

**Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, September 25, 2023, at 6:00 pm
City Space
Agenda**

- I. Call to Order
 - Roll Call of Commissioners
 - Moment of Silence
 - General Announcements / Meeting Dates / Reminders
- II. Public Comments followed by PHAR Comments
- III. Updates from Commissioners and Discussion
- IV. Approval of Board Minutes from August 28th *Attachment A*
- V. Resolution 1459 2023-2024 HCV Payment Standards *Attachment B*
- VI. Resolution 1460 2023-2024 Utility Allowance *Attachment C*
- VII. Resolution 1461 Execution of Auditing Contract *Attachment D*
- VIII. Resolution 1462 FSS Action Plan Amendment *Attachment E*
- IX. Housing Director Update *Attachment F*
- X. HCV Program Manager Update *Attachment G*
- XI. Finance Director Update *Attachment H*
- XII. Closed Session
- XIII. Public Comments
- XIV. Adjournment

CRHA Meeting Announcements

CRHA Board Work Session: Thursday, October 12, 2022, at 6:00 pm
CRHA Board Regular Meeting: Monday, October 25, 2023, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at
Join Zoom Meeting: <https://zoom.us/j/94663021086?pwd=ZEhHZ3UOVGNXdnczZFIEkR3cDU2Zz09>
One tap mobile. +13017158592,,94663021086#

October 5th 3:30pm Regular CRHA Redevelopment Meeting

October 19th 1:00pm CRHA Admin Redevelopment Meeting

Safety Committee every other Wednesday at 4:00pm

September 27th at 4:00pm

October 11th at 4:00 pm

Resident Services Committee: October 10th at 1:00 pm

Join Zoom Meeting:

<https://zoom.us/j/95147780948?pwd=YUExYmZCOVBQUkQ3cy9zZ1NVYkg2UT09>

One tap mobile: +16465588656,,95147780948#

Kathleen Glenn-Matthews, matthewsk@cvillerha.com; 434-987-9639

**Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, August 28, 2023, at 6:00 pm
City Space
Annual Meeting
Agenda**

I. Call to Order

Roll Call of Commissioners

	Present	Absent
Dr. Wes Bellamy, Commissioner	X	
Alice Washington, Commissioner	X	
Laura Goldblatt, Commissioner	X	
Judy Sandridge, Commissioner	X	
Javier Raudales, Commissioner	X	
Brigid Wicks, Commissioner	X	
Michael Payne, Commissioner	X	

Moment of Silence

Introduction to New Commissioner's

- A. Mr. Javier Raudales
- B. Ms. Alice Washington

General Announcements / Meeting Dates / Reminders

Commissioner Wicks:

- CRHA work session will be held Wednesday, September 13th at 6:00 pm
- The next CRHA regular board meeting is Monday, September 25th at 6:00pm
- Redevelopment committee meeting is September 7th at 3:00pm
- Admin meeting is on September 21st at 1:00 pm.
- Safety committee every other Wednesday; the next meeting will be September 13th at 4:00 pm
- Resident Services Committee is on September 12th at 1:00 pm.

II. Election of Board Positions:

- **Chair**
 - Vote by a show of hands, all Commissioners agree to elect Dr. Bellamy as Chair
- **Vice Chair**
 - Vote by a show of hands, all Commissioners agree to elect Commissioner Wicks as Vice Chair
- **Treasurer**
 - Vote by a show of hands, all Commissioners agree to elect Commissioner Goldblatt as Treasurer

III. Public Comments followed by PHAR Comments

Emily Dreyfus:

- September 16th at 1:00 pm, Computer 4 Kids will have the President of a leadership organization that will be hosting several international students and working children in Charlottesville on computers and mentoring/leadership work as well.
- September 16th at 4:00 pm, Ms. Carr (CEO: Not Me I Believe) will host an affordable housing rally at Tonsler Park.
- September 24th at 12:00 pm, Youth Carnival at Tonsler Park.
- PHAR is starting works on the Fall Fest, which will be site-based and will have fall-like activities for the children.
- September 27th, the new First Street community center will host an oral history listening session with some of our long-time leaders.
- Mid-October PHAR will be hosting their internship program, they can be at 434-984-3255.

Ms. Carr:

- This rally is much needed to answer questions that the community has and to bring awareness to the need.

Dr. Bellamy:

- August 29th at 7:00 am, Dr. Bellamy and John Sales will be at South First Street for the Holly Edwards annual "Meet at the bus stop, with donuts/fruits/juice"

IV. Approval of Board Minutes from 5/22/2023

Attachment A

Commissioner Payne motioned to approve the board minutes and Commissioner Wicks seconded.

	Ayes	Nays	Absent	Abstain
Dr. Wes Bellamy, Chair	X			
Alice Washington, Commissioner				X
Laura Goldblatt, Commissioner	X			
Javier Raudales, Commissioner				X
Judy Sandridge, Commissioner	X			
Brigid Wicks, Commissioner	X			
Michael Payne, Commissioner	X			

V. Updates from Commissioners and Discussion

Attachment B

Commissioner Goldblatt:

- The Safety Committee has been moving from site to site to gain as many residents as possible
- Trying to recruit some community partners to make sure the playgrounds have benches and maintain the basketball courts and gardens.
- More involvement from the children, allowing them to pick the paint that will be used for the playgrounds might be a good idea.

Mr. Sales:

- There's a partner in place that is replacing the playgrounds and basketball courts at: Michie, Madison, and Riverside. And there is funding set aside for the basketball court at Westhaven.

- CRHA was awarded a grant from Virginia Housing to do a Strategic Plan and there are two slots for commissioners to serve on the strategic planning committee. (Commissioner Washington and Commissioner Payne)

VI. Resolution 1457 Recognizing Dr. A'Lelia R. Henry

Attachment C

	Ayes	Nays	Absent	Abstain
Dr. Wes Bellamy, Chair	X			
Alice Washington, Commissioner				X
Laura Goldblatt, Commissioner	X			
Javier Raudales, Commissioner				X
Judy Sandridge, Commissioner	X			
Brigid Wicks, Commissioner	X			
Michael Payne, Commissioner	X			

VII. Resolution 1458 Recognizing Ms. Airea Garland

Attachment D

	Ayes	Nays	Absent	Abstain
Dr. Wes Bellamy, Chair	X			
Alice Washington, Commissioner				X
Laura Goldblatt, Commissioner	X			
Javier Raudales, Commissioner				X
Judy Sandridge, Commissioner	X			
Brigid Wicks, Commissioner	X			
Michael Payne, Commissioner	X			

VIII. Housing Director Update

Attachment E

- **Crescent Halls:**
 - 46 residents have been moved in and the relocation team is waiting on two files to be approved by compliance.
 - By the end of the month there should be 50 residents moved in.
 - There will be a monthly bingo at Crescent Halls
- **South First Street:**
 - New First move in will be August 29th
 - There are 14 families left at the old South First Street, but 10 will be going to the New South First Street and the others will be between Crescent Halls and Westhaven.
- **Delinquency** was off due to technical issues with rent café.
- **Recertifications** are up to date
- Sixth Street pest concerns have been rectified and all properties have been treated
- More resident participation in the safety meeting, up about 10%
- Mr. Sales worked diligently over the weekend to ensure that all the residents had an AC unit due to the chiller not working properly.

IX. HCV Program Manager Update

Attachment F

- **Vouchers:**
 - 2 vouchers for outgoing portability
 - 19 vouchers at The Crossings
 - 6 enhanced vouchers at Greenstone on fifth
 - 5 VASH vouchers
 - 4 project-based vouchers
 - 27 vouchers leased at Crescent Halls
 - 38 mainstream vouchers but 40 were allocated (2 families waiting on CPV and CRV)
 - 12 Emergency vouchers
 - 5 Allocation vouchers
 - 1733 HCV
 - 5 Fostering youths
 - 22 referrals from Department of Social Services
 - 31 contracts that are abated
 - 20 vouchers on the street
 - **Recertifications:**
 - they are a little behind. Ms. Hester is a new hire that has been working diligently on the recertifications.
 - **Inspections:**
 - 32 are scheduled annually
 - 14 reinspection's
 - 6 inspection extensions.
 - **CSRP:**
 - 10 families on waiting list
- X. Public Comments
- No public comments.

XI. Adjournment

Dr. Bellamy motioned to adjourn the meeting; Commissioner Wicks seconded.

	Ayes	Nays	Absent	Abstain
Dr. Wes Bellamy, Chair	X			
Alice Washington, Commissioner	X			
Laura Goldblatt, Commissioner	X			
Javier Raudales, Commissioner	X			
Judy Sandridge, Commissioner	X			
Brigid Wicks, Commissioner	X			
Michael Payne, Commissioner	X			

CRHA Meeting Announcements

CRHA Board Work Session:
CRHA Board Regular Meeting:

Wednesday September 13th, 2023, at 6:00 pm
Monday, September 25th, 2023, at 6:00pm

Redevelopment Committee Meeting: Every 1st Thursday of the month at

Join Zoom Meeting: <https://zoom.us/j/94663021086?pwd=ZEhHZ3U0VGNXdnczZFIENkR3cDU2Zz09>

One tap mobile. +13017158592,,94663021086#

September 7th 3:00pm Regular CRHA Redevelopment Meeting

September 21st 1:00pm CRHA Admin Redevelopment Meeting

Safety Committee every other Wednesday at 4:00pm

August 30th at 4:00pm

September 13th at 4:00 pm

Resident Services Committee: September 12th at 1:00 pm

Join Zoom Meeting: <https://zoom.us/j/95147780948?pwd=YUEXymZCOVBQUkQ3cy9zZ1NVYkg2UT09>

One tap mobile: +16465588656,,95147780948#

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com

CRHA RESOLUTION #1459

A RESOLUTION APPROVING THE CHARLOTTESVILLE REDEVELOPMENT HOUSING AUTHORITY'S 2023-2024 VOUCHER PAYMENT STANDARD SCHEDULE

)
)
)
)



WHEREAS, pursuant to 42 U.S.C. Section 1437(c)(1), the Department of Housing and Urban Development (“HUD”) annually publishes, in the Federal Register, fair market rents (FMR) for each market area in the United States; and

WHEREAS, under 24 CFR 982.503(a)(1), the Housing Authority (“Authority”) “must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the [Authority’s] jurisdiction” for each “unit size”; and

WHEREAS, unit size is based on the number of bedrooms; and

WHEREAS, the Authority “may establish the payment standard amount for a unit size at any level between 90 percent and 110 percent of the published FMR for that unit size” (24 CFR 982.503(b)(1)(i)); and

WHEREAS, the Authority “must revise the payments standard amount no later than 3 months following the effective date of the published FMR if a change is necessary to stay within the basic range” (24 CFR 982.503(b)(1)(1)); and

WHEREAS, HUD has published the 2024 FMRs for Charlottesville City, which should take effect on October 1, 2023

WHEREAS, it has been determined that an additional increase in payment standards is necessary to keep pace with regional rental market trends and limit shelter burden; and

WHEREAS, increased payment standard amounts will Affirmatively Further Fair Housing objectives in the Charlottesville City region and surrounding counties;

WHEREAS, the Authority has reviewed the current average contract rents for the unit under a Housing Assistance Payments Contract and has determined that the payment standards should be established at 110 percent of the published 2024 FMRs for the Charlottesville City Region and surrounding counties.

NOW, THEREFORE, BE IT RESOLVED by the Charlottesville Redevelopment & Housing Authority Board that the following payment standard schedule needed to be adopted:

Zero Bedroom \$1,531.00
One Bedroom \$1,557.00
Two Bedroom \$1,846.00
Three Bedroom \$2,325.00
Four Bedroom \$2,869.00
Five Bedroom \$3,299.00

RESOLVED THIS TWENTY FIFTH DAY OF SEPTEMBER 2023 BY THE CRHA BOARD OF COMMISSIONERS.

Dr. Wes Bellamy
CRHA Board Chair

Mr. John M. Sales
Board Secretary

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com

CRHA RESOLUTION #1460

**RESOLUTION ADOPTING REVISED CHARLOTTESVILLE
REDEVELOPMENT AND HOUSING AUTHORITY UTILITY
ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE
VOUCHER PROGRAM FY'S 2023-2024**

)
)
)
)



WHEREAS, the Charlottesville Redevelopment and Housing Authority (hereafter CRHA) operates the Section 8 Housing Choice Voucher Program within the guidelines set forth by the Department of Housing and Urban Development, and

WHEREAS, the CRHA has a duty to review agency-wide utility consumption and adopt utility allowance rates in accordance with the Code of Federal Regulations; the CRHA has reviewed the utility allowance schedules and has determined that best practices would be to follow the utility schedule set by the Virginia Housing Development Authority "VHDA"; which study and rate shall be used to calculate utility allowances for CRHA and any excess utility charges pursuant thereto.

CRHA has conducted an annual review of its agency-wide utility consumption and utility allowance rates in satisfaction of the requirements of the Code of Federal Regulations; NOW, THEREFORE, BE IT RESOLVED that CRHA, by and through its Officers, hereby adopts the attached utility schedules into the Section 8 Housing Choice Voucher Program effective October 1, 2023.

RESOLVED THIS TWENTY FIFTH DAY OF SEPTEMBER 2023 BY THE CRHA BOARD OF COMMISSIONERS.

Dr. Wes Bellamy
CRHA Board Chair

Mr. John M. Sales
Board Secretary

Virginia Housing | Housing Choice Voucher Program

Allowances for
Tenant-Furnished Utilities
and Other Services

Family Name: _____
Unit Address: _____

Voucher Size*: _____ Unit Bedroom Size*: _____

**Use smaller size to calculate tenant-supplied utilities and appliances.*

		Unit Type: 1 Exposed Wall				Effective Date: 07/01/2023			
Utility	Usage	Monthly Dollar Amount							
		0 BR	1 BR	2BR	3BR	4BR	5 BR	6 BR	7BR
Appliance	Range/Microwave	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
	Refrigerator	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Bottled Gas	Cooking	\$11.00	\$15.00	\$20.00	\$24.00	\$31.00	\$35.00	\$40.00	\$44.00
	Home Heating	\$61.00	\$85.00	\$109.00	\$133.00	\$169.00	\$194.00	\$218.00	\$242.00
	Water Heating	\$27.00	\$37.00	\$48.00	\$58.00	\$74.00	\$85.00	\$95.00	\$106.00
Electricity	Cooking	\$4.00	\$5.00	\$6.00	\$8.00	\$10.00	\$11.00	\$13.00	\$14.00
	Cooling (A/C)	\$7.00	\$10.00	\$13.00	\$15.00	\$20.00	\$22.00	\$25.00	\$28.00
	Home Heating	\$25.00	\$34.00	\$44.00	\$54.00	\$69.00	\$78.00	\$88.00	\$98.00
	Other Electric	\$14.00	\$20.00	\$25.00	\$31.00	\$39.00	\$45.00	\$50.00	\$56.00
	Water Heating	\$13.00	\$18.00	\$23.00	\$28.00	\$35.00	\$40.00	\$45.00	\$50.00
Natural Gas	Cooking	\$2.00	\$2.00	\$3.00	\$3.00	\$4.00	\$5.00	\$5.00	\$6.00
	Home Heating	\$9.00	\$13.00	\$16.00	\$20.00	\$25.00	\$29.00	\$32.00	\$36.00
	Water Heating	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00	\$13.00	\$14.00	\$16.00
Oil	Home Heating	\$55.00	\$77.00	\$99.00	\$121.00	\$154.00	\$176.00	\$198.00	\$220.00
	Water Heating	\$24.00	\$33.00	\$42.00	\$52.00	\$66.00	\$75.00	\$85.00	\$94.00
Sewer	Other	\$21.00	\$29.00	\$38.00	\$46.00	\$59.00	\$67.00	\$76.00	\$84.00
Trash Collection	Other	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Water	Other	\$18.00	\$25.00	\$32.00	\$40.00	\$50.00	\$58.00	\$65.00	\$72.00
UTILITY ALLOWANCE TOTAL:		\$	\$	\$	\$	\$	\$	\$	\$

Virginia Housing | Housing Choice Voucher Program

**Allowances for
Tenant-Furnished Utilities
and Other Services**

Family Name: _____

Unit Address: _____

Voucher Size*: _____ **Unit Bedroom Size*:** _____

**Use smaller size to calculate tenant-supplied utilities and appliances.*

		Unit Type: 2 Exposed Walls				Effective Date: 07/01/2023			
Utility	Usage	Monthly Dollar Amount							
		0 BR	1 BR	2BR	3BR	4BR	5 BR	6 BR	7BR
Appliance	Range/Microwave	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
	Refrigerator	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Bottled Gas	Cooking	\$11.00	\$15.00	\$20.00	\$24.00	\$31.00	\$35.00	\$40.00	\$44.00
	Home Heating	\$64.00	\$89.00	\$114.00	\$140.00	\$177.00	\$204.00	\$229.00	\$254.00
	Water Heating	\$27.00	\$37.00	\$48.00	\$58.00	\$74.00	\$85.00	\$95.00	\$106.00
Electricity	Cooking	\$4.00	\$5.00	\$6.00	\$8.00	\$10.00	\$11.00	\$13.00	\$14.00
	Cooling (A/C)	\$7.00	\$11.00	\$14.00	\$16.00	\$21.00	\$23.00	\$26.00	\$29.00
	Home Heating	\$26.00	\$36.00	\$46.00	\$57.00	\$72.00	\$82.00	\$92.00	\$103.00
	Other Electric	\$14.00	\$20.00	\$25.00	\$31.00	\$39.00	\$45.00	\$50.00	\$56.00
	Water Heating	\$13.00	\$18.00	\$23.00	\$28.00	\$35.00	\$40.00	\$45.00	\$50.00
Natural Gas	Cooking	\$2.00	\$2.00	\$3.00	\$3.00	\$4.00	\$5.00	\$5.00	\$6.00
	Home Heating	\$9.00	\$14.00	\$17.00	\$21.00	\$26.00	\$30.00	\$34.00	\$38.00
	Water Heating	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00	\$13.00	\$14.00	\$16.00
Oil	Home Heating	\$58.00	\$81.00	\$104.00	\$127.00	\$162.00	\$185.00	\$208.00	\$231.00
	Water Heating	\$24.00	\$33.00	\$42.00	\$52.00	\$66.00	\$75.00	\$85.00	\$94.00
Sewer	Other	\$21.00	\$29.00	\$38.00	\$46.00	\$59.00	\$67.00	\$76.00	\$84.00
Trash Collection	Other	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Water	Other	\$18.00	\$25.00	\$32.00	\$40.00	\$50.00	\$58.00	\$65.00	\$72.00
UTILITY ALLOWANCE TOTAL:		\$	\$	\$	\$	\$	\$	\$	\$

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
CRHA-CHARLOTTESVILLE VA - CENTRAL VIR		3 EXPOSED WALLS					10/01/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	9	14	17	21	26	30	
	Bottled Gas	70	98	125	154	195	224	
	Electric	29	40	51	63	79	90	
	Electric – Heat Pump							
	Fuel Oil	64	89	114	140	178	204	
	Other							
Cooking	Natural Gas	2	2	3	3	4	5	
	Bottled Gas	11	15	20	24	31	35	
	Electric	4	5	6	8	10	11	
	Other							
Other Electric		14	20	25	31	39	45	
Air Conditioning		8	12	15	18	23	25	
Water Heating	Natural Gas	4	6	7	9	11	13	
	Bottled Gas	27	37	48	58	74	85	
	Electric	13	18	23	28	35	40	
	Electric – Heat Pump							
	Fuel Oil	24	33	42	52	66	75	
Water		18	25	32	40	50	58	
Sewer		21	29	38	46	59	67	
Trash Collection		15	15	15	15	15	15	
Other – specify								
Range/Microwave		2	2	2	2	2	2	
Refrigerator		3	3	3	3	3	3	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Unit Address					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
Number of Bedrooms					Refrigerator			
					Total			

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating" and "Water Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDUser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.25 hours, 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 collected is required to determine the amount of utility allowance necessary to calculate the family's tenant portion. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information collected specifies which utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169

exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
CRHA-CHARLOTTESVILLE VA - CENTRAL VIR		4 EXPOSED WALLS					10/01/2023	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	12	17	22	26	33	38	
	Bottled Gas	81	113	144	177	224	258	
	Electric	33	46	59	72	91	104	
	Electric – Heat Pump							
	Fuel Oil	74	102	131	161	205	235	
	Other							
Cooking	Natural Gas	2	2	3	3	4	5	
	Bottled Gas	11	15	20	24	31	35	
	Electric	4	5	6	8	10	11	
	Other							
Other Electric		14	20	25	31	39	45	
Air Conditioning		9	14	17	21	26	29	
Water Heating	Natural Gas	4	6	7	9	11	13	
	Bottled Gas	27	37	48	58	74	85	
	Electric	13	18	23	28	35	40	
	Electric – Heat Pump							
	Fuel Oil	24	33	42	52	66	75	
Water		18	25	32	40	50	58	
Sewer		21	29	38	46	59	67	
Trash Collection		15	15	15	15	15	15	
Other – specify								
Range/Microwave		2	2	2	2	2	2	
Refrigerator		3	3	3	3	3	3	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Unit Address					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			

PHAs must maintain a completed HUD Form-52667 Utility Allowance Schedule for each unit type that is typical in the PHA's jurisdiction. The utility allowance schedule is based on the typical cost of utilities and services paid by energy-conservation households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

This form includes the utilities that the PHA must consider: heating (space), cooking, other electric (e.g. lights, appliances, general usage), air conditioning (if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners), water heating, water, sewer, trash, the cost to provide a range, and the cost to provide a refrigerator. This form includes several fuel types, however, the PHA is not required to have a utility allowance for every fuel type listed on the form. The PHA is only required to have an allowance for the fuel types that are typical in the PHA's jurisdiction.

Electric resistance vs. electric heat pump: The most recent update to the HUD-52667 includes "Electric Heat Pump" as a fuel type under "Heating" and "Water Heating". PHAs may choose to provide an allowance on the schedule for electric (resistance), electric heat pump, or both. Heat pumps are more efficient and are associated with lower consumption. By adding this to the form, HUD is not requiring PHAs to consider both. This is up to the PHA, however, the [HUD Utility Schedule Model](#) tool available on HUDUser.gov provides an allowance for both electric resistance and electric heat pump.

Determining Allowances: In general, PHAs use local sources of information on the cost of utilities and services, such as:

1. Electric utility suppliers
2. Natural gas utility suppliers
3. Water and sewer suppliers
4. Fuel oil and bottled gas suppliers
5. Public service commissions
6. Real estate and property management firms
7. State and local agencies
8. Appliance sales and leasing firms

PHAs may use the HUD Utility Schedule Model (HUSM) available on HUDUser.org to determine their Utility Allowance Schedules. The tool uses geographic-specific utility consumption rates combined with user entered data on utility rates to determine the overall monthly allowance.

OMB Burden Statement: The public reporting burden for this information collection is estimated to be up to 0.25 hours, 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 collected is required to determine the amount of utility allowance necessary to calculate the family's tenant portion. Assurances of confidentiality are not provided under this collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Office of Public and Indian Housing, US. Department of Housing and Urban Development, Washington, DC 20410. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Privacy Notice: The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information collected specifies which utilities and appliances are to be supplied by the owner, and what utilities and appliances are to be supplied to the tenant. The Personally Identifiable Information (PII) data collected on this form are not stored or retrieved within a system of record.

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com

CRHA RESOLUTION #1461

**RESOLUTION AUTHORIZING THE EXECUTION OF A
CONTRACT FOR INDEPENDENT AUDIT SERVICES
BETWEEN CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY AND DOOLEY & VICARS
CERTIFIED PUBLIC ACCOUNTANTS, LLP**

)
)
)
)



WHEREAS, the Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (the "Authority") has adopted a policy of conducting an annual financial and compliance examination of the Authority's financial records; and

WHEREAS, the Authority requires Independent Audit Services (the "Services"); and

WHEREAS, Request for Proposals (RFP) 23002 was issued by the Authority to solicit companies capable of providing the Services and two proposals were received; and

WHEREAS, Dooley & Vicars Certified Public Accountants, LLP, (the "Firm") provided the most responsive proposal in response to, and in compliance with, the RFP and has been deemed by the Authority to be responsible and an acceptable provider of audit services; and

WHEREAS, it is in the best interest of the Authority to enter into a contract for the Services with the Firm, with said contract having an annual price not to exceed Thirty Thousand Dollars (\$30,000.00), an initial term expiring September 30, 2024, and additional four one-year option terms exercisable by the Executive Director at the Executive Director's sole discretion; and

WHEREAS, Section 36-19 of the Code of Virginia of 1950, as amended, authorizes the Authority to make and execute contracts and other instruments necessary or convenient to the exercise of its powers; and

WHEREAS, the Authority has procured the services of the Firm in compliance with 2 CFR Part 200 and Section 2.2-4300, the Virginia Public Procurement Act (VPPA).

RESOLVED THIS TWENTY FIFTH DAY OF SEPTEMBER 2023 BY THE CRHA BOARD OF COMMISSIONERS.

Dr. Wes Bellamy
CRHA Board Chair

Mr. John M. Sales
Board Secretary

REQUEST FOR PROPOSALS 23002
INDEPENDENT AUDIT SERVICES
CONTRACT PROCUREMENT INFORMATION

A. Request for Proposals for a Independent Audit Services was issued by the Charlottesville Redevelopment and Housing Authority (the "Authority") to select an independent auditor to conduct an annual financial and compliance examination of Authority's financial records in accordance with HUD regulations. The current Auditor is Dooley and Vicars, Certified Public Accountants, LLP. The RFP was issued March 21, 2023, and was advertised with the following:

- eVA, the State's electronic procurement website
- CRHA website

B. Over 1400 firms were notified about the solicitation due to the utilization of eVA and other means:

C. Proposals Due Date: Thursday, May 4, 2023 at 3:00 p.m., eVA

D. Proposals were received from the following:

FIRM	LOCATION	POINTS	SWaM, S3 STATUS
DOOLEY & VICARS CERTIFIED PUBLIC ACCOUNTANTS, LLP	RICHMOND, VA	88.93	
ACCUTRAK ACCOUNTING & ACCOUNTING SERVICEES, PLLC	ST. CLAIR SHORES, MI	83.67	

E. **Most Responsive Proposals:**

Due the nature of this solicitation, the Evaluation Committee was the Kathleen Glenn-Matthews, Sharon Payne and Michelle Crown. Preliminary scoring of the proposals was done to determine the competitive range based on Technical Factors such as experience, staffing, methodology or workplan, Section 3 and WBE and MBE status. Firms that scored in the Competitive Range, which required a minimum score of 60 out of 80, moved forward to Price consideration. Price was then factored in to those that made the competitive range to determine the highest rated proposal. Both firms made the competitive range. After initial scoring, Dooley & Vicars Certified Public Accountants as selected as the most qualified firm to provide Independent Audit Services. Their price was slightly below the Independent Cost Estimate (ICE) of \$120,348 based on previous amount paid by the housing authority for five years with a 10% inflation factor.

F. Previous Experience by Dooley & Vicars:

Dooley & Vicars has extensive experience conducting audits for Public Housing Authorities (PHAs). They provide services to Hopewell, Suffolk and Petersburg RHAs. They are also the current auditors for CRHA.

G. Selection Recommendation:

Based on the selection criteria established by Procurement for Charlottesville Redevelopment and Housing Authority and recommendations from the evaluation committee and references, it is recommended that the Authority enter into a contract with Dooley & Vicars Certified Public Accountants for the provision of Independent Audit Services for a term on one-year with the option to annually renew for four years.

INDEPENDENT AUDIT SERVICES		
RFP 23002		
SCORESHEET		
EVALUATOR-ALL		
FIRM	TOTAL	AVERAGE
ACCUTRAK	251	83.67
DOOLEY & VICARS	262	88.93

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com

CRHA RESOLUTION #1462

**RESOLUTION AMENDING Family
Self Sufficiency (FSS) Action Plan**

)
)
)
)



WHEREAS, by Agenda and Notice dated June 30, 2022 the Authority declared and posted the amended Family Self Sufficiency (FSS) Action Plan as required of the 24 CFR Parts 887 and 984 ; and

WHEREAS, Housing and Urban Development (HUD) adopted the submitted CRHA FSS Action Plan on October 28, 2022.

WHEREAS, it is desired that the various policies of the Housing Authority to be in keeping with the federal law and HUD regulations;

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Charlottesville Redevelopment and Housing Authority that a amended FSS Action Plan is hereby approved in all respects. Any significant policy changes enacted following adoption of the FSS Action Plan will be forwarded to HUD.

RESOLVED THIS TWENTY FIFTH DAY OF SEPTEMBER 2023 BY THE CRHA BOARD OF COMMISSIONERS.

Dr. Wes Bellamy
CRHA Board Chair

Mr. John M. Sales
Board Secretary

Charlottesville Redevelopment &
Housing Authority

FSS Action Plan for the Family
Self-Sufficiency Program

DRAFT Amended June 2023

November 28, 2022

[illegible]

From:



1810 Gillespie Way, Suite 202 El
Cajon, CA 92020 800.783.3100
www.nanmckay.com

Copyright 2022 by Nan McKay & Associates, Inc.

All rights reserved.

Permission to reprint is granted only to the Public Housing Authority or Housing Agency that has purchased this plan from Nan McKay & Associates, Inc. This document may not be reprinted or distributed to any other person or entity other than the purchasing agency without the express written permission of Nan McKay & Associates, Inc.

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 marked 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
TABLE OF CONTENTS**

CHAPTER 1	
THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN	
PART I: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND FSS ACTION PLAN	1
1-I.A. OVERVIEW OF THE FAMILY SELF-SUFFICIENCY PROGRAM	1
1-I.B. APPLICABLE REGULATIONS	2
1-I.C. THE FAMILY SELF-SUFFICIENCY ACTION PLAN	2
PART II: REQUIREMENTS OF THE FSS ACTION PLAN	3
1-II.A. OVERVIEW	3
1-II.B. HUD APPROACH TO POLICY DEVELOPMENT	3
1-II.C. FSS ACTION PLAN DEVELOPMENT AND REVISION	4
Development of Action Plan [24 CFR 984.201(b) and (c)]	4
Single Action Plan [24 CFR 984.201(f)]	4
Revision to the FSS Action Plan [24 CFR 984.201(c)(2)]	4
1-II.D. CONTENTS OF THE PLAN [24CFR 984.201(d)]	5
Optional Additional Information [24 CFR 984.201(d)(13)]	6
1-II.E. FAMILY DEMOGRAPHICS [24 CFR 984.201(d)(1)]	7
CHAPTER 2	
PURPOSE, SCOPE, AND APPLICABILITY OF THE FAMILY SELF-SUFFICIENCY PROGRAM	
PART I: PURPOSE AND BASIC REQUIREMENTS OF THE FSS PROGRAM	3
2-I.A. PURPOSE	3
2-I.B. PROGRAM OBJECTIVES [24 CFR 984.102]	3
2-I.C. BASIC REQUIREMENTS OF THE FSS PROGRAM [24 CFR 984.104]	3
PART II: SCOPE OF THE FSS PROGRAM	5
2-II.A. HOUSING-ASSISTED FAMILIES ELIGIBLE TO PARTICIPATE IN FSS	5
2-II.B. PHAs REQUIRED TO OPERATE AN FSS PROGRAM	5
Mandatory Minimum Program Size (MMPS) [24 CFR 984.105]	5
2-II.C. COOPERATIVE AGREEMENTS [24 CFR 984.106]	7
2-II.D. ESTIMATE OF PARTICIPATING FAMILIES [24 CFR 984.201(d)(2)]	7
2-II.E. ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS [24 CFR 984.201(d)(3)]	7
2-II.F. ELIGIBILITY OF A COMBINED PROGRAM [24 CFR 984.201(e)]	8
PART III: PROGRAM OPERATION	9
2-III.A. OVERVIEW	9
2-III.B. PROGRAM IMPLEMENTATION DEADLINE	9
Voluntary Program [24 CFR 984.301(a)]	9
2-III.C. TIMETABLE FOR PROGRAM IMPLEMENTATION [24 CFR 984.201(d)(13)]	10

Deleted: ¶

PART IV: DEFINITIONS.....	11
2-IV.A. DEFINITIONS [24 CFR 984.103].....	11

CHAPTER 3 PROGRAM ADMINISTRATION

PART I: STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES.....	1
3-I.A. OVERVIEW.....	1
3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS [24 CFR 984.301(b)].....	1
3-I.C. FSS PROGRAM COORDINATOR RESPONSIBILITIES.....	2
Primary Role of the FSS Program Coordinator.....	2
3-I.D. ADMINISTRATIVE FEES AND COSTS.....	3
HCV FSS Program.....	3
Public Housing FSS Program.....	3
3-I.E. SUPPORTIVE SERVICES FEES AND COSTS.....	4
HCV FSS Supportive Services.....	4
Public Housing FSS Supportive Services.....	4
3-I.F. USE OF FORFEITED ESCROW ACCOUNTS FUNDS.....	5
3-I.G. ON-SITE FACILITIES.....	6
PART II: PROGRAM COORDINATING COMMITTEE.....	7
3-II.A. OVERVIEW.....	7
3-II.B. PROGRAM COORDINATING COMMITTEE MEMBERSHIP.....	7
Required PCC Membership [24 CFR 984.202(b)(1)].....	7
Assistance in Identifying Potential PCC Members [24 CFR 984.202(b)(1)].....	7
Recommended PCC Membership [24 CFR 984.202(b)(2)].....	8
3-II.C. ALTERNATIVE PCC COMMITTEE [24 CFR 984.202(c)].....	8
EXHIBIT 3-1: CHART FOR DETERMINING PCC MEMBERSHIP.....	9

CHAPTER 4 SELECTING AND SERVING FSS FAMILIES

PART I: INCENTIVES, OUTREACH, AND ASSURANCE OF NONINTERFERENCE.....	3
4-I.A. OVERVIEW.....	3
4-I.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)].....	4
4-I.C. OUTREACH EFFORTS [24 CFR 984.201(d)(6)(i)(ii)].....	5
4-I.D. ASSURANCE OF NONINTERFERENCE WITH THE RIGHTS OF NONPARTICIPATING FAMILIES [24 CFR 984.201(d)(10)].....	6
PART II: FAMILY SELECTION.....	7
4-II.A. OVERVIEW.....	7
4-II.B. COMPLIANCE WITH NONDISCRIMINATION PROVISIONS.....	7
4-II.C. FSS SELECTION PREFERENCES.....	7
4-II.D. SELECTION FACTORS.....	8
Motivation Selection Factors [24 CFR 984.203(d)(1)].....	8
Other Selection Factors.....	9
4-II.E. SELECTION OF HEAD OF HOUSEHOLD.....	10

PART III: ACTIVITIES AND SUPPORT SERVICES	11
4-III.A. OVERVIEW.....	11
4-III.B. METHOD OF IDENTIFYING FAMILY SUPPORT NEEDS [24 CFR 984.201(d)(8)]	11
4-III.C. FSS ACTIVITIES AND SUPPORT SERVICES DESCRIPTION [24 CFR 984.201(d)(7)]	12
4-III.D. CERTIFICATION OF COORDINATION [24 CFR 984.201(D)(12)]	15

CHAPTER 5 CONTRACT OF PARTICIPATION

PART I: OVERVIEW AND FAMILY OBLIGATIONS.....	1
5-I.A. OVERVIEW.....	1
5-I.B. CONTENTS OF THE CONTRACT OF PARTICIPATION.....	2
Individual Training and Services Plan.....	2
5-I.C. FAMILY OBLIGATIONS	3
Compliance with Lease Terms [24 CFR 984.303(b)(3)]	3
Employment Obligation [24 CFR 984.303 (b)(4)]	4
5-I.D. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT	5
PART II: CONTRACT SPECIFICATIONS	7
5-II.A. OVERVIEW	7
5-II.B. CONTRACT TERM [24 CFR 984.303(c)].....	7
Contract Extension [24 CFR 984.303(d)]	7
5-II.C. MODIFICATION OF THE CONTRACT	8
5-II.D. COMPLETION OF THE CONTRACT	9
5-II.E. TRANSITIONAL SUPPORTIVE SERVICE ASSISTANCE.....	9
5-II.F. TERMINATION OF THE CONTRACT.....	10
Termination of the Contract with Escrow Distribution [24 CFR 984.303(k)].....	10
Termination of the Contract without Escrow Distribution [24 CFR 984.303(h)].....	10
5-II.G. OPTION TO WITHHOLD SUPPORTIVE SERVICE [24 CFR 984.303(b)(5)(i)]	12
5-II.H. PHA OBLIGATION TO MAKE GOOD FAITH EFFORT TO REPLACE UNAVAILABLE SUPPORT SERVICES [24 CFR 984.303(e)]	12
5-II.I. GRIEVANCE PROCEDURES	13

CHAPTER 6 ESCROW ACCOUNT

PART I: THE ESCROW ACCOUNT	1
6-I.A. OVERVIEW.....	1
6-I.B. CALCULATING THE FSS CREDIT AMOUNT	2
Determination of Baseline Annual Earned Income and Baseline Monthly Rent.....	2
Determination of the Escrow Credit	2
Determination of Escrow Credit for Families Who Are Not Low Income.....	2
Increases in FSS Family Income [24 CFR 984.304]	2

Cessation of FSS Credit [24 CFR 984.305(b)(4)]	2
6-I.C. DISBURSEMENT OF FSS ACCOUNT FUNDS	3
Disbursement Before Completion of Contract	3
Disbursement at Completion of Contract [24 CFR 984.305(c)(1) and 24 984.305(c)(2)(i)]	3
Disbursement at Contract Termination [24 CFR 984.305(c)(3)]	4
Verification of Family Certification at Disbursement	4
Succession to FSS Account [24 CFR 984.305(d)]	5
6-I.D. USE OF FSS ACCOUNT FUNDS FOR HOMEOWNERSHIP	6
6-I.E. USE OF FORFEITURE OF FSS ACCOUNT FUNDS	6
Treatment of Forfeited FSS Account Funds	6
PART II: ESCROW FUND ACCOUNTING AND REPORTING	7
6-II.A. OVERVIEW	7
6-II.B. ACCOUNTING FOR FSS ACCOUNT FUNDS	7
Crediting the Escrow Account [24 CFR 984.305(a)(2)(i)]	7
Proration of Investment Income [24 CFR 984.305(a)(2)(ii)]	7
Reduction of Amounts Due by FSS Family [24 CFR 984.305(a)(2)(iii)]	7
6-II.C. REPORTING ON THE FSS ACCOUNT	8
 CHAPTER 7	
PORTABILITY IN HCV FSS PROGRAMS	
PART I: PORTABILITY IN THE FSS PROGRAM	1
7-I.A. OVERVIEW	1
7-I.B. DEFINITIONS	2
7-I.C. RESIDENCY REQUIREMENTS	2
7-I.D. PORTABILITY REQUIREMENTS FOR FSS PARTICIPANTS	3
Receiving PHA Administers an FSS Program [24 CFR 984.306(b)]	3
Receiving PHA Does Not Administer an FSS Program [24 CFR 984.306(c)]	4
Single Contract of Participation	4
Termination of FSS contract and Forfeiture of Escrow Account [984.306(e)]	4
7-I.E. NEW FSS ENROLLMENT INTO RECEIVING PHA'S FSS PROGRAM	5
Administering and Billing of the Voucher	5
Absorption of the Voucher	5
PART II: REPORTING	7
7-II.A. OVERVIEW	7
7-II.B. CONTENTS OF THE FSS REPORT [24 CFR 984.401]	7
7-II.C. FAMILY SELF-SUFFICIENCY GRANT PROGRAM REVIEW PHA SELF-ASSESSMENT	7

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.

1-1.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

1-1.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)].

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

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.

I-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)

- 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)

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%

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				

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]

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]

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)].

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.

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

Conduct Program Needs Assessment	January 2023
----------------------------------	--------------

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.

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.

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

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 (PBR), 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.

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

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.

3-I.C. FSS PROGRAM COORDINATOR RESPONSIBILITIES

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)].

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.

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.

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.

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.

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 Consuela Knight
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	Sarah Morton 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

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	Executive Director or Designee	Mary Carter Lominack or Designee
	Charlottesville Department of Human Rights		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 Services and or OAR	Misty Graves Roy Home to Hope Gary Spry
Employment Development	Network2Work	Life and Career Coach or Designee	Victoria Maxey or Designee
Parks and Recreation	Charlottesville Parks and Rec	Director or Designee	Dana Kasler or Designee

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

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 residents and Housing Choice Voucher participants in the Summer of 2023, bringing the entire FSS program total to 30. 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 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

Deleted: 4

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 families through public and private resources, describes the method the PHA will use to identify family support needs, and covers the required coordination certification.

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 encourage participation and 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.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: <ul style="list-style-type: none">• 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 FSS program, break down the
--	--	--

		<p>goals into achievable steps and accompany the family through the process.</p> <ul style="list-style-type: none"> • 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.
--	--	--

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 childcare 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.

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.

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.

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.

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.

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.

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.

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.

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

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.

- 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

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 attend, 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 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.

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	Adult Basic Education
	Educational Assessment	Career Center
	Vocational Planning	Community College
	Educational Planning	Community-Based Organizations
	Disability Assessment	Career Center
	Disability Vocational Assessment/Planning	Community College
	Disability Educational Assessment/Planning	Vocational Rehabilitation
	Drug/Alcohol Assessment	Health Department
	Drug/Alcohol Planning	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
Legal Services	Representation Document Review Counsel or Advice	ACLU Legal Aid

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

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.

Chapter 5 CONTRACT OF PARTICIPATION

INTRODUCTION

Each family that is selected to participate in an FSS program must enter 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.

Deleted: enter into

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 *maintaining 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.

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 non-compliance.

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.

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. OVERVIEW

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.

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

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

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 is *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 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

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

Chapter 6 ESCROW ACCOUNT

INTRODUCTION

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 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 the completion of higher education (e.g., college, graduate school) or job training or to meet start-up expenses involved in the creation of a small business [24 CFR 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 CFR 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 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.

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.

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 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.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.

Chapter 7

PORTABILITY IN HCV FSS PROGRAMS

INTRODUCTION

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].

Formatted: Indent: Left: 0"

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.
- *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)].

7-1.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 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.
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.

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.

7-11.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. The 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.

CHARLOTTESVILLE REDEVELOPMENT &
HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE: (434) 326-4748 FAX: (434) 971-4797

www.cvillerha.com



Residents *FIRST!*

CRHA RESOLUTION #1443

RESOLUTION ADOPTING New Family
Self Sufficiency (FSS) Action Plan

)
)
)
)


WHEREAS, by Agenda and Notice dated September 30, 2022 the Authority declared its intention to adopt a new Family Self Sufficiency (FSS) Action Plan as required of the 24 CFR Parts 887 and 984; and

WHEREAS, Housing and Urban Development (HUD) adopted the submitted CRHA FSS Action Plan on October 28, 2022.

WHEREAS, it is desired that the various policies of the Housing Authority to be in keeping with the federal law and HUD regulations;

NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Charlottesville Redevelopment and Housing Authority that a new FSS Action Plan is hereby approved in all respects. Any significant policy changes enacted following adoption of the FSS Action Plan will be forwarded to HUD.

RESOLVED THIS TWENTY-EIGHTH DAY OF NOVEMBER 2022 BY THE CRHA BOARD OF COMMISSIONERS.


Dr. A'lelia R. Henry, CRHA Board Chair


John M. Sales, CRHA Secretary

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

Charlottesville Redevelopment & Housing Authority

Rental Office
1000 South First Street
Charlottesville, VA. 22902
TTY/Telephone: 711/ 434-326-4672
www.cvillerha.com

PUBLIC HOUSING PROGRAM REPORT 09/18/2023

Relocation Updates Crescent Halls:

- We have physically moved in 52 residents as of 09/18. So, half of the building is full now.
- The CH Relocation team is currently waiting on 4 additional files to be approved by compliance at this time.
- The fitness room is up and running and is available for the residents – We are working on a plan for the emergency stops on the treadmills so that they don't get missing. We are already missing one, but the machine is still operable.
- We are revisiting bringing back the Relocation Assessment team to assist the residents with how to use their appliances since they are different from the previous appliances.
- Sentara Hospital facilitated BINGO along with CRHA this month.
- The property manager is partnering with PACE to bring more life skills and personal safety activities such as knitting, and evacuation role play to the residents at CH.

South First Street Relocation Update

- We have currently moved 7 families into building 3 at SFS.
- We are currently waiting on 2 files from compliance at this time which will result in 2 additional move ins.
- We are currently waiting on 5 rent letters from HCV to be able to send an additional 5 files to compliance.

Staffing:

Ongoing - We have struggled with staffing shortages over the last few months. To combat this, we have asked our HR coordinator to double the amount of interviews and candidates we are currently interviewing. These shortages have contributed to the lease up moving more slowly, as we are down 2 property managers at this time. We are open to referrals as well as suggestions.

**** New Team Members**** Ms. Claudette Greene is slated to start the first week of October and will be taking over SFS and the Dogwood Portfolio. We are happy to welcome Ms. Claudette back as she will be a knowledgeable asset since she has worked in the program before.

Delinquency Snap Shot - PH

Affordable Tenant Delinquency
Property: All Public Housing (.ph)
As Of (mm/yy): 09/2023

Property Name	Amount Owed
6th Street (6th)	13,137.93
Madison Avenue (mad)	6,285.40
Michie Drive (mch)	4,693.50
Ridge (rd)	5,567.20
Riverside (rs)	3,384.80
South First (sfirst)	1,025.00
Westhaven Public Housing (wh)	38,011.81
<hr/>	
Crescent Hall Reno LLC (crh-tc)	34,549.49
<hr/>	
South First Street Phase I (sfp1-tc)	17,048.99
<hr/>	

Delinquency Snap Shot – Non Public Housing

Affordable Tenant Delinquency
Property: Non-Hud Local-city Funded Housing (.cityhsg)
As Of (mm/yy): 09/2023

Property Name	Amount Owed
Coleman (9-colemn)	3,100.67
Dogwood (9-dogwoo)	35,280.14
Montrose (9-montros)	573.51

**** The above numbers are not 100% accurate as we are cleaning up ledgers as we enter rent this month. Several ledgers were skewed when residents were relocated, resulting in inaccurate reporting. In addition, we were initially having portal issues with the Dogwood site. July rent is still not on most of the accounts. ****

Higher Delinquency has been an ongoing issue due to us trying to work with the residents vs. using the eviction process as our first option. We have reached out to multiple agencies to get rent help but as COVID funds have run out, agencies are having a tougher time giving large amounts of funding to one family. We have begun the eviction process for residents who just refuse to pay.

Total Vacancies – All Sites

Westhaven – 2

Riverside – 1

Michie – 1

6th Street - 2

Madison - 1

Recertifications

We are moving into our heavy recertification period but have created a cert plan to work through it. We are going to use a divide and conquer approach to avoid losing any more traction on our Relocation efforts.

Current Staff Training (Ongoing)

VHDA and HUD Trainings for Staff Ongoing
Furthering AFFH Training in August Completed by ALL staff.
Uniform Relocation Assistance ongoing webinars

Required Meetings:

- Safety Meeting (Bi-Monthly on Wednesdays)
- Resident Services Meeting (Second Tuesday of the month)
- Redevelopment Meeting (First Thursday of the month)
- CRHA Senior Management Meeting (Weekly)
- Relocation Assessment Team (Third Monday of the month)

Curb Appeal Efforts

- Ongoing

***Wins* This Month** – For the third month in a row we had a lot more resident participation in our safety meetings. Our safety meetings are up to about 10 people consistently now with most people in attendance being active participants expressing their concerns during the meeting.

Major safety concerns

- Lack of police presence in the communities
- Lack of arrests or detainment when the police are called – residents are afraid to tell on any one for fear of retaliation.
- Lack of feeling protected due to history with the police department (lack of working together)

6CRHA Current HCV Stats

As of 09.20.2023

Programs		
Portable Vouchers:	2	
TC HAP	\$2,767.00	
TC - The Crossings:	19	Excluded Special Funding – PROJECT BASED VOUCHERS
TC HAP	\$14,143.00	
EV - Enhanced Vouchers:	08	
EV HAP	\$2,800.00	
VA – VASH Vouchers	5	
VA HAP	\$2,574.00	
SOUTH FIRST STREET -	14	Excluded Special Funding – PROJECT BASED VOUCHERS
	\$13,598.00	
CRESCENT HALLS -	31	Excluded Special Funding – PROJECT BASED VOUCHERS
	\$28,287.00	
Mainstream	38	Excluded Special Funding
MS HAP	\$29,560.00	
TPV- Tenant Protection Vouchers & TRV- Tenant Relocation Vouchers	28	
TPV HAP	\$15,000.00	
EHV – Emergency Vouchers:	13	Excluded Special Funding
EHV HAP	\$8,861.00	
FAMILY SELF SUFFICIENCY PROGRAM ESCROW - 3		
	\$2,183.00	
HCV - Housing Choice Vouchers:	507	
HCV HAP	\$407,109.00	
TOTAL -	550	
TOTAL HAP SEPTEMBER 2023	\$432,536.00	

Waitlist/Available Placements

• VASH Vouchers:	5- FULLY LEASE UP	
• TC Vouchers:	19 – FULLY LEASED UP	
• Tenant Relocation Voucher - 0		
• HCV Waitlist:	1733 WL –	91 FAMILIES HAVE BEEN PULLED
• Mainstream Vouchers:	40 – awarded	2 SEARCHING – PENDING LEASE UP (RFTA SUBMITTED)
• Emergency Vouchers:	15 – awarded.	0 SEARCHING/ 2 SCREENING
• Additional Vouchers:	6 - awarded	3 REFERRALS RECEIVED – DEPARTMENT OF HUMAN SERVICES
• FOSTERING YOUTH INDEPENDANCE - 25 AWARDED –	22 REFERRALS RECEIVED - 12 VOUCHERS ISSUED	
• Abatement – 40 contracts		

Vouchers on the Street	Mainstream	HCV
Voucher	0	66
Voucher Leasing	1	0
New RFTA's Recv'd	0	12
In Place	0	0
New RFTA's needing inspection	0	0
Waiting on Lease	0	0
All doc received – pending input in Yardi	0	0
Waiting on HAP Contract signatures	0	0
Total Anticipated HAP	\$632	\$ 3552.00
Total Anticipated HAP Crescents Halls - PBV		\$6,926.00
New Admissions		
APRIL	2	
MAY	8	
JUNE	10	
JULY	3	
AUGUST	7	
SEPTEMBER	19	
OCTOBER	13	
NOVEMBER	13	
DECEMBER	31	
JANUARY	19	
FEBRUARY	9	
MARCH	15	
APRIL	10	
MAY	12	
JUNE	7	
JULY	1	
AUGUST	5	

INCLUDING CRESCENTS HALL

Recertifications Pending/Past Due

July 2023 - 3

August 2023 – 19

September 2023- 18

October 2023 - 21

November 2023 - 28

December 2023- 78 –

January 2024 – 51 – Mailing October 1

February 2024 – 39 – Mailing November 1

March 2024 – 45 – Mailing December 1

April 2024 – 34 Mailing January 1

HQS Completed

MAY 3

JUNE	0
JULY	12
AUGUST	32
SEPTEMBER	16
NOVEMBER	13
DECEMBER	10
JANUARY	17
FEBRUARY	8
MARCH	7
APRIL	16
MAY	12
JUNE	21
JULY	24
AUGUST	33 PLUS 11 HUD INSPECTION
SEPTEMBER	27
OCTOBER	48
NOVEMBER	28
DECEMBER 32	

JANUARY 2023 - 49

FEBRUARY 2023 - 32

MARCH 2023 *34 Reinspection

*5 QC Inspections

*45 Annual Inspections

APRIL 2023 *21 Reinspection

*7 QC inspections

*67 Annual Inspections

MAY 2023 – 8 RESCHEDULED INSPECTIONS

20 – REINSPECTIONS

40 – ANNUAL INSPECTIONS

JUNE 2023 – 29 – ANNUAL INSPECTIONS

30 – REINSPECTIONS

JULY 2023 – 32 ANNUAL INSPECTIONS

14- REINSPECTIONS

6- INSPECTION EXTENSIONS

August 2023: 57 Annual Inspection

24: Re-inspections

30- Annual

2-Specials

All inspections have been scheduled for December 31, 2023, Contracts.

Charlottesville Supplemental Rental Assistance Program

Currently on the waiting list total – Waiting List 10 families.

CRHA currently has 8 families currently searching for housing from certificate issuance, and 0 families are searching from the program, therefore a total of 8.

Currently screening total – 6 families

Total families servicing – 66 families

August Reporting Cost -CSRAP

HAP - \$ 50,337.00 Total 61 families
4- Contracts Abatement Status

September Reporting Cost -CSRAP

HAP - \$ 52,033.00 Total 63 families

All inspections have been completed for November 2023 Contracts.

HCVP PROGRAM TRAINING

HCV HOUSING RENT CALCULATION TRAINING HOTMA – SEPTEMBER 6-8TH, 2023- Completed.

Family Self Sufficiency Program – September 12th – 14th, 2023- Completed.

NSPIRE WEBINAR TRAINING FOR HQS – SEPTEMBER 26-28TH, 2023 – Next Week Training

HCV SPECIALIST TRAINING - HOTMA – SEPTEMBER 18th -22nd, 2023 – Rescheduled for October 9th – 13th, 2023
due to webinar scheduled for Pacific time vs. Eastern Time

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

1

P.O. BOX 1405, CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com



CRHA Deputy ED Report For September 25, 2023, Board of Commissioners Meeting Prepared by Kathleen Glenn-Matthews on 9/19/2023

I. Resident Services

- A. Housing Stability-** staff continue to assist residents hands-on or with referrals with paperwork and connection to any housing assistance programs such as the VERP grant. They are working on an outreach timeline for all sites.
- B. Family Self Sufficiency-** Please see attached report
- C. Workforce Development/Economic Opportunity/Section 3.**
 - 1. Our Resident Services Assistant Ms. Cowherd started on 6/22/23 and continues to be a great asset, She and Ms. Johnson will be sending out new times and links for the Section 3 Contractor and Advisory committee meetings this fall and they plan to recruit new members. The committee is helping with outreach, linking program opportunities, and working on Action Plan.
 - 2. Continue meeting with VCW Piedmont Good Will, Network 2 Work, Goodwill, WIOA and other Interagency Partnership Team members programs to work on see how we can better integrate services into CRHA Neighborhoods bringing services back into the community.
 - 3. Continue pursuing opportunities for resident trainings, funding and supports to overcome barriers to employment.
 - 4. We have a new intern starting 9/25/23.
 - 5. Outreach has begun to include meeting with PVCC, CATEC, N2W, Goodwill and others regarding planning for CRHA's Maintenance and Section 3 training program. Continue to have Section 3 participants and Maintenance staff work on trainings through PVCC such as Introductory to Construction and Heavy Equipment Operation I, II and III. CRHA's new HR Coordinator is assisting with this process for our maintenance team.
- D. Community Engagement for Redevelopment and Modernization**
 - 1. Please see attached reports for Redevelopment.
 - 2. Continue to attend monthly redevelopment progress inspections at Crescent Halls and South 1st Street with Virginia Housing.
 - 3. Continue to attend monthly Owner Architect Contractor Meetings as well as other monthly redevelopment groups.
 - 4. We presented as part of a panel of CRHA residents at the Virginia Housing Alliance Housing Credit Conference September 19th in Richmond. The topic: **Meaningful Participatory Engagement** Equity in affordable housing planning often involves not doing things the easy way or following the usual process with development. It involves constantly checking to make sure everyone has the information and tools they need to make it to the table to share their thoughts and truly participate.
 - 5. We have been chosen to be part of a panel at the Virginia Governor's Conference in November.
- E. Self-Determined Community Programs**
 - 1. Our Resident Services Coordinator staffs the Resident Services Committee the second Tuesday of every month at 1pm. The committee works with residents and community partners to coordinate programs and services requested by and for CRHA residents. The group focus is on



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.



programs that serve to enhance the wellbeing and quality of life in our communities. The committee took a brief pause as most of the regular attendees were working on Westhaven Community Day planning. It will be starting back up this fall. Westhaven Community day was a large undertaking and chaired by Earl Hicks a Westhaven resident. Joy Johnson was the primary organizer of all of the partners working with PHAR and CRHA and the event was a huge success.

2. A subcommittee of this group for Neighborhood Crisis Intervention planning has continued to be on hold as the group is eager to get a seat at the table for community members to discuss design of the local Marcus Alert.
3. Continue to serve on Region Ten's Community Based Recovery and Support Advisory Team which meets monthly and has been focusing on rotating monthly events at sites.
4. Continue to meet quarterly with Westhaven Clinic (now the CARES Center) Steering Committee
5. Continue to meet as needed with Crescent Halls and South First Street residents to discuss what services they would like to have in their communities and make connections with providers.
6. Resident Services staff are setting days during the month to have office ours at rotating sites.

II. Grants/Development

- A. Non-Profit Development- BOC will be doing some work sessions soon. Some areas to consider are Resident Services, S3 business incubator, Homeownership and ability to apply for HUD 202 grants.
- B. We continue to explore ways to fundraise for Rental Assistance Fund and welcome board ideas. This will benefit greatly by formation of Nonprofit.
- C. CACF-
 1. Though there has been final close-out of the PMT grant on increasing partnership with City, PHAR, Residents, and CRHA, the group continues to meet quarterly.
 2. We will be using some of the BAMA Works funds we were awarded (\$10,000) for training funds for our Resident Services Programs this fall attending the Governor's Conference.
- D. This is the second month of our (\$50,000) grant through the Sentara Cares for our Resident Services staff. This position is a career track opportunity for a low-income person with our Section 3 program. This grant funds the new Resident Services Assistant.
- E. The \$100,000 award for the City HOPs for the Resident Services' Department operational funding began in July with the first report due the end of this month.
- F. We are using our (\$20K) VA Housing Tier 1 Planning Grant to work on Strategic Planning. We are meeting with Spark Mill for which ties in well with our Annual/Five-year planning and will be reflected in some of our goals.
- G. We continue to work on finding a contractor to assist us with working with our community regarding applying for a Choice Neighborhood Planning grant. Staff will work on coordinating a one-year planning process for a June 2024 application. The current focus is to hire a contractor to help with the process.
- H. We submitted a HUD Jobs Plus Application on 8.21.23. It is a \$1.6M 54 month grant for the Westhaven Community. The program is to develop locally-based, job-driven approaches to increase earnings and advance employment outcomes through work readiness, employer linkages, job placement, educational advancement technology skills, and financial literacy for residents of public housing. The place-based Jobs Plus Initiative program addresses poverty among public housing residents by incentivizing and enabling employment through income disregards for working families, and a set of services designed to support work including employer linkages, job placement and counseling, educational advancement, and financial counseling. Ideally, these incentives will saturate the target developments, building a culture of work and making working families the norm.
- I. Sent a letter this month supporting State Solar for All Application.
- J. Exploring other options and partnerships.

III. Emergency Operating Plan Draft- Continue work on preparing emergency plans or disaster response plans to prepare staff and tenant households for emergencies.

- A. We have reached out to the City to see if we can partner with their process. We planned an initial training with CARS and the Mental Health and Wellness Coalition on Stop the Bleed April 19th which was an initial community reach out. We will look at having a similar opportunities at Westhaven Community Day.
- B. Will continue to have some changes over the next year to accommodate redevelopment with final draft to be reviewed by Fire Chief. Then will be going to either Maintenance and or Safety Committee
- C. Once finalized, annual trainings and reevaluations of the plan will be put in place for staff and residents.
- D. Discussed exploring partnerships or sponsorships with local groups for resident training and assistance with emergency kits.

IV. Annual/Five Year Plan(s)

- A. The HUD Field Office approved our FY 23- 24 Annual Plan.
- B. We continue to meet monthly around the Annual/Five-Year Plan process.

V. Partnership Engagement

- A. Continue to have the opportunity to serve on PHAR Advisory Council.
- B. Attend Weekly PHAR and CRHA team meetings and PHAR resident meetings
- C. Meet regularly with PHAR's Residents for Respectful Research "R3" Committee and new Youth program staff
- D. Will attend the strategic planning meetings for Economic and Workforce Development.
- E. Attend monthly CHAACH meetings with other local housing providers and work on projects to benefit low-income community.
- F. Continue with monthly PMT and weekly meetings with city
- G. Continue to attend local Service Provider Council
- H. Continue to be part of Local Food Justice Network
- I. Continue to attend VAHCDO weekly updates
- J. Quarterly Strategic Partnership Meetings with Piedmont Area Workforce
- K. Monthly Housing Director's Meeting with TJPDC
- L. Continue to be very involved in supporting conversation around support of residents
- M. Continue meeting with Blue Ridge Action Hunger Coalition

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.

CRHA Section 3 and Resident Services Report
For September 18, 2023, Board of Commissioner's Meeting

Prepared by Joy Johnson 9/18/2023.

I. Partnership Engagement:

- A. Attend Weekly PHAR and CRHA team meetings
- B. Continue with PMT
- C. Quarterly Strategic Partnership Meetings with Piedmont Area Workforce

II. Section 3:

- A. Number of individuals currently in databank: 219
- Number of Individuals Served this month: 1
- Number currently providing supports for in employment 1
- Number newly employed this month and where: 0
- Number of CRHA Section 3 workers 1
- Number newly attending training this month 1
- Number of no show 0
- Number of people attending weekly 0
- Number of people attending weekend 0
- Number of people who cannot attend 0

B. Other Activities:

- 1. Continuously working with PVCC to help get residents and Employees into technical trainings
- 2. Still waiting to hear back from Network 2 work to work on a new MOU
- 3. Continuously working with the Resident Site Beautification team
- 4. Still waiting to hear back from Economic Development to work with us on MOU
- 5. Standing Monthly Section 3 contractor meeting with Breeden and GMA (see attached).
- 6. Met with UVA Occupational Services and working to build partnership with their programs
- 7. Continue pursuing opportunities for resident trainings, funding and supports to overcome barriers to employment. One current barrier is that we have been told workers at CH need abatement training, so we are working to find a way to set this up.

III. Resident Services:

- A. Number of Individuals Served to date: 1,394
- Number of individuals assisted this month: 87
- B. Staff Resident Services Committee: These meetings are on the second Tuesday of every month at 1pm.
- C. Continue to serve on Region Ten's Community Based Recovery and Support Advisory Team
- D. Continue to meet quarterly with West Haven Clinic Steering Committee
- E. Continue to attend regular CRHA Safety Committee meetings, Board of Commissioners Meeting

I. Partnership Engagement:

- A. Attend Weekly PHAR and CRHA team meetings
- B. Continue with PMT
- C. Monthly meeting with food justice network.

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY "CRHA"

P.O. BOX 1405, CHARLOTTESVILLE, VIRGINIA 22902
TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797



SEPTEMBER 2023-MONTHLY REPORT

PREPARED BY ZOE PARAKUO- FAMILY SELF-SUFFICIENCY COORDINATOR

HCV PARTICIPANTS

Employment	Education/Training
Number of Program Participants:15	Enrolled in GED/ESL: 0
Employed: 11	Enrolled in Continuing Ed: 5
Unemployed/Furlough: 4	Started this month: 0
Medical Leave/Disability: 0	

PROGRAM HIGHLIGHTS (August 22- September 19, 2023)

The Family Self-Sufficiency Program (FSS) continues to make strides in empowering families to attain financial independence and stability. In September 2023, our program actively engaged with various stakeholders and partners to enhance the services provided to our participants. This report highlights the key activities and collaborations undertaken during the month.

1. Participant Meetings:

The Family Self-Sufficiency (FSS) Coordinator continued to meet with the participants on a monthly basis in person at the office and at home visits when needed. The monthly meetings for the family self-sufficiency program participants serve the purpose of setting goals, tracking progress, and providing resources as needed.

2. FSS Participants Highlights

The FSS Coordinator assisted a participant with enrolling in a business essential course with the Central Virginia Small Business Development Center and was awarded a scholarship.

FSS Newsletter

In line with enhancing communication and engagement, the FSS program sent a newsletter during this reporting period. The newsletter served as a platform to provide information and updates on upcoming events and opportunities.

3. FSS Partner Meetings:

1.Virginia Career Works Interagency Monthly Partners Meeting:

Meeting. During the meeting, representatives from various organizations and agencies discussed strategies to enhance employment opportunities for disadvantaged communities. The meeting facilitated networking and resource sharing, ensuring a more comprehensive approach to supporting our participants in their career development journey.



CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or



2. Outreach:

The FSS coordinator and Resident services staff conducted outreach at all public housing sites to recruit new FSS participants and promote services for residents.

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com



9/18/23

CRHA Redevelopment Coordinator Monthly Report Prepared by Brandon Collins on September 18, 2023

I. General Updates

In the past month I have been working to keep on the South First "Phase 2" and Sixth St. moving forward towards construction. At Westhaven resident meeting shave been successful in providing direction for an architect solicitation and evaluating connections to W Main St. "Parallel Track" resident meetings occurred in preparation for playground and amenities installation. Crescent Halls and S. 1st Street Phase 1 continue to see small amounts of work completed.

The shifting of attention from Crescent Halls and S 1st St has allowed me to catch up on documenting engagement efforts, updating stakeholders, preparing relevant materials and conducting significant resident engagement. Please Note we have changed the meeting time for some sub-committees.

A brief list of duties performed:

- 6th St CRHA meeting
- Playground/Amenities Site Walk Parallel Track
- S. 1st St. Phase 2 team Check Ins
- HUD Panel "Strengthening Public Housing"
- Assist with CFP grant application
- HCC Conference Prep Meetings
- S. 1st Demo/Abatement Site Visits and Prep
- Historical Document Recovery and Statement
- Redevelopment Newsletter
- Parallel Track Meetings Michie, Madison, Riverside
- 6th St OAC Meetings
- 6th Street Planners Meeting
- Westhaven Planners Meetings
- UVA Medical Clinic Meeting
- NDS Site Conference SFSP2
- 6th St Master Plan meeting with G&P
- Westhaven Day and Preparation
- Annual Plan
- Redevelopment Comm & Engagement Info
- Westhaven Site Drawings
- Westhaven Architect Solicitation
- Westhaven Center Rearrange
- Cyber Security Training
- Crescent Halls Clinic Walk and Tour
- SFSP1 and CH Fitness Equip Install
- S 1st St Phase 2 Planners at Design Center
- S 1st St Phase 2 Sub-Committee
- 6th St Demo/Abatement site visit
- Crescent Halls Work Group Meeting
- Board report

In the coming month we should have the South First Street Phase 1 Community Center fully utilized and have the Phase 2 site fully vacated and beginning demolition and abatement. Westhaven will be in the process of choosing an architect. Resident meetings for Phase 2, Sixth Street, Westhaven, and the Parallel Track will continue to focus on moving forward. Playgrounds for Parallel Track should be installed in the next few weeks.

II. Site Updates

- A. Crescent Halls: The contract with GMA was terminated due to inability to complete the work as scheduled and not meeting other contract commitments. There is about 2 months and \$2 million dollars



CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or



worth of work to complete the project. Once we have worked out with the bond company a strategy, work will resume on the building hopefully in the coming month. This work will include finishing the exterior work, completing the ADA accessible apartments, all of the 3rd floor, all of the 2nd floor, and completing the ground floor remaining items of which there are many. Currently the 8th through 5th floors are leased up except for the ADA apartments. The 4th floor has apartments ready for occupancy which the team is currently working on leasing up. A few items that weren't under the GMA contract are moving forward: fitness equipment has been installed. The patio gas grills, gazebo and traffic gate are being readied. Sentara visited the clinic space and held Bingo for residents. Resident Working Group meetings have transitioned to a monthly update.

- B. South First Street Phase 1: Building 1 and 2 are fully occupied. Building 3 apartments are being leased up. The Community Center still has a few items to be addressed, we hope to see the opening of the center this month. Fitness equipment has been installed. Computers will be installed in the computer room once we are ready to receive them.
- C. South First Street Phase 2: The escalating cost of construction has led to a re-working of the plan and a revision to the subsidy/financing structure. We have resumed resident meetings to continue to evaluate the new plan to include Marting Horn building the apartment buildings, Greenwood Homes to build the townhomes, and a 3rd contractor to carry out site work. Residents visited the Greenwood Homes design Center to re-evaluate interior and exterior finishes. We hope to vacate the site as soon as possible to begin the demolition and abatement process. We anticipate a March start date for construction.
- D. Sixth Street: The Demo/Dispo application is ready to be submitted. The design team has stuck to their timeline for developing a full set of documents. Martin Horn was selected as the builder last month. Resident Planner meetings are occurring monthly and along with shoring up the "Building A" plan we will begin working towards solidifying a master plan for a second phase on the site and selecting a name for the community. Construction of the 47 unit "Building A" is slated to begin in early 2024 and so far we are on schedule to meet this goal.
- E. Westhaven: Weekly Resident Planners continue with a focus on moving forward with planning as opposed to learning. We have evaluated connections to W. Main St and other site ideas. We have begun the effort to solicit an architect and design services. We anticipate selecting an architect before the end of fall.
- F. Parallel Track: We are excited to announce that new playgrounds and site amenities will be installed within the next few weeks. Resident meetings on amenities placement and other decisions were well attended. We will be working throughout the rest of the year to re-design kitchens and begin planning for full interior renovations.

III. Upcoming Decisions/Activities

- A. Crescent Halls 4th Floor leasing, Gazebo, Grills, and Traffic Gate Installation
- B. S. 1st St. Phase 2 Changes and Resident Meetings and Demolition Prep
- C. S. 1st St Phase 1 Community Center
- D. Parallel Track Playgrounds and Amenities
- E. Westhaven Planning/Architect Selection/Choice Neighborhood Grant
- F. Sixth Street Demo/Dispo and Design Processes, Resident Meetings Phase 2, Construction Prep

IV. Committee Updates and Minutes (attached):

- A. Redevelopment Committee 9/7/23
- B. S 1st St Phase 2 Sub-Committee 9/14/23

Redevelopment Meetings Schedule- PLEASE NOTE THE CHANGES AS OF 9/7/2023

1st Thursday of Month

3:00 pm Redevelopment Committee

2nd Thursday

2:00 pm S. 1st St Phase 2

3rd Thursday

1:00 pm Redevelopment Admin Committee

4th Thursday

1:00 pm Sixth Street

2:00 pm Westhaven

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com



CRHA Redevelopment Committee
3:00 pm, Thursday, September 7, 2023
<https://zoom.us/j/9588556349>

Agenda

I. Attendees:

CRHA Redevelopment Committee: John Sales, Joy Johnson, Nikuyah Walker, Alex Ikefuna (non-voting)
CRHA Staff: Brandon Collins, Kathleen Glenn-Matthews, Perpetua Moubossy, Shennel Cowherd
PHAR: Cam Gaillard, Bill Harris, Syleethia Carr
Other: Jeanette Abi-Nader (Cultivate Cville), Quentia Taylor (Cultivate Cville), Ashley Davies (AHG), Shelly Bryant (Westhaven Clinic), Jasmine, Priscilla Andersen (Resident)

II. Follow Up from last month:

- What is the AMI and racial make-up of the first 2 buildings? The system tracks it, John will provide the information. John reported on 50 families averaging about \$10,500 average income, \$256/mo average rent. 80% African-American, 14% white, 1% Asian.
- Medical Clinic at Sixth St- John has shared MOU, meeting with residents next month, will be an ongoing conversation- we can consider a resident advisory committee. John will provide the MOU to Ms. Walker and to PHAR.
- HVAC money- submitting to HUD for additional money, have discussed the issue with residents
- Faircloth- an on-going effort. Current strategy for now is to acquire land and place PH units, ability to place PH back after financing shakes out. More recent redevelopment efforts are priced more accurately and allow for us to keep more PH in the pro formas/financing strategies. Seeking grant funding to allow for greater ability to preserve PH units/subsidy. Advocating through HUD "Strengthening Public Housing" on Faircloth and have had dedicated meetings with HUD (national). All of CRHA's engagement and advocacy nationally is related to Faircloth- parity between PBV and PH subsidy, special construction grants/loans, ultimately repeal of Faircloth.

III. Quick Updates

- a. Crescent Halls- negotiating with Bond company, hope to have a clear strategy to resume work
- b. SFSP1- substantially complete
- c. SFSP2- working a fast clip, need to spend money- demolition, materials now, construction March
- d. Sixth St- Building A- have selected Martin Horn, negotiating contract, construction in March
- e. Sixth St- Phase 2- reevaluating master plan with residents
- f. Westhaven- architect selection and figuring out W Main
- g. Parallel Track- playgrounds in the next few weeks, HVAC money needed
- h. Other- website, timing/schedule, communication

Prof. Harris asked about Martin Horn, they have seen a lot of work but have not done anything innovative. Mr. Sales responded that burden is on us. Contract will have better requirement for section



CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or



3 and excited that Martin Horn is providing their wn Section 3 coordinator.

IV. Resident Engagement- Brandon reported on Communit Engagement efforts.

How we generally have it structured:

Community Wide Input and Information Sharing

Planners Groups

Committees and Selection Panels

All geared towards having meaningful and informed resident decision making- it's on everyone to make sure that resident input is respected.

2023 so far:

CH Working Group- 17 meetings- 6 consistent/21*

SFSP1/P2- 2 meetings 🗓️ 6 consistent, planners have moved- on site outreach*

Sixth St Planners- 5 meetings- 6 consistent/12

Westhaven Planners- 18 meetings- 20 consistent/35

Parallel Track- 5 meetings (3 sites, Riverside issues) 4 consistent each/8

One on ones- approx.. 100

Other events:

CH Site Tours

Spring Break WH Youth Days

WH Community Day

WH housing types tours*

CH Internet meeting

WH Open House

Party SFS

Party CH

Concert SFS and CH

a. on-going efforts by site

- Generally able to focus on Westhaven, Sixth St, SFSP2, and Parallel Track more now that Crescent Halls and SFSP1 are mostly manageable- that may change some as Crescent Halls work resumes.
- Have been able to put more time and energy into preparing visual materials
- Crescent Halls- have moved to monthly update meetings- would like to improve programming
- SFSP1 and P2- fast moving process, plan is to have meetings every 2 weeks with paper update in between. So far scheduling meaningful sessions has been a challenge- next up is visit to Greenwood homes design center
- Sixth St- meeting attendance has improved somewhat despite missing some key people (moved out), working towards naming the community, working with UVA Medical, and new master plan for the second phase. Will probably need to take a break from planners meeting in winter
- Westhaven- working towards architect selection- CRHA may need to contribute a large amount of resident engagement depending on architect/team selected. Choice Neighborhood will need significant engagement as well, CRHA is considering a consultant that would conduct it's own engagement. Had great session working on ideas for connections to W Main St.
- Parallel Track- have grown numbers somewhat, continue to have decision making included in meetings, will be working on kitchen re-design and half bath placement- will require good materials and eventually an architect. Will need to take a break in cold weather.

b. improvements needed

Challenges

- disconnect from property management
- programming the new spaces
- language access still a major challenge
- visual impairment a challenge
- hybrid meetings are least helpful
- other duties can slow up everything/impact materials and presentations (ie Crescent Halls)
- weather/heat/cold/rain
- bedbugs

Improvements/priorities

- Meaningful youth involvement
- Community Wide Input and Events- need do better
- Re-work Language Access Plan
- Planners Curriculum- 2nd group at Westhaven, Integrate into 6th St Planners
- Programming more integrated/property management more integrated
- Tracking

Questions for the Group:

Which information should we be tracking or reporting on to this committee?- nothing requested

What improvements would you like to see?- nothing requested

How can you support this work?- nothing offered

V. Meetings schedule

Need to change some meeting times, SFSP2 has been meeting earlier anyways. New schedule:

1st Thursday of the Month: 3:00 PM Redevelopment Committee

2nd Thursday of the Month: 2:00 PM S 1st Phase 2

3rd Thursday of the Month: 1:00 PM redevelopment Admin Meeting

4th Thursday of the Month: 1:00 PM Sixth Street, 2:00 PM Westhaven

VI. Other

VII. Next Agendas

New Meetings Schedule approved 9/7/23 to start September 21:

1st Thursday of Month

3:00 pm Redevelopment Committee

3rd Thursday

1 pm Redevelopment Admin Committee

2nd Thursday

2:00 pm S 1st St Phase 2

4th Thursday

1:00 pm Sixth Street

2:00 pm Westhaven

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvillerha.com



CRHA South First Street Planning Committee
2:00 pm, Thursday, September 14, 2023
<https://zoom.us/j/9588556349>

Agenda

I. Attendees:

CRHA: Brandon Collins, Kevin Fallin (Downey and Scott)
PHAR: Cameron Gaillard, Emily Dreyfus
BRW: Kurt Keesecker
VCDC: Jeff Meyer

II. Updates/Presentations/Issues

Would like to do demo and abatement in order to work towards the 10% spend down, require a waiver from HUD to be able to begin demolition. As a result we may also get a waiver on getting a new subsidy layering review. Deadline on spend down is October 15th, hope to also get that extended.

Kurt reported Virginia Housing accepted drawings from BRW yesterday for a preliminary review. Their ability to review formally is based on the underwriter saying yes, for which they need the drawings, kind of a paradox but they have their own internal way of doing it. Need to submit for the building permit, Greenwood is behind a little but can submit for Martin Horn and then Greenwood if need be. Pricing from contractors is underway, Martin Horn has received all the info they need and working through the pricing. Greenwood is much closer due to their model. Will address any value engineering at the next set of drawings if need be. Martin Horn will be able to show what of the 10% they will be spending.

Resident Planners held meeting at the Greenwood Design Center today and it went quite well, great choices, plan for a trip to a Greenwood townhome on October 1.

III. Other/Action

IV. Next Meeting



CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or



CRHA ANNUAL/FIVE YEAR PLAN CALENDAR FY 2024- 2025 and FY 2024- 2029

These are all hybrid public meetings

<https://us06web.zoom.us/j/86525456736?pwd=eW5vcDA3ZGtNkVYVksSUhKMjFaK2pldz09>

Date/ Time	Location	Purpose
<input checked="" type="checkbox"/> April 5, 2023/ 10am	Hybrid at <u>Westhaven</u> Community Center	1 st planning meeting RAB and CRHA staff
<input checked="" type="checkbox"/> May 3, 2023/ 10am	Hybrid at <u>Westhaven</u> Community Center	Goal and Outcome training RAB and CRHA staff- look at AP goals
<input checked="" type="checkbox"/> June 7, 2023/ 10am	Hybrid at S 1 st ST Community Center	Planning meeting RAB and CRHA staff
<input checked="" type="checkbox"/> July 5, 2023/ 10am	Hybrid at <u>Crescent Halls</u> Community Center	Planning Meeting RAB and CRHA
<input checked="" type="checkbox"/> September 6, 2023/ 10am	Hybrid at S 1 st ST Community Center	Planning meeting RAB and CRHA staff
<input checked="" type="checkbox"/> September 13, 2023/ 6pm	Hybrid at <u>Westhaven</u> Community Center	BOC Work session Presentation on AP/ 5YR Process
<input type="checkbox"/> October 4, 2023/ 10am	Hybrid at <u>Crescent Hall</u> Community Center	Strategic Planning meeting RAB and CRHA staff
<input type="checkbox"/> November 1, 2023/ 10am	Hybrid at 6 th ST Community Center	Public Meeting on Draft Posting
<input type="checkbox"/> November 1, 2023/ 5pm	Hybrid at <u>Westhaven</u> Community Center	Public Meeting on Draft Posting
<input type="checkbox"/> December 6, 2023/ 10am	Hybrid at S 1 st St Community Center	Public Meeting on Draft Posting
<input type="checkbox"/> December 14, 2023/ 5pm	Hybrid at <u>Crescent Hall</u> Community Center	Public Hearing
<input type="checkbox"/> December 14, 2023/ 5:30pm	Hybrid at <u>Crescent Hall</u> Community Center	Special BOC Meeting to approve plans