and other organizations, such as other state, local, or tribal welfare and employment agencies, public and private education or training institutions, child care providers, nonprofit service providers, private business, and any other public and private service providers with resources to assist the FSS program.

PHA Policy

The PHA's FSS program coordinating committee membership will include leadership from the following organizations:

***PLEASE SEE* EXHIBIT 3-1: CHART FOR DETERMINING PCC MEMBERSHIP**

3-II.C. ALTERNATIVE PCC COMMITTEE [24 CFR 984.202(c)]

It is also possible for the PHA, in consultation with the chief executive officer of the unit of general local government served by the PHA, to use an existing entity as the PCC, if the membership of the existing entity consists or will consist of the individuals required by regulation (See section 3-II.B. above).

PHA Policy

The PHA will not utilize an existing entity as its program coordinating committee.

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EXHIBIT 3-1: CHART FOR DETERMINING PCC MEMBERSHIP

Organization or Service Type	Organization Name	PCC Member Title	PCC Member Name
Housing	Charlottesville Redevelopment and Housing Authority	PHA Deputy Executive Director Director of Housing Services Housing Choice Voucher Program Manager	Kathleen Glenn-Matthews TerAna Banks LaShawnda Hester
GED and Educational Training	Piedmont Virginia Community College-Thomas Jefferson Adult Career Education (TJACE)	Director of TJACE	Carol Coffey
High School	Charlottesville City Public High School	Principal or Designee	Rashad Pitt or Designee
Post-Secondary Schools	University of Virginia-The Equity Center	Executive Director	Ben Allen or Designee
Job Training	Virginia Career Works-Piedmont Region	Workforce Director or Designee	Brookes Sims or Designee
Job Search, Placement, Retention	Charlottesville Department of Social Services	Director or Designee	Sue Moffet or Designee
Transportation	City of Charlottesville	Director of Transportation or Designee	Garland Williams or Designee
Health Care	University of Virginia School of Nursing	West haven Community Nurse	Sharon Veith or Designee
Alcohol and Drug Prevention	Region Ten Community Service Board	Director of Substance Abuse Services	Deidre Creasy-Quiringo
Mentoring	University of Virginia-The Equity Center- Star Hill Program	Associate Director or designee	Lucy Montalvo or Designee

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Organization or Service Type	Organization Name	PCC Member Title	PCC Member Name
Homeownership	Piedmont Housing Alliance	Director of Housing Counseling and Economic Opportunity or designee	Kristen Lucas or Designee
Individual Development Accounts	Atlantic Union Bank	Vice President/ Solutions Banking Relationship Manager or designee	Cheryl Kirby or Designee
Child Care	Ready Kids	Executive Director or Designee	Jacki Bryant or Designee
City, State, or County Government	Virginia General Assembly	Delegate or Designee	Sally Hudson or Designee
Community-Based Organizations	Public Housing Association of Residents	Executive Director or Designee	Shelby Edwards or Designee
Social Service Funding and Coordination Organizations	Charlottesville Department of Social Services	Director or designee	Sue Moffett
Information and Referral Services	International Neighbors	Chief Executive Officer	Kerri Miller or Designee
Crisis Services	Shelter for Help and Emergency Charlottesville Department of Human Rights	Executive Director or Designee	Mary Carter Lominack or Designee Todd Niemeier or Designee
Child/Adult Protective Services	Jefferson Area Board of Aging (JABA)	Aging Services Coordinator	Annie Lorenzoni
Vocational Rehabilitation	State Department of Rehabilitation Regional Centers	Human Serves and or OAR	Misty Graves Roy Home to Hope Gary Spry
Employment Development	Network2Work	Life and Career Coach or Designee	Kelsey Waters or Designee
Employment Supportive Services, Jobs Skills/Vocational Training, Trades and	Virginia Career Works – Piedmont Region Network to Work		Brookes Sims Kelsey Waters

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Employment Assistance	Downtown Jobs Center UVA Pipelines and Pathways		Roy Fitch, Jr. Hollie Lee
Parks and Recreation	Charlottesville Parks and Rec	Director or Designee	Dana Kasler or Designee

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Organization or Service Type	Organization Name	PCC Member Title	PCC Member Name
Religious Organizations	City Church	Life Groups, Prayer and Growth Pastor or designee	Keith Rogers or Designee
Financial Institutions	Atlantic Union Bank	Vice President/ Solutions Banking Relationship Manager or designee	Cheryl Kirby or Designee
Legal Services	Legal Aid Justice Center (LAJC)	Executive Director or Designee	Angela Coffey or Designee
Debt Resolution Services	Piedmont Housing Alliance- Financial Opportunity Center	FOC Manager or Designee	Dave Norris or Designee

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Chapter 4

SELECTING AND SERVING FSS FAMILIES

INTRODUCTION

FSS regulations require that the PHA include in its action plan a statement indicating how it will select families for participation in the FSS program. This includes outreach, waiting list management, and other selection procedures. When followed, the PHA's selection procedures ensure that families will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.

Once selected for participation in the FSS program, families are to be provided various activities and supportive services so that they may obtain the education, employment, business, and social skills necessary to achieve self-sufficiency. A description of such activities and supportive services is also a requirement of the FSS action plan.

The Charlottesville Redevelopment and Housing Authority (CRHA) currently has a total of 15 participants who are recipients of the Housing Choice Voucher program. This program provides housing assistance to eligible individuals and families, allowing them to choose their own housing units in the private rental market. The CRHA's efforts aim to improve housing accessibility and affordability for these participants, enabling them to secure suitable living arrangements within the Charlottesville area.

As part of our forthcoming Family Self-Sufficiency (FSS) Action Plan, CRHA will be opening up opportunities for

- 15 public housing participants during Summer of 2023 Bringing the entire FSS program total to 30.
- Starting in the fall of 2023 the FSS program will expand to add 15 more slots in the voucher program. Bringing the entire FSS program total to 45.
- Starting in the Spring of 2024 the FSS program will expand to add 15 more slots for public housing participants bringing the entire FSS program total to 60.
- Starting in the Summer of 2024 the FSS program will expand to add eight more spaces in the voucher program and eight more spaces in the public housing program for a program total of 76.
- By expanding the capacity of our FSS program, we will strive to meet the growing demand and support a greater number of individuals on their path to self-sufficiency. With this expansion, we look forward to welcoming diverse participants and fostering a strong sense of belonging and community within our housing programs.

Participants in the FSS (Family Self-Sufficiency) program within the Charlottesville Redevelopment and Housing Authority (CRHA) are informed that they may only participate in the program once. Per program guidelines, individuals who have already completed the FSS program are not eligible for re-enrollment. This policy aims to provide equitable opportunities for all eligible families to benefit from the program and accommodate more participants seeking assistance in achieving self-sufficiency. CRHA recognizes the importance of ensuring

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widespread access to its programs and encourages individuals who have already completed the FSS program to explore other available resources and services for their ongoing self-sufficiency journey.

This chapter contains three parts:

Part I: Incentives, Outreach, and Assurance of Noninterference: This part describes the incentives the PHA will offer and the outreach efforts the PHA will use to encourage participation and recruit eligible families for the FSS program and contains the required assurance of noninterference with the rights of nonparticipating families.

Part II: Family Selection: This part covers whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so. In addition, this part describes the selection factors the PHA will use in screening families for participation in the FSS program.

Part III: Activities and Support Services: This part lists the activities and supportive services to be provided to families through public and private resources, describes the method the PHA will use to identify family support needs, and covers the required coordination certification.

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PART I: INCENTIVES, OUTREACH, AND ASSURANCE OF NONINTERFERENCE

4-I.A. OVERVIEW

The FSS program offers incentives such as the FSS escrow account, case management, coaching, and other supportive services that not only encourage participation but also help families achieve self-sufficiency. In addition to encouraging program participation through such incentives, PHAs also conduct outreach to recruit FSS participants from among eligible families. As part of this process, families need to know that their choice as to whether to participate in the FSS program will not affect their admission to Section 8 or public housing programs, nor will it affect their right to occupancy. This part describes the PHA's policies regarding these issues, all of which are required aspects of the FSS action plan.

4-I.A. (i) Concurrent Participation in FSS and Other CRHA Self-Sufficiency Programs (e.g., Jobs Plus, ROSS)

Through CRHA's commitment to "Fostering Opportunities for Resident Empowerment and Self-Sufficiency" and the strategic development of the Resident Services Department to ensure housing stability and comprehensive supportive services, the Resident Opportunities Self-Sufficiency (ROSS) program was launched in June 2024. Building on this foundation, the Jobs Plus Initiative was introduced at the Westhaven community site in February 2025.

Participants may be involved in both FSS and another program, such as Jobs Plus or ROSS. However, there are important considerations to ensure participation runs smoothly:

1. **One Case Manager:**
   Even if a participant is enrolled in multiple programs, they should have only one primary case manager. This helps avoid confusion and ensures that goals across programs are aligned

2. **Financial Benefit Selection:**
   - Participants may receive only **one financial benefit at a time**—either FSS escrow or another program benefit (e.g., Jobs Plus Earned Income Disregard, JPEID).
   - Dual participants in FSS and Jobs Plus must complete the **Participant Benefit Selection Form**, designating which benefit they will receive. Once selected, participants must continue with that benefit for the duration of their enrollment. *[Participant Benefit Selection Form attached]*
   - **If a participant is already in FSS and joins Jobs Plus:**
     - They may keep their FSS escrow while participating in Jobs Plus.
     - If they choose JPEID instead, they must exit FSS, as FSS enrollment requires maintaining an escrow account.
   - **If a participant is in Jobs Plus and wants to join FSS:**
     - They may stop JPEID and enroll in FSS. This can be advantageous toward the end of Jobs Plus participation.

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- Their FSS baseline will be calculated based on current income and rent, not the JPEID baseline.

3. **Documentation and Tracking:**
   Ensure all program enrollments, benefit selections, and participant decisions are accurately documented. This is critical for monitoring progress and maintaining HUD compliance.

Note: Participants can engage in both programs simultaneously, but must have **one case manager** and **only one financial benefit at a time**. This approach simplifies administration and ensures that participant progress is tracked effectively.

4-I.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)]

By regulation, the FSS action plan must include a PHA's incentives plan—a description of the incentives that the PHA intends to offer eligible families to encourage their participation in the FSS program. The incentives plan provides for the establishment of the FSS escrow account and any other incentives designed by the PHA.

PHA Policy

The PHA will offer the following services, as needed to complete obligations in the contract, to its FSS participants as incentives to participate in FSS.

Incentive	Provided By	Description
FSS escrow account	CRHA staff in the following departments- public housing (PH), Housing Choice Voucher (HCV) and Finance	FSS participants will be eligible to build savings from the FSS escrow account. Key policies and procedures applicable to the FSS escrow account
Case management/Coaching	Resident Services	All families who participate in the FSS program will be assigned an FSS coordinator who will provide coaching services to help each participating family to: • Understand the benefits of participating in the FSS program and how the program can help the family achieve its goals. • Identify achievable but challenging interim and final goals for participation in the

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		FSS program, break down the

		goals into achievable steps and accompany the family through the process. • Identify existing family strengths and skills. • Understand the needs that the family has for services and supports that may help the family • make progress toward their goals. • Access services available in the community through referral to appropriate service providers. • Overcome obstacles in the way of achieving a family's goals.

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Information and referrals to services	Resident Services	After enrollment in the FSS program, the FSS coordinator may make referrals to partner agencies for completion of one or more formal needs assessments. These assessments may focus on such issues as: employment readiness and employment training needs, educational needs related to secondary and post-secondary education, financial health, and other topics, depending on the needs and interests of the family.
Educational workshops	Resident Services	This includes partnering with organizations that conduct financial education workshops that cover topics such as credit, debt, savings, budgeting, asset building and banking services; and/or organizations that can provide financial coaching.
Funds for emergency transportation services	Resident Services	Provided from small grants and community partner referrals.
Funds for emergency child care service	Resident Services	Provided from small grants and community partner referrals.
Funds for emergency medical services	Resident Services	Provided from small grants and community partner referrals.
Funds for education and training	Resident Services	Provided from small grants and community partner referrals.
Funds for employment preparation	Resident Services	Provided from small grants and community partner referrals.
Priority in individual development accounts programs.	Resident Services	Provided through community partnerships and POC participation.
Priority in homeownership programs	HCV	Provided through community partnerships and POC participation.
Priority in specific training programs	Resident Services	Provided through community partnerships and POC participation.
Priority in educational programs	Resident Services	Provided through community partnerships and POC participation.

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Priority in specific support services	Resident Services	Provided through community partnerships and POC participation.

4-I.C. OUTREACH EFFORTS [24 CFR 984.201(d)(6)(i)(ii)]

In addition to offering incentives for FSS participation, PHAs also conduct outreach to recruit more FSS participants from eligible families. The FSS action plan must include a description of these efforts to recruit FSS participants, including notification and outreach, the actions the PHA will take to assure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known.

PHA Policy

The PHA will notify eligible families about the FSS program using the following outreach locations, activities, methods, and languages, where appropriate. These points of contact and methods have been selected to ensure that both minority and nonminority groups are informed about the FSS program.

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Location/Activity	Staff/Partner	Method	Language
Briefings/Orientations	PHA Staff Specialist	Flyer Presentation	CRHA has staff at two sites who speak Spanish, another who speaks French and some African dialects. CRHA has a dial up language line for English and reading learners. We also have several Section 3 contractors who can provide interpretation and will access any HUD (Housing and Urban Development) resources as well as put in jobs for brochure interpretation through Catch A fire as interpretation needs arise.
Interims/Recertifications	PHA Staff Specialist	Flyer Posters Presentation Referral Form	CRHA has staff at two sites who speak Spanish, another who speaks French and some African dialects. CRHA has a dial up language line for English and reading learners. We also have several Section 3 contractors who can provide interpretation and will access any HUD resources as well as put in jobs for brochure interpretation through catch A fire as interpretation needs arise.

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Location/Activity	Staff/Partner	Method	Language
Transfers/Portability	PHA Staff Specialist	Flyer Posters Presentation Referral Form	CRHA has staff at two sites who speak Spanish, another who speaks French and some African dialects. CRHA has a dial up language line for English and reading learners. We also have several Section 3 contractors who can provide interpretation and will access any HUD resources as well as put in jobs for brochure interpretation through CatchAFire as interpretation needs arise.
Lobby	PHA Staff Receptionist	Flyer Posters Referral Form Video	CRHA has staff at two sites who speak Spanish, another who speaks French and some African dialects. CRHA has a dial up language line for English and reading learners. We also have several Section 3 contractors who can provide interpretation and will access any HUD resources as well as put in jobs for brochure interpretation through CatchAFire as interpretation needs arise.

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Location/Activity	Staff/Partner	Method	Language
Waiting Room	PHA Staff	Flyer Posters Video	CRHA has staff at two sites who speak Spanish, another who speaks French and some African dialects. CRHA has a dial up language line for English and reading learners. We also have several Section 3 contractors who can provide interpretation and will access any HUD resources as well as put in jobs for brochure interpretation through CatchAFire as interpretation needs arise.
Inspections	PHA Staff Inspector	Flyer Presentation	CRHA has staff at two sites who speak Spanish, another who speaks French and some African dialects. CRHA has a dial up language line for English and reading learners. We also have several Section 3 contractors who can provide interpretation and will access any HUD resources as well as put in jobs for brochure interpretation through CatchAFire as interpretation needs arise.

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Location/Activity	Staff/Partner	Method	Language
PHA Website Social Media	PHA Staff	Video Presentation	CRHA will access any HUD resources as well as put in jobs for brochure interpretation through CatchAFire as interpretation needs arise.
TANF Office	Case Worker	TBD	The city of Charlottesville uses a language line and has some materials in different languages. When CRHA staff are involved, they will provide advocacy with a warm hand-off to ensure needed assistance is provided.
American Job Centers (Workforce/Career Center	Counselor	TBD	The Charlottesville Job Center uses a language line and has some materials in different languages. When CRHA staff are involved, they will provide advocacy with a warm hand-off to ensure needed assistance is provided.
Adult Education	Counselor Instructor	TBD	The adult education centers use a language line. When CRHA staff are involved, they will provide advocacy with a warm hand-off to ensure needed assistance is provided.

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Location/Activity	Staff/Partner	Method	Language
Community College	Counselor Instructor	TBD	PVCC uses a language line. When CRHA staff are involved, they will provide advocacy with a warm hand-off to ensure needed assistance is provided.
Employment Training Site	Instructor	TBD	This may vary with different contractors. CRHA will strive to provide advocacy with a warm hand-off to ensure assistance with interpretation and document translation to any English and reading learners we place. Our Section 3 department has a Spanish speaker, access to a language line and the ability to work with CatchAFire for document translation.

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Location/Activity	Staff/Partner	Method	Language
English as a Second GED Classes Language Classes	Instructor	TBD	This may vary with different learning centers throughout the city. CRHA will strive to provide advocacy with a warm hand-off to ensure assistance with interpretation and document translation to any English and reading learners we place. Our Section 3 department has a Spanish speaker, access to a language line and the ability to work with CatchAFire for document translation.
Community-based Organizations	Case Worker	TBD	This may vary with different local organizations. CRHA will strive to provide advocacy with a warm hand-off to ensure assistance with interpretation and document translation to any English and reading learners we place. Our Section 3 department has a Spanish speaker, access to a language line and the ability to work with CatchAFire for document translation.

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Location/Activity	Staff/Partner	Method	Language
Child Care Centers	Teachers	TBD	This may vary with different childcare centers throughout the city. CRHA will strive to provide advocacy with a warm hand-off to ensure assistance with interpretation and document translation to any English and reading learners we place. Our Section 3 department has a Spanish speaker, access to a language line and the ability to work with CatchAFire for document translation.

4-I.D. ASSURANCE OF NONINTERFERENCE WITH THE RIGHTS OF NONPARTICIPATING FAMILIES [24 CFR 984.201(d)(10)]

A family's housing assistance or admission into assisted housing should never depend on whether they choose to participate in the FSS program, and PHAs need to make this known as part of the recruitment process. For this reason, the PHA's action plan must include an assurance that a family's decision to not participate in the FSS program will not affect the family's admission to the HCV or public housing programs, nor will it affect the family's right to occupancy in accordance with the lease.

PHA Policy

Participation in the FSS program is strictly voluntary. HCV participants and public housing residents will be notified in all literature and media presentations related to the FSS program that should they decide not to participate in the FSS program, it will not affect their HCV or public housing. This material will also specify that the family will retain the right to occupancy according to their lease and family obligations contract.

PART II: FAMILY SELECTION

4-II.A. OVERVIEW

The FSS action plan is required to contain a statement indicating the procedures for selecting families for FSS program participation, including a description of how the PHA will do so without regard to race, color, religion, sex (including actual or perceived gender identity), familial status, or national origin. This part describes these procedures, considering whether the PHA will use preferences for family selection and which preferences the PHA will employ if

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they choose to do so, in addition to defining the factors the PHA will use in screening families for program participation.

4-II.B. COMPLIANCE WITH NONDISCRIMINATION PROVISIONS

In accordance with 24 CFR 5.105, all PHAs must comply with all federal, state, and local nondiscrimination laws and regulations, including but not limited to the Fair Housing Act, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. In addition, PHAs need policies that both state that their actions will not discriminate and describe the steps taken to ensure nondiscrimination.

PHA Policy

No person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the FSS program on the grounds of race, color, sex, religion, national or ethnic origin, family status, source of income, disability or perceived gender identity and sexual orientation.

In addition, the PHA's FSS staff will, upon request, provide reasonable accommodation to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS program (see Requests for Reasonable Accommodations).

The FSS program staff is primarily responsible for ensuring that participants are not discriminated against in the selection process. For families or individuals with potential enrollments coordinators will review the file in a staff review meeting to ensure that non-selection is not based on discriminatory factors before the final decision is made. Any concerns regarding the family's potential enrollment will be reviewed with the PHA's Fair Housing representative. Applicants will be notified in writing of the reasons they were not selected for participation and will have the opportunity to appeal against the decision (see Section 5-II.I.). At all times, the PHA will select families for participation in the FSS program in accordance with FSS regulations and HUD guidelines.

4-II.C. FSS SELECTION PREFERENCES

As part of the process for selecting families for participation in the FSS program, the PHA may choose whether to employ the use of preferences. If the PHA so chooses, it has the option of giving a selection preference for up to 50 percent of its FSS program slots to eligible families who have one or more family members currently enrolled in an FSS-related service program or who are on the waiting list for such a program. Such a preference may be further limited to participants in and applicants for one or more specific eligible FSS-related service programs.

Should the PHA choose to adopt such a preference, it would need to include the following information in its action plan:

- The percentage of FSS slots, not to exceed 50 percent of the total number of FSS slots for each of its FSS programs, for which it will give a selection preference.
- The FSS-related service programs to which it will give a selection preference to the programs' participants and applicants.

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- The method of outreach to and selection of families with one or more members participating in the identified programs [24 CFR 984.203(a)]

A PHA may wish to adopt additional selection preferences as well [Notice PIH 93-24].

PHA Policy

The PHA will provide a selection preference for 25% of its FSS program slots to eligible families who have one or more family members currently enrolled in or on the waiting list for the FSS-related service programs of the PHA's partners on the FSS Program Coordinating Committee.

The PHA will give a selection preference on its FSS waiting list for HCV families porting in with an FSS contract of participation.

When services become available, the PHA will provide a non-targeted FSS selection preference to a family that wants to participate in the FSS program but was skipped or withdrew because supportive services were unavailable at the time.

The PHA may use either of the following to select among applicants on the FSS waiting list with the same preference status [24 CFR 984.203(b)]:

- Date and time of application to the FSS program; or
- A drawing or other random choice technique.

PHA Policy

The PHA will use the date the family expressed an interest in participating in the FSS program to fill the FSS slots.

PHA has current targeted policies or proposed strategies to encourage enrollment of FUP families and/or FUP youth in the HUD Family Self-Sufficiency program or similar programs promoting self-sufficiency.

- The Family Unification Program (FUP) was created to help families facing housing instability or homelessness reunite with their children or dependents who have been placed in foster care or are at risk of being placed in foster care due to inadequate housing. The FUP promotes family unity and stability by providing housing vouchers to eligible families.

4-II.D. SELECTION FACTORS

Many factors contribute to whether a PHA may choose to select a family for participation in the FSS program. These selection factors can help the PHA screen families for admission, and ultimately contribute to the PHA's decision to either allow or deny a family's admission into the FSS program.

Motivation Selection Factors [24 CFR 984.203(d)(1)]

A PHA may screen families for interest and motivation to participate in the FSS program provided that the factors utilized by the PHA are those which solely measure the family's interest and motivation to participate in the FSS program. For this reason, PHAs must only apply motivational screening factors that are permissible under the regulations.

Permissible Motivation Selection Factors

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Permitted motivational factors include requiring attendance at FSS orientation sessions or pre-selection interviews or assigning certain tasks indicating the family's willingness to undertake the obligations that may be imposed by the FSS contract of participation. However, any tasks assigned should be readily accomplishable by the family based on the family members' educational level, abilities, or disabilities, if any. Reasonable accommodations must be made for individuals whose disability (mobility, manual, sensory, speech impairments, mental, or developmental disabilities) creates a barrier to accomplishing the tasks [24 CFR 984.203(d)(2)].

PHA Policy

The PHA will screen families for interest and motivation to participate in the FSS program by assigning a meeting or workshop, which is the same type of meeting or workshop for each family. The PHA will only use the fact that the family attended as a screening factor, even if tasks or exercises are not completed in the meeting. In addition, if the family needs either childcare or transportation to be able to atten, or requests accommodation for a disability, the PHA will either refer the family to available services or exempt the family from this screening factor.

Prohibited Motivation Selection Factors

Prohibited motivational screening factors include the family's educational level, educational or standardized motivational test results, previous job history or job performance, credit rating, marital status, number of children, or other factors, such as sensory or manual skills, and any factors which may result in discriminatory practices or treatment toward individuals with disabilities or minority or nonminority groups [24 CFR 984.203(d)(3)].

Other Selection Factors

In addition to motivational screening, the PHA may also wish to screen families for the following additional factors.

PHA Debt Selection Factor

The PHA may deny FSS participation to a family if the family owes the PHA, or another PHA, money in connection with HCV or public housing assistance [Notice PIH 93-24, B-18].

PHA Policy

The PHA will deny FSS participation to a family if the family owes the PHA, or another PHA, money in connection with HCV or public housing assistance. Families that owe money to a PHA who have entered into a repayment agreement and are current on that repayment agreement will not be denied FSS participation.

Unavailable Support Services Selection Factor

If the PHA determines, after consulting with the family, that a missing service is essential to the family's needs, the PHA may skip that family (and other similar families) and offer the FSS slot to the next family for which there are available services [Notice PIH 93-24, B-8].

PHA Policy

In an effort to ensure that no person or family on the FSS waiting list is denied for any reason, the PHA commits to the following. The FSS Coordinator will bring the files to review with a representative of each department to discuss the reasons for "skipping or denying families.
The applicant will be notified in writing, once documented and committee is in agreeance that all

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prerequisites haven't been met, solely on program criteria. Additionally, the family will be given an additional reasonable period of time (30 days) to meet the requirements before being removed from the FSS waiting list. If removed, the family is eligible to reapply for the FSS program in the future.

Previous Participation Selection Factor

A PHA may refuse to select a family for participation in the FSS program a second time if that family previously participated unsuccessfully (i.e., the family participated, did not meet its FSS obligations, and was terminated from the FSS program) [Notice PIH 93-24, B-14].

PHA Policy

The PHA will not refuse to select a family for participation in the FSS program a second time if that family previously participated and did not complete it.

The PHA will enroll a family for participation in the FSS program a second time if that family previously participated, completed the COP (Contract of Participation), and received a final distribution of their escrow account if their employment skills or wages are below the level needed to achieve economic self-sufficiency (a wage that pays for basic needs without the use of subsidies).

4-II.D. SELECTION OF HEAD OF HOUSEHOLD

Each eligible family that is selected to participate in an FSS program must enter a contract of participation with the PHA. There will be no more than one contract at any time for each family. There may be an ITSP for as many members of the family who wish to participate. The contract shall be signed by a representative of the PHA and the head of FSS family, as designated by the family. This head of FSS family does not have to be the same as the official head of household for rental assistance purposes [24 CFR 984.303(a)].

PHA Policy

The PHA will meet with the family and detail the obligations, rights, and privileges that pertain to the FSS head of household and require each adult family member to certify their agreement as to their designated head of the FSS family. These certifications will be a permanent part of the FSS family's record and will be updated with each change of head of household.

PART III: ACTIVITIES AND SUPPORT SERVICES

4-III.A. OVERVIEW

Once families are admitted to the FSS program, the PHA becomes responsible for making sure these families are adequately served. The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of HCV and public housing assistance programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. As such, upon selection, families are matched with the appropriate activities and supportive services so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. This is a vital element of the FSS program. The PHA must make a good faith effort to replace the obtained services from another agency.

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4-III.B. METHOD OF IDENTIFYING FAMILY SUPPORT NEEDS [24 CFR 984.201(d)(8)]

Before a PHA can determine the services and activities it will provide to FSS families, it must identify the services and activities appropriate to each family. The action plan must contain a description of how the program will identify the needs of FSS families and deliver the services and activities according to these needs.

PHA Policy

Supportive services needs will be identified by the completion of an informal needs assessment with the FSS coordinator or case manager, or coach before completion of the initial individual training and services plan and signing of the contract of participation. After enrollment in the PHA's FSS program, a formal needs assessment, including vocational assessment and counseling, educational assessment and counseling, and employment planning, is conducted by the following partners on the PCC:

Adult basic education
Community college
WTW agencies
WIA One Stop Center
TANF

These results are used to modify the ITSP in mutual agreement with the family.

4-III.C. FSS ACTIVITIES AND SUPPORT SERVICES DESCRIPTION [24 CFR 984.201(d)(7)]

As part of the required contents of the action plan, PHAs must both describe the activities and supportive services to be provided by public and private resources to FSS families and identify the public and private resources that are expected to provide the supportive services.

Of course, this task assumes that the PHA has first identified the needed activities and supportive services.

PHA Policy

The PHA's FSS program, through its partners on the program coordinating committee, will provide the following activities and support services to FSS families:

Support Service General	Support Service Specific	Source/Partner
Assessment	Vocational Assessment Educational Assessment Vocational Planning Educational Planning Disability Assessment Disability Vocational Assessment/Planning	Adult Basic Education Career Center Community College Community-Based Organizations Career Center Community College Vocational Rehabilitation

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	Disability Educational Assessment/Planning Drug/Alcohol Assessment Drug/Alcohol Planning	Health Department Career Center Community-based Organizations

Support Service General	Support Service Specific	Source/Partner
Education	High School English as a Second Language GED Post-secondary College	High School Adult Basic Education Community College University
Training	Skills Training Emerging Technologies Training Biomedical Training On-the-Job Training Functional Context Training	Adult Basic Education Community College University Community-based Organizations Workforce Innovation/American Job Centers
Job Search Assistance	Resume Preparation Interviewing Skills Dress for Success Workplace Skills Job Development Job Placement	Adult Basic Education Community College University Community-based Organizations Workforce Innovation/American Job Centers
Transportation	Bus Train/Trolley	Metropolitan Transit
Health Care	Alcohol and Drug Prevention Alcohol and Drug Treatment	HMO Health Department Community Clinic General Hospital
Child Care	Infant Care Toddler Care Preschool Care Afterschool Care Homework Assistance	Child Care Resource Parks and Recreation
Financial Literacy	Financial Education Financial Coaching Debt Resolution Credit Repair	Adult Basic Education Community College University Community-based Organizations

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Legal Services	Representation Document Review Counsel or Advice	ACLU Legal Aid

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Support Service General	Support Service Specific	Source/Partner
Child/Adult Protective Services	Needs Assessment Case Planning Information Referral Crisis Management	Senior Services Adult Services In-home Support Services Adult Abuse Hotline Child Abuse Hotline Foster Care Adoption Services
Crisis Services	Crisis Assessment Crisis Intervention Crisis Management Crisis Resolution	Crisis Team Senior Crisis Team Poison Center Domestic Violence Shelter
Mentoring	Mentoring Match	Adult Basic Education Community College Workforce Investment Act Youth Programs Community-based Organizations
Micro and Small Business Development	Training Planning Technical Assistance Mentoring	Microbusiness Assistance Program Small Business Administration Business Incubator
Homeownership	Training Planning Debt Resolution	Public Housing Authority Housing Counseling Organization Community-based Organizations
Individual Development Accounts	Match Savings Accounts Distribution of IDA Funds	Public Housing Authority TANF Office of Community Services in DHHS Office of Refugee Resettlement Beginner Farmers and Ranchers Community-based Organizations

4-III.D. CERTIFICATION OF COORDINATION [24 CFR 984.201(D)(12)]

The FSS action plan is required to contain a certification that the development of the activities and services under the FSS program has been coordinated with the JOBS program (now Welfare to Work under TANF), the programs under title I of the Workforce Innovation and Opportunity Act, and any other relevant employment, childcare, transportation, training, and education programs in the applicable area. The implementation of the FSS program's activities and services must continue to be coordinated as such to avoid duplication of activities and services.

PHA Policy

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The PHA certifies that its FSS program has developed its services and activities in coordination with programs under Title I of the Workforce Innovation and Opportunity Act, Workforce Investment Board and American Job Centers (also known as Workforce Centers or One Stop Career Centers), and any other relevant employment, childcare, transportation, training, and education programs in the applicable area. The implementation of these activities and services will continue to be coordinated in this manner to avoid duplication of activities and services.

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Chapter 5
CONTRACT OF PARTICIPATION

INTRODUCTION

Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA. This contract, which is signed by the head of the FSS family, sets forth the principal terms and conditions governing participation in the FSS program, including the rights and responsibilities of the FSS family and of the PHA, the services to be provided to the head of the FSS family and each adult member of the family who elects to participate in the program, and the activities to be completed by them. The contract also incorporates the individual training and services plan [24 CFR 984.303].

This chapter contains two parts:

> Part I: Overview and Family Obligations: This part provides an overview of the form and content of the contract of participation and describes what the contract requires of FSS families.
>
> Part II: Contract Specifications: This part explains the specifications of the contract, including terms and conditions, contract modification, contract terminations, and grievance procedures.

PART I: OVERVIEW AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

The purpose of the FSS contract of participation is to set forth the principal terms and conditions governing participation in the FSS program, including the incorporation of the individual training and services plan (ITSP) as part of the contract's required contents. The ITSP is meant to establish goals the FSS family will meet along the family's way to completing the contract and becoming self-sufficient. In addition to the goals specified in the ITSP, the contract also lists the responsibilities of the family and the PHA. This part covers the ITSP as part of the required contents of the contract of participation, and the family's obligations under the contract.

5-I.B. CONTENTS OF THE CONTRACT OF PARTICIPATION

Individual Training and Services Plan

There will only ever be one FSS contract of participation (CoP) at any time for each FSS family. As part of the required contents of the FSS contract of participation (CoP), the individual training and services plan (ITSP) establishes specific interim and final goals by which the PHA and the family measure the family's progress toward fulfilling its obligations under the contract of participation and becoming self-sufficient. Interim and final goals will differ depending on the family's individual needs. Regulations require the establishment of a final goal that includes both employment for the head of the FSS family and independence from welfare assistance for all family members regardless of age.

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Interim Goals [24 CFR 984.303(b)(2)]

PHAs must work with each participant to establish realistic and individualized goals and may not include additional mandatory goals or mandatory modifications of the two mandatory goals.

Individual Training and Service Plans for Other than FSS Head [24 CFR 984.103]

An individual training and services plan is required for the head of the FSS family and all adults choosing to participate. ITSPs must be prepared for each adult family member participating. ITSPs are prepared by the PHA, in consultation with the participating family member [Notice PIH 93-24, G-16.

5-I.C. FAMILY OBLIGATIONS

Compliance with Lease Terms [24 CFR 984.303(b)(3)]

One of the obligations of the FSS family according to the contract of participation is to comply with the terms and conditions of the HCV or public housing lease.

Inability to comply with the lease represents an inability to comply with the contract, therefore regulations regarding noncompliance with the FSS contract apply [see 24 CFR 984.303(b)(5)]. It is up to the PHA to determine the plan of action for FSS families found in noncompliance with the lease and how the PHA will precisely define the term *comply with the lease.* All considerations allowed for other assisted residents regarding violations of the lease must also be allowed for FSS participants.

> PHA Policy
>
> The PHA will define *comply with the lease* to mean the FSS family has not been evicted for repeated or serious violations of the lease as defined in the HCV Administrative Plan and public housing Admissions and Continued Occupancy Policy; or if they have been evicted for repeated and serious violations of the lease, the family has pursued their right to grieve, and the family has prevailed in either the grievance hearing or the informal hearing process.
>
> The PHA's FSS program will not terminate the FSS contract of participation for failure to comply with the terms of the lease.

Employment Obligation [24 CFR 984.303 (b)(4)]

Another obligation set forth by the contract of participation is for the head of the FSS family to *seek and maintain suitable employment* during the term of the contract and any extension. Although other members of the FSS family may seek and maintain suitable employment during the term of the contract, it is only a requirement for the head of the FSS family.

The obligation for the head of the FSS family to *seek employment* is defined in the regulatory language as meaning that the head of the FSS family has searched for jobs, applied for employment, attended job interviews, and has otherwise followed through on employment opportunities. However, this definition still leaves room for policy decisions on the part of the PHA because it does not define the level of activity involved in "seeking."

There is no regulatory definition of *maintain suitable employment.* For this reason, it is up to the PHA to define the term. However, there can be no minimum period of time that the head of the FSS family must work.

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With the agreement of the FSS family member, the PHA makes a determination of what it means to maintain suitable employment based on the skills, education, and job training of the FSS head of household, receipt of other benefits of the family member, and the available job opportunities within the jurisdiction served by the PHA. This means that the PHA must consult with the family member and agreement must be reached as to what *maintain suitable employment* is for that family member [24 CFR 984.303 (b)(4), Notice PIH 93-24, G-3].

PHA Policy

For purposes of the PHA's FSS program, *seek employment* means the head of household has applied for employment, attended job interviews, and otherwise followed through on employment opportunities as outlined in the individual training and services plan of their contract of participation.

Maintaining suitable employment is employment, on the last day of the contract, that is outlined in the individual training and service plan and is based on the skills, education, job training, and receipt of other benefits of the head of the FSS family. The PHA will require verification of this employment or enrollment.

5-I.D. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT

Consequences apply to families who do not meet the terms and conditions of the contract. The regulations require that the contract of participation specify that if the FSS family fails to comply, without good cause, with the terms and conditions of the contract (including compliance with the HCV or public housing lease), the PHA may:

- Withhold supportive services
- Terminate the family's participation in the FSS program

PHAs are not permitted to terminate a family's housing assistance due to the family's failure to meet its obligations under the contract of participation [24 CFR 984.101(d)].

PHA Policy

The contract of participation (CoP) will be terminated before the expiration of the contract term if the participant fails to meet, without "good cause," their obligations as outlined in the CoP. If the participant fails to meet its obligations outlined in the CoP, the FSS coordinator, or their designee, will first meet with the family to reassess the need for supportive services or a change in the individual training and services plan (ITSP).

If a reassessment of supportive services and a change in the ITSP is not successful in bringing the family in to compliance, the FSS coordinator will reassess the need for, and availability of, supportive services and refer the participant to a knowledgeable professional for a formal assessment of the challenges leading to the noncompliance.

The FSS Coordinator will use this formal assessment to identify and refer to resources that remove the challenge so the participant is able to meet their obligations outlined in the CoP.

Finally, if neither of these alternatives is successful, the FSS coordinator will terminate the CoP for failure to complete the tasks, interim goals, or final goals of the ITSP in a timely manner, and thus failure to complete the obligations outlined in the CoP.

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The FSS coordinator will make an exception to the actions in terminating the CoP if the participant can, with the assistance of the FSS Coordinator, demonstrate "good cause" for the failure to meet its obligations as outlined in the CoP.

For purposes of the PHA FSS program, *good cause* includes circumstances beyond the control of the FSS family:

Family circumstances

Death in the family
Serious illness
Medical emergency
Mandatory court appearances
Involuntary loss of employment
Loss of head of household through death, incarceration, or removal from lease

Change in the ITSP improving progress toward economic self-sufficiency

Community circumstances

Significant reduction in workforce (over 20 percent reduction in employment field)

Significant interruption in service delivery (over 3 months interruption)
Provider noncompliance with regulation
Provider unable or unwilling to provide service
Provider offering inferior service

Active pursuit of a current or additional self-sufficiency goal

Resolution of a barrier to employment
Completion of a college degree or technical training
Completion of a work-related certification
Credit repair towards homeownership readiness

PART II: CONTRACT SPECIFICATIONS

5-II.A. OVERIVEW

In addition to making clear the family's obligations under the program, the contract of participation contains specific terms and conditions, including those governing contract modifications, terminations, and grievance procedures. This part describes those specifications and associated policy.

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5-II.B. CONTRACT TERM [24 CFR 984.303(c)]

The initial term of the CoP will run from the effective date through the five-year anniversary of the first reexamination of income that follows the execution date. The CoP will go into effect on the first day of the month following the execution of the CoP.

Contract Extension [24 CFR 984.303(d)]

While the term set forth in the contract of participation is for five years, contract extensions are available. According to regulation, PHAs must for "good cause" extend the term of the contract for a period not to exceed two years for any FSS family that requests an extension of the contract in writing or verbally. The family's written or verbal (documented by the FSS Coordinator) request for an extension must include a description of the need for the extension. *Good cause* means circumstances beyond the control of the FSS family, as determined by the PHA, such as a serious illness or involuntary loss of employment (further defined by PHA policy in Section 5-I.D.). Extension of the contract of participation will entitle the FSS family to continue to have amounts credited to the family's FSS account.

5-II.C. MODIFICATION OF THE CONTRACT

The contract of participation (CoP) may be modified, as long as the PHA and the FSS family mutually agree to modify it. This includes modifications in writing with respect to the individual training and services plans (ITSPs), the contract term (See Section 5-II.B. above), and designation of the head of the family [24 CFR 984.303(f)]. The conditions under which the PHA will modify the contract are set forth in the policy below.

PHA Policy

In the PHA's FSS program, the CoP will be modified by mutual agreement between the PHA and the FSS head of household:

When modifications to the ITSP improve the participant's ability to complete their obligations in the CoP or progress toward economic self- sufficiency.

When the actual end date of the CoP is determined by the effective date of the FSS family's first reexamination changes the end date of the CoP.

When the designated head of the FSS family ceases to reside with other family members in the assisted unit, and the remaining family members, , designate another family member to be the FSS head of household and receive escrow funds.

When an FSS family moves to the jurisdiction of a receiving PHA that does not have an FSS program and the family may not continue participation in the FSS program, and modification of the FSS contract will allow the family to complete the contract and receive an escrow disbursement or terminate the contract with escrow disbursement.

5-II.D. COMPLETION OF THE CONTRACT

By regulation, the contract of participation is considered to be completed when the head of household is employed and the FSS family has fulfilled all of its obligations under the contract of

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participation, including all family members' ITSPs, on or before the expiration of the contract term, including any extension thereof.

Policies on verifying the completion of the contract of participation can be found in Section 6-I.C. of this action plan.

5-II.E. TRANSITIONAL SUPPORTIVE SERVICE ASSISTANCE

Even after a family has completed the contract of participation, a PHA may continue to offer appropriate FSS supportive services to a former completed FSS family. If the family still resides in Section 8 or public housing, these supportive services would be offered for becoming self-sufficient. If the family no longer resides in Section 8 or public housing, these supportive services would be offered for becoming self-sufficient or remaining self-sufficient. Transitional services for families who no longer reside in Section 8 or public housing, may only be offered using sources that are not HUD funds or HUD restricted funds [24 CFR 984.303(j)].

PHA Policy

The PHA will continue to offer supportive services to a former FSS family who has completed its contract of participation.

5-II.F. TERMINATION OF THE CONTRACT

Termination of the Contract with Escrow Distribution [24 CFR 984.303(k)]

The contract of participation will be terminated with escrow distribution before the expiration of the contract term, during any extension of the contract, or at end of the term of the contract if all obligations under such have not been met, when:

- Services that the PHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable, as described in Section 5-II.H. of this Action Plan. This type of termination is also referred to as "nullification" in the FSS regulations at 24 CFR 984.
- The head of the FSS family becomes permanently disabled and unable to work during the period of the contract unless the PHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family; or

An FSS family in good standing moves outside the jurisdiction of the PHA (in accordance with portability requirements at 24 CFR 982.353) for good cause and continuation of the CoP after the move or completion of the CoP prior to the move is not possible. PHAs must be consistent in their determinations of whether a family has good cause for termination with FSS escrow disbursement.

Termination of the Contract without Escrow Distribution [24 CFR 984.303(h)]

The contract of participation may be terminated before the expiration of the contract term and any extension of the contract by the following:

- Mutual consent of the parties
- Failure of the FSS family to meet its obligations under the contract of participation without good cause, including in a Section 8 FSS program, the failure to comply with the contract requirements because the family has moved outside the jurisdiction of the PHA
- The family's withdrawal from the FSS program
- Such other act as is deemed inconsistent with the purpose of the FSS program
- Operation of law

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PHA Policy

The CoP will be terminated before the expiration of the contract term, and any extension thereof, for any of the following reasons Mutual consent of the parties.

Family's withdrawal from the FSS program.

Failure of the FSS family to meet its obligations under the contract of participation without good cause. *Good cause* for the purposes of the FSS program is also defined in Section 5-I.D. of this Action Plan.

Such other act as is deemed inconsistent with the purpose of the FSS program.

Operation of law.

If the FSS family faces termination due to failing to meet, without good cause, its obligations under the CoP, the PHA will follow the relevant policy specified in Section 5-I.D. of this action plan.

Note: If the family is unable to meet the requirements of the contract of participation because essential services are not available, the contract tis *nullified,* not terminated.

In addition, the contract of participation is automatically terminated if the family's Section 8 assistance is terminated in accordance with HUD requirements [24 CFR 984.303(h)].

5-II.G. OPTION TO WITHHOLD SUPPORTIVE SERVICE [24 CFR 984.303(b)(5)(i)]

As touched upon in Section 5-I.D. of this action plan, the PHA has the option to withhold supportive services or the FSS family's participation in the FSS program if the PHA determines that the FSS family has failed to comply without good cause with the requirements of the contract of participation.

PHAs are not permitted to terminate Section 8 assistance to a family due to the family's failure to meet its obligations under the contract of participation [24 CFR 984.101(d)].

5-II.H. PHA OBLIGATION TO MAKE GOOD FAITH EFFORT TO REPLACE UNAVAILABLE SUPPORT SERVICES [24 CFR 984.303(e)]

PHAs must make an extensive good-faith effort to replace services that community agencies either cannot or will not provide. If all of the steps below are exhausted without the provision of an integral service, the contract of participation can be ended ahead of time as a result. This, however, should only occur as a last resort. The PHAs good faith effort must be demonstrated by taking the following steps:

- If a social service agency fails to deliver the supportive services pledged under an FSS family member's individual training and services plan (ITSP), the PHA must make a good-faith effort to obtain these services from another agency.
- If the PHA is unable to obtain the services from another agency, the PHA must reassess the family member's needs and determine whether other available services would achieve the same purpose.
- If other available services would not achieve the same purpose, the PHA shall determine whether the unavailable services are integral to the FSS family's advancement or progress toward self-sufficiency.
- If the unavailable services are not integral to the FSS family's advancement toward self-sufficiency, the PHA must revise the ITSP, delete these services, and modify the contract of participation to remove any obligation on the part of the FSS family to accept the unavailable services.
- If the unavailable services are determined to be integral to the FSS family's advancement toward self-sufficiency (which may be the case if the affected family member is the head of the FSS family), the PHA shall terminate the contract of participation and follow the requirements in Section 5-II.F. of this Action

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Plan.

Termination of the contract of participation based on the unavailability of supportive services shall never be grounds for termination of Section 8 or public housing assistance.

5-II.I. GRIEVANCE PROCEDURES

When adverse action is taken by the PHA against a family, the PHA is required to provide a grievance hearing in the public housing program, or an informal hearing in the HCV program [24 CFR 966 subpart B, 24 CFR 982.554].

According to regulatory requirements, the FSS action plan must contain the grievance and hearing procedures available for FSS families against whom the PHA has taken adverse action with regards to FSS [24 CFR 984.201(d)(9)].

PHA Policy

The grievance and informal hearing procedures for the FSS program will be the same as the grievance and hearing procedures adopted for the HCV and public housing programs in the PHA's admissions and continued occupancy policy and administrative plan, respectively (See pages 317-321 in the ACOP and pages 347-352 in the Administrative Plan).

Adverse actions taken within the FSS program include:

Denial of admission into the FSS program
Denial of request for supportive services
Denial of request to change the ITSP
Denial of request to change the head of household

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Denial of request for interim disbursement of the escrow account
Denial of request to complete the CoP
Denial of a request for an extension to the FSS CoP

Denial of request for either interim or final distribution of escrow account
Withholding of support services
Termination of the FSS CoP

Denial of request for termination with escrow
Denial of transitional services

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Chapter 6
ESCROW ACCOUNT

INTRODUCTION

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The establishment of an escrow account is offered as a support and financial incentive to families for participation in the FSS program. Generally, under this incentive, the amount of an increase in family rent resulting from an increase in earned income is escrowed. That is, usually a family's rent or share of the rent goes up when the family experiences an increase in earned income. In the FSS program, this is still the case, and the part of the rent representing the increase is deposited into an account as an escrow credit. The funds from this escrow account then become available to FSS families upon successful completion of their contracts of participation and may become available earlier at the housing authority's option.

This chapter explains how the FSS escrow account works, including calculating the amount of the escrow credit, disbursing the funds, and the proper way for the PHA to manage and report on the account.

This chapter contains two parts:

> Part I: The Escrow Account: This part provides an overview of how the escrow account works, including calculating the escrow credit and disbursing the funds upon completion of the contract of participation.
>
> Part II: Escrow Fund Accounting and Reporting: This part describes the requirements for managing the escrow account, including both accounting and reporting requirements.

PART I: THE ESCROW ACCOUNT

6-I.A. OVERVIEW

As an integral incentive to the FSS program, it is especially important to have clear-cut policy spelling out how the escrow account works. This includes policy regarding the calculation of the FSS credit amount, the disbursement of FSS account funds, the use of account funds for homeownership, and forfeiture of the FSS escrow account.

6-I.B. CALCULATING THE FSS CREDIT AMOUNT

Determination of Baseline Annual Earned Income and Baseline Monthly Rent

When determining the family's baseline annual earned income and the baseline monthly rent amounts for purposes of computing the FSS escrow credit, the PHA must use the amounts on the family's most recent income reexamination in effect.

For purposes of determining the FSS credit, baseline monthly rent for families paying an income-based rent is the family's Total Tenant Payment (TTP) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract.

For families in public housing who are paying either flat or ceiling rent, family rent is the amount of the flat rent (including the applicable utility allowance) or ceiling rent (including any hardship discounts) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract [24 CFR 984.103(b)].

Determination of the Escrow Credit

To calculate the FSS credit, the PHA must accurately determine the family's baseline earned income and baseline monthly rent and compare those figures with the family's current earned income and current monthly rent. The FSS credit is the lesser of 30 percent of one-twelfth or 2.5

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percent of the amount by which the family's current annual earned income exceeds the family's baseline annual earned income; or the increase in the family's monthly rent. The increase in the family's monthly rent is the lower of either the amount by which the family's current monthly rent exceeds the family's baseline monthly rent, or for HCV families, the difference between the baseline monthly rent and the current gross rent (*i.e.,* rent to owner plus any utility allowance) or the payment standard, whichever is lower [24 CFR 984.305(b)(2)].

Determination of Escrow Credit for Families Who Are Not Low Income

FSS families who are not low-income families are not entitled to any FSS credit [24 CFR 984.305(b)(2)].

Increases in FSS Family Income [24 CFR 984.304]

As described in the FSS credit calculations above, any increases in family earned income resulting in increases in family rent are deposited in the escrow account. For this reason, and because of the nature of the FSS account, any increase in the earned income of an FSS family during its participation in an FSS program may not be considered as income or an asset for purposes of eligibility of the FSS family for other benefits, or amount of benefits payable to the FSS family, under any other program administered by HUD.

Cessation of FSS Credit [24 CFR 984.305(b)(4)]

The PHA will not make any additional credits to the FSS family's FSS account when the family has completed the contract of participation, when the contract of participation is terminated, when the family is not low-income, or during the time a HCV family is in the process of moving to a new unit.

6-I.C. DISBURSEMENT OF FSS ACCOUNT FUNDS

Disbursement Before Completion of Contract

The PHA may at its sole option disburse FSS account funds before completion of the contract if the family needs a portion of the funds for purposes consistent with the contract of participation and the PHA determines that the FSS family has fulfilled certain interim goals established in the contract of participation. These interim disbursements could include using the funds to assist the family in meeting expenses related to completion of higher education (e.g., college, graduate school) or job training, or to meet start-up expenses involved in creation of a small business [24 984.305(c)(2)(ii)].

PHA Policy

The PHA will disburse a portion of the FSS escrow account funds before completion of the CoP when the family has met certain interim goals, which means the family has met all its obligations under the CoP to date, including completion of the ITSP interim goals and tasks to date, and:

Requested funds are needed to complete an interim goal or task within the CoP and are not ongoing expenses.

OR

The family has demonstrated that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals.

Disbursement at Completion of Contract [24 CFR 984.305(c)(1) and 24 984.305(c)(2)(i)]

When the contract has been completed, at or before the expiration date, according to regulation, the amount in the FSS account in excess of any amount the FSS family owes to the PHA under the public housing lease will be

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paid to the head of the FSS family. To receive the disbursement, the head of the FSS family must submit a certification (as defined in 24 CFR 984.103) to the PHA at the time of contract completion that, to the best of his or her knowledge and belief, no member of the FSS family is a recipient of welfare assistance.

Disbursement at Contract Termination [24 CFR 984.305(c)(3)]
The PHA must disburse to the family its FSS escrow account funds in excess of any amount owed to the PHA under the public housing lease when the contract has been terminated in certain circumstances. These circumstances include services that are not available to the family that the PHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency when the head of the FSS family becomes permanently disabled and unable to work during the period of the contract (unless the PHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family), or when an FSS family moves outside the jurisdiction of the PHA and continuation of the CoP after the move is not possible according to the regulations. In circumstances where a family is not able to continue in FSS after the move, it is also possible for the PHA and the family to determine if the contract can be modified to make completion and receipt of the escrow monies possible. PHAs must be consistent in their determinations of whether a family has good cause for termination with FSS escrow disbursement.

Verification of Family Certification at Disbursement
The PHA must verify that the family has met the requirements of either interim, final, or termination of contract with escrow. Interim disbursement may only occur after the family has completed certain interim goals and funds are needed to complete other interim goals. Final disbursement can only occur after the family has completed the contract of participation and all members are welfare-free as defined by regulation. Disbursement at contract termination only occurs if the family circumstances involve an integral missing service, the disability of the FSS head of household, or an FSS family porting out of the jurisdiction of the PHA and HUD regulations do not allow continuation of the FSS contract. In each of these circumstances, it follows that the PHA may require verification for the completion of interim goals or the contract of participation.

At interim disbursement and before final disbursement of the FSS account funds to the family, the PHA may verify that the FSS family is no longer a recipient of welfare assistance by requesting copies of any documents which may indicate whether the family is receiving any welfare assistance, and by contacting welfare agencies [24 CFR 984.305(c)(4)].

HUD provides verification guidance in Notice PIH 2018-18. This guidance is mandatory for the Section 8 and public housing programs. The PHA's Administrative Plan or ACOP must contain verification policies following the hierarchy in this notice. The policies contained in the PHA's ACOP and Administrative Plan cover verification policies related to the FSS program in general. However, determining the need for interim disbursements may require more clarification as to what constitutes an acceptable third-party source.

PHA Policy
The PHA will require verification that the FSS family has completed certain interim goals, has completed the contract of participation, has met the requirements for termination with disbursement of escrow and that the FSS family is no longer a recipient of welfare assistance, as relevant, before making interim and final disbursements.

The PHA will follow HUD's verification hierarchy set forth in Notice PIH 2018-18 to make these verifications, including the guidance therein regarding documentation. However, the PHA will use a *knowledgeable professional* as a third-party source to verify the need for interim disbursements.

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Succession to FSS Account [24 CFR 984.305(d)]
FSS account funds should be disbursed to the head of the FSS family. However, if the head of the FSS family no longer resides with the other family members in Section 8 or public housing, the remaining members of the FSS family, after consultation with the PHA, have the right to designate another family member to receive the funds.

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6-I.D. USE OF FSS ACCOUNT FUNDS FOR HOMEOWNERSHIP

According to regulation, a Section 8 or public housing FSS family may use their the final distribution of FSS account funds for the purchase of a home, including the purchase of a home under one of HUD's homeownership programs, or other federal, state, or local homeownership programs, unless the use is prohibited by the statute or regulations governing the particular homeownership program [24 CFR 984.305(e)].

Homeownership is just one option for use of the FSS account funds. PHAs may not restrict the use of escrow funds at contract completion [Notice PIH 93-24, C-13].

6-I.E. USE OF FORFEITURE OF FSS ACCOUNT FUNDS

Amounts in the FSS account will be forfeited when the contract of participation is terminated without escrow disbursement, or when the contract of participation is completed by the family (see Section 5-II.D. of this action plan) but the FSS family is receiving welfare assistance at the time of expiration of the term of the contract of participation, including any contract extension [24 CFR 984.305(f)(1)].

Use of forfeited escrow accounts is described in detail in Section 3-I.F. of this FSS Action Plan.

Treatment of Forfeited FSS Account Funds

FSS escrow account funds forfeited by the FSS family must be used by the PHA for the benefit of the FSS participants. These funds may only be used for support for FSS participants in good standing. These supports include transportation, childcare, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the CoP; or training for FSS Program Coordinator(s). Forfeited FSS escrow accounts may not be used for salary and fringe benefits of FSS Program Coordinators, general administrative costs of the FSS program, for housing assistance payments (HAP) expenses or public housing operating funds.

PART II: ESCROW FUND ACCOUNTING AND REPORTING

6-II.A. OVERVIEW

Regulations set forth specific requirements involving the accounting and reporting for the FSS escrow account. This part describes those requirements and the PHA policy necessary for managing the account from the PHA perspective.

+6-II.B. ACCOUNTING FOR FSS ACCOUNT FUNDS

When establishing FSS escrow accounts, the PHA must deposit the FSS account funds of all families participating in the PHA's FSS program into a single depository account for each (Section 8 or public housing) program. These funds are determined at each reexamination after the effective date of the contract and must be deposited each month to each family's subsidiary line item in the PHAs escrow account. In addition, the funds held in this account must be invested in one or more of the HUD-approved investments [24 CFR 984.305].

Crediting the Escrow Account [24 CFR 984.305(a)(2)(i)]

The total of the combined FSS account funds will be supported in the PHA accounting records by a subsidiary ledger showing the balance applicable to each FSS family. During the term of the contract of participation, the PHA must credit the amount of the FSS credit (see Section 6-I.B.) to each family's FSS account every month.

Proration of Investment Income [24 CFR 984.305(a)(2)(ii)]

Because the FSS account funds are to be invested, the investment income for those funds in the FSS account will also need to be credited to each family's account subsidiary line item. By regulation, these funds are to be

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prorated and credited to each family's FSS account based on the balance in each family's FSS account at the end of the period for which the investment income is credited.

PHA Policy
Each quarter the full amount of the investment income for funds in the ***[insert public housing and/or Section 8]*** FSS account will be prorated and credited to each family's subsidiary line item after the deduction of unpaid rent and other amounts due under the ***[insert public housing and/or Section 8]*** lease.

Reduction of Amounts Due by FSS Family [24 CFR 984.305(a)(2)(iii)]

At Completion for Monies Owed to the PHA by the Family
If the FSS family has not paid the family contribution towards rent, or other amounts, if any, due under the public housing or Section 8 lease, the balance in the family's FSS account shall be reduced by that amount (as reported by the owner to the PHA in the Section 8 FSS program) at the time of final disbursement of FSS escrow funds.

Before Completion for Underreported Income
At Baseline When the Family Joins FSS for Underreported Income
If the FSS family has underreported income after the baseline annual income is set, the amount credited to the FSS account will be based on the income amounts originally reported by the FSS family.
After Baseline When Family is in FSS for Underreported Income
If the FSS family is found to have under-reported income in the reexamination used to set the baseline, the escrow for the entire period of the CoP will be recalculated using the correct income to set the baseline and then calculate subsequent escrow amounts.

6-II.B.(i) ESCROW ELIGIBILITY, RENT COMPLIANCE, AND HOUSING STABILITY SUPPORTS

Purpose:
To ensure participants clearly understand how rent payment status and eviction prevention actions affect eligibility for Family Self-Sufficiency (FSS) escrow funds, in alignment with HUD regulations at 24 CFR §984.305(a)(2)(iii).

1. **Escrow Eligibility and Rent Obligations:**
   - FSS escrow accounts are credited based on increases in earned income over the participant's baseline, as established at enrollment.
   - Any amounts owed by the participant to the Public Housing Agency (PHA) or property owner—including unpaid rent, fees, or damages—may be deducted from the FSS escrow balance at the time of disbursement.
   - Participants must remain current on rent obligations (in good standing) to ensure full eligibility for escrow disbursement.
2. **Nonpayment of Rent:**

   If an FSS program participant in public housing with CRHA does not pay their monthly rent as charged by the PHA, the particpant will not escrow for that specific time. This clarifies unresolved rent arrears ability to impact a participant's standing in the FSS program and their eligibility for escrow accrual. For public housing residents, the PHA will refer to the rent ledger to esnure correct accounting for eligible escrow credit an FSS family can accrue if the client has paid their rent.

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- If a CRHA FSS participant in public housing fails to pay their monthly rent as charged by the PHA, the participant will not accrue escrow credit for that specific month.
- This clarifies that unresolved rent arrears can directly affect a participant's standing in the FSS program and their eligibility for escrow accrual.
- For public housing residents, the PHA will use the official rent ledger to ensure accurate accounting of escrow credits for months in which rent has been paid.

3. **Third-Party Rental Assistance:**
   - If an FSS participant receives financial rental assistance from a third party—such as local nonprofits, emergency relief programs, or other outside community agencies—to cover their rent, the participant will not accrue escrow credit for that specific month.
   - Escrow credit can only accrue when the participant's rent is paid directly by the household in accordance with program requirements.

4. **Eviction Prevention and Diversion:**
   - Participants who experience temporary rent nonpayment but actively engage in eviction prevention strategies—such as entering a payment plan, making partial payments, or securing approved financial assistance—may remain eligible for partial or full escrow disbursement.
   - CRHA will review each participant's efforts to resolve rent arrears and determine any necessary escrow deductions in accordance with HUD regulations.
   - The CRHA's Eviction Diversion Program (EDP) provides wrap-around services, referrals, and economic opportunities to help residents prevent eviction. Through collaboration with Property Management, Resident Services, and community partners, the EDP promotes housing stability, wellness, and financial resilience.

5. **Action Steps for Participants:**
   - Notify the FSS Coordinator immediately of any difficulty in paying rent and work with FSS team under eviction prevention and diversion, or other supportive services to remain in good standing and maintain housing assistance.
   - Maintain compliance with lease obligations to preserve escrow eligibility.
   - Termination of housing assistance (public housing and, or section 8 [HCV]) is an automatic termination of the FSS Contract of Participation (CoP).

6. **PHA Responsibilities:**
   - Review participant rent status and any outstanding debts at the time of escrow disbursement.
   - Calculate allowable escrow disbursement after deducting unpaid rent, fees, or damages.
   - Provide written notification to participants of any deductions, including the rationale, consistent with HUD regulations.
   - Ensure that potential terminations follow full due process: no termination is final until the resident has been offered a hearing and a hearing officer has upheld the PHA's decision. Residents retain the right to further appeal through the courts.

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- Require documented evidence to verify that a resident is not in "good standing"; determinations will not be made based on hearsay.
- Make all reasonable efforts to ensure participants facing termination are afforded due process and offered supportive services. Where possible, CRHA will work with participants to help them pursue successful graduation and completion of their FSS Individual Training and Services Plan (ITSP) and Contract of Participation (CoP), within HUD compliance guidelines.

6-II.C. REPORTING ON THE FSS ACCOUNT

Each PHA must make a report, at least once annually, to each FSS family on the status of the family's FSS account.

At a minimum, the report must include [24 CFR 984.305(a)(3)]:

- The balance at the beginning of the reporting period
- The amount of the family's rent payment that was credited to the FSS account, during the reporting period.
- Any deductions made from the account for amounts due the PHA before interest is distributed.
- The amount of interest earned on the account during the year.
- The total in the account at the end of the reporting period

PHA Policy

The PHA will provide FSS participants with an annual statement on the status of their FSS escrow account.

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INTRODUCTION

Portability in HCV FSS Program

Chapter 7

PHAs operating HCV FSS programs must be familiar with the rules and regulations regarding portability under the HCV program. As with the case of portability in the HCV program in general, the FSS family may move outside the initial PHA jurisdiction under portability procedures after the first 12 months of the FSS contract of participation [24 CFR 984.306].

In the event that an FSS family chooses to exercise portability, certain special requirements regarding the FSS program would apply. This chapter describes the obligations of the initial PHA, the receiving PHA, and the FSS family under portability, in addition to any special stipulations regarding portability in the FSS context.

This chapter contains two parts:

Part I: Portability in the FSS Program: This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

Part II: The Effects of Portability on FSS Regulations and Policy: This part describes the specific ways in which portability affects different aspects of the FSS program, including the escrow account, program termination, loss of the FSS account, and termination of HCV program assistance.

PART I: PORTABILITY IN THE FSS PROGRAM

7-I.A. OVERVIEW

Portability is a statutory feature of the Section 8 program—it is included in the law. As such, PHAs operating a Section 8 FSS program need to understand the effects that portability will have on Section 8 FSS families and program operation. This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

7-I.B. DEFINITIONS

For the purposes of portability with regards to the FSS program, the following definitions will be used [24 CFR 982.4, 24 CFR 984.306].

- *Initial PHA* means both:
  1. A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and
  2. A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.
- *Receiving PHA* means a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA either absorbs the family into its program, including issuing a voucher and providing rental assistance to the family, or bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher.

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- *Relocating FSS Family* refers to an FSS family that moves from the jurisdiction of a PHA at least 12 months after signing its contract of participation.

7-I.C. RESIDENCY REQUIREMENTS

Families participating in a Section 8 FSS program are required to lease an assisted unit within the jurisdiction of the PHA that selected the family for the FSS program for a minimum period of 12 months after the effective date of the contract of participation. However, the initial PHA may approve a family's request to move outside its jurisdiction under portability during this period if the move is in accordance with the regulations at 24 CFR 982.353 [24 CFR 984.306(a)(1)].

PHA Policy

The PHA will approve a family's request to move outside its jurisdiction under portability during the first 12 months after the effective date of the contract of participation if the move is in accordance with the regulations for such moves at 24 CFR 982.353.

After the first 12 months of the FSS contract of participation, the FSS family may move outside the initial PHA jurisdiction under portability procedures regardless of PHA approval [24 CFR 984.306(a)(2)].

7-I.D. PORTABILITY REQUIREMENTS FOR FSS PARTICIPANTS Receiving PHA Administers an FSS Program [24 CFR 984.306(b)]

Whether the receiving PHA bills the initial PHA or absorbs the FSS family into its Section 8 program, the receiving PHA must enroll an FSS family in good standing in its FSS program. However, if the receiving PHA is already serving the number of FSS families identified in its FSS Action Plan and determines that it does not have the resources to manage the FSS contract or the receiving PHA, the initial PHA may agree to the FSS family's continued participation in the initial PHA's FSS program. Prior to the PHA agreeing to the continued participation, the initial PHA must determine that the relocating FSS family has demonstrated that, notwithstanding the move, it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

PHA Policy

The PHA, as the initial housing authority, will agree to the participant's continued participation in their FSS program so long as the relocating family has demonstrated, with the assistance of the FSS Coordinator, that it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

Where continued FSS participation is not possible, the initial PHA **must** clearly discuss the options that may be available to the family. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement in accordance with 24 CFR 984.303(k)(1)(iii), or termination of the FSS contract and forfeiture of escrow.

PHA Policy

The PHA will clearly discuss the options that are available to the family where continued FSS participation is not possible. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

Receiving PHA Does Not Administer an FSS Program [24 CFR 984.306(c)]

If the receiving PHA does not administer an FSS program and the receiving PHA is absorbing the voucher, the

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FSS family may not continue participation in the FSS program. The initial PHA must clearly discuss the options that may be available to the family. These may include, but are not limited to, modification of the FSS contract, locating a receiving PHA that administers an FSS program, termination of the FSS contract with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

PHA Policy
The PHA will, as stated above, clearly discuss the options that may be available to the family where continued FSS participation is not possible. Depending on the family's contract specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement in accordance with 24 CFR 984.303(k)(1)(iii), or termination of the FSS contract and forfeiture of escrow.

If the receiving PHA does not administer an FSS program and the receiving PHA is administering the voucher, the FSS family may continue participation in the FSS program. The initial PHA must clearly discuss the options that may be available to the family. These may include but are not limited to, modification of the FSS contract, locating a receiving PHA that administers an FSS program, termination of the FSS contract with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

PHA Policy
The PHA, as the initial housing authority, will agree to the participant's continued participation in their FSS program so long as the relocating family has demonstrated, with the assistance of the FSS Coordinator, that it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

A chart summarizing portability impact on an FSS family follows.

PORTABILITY FSS IMPACT ON FSS FAMILY

Family FSS Status		PHA FSS Status	Port Scenario	FSS Impact	PHA or HUD Decides
1.	FSS family ports	Receiving PHA has FSS program Initial PHA has FSS program	Billed	Family may continue participation in initial PHA's FSS program or Family may enroll in receiving PHA's FSS program	Determined by the initial PHA. Determined by the receiving PHA.

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2.	FSS family ports	Receiving PHA has FSS program Initial PHA has FSS program	Absorbed	Family may enroll in receiving PHA's FSS program or Family may continue participation at initial PHA's FSS program.	Determined by the receiving PHA. Determined by the receiving PHA. *Agreement from the receiving PHA is needed because they would be responsible for most of the FSS tasks under this scenario.
3.	FSS family ports	Receiving PHA does not have FSS program Initial PHA administers FSS program	Billed	Family may continue participation in initial PHA's FSS program	First, determined by the initial PHA. Then, receiving PHA must agree. *The receiving PHA would be responsible for submitting the FSS information for the family into IMS/PIC. Receiving PHA's determination must be based on an undue financial or administrative hardship such as the cost of adding an FSS module to their existing systems. If continued participation is agreed to by the PHAs, the initial PHA must provide the receiving PHA with timely and complete FSS addendum information and the receiving PHA is responsible for timely and accurate submission of the FSS information into IMS/PIC.
4.	FSS family ports	Receiving PHA does not have FSS program. Initial PHA administers FSS program	Absorbed	Family may not continue participation in initial PHA's FSS program	Determined by HUD. The receiving PHA would be responsible for managing escrow and the receiving PHA does not administer an FSS program.

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Single Contract of Participation
If the FSS family enrolls in the receiving PHA's FSS program, the receiving PHA will enter a new contract with the FSS family for the term remaining on the contract with the initial PHA. The initial PHA will end its contract with the family.

If the FSS family remains in the FSS program of the initial PHA, pursuant to this section, the contract executed by the initial PHA will remain as the contract in place.

Termination of FSS contract and Forfeiture of Escrow Account [984.306(e)]
If an FSS family relocates to another jurisdiction and is unable to fulfill its obligations under the contract, including any modifications, the PHA, which is a party to the contract, **must terminate the FSS family from the FSS program**. The family's FSS escrow account will be forfeited.

Termination of FSS program participation and forfeiture of FSS escrow must be used only as a last resort after the PHA determines, in consultation with the family, that the family would be unable to fulfill its obligations under the contract after the move, that locating another receiving housing authority with a FSS program is not possible, that the current contract cannot be modified to allow for completion prior to porting, and that the current contract cannot be terminated with FSS escrow disbursement. When termination is the only option, the PHA must clearly notify the family that the move will result in the loss of escrow funds. The PHA must follow its policy for clearly notifying the FSS family of the forfeiture.

7-I.E. NEW FSS ENROLLMENT INTO RECEIVING PHA'S FSS PROGRAM

Administering and Billing of the Voucher
If a non-FSS family ports and the receiving PHA bills the initial PHA, the receiving PHA may, consistent with the receiving PHA's FSS enrollment policies, enroll a family that was not an FSS participant at the initial PHA into its FSS program if and only if the initial PHA manages an FSS program and agrees to such enrollment. If the receiving PHA bills the initial PHA, but the initial PHA does not manage an FSS program, the family may not enroll in the receiving PHA's FSS program.

PHA Policy
The PHA, as the receiving PHA, will enroll a non-FSS family who is porting when the initial PHA manages an FSS program, the initial PHA is being billed for the housing assistance payments, and the initial PHA agrees to the family enrolling in the receiving PHA's FSS program.

Absorption of the Voucher
If the receiving PHA absorbs the family into its Section 8 program, the receiving PHA may, consistent with the receiving PHA's FSS enrollment policies, enroll a family that was not an FSS participant at the initial PHA into its FSS program.

PART II: REPORTING

7-II.A. OVERVIEW

Each PHA that carries out an FSS program shall submit to HUD, in the form prescribed by HUD, a report regarding its FSS program.

7-II.B. CONTENTS OF THE FSS REPORT [24 CFR 984.401]

The report submitted to HUD must include a description of the activities carried out in the FSS program; a description of the effectiveness of the program in assisting families to achieve economic independence and self-sufficiency, including the number of families enrolled and graduated and the number of established escrow accounts and positive escrow balances; a description of the effectiveness of the program in coordinating resources of communities to assist families to achieve economic independence and self-sufficiency; and any recommendations by the PHA or the appropriate local Program Coordinating Committee for legislative or administrative action that would improve the FSS program and ensure the effectiveness of the program.

7-II.C. FAMILY SELF-SUFFICIENCY GRANT PROGRAM REVIEW PHA SELF-ASSESSMENT

HUD provides a detailed checklist for PHAs to conduct their own self-assessment of their FSS program. The form is administered by the local field office and allows each PHA to gather concrete and comprehensive data covering aspects of the program from FSS Action Plans and Composite Scores through FSS program size, participants, and graduations to reductions in FSS grants and current Memoranda of Agreement with community partners. A detailed example of the FSS Self-Assessment is available at HUD's FSS Resource page, which can be located by searching "HUD FSS" on any browser.

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 09/30/2027**

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 04/2026, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g 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 signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies, for the PHA's jurisdiction and a description of the way 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 Resident Advisory Board (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 way 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. Where possible, PHAs should make documents available electronically, for public inspection upon request.
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. The PHA ensured all notices and meetings provided effective communication with persons with disabilities and further provided meaningful language access for persons with Limited English Proficiency (LEP).
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.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs.
7. The PHA will affirmatively further fair housing, in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living

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patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies should be designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies should include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

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 and/or its successor system: the Housing Information Portal (HIP) 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 based on age pursuant to the Age Discrimination Act of 1975.
10. In accordance with the Fair Housing Act, the PHA will not base a determination of eligibility for housing on marital status and will not otherwise discriminate because of sex.
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' for people with physical disabilities.
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 the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implement the 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 200.302 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 always be available at 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

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business office of the PHA and, where possible, should be made available for public inspection in an electronic format.

22. The PHA certifies that it is following all applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Charlottesville Redev & Housing Authority
PHA Name

VA016
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 20**26**

_ 5-Year PHA Plan for Fiscal Years 20-20

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director: **MR John Sales**		Name of Board Chairman: **Brigid O'Rourke**	
Signature: DocuSigned by: John Sales C01E39036E9C40C...	Date: 12/12/2025	Signature: Signed by: Brigid O'Rourke 13F9750F7E0C432...	Date: 12/12/2025

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. 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.

Form identification: *VA016-Charlottesville Redev & Housing Authority form HUD-50077-ST-HCV-HP (Form ID -1993) for CY 2026 printed by Kathleen Glenn-Matthews in HUD Secure Systems/Public Housing Portal at 12/09/2025 07:48AM EST*

Status: Created

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 09/30/2027**

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

I, **James Freas**, the **Deputy City Manager**
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years **2026-2030** and/or Annual PHA Plan for fiscal year **2026** of the **VA016 - Charlottesville Redev & Housing Authority** is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including any applicable fair housing goals or strategies to:

City of Charlottesville

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR Part 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 & Housing Authority staff have stayed involved in the Consolidated Plan process to insure consistency focusing on goals such as Encouraging Homeownership Opportunities and Preserving Affordable Housing in the City of Charlottesville.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Name of Authorized Official: **James Freas**	Title: **Deputy City Manager**
Signature: James Freas James Freas (Dec 9, 2025 16:27:58 EST)	Date: 12/09/2025

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. 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.

Form identification: VA016 - Charlottesville Redev & Housing Authority form HUD-50077-SL (Form ID - 5953) printed by Kathleen Glenn-Matthews in HUD Secure Systems/Public Housing Portal at 12/09/2025 02:01PM EST

E.

Certification of Payments to Influence Federal Transactions

OMB Approval No. 2577-0157 (Exp. 1/31/2027)

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,including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0157.

Applicant Name

Charlottesville Redevelopment & 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	Title
John Sales	Executive Director

Signature	Date (mm/dd/yyyy)
DocuSigned by: John Sales C01E39036E9C40C...	12/12/2025

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F. Board Resolution

CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY
500 1st Street South
CHARLOTTESVILLE, VIRGINIA 22902
TELEPHONE: (434) 326-4748
www.crha.com

CRHA RESOLUTION # 1498

RESOLUTON APPROVING THE SUBMISSION OF CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY'S PROPOSED ANNUAL PLAN FY 2026- 2027.

WHEREAS, the Charlottesville Redevelopment and Housing Authority (CRHA or the Authority), after receiving public comments, has drafted a proposed Annual Plan for FY 2026- 2027; 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. 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 and Five Year Plan, as amended and authorizes the CRHA Executive Director to forward the proposed Annual and Five Year Plan to the Richmond Field Office for the United States Department of Housing and Urban Development for review and approval. RESOLVED THIS 11TH DAY OF DECEMBER 2025 BY THE CRHA BOARD OF COMMISSIONERS.

Signed by:
Brigid O'Rourke
13E9750E7E0C432...

Brigid O'Rourke, CRHA Board Chair — Date: 12/12/2025

DocuSigned by:
John Sales
C01E39036E9C40C...

John M. Sales, Secretary — Date: 12/12/2025

EQUAL HOUSING OPPORTUNITY

CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or union affiliations in any of its federally assisted programs and activities.