

Housing Preservation Grant Program Application – per RD Instruction 1944-N

Prepared by the Thomas Jefferson Planning District Commission for public comment ending September 3rd, 2026.

Housing Preservation Grant (HPG) – TJPDC Application

Statement of Activities

(1) Standard Form (SF) 424 – attached.

(2) Statement of Activities: Application Information

- (i) A complete discussion of the type of and conditions for financial assistance for housing preservation, including whether the request for assistance is for a homeowner assistance program, a rental property assistance program, or a cooperative assistance program.

TJPDC's Housing Preservation Grant Program Description:

The Thomas Jefferson Planning District Commission (TJPDC) was created in 1972 and is one of 21 PDCs and Regional Commissions in Virginia. The General Assembly established Planning District Commissions in 1969 to encourage and facilitate regional solutions to problems of area-wide significance. TJPDC has a long history of leadership in the area of affordable housing. TJPDC serves as the administrative and planning agent for the Charlottesville HOME Consortium, established through TJPDC efforts in 1992 as the first HOME Consortium in Virginia. From 2018-2024, the HOME Consortium has received \$4,551,174 in HOME funds. In FY25, the TJPDC was awarded \$651,111.06 in HOME funding. HOME funds have been used to assist homebuyers, rehabilitate owner-occupied homes, and develop new housing units for home ownership or rental. Housing Preservation Grant funds have been an important adjunct to the HOME program, providing additional funds for rehabilitation projects.

TJPDC created and incorporated the Thomas Jefferson Housing Improvement Corporation (TJHIC) in 1983 to assist in the development and provision of new residential housing and the improvement, repair, and rehabilitation of substandard residential housing and community development in the Virginia Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. The IRS approved tax-exempt status in 1985. TJHIC also became a Community Development Housing Organization (CHDO).

In 1996, TJHIC became the Piedmont Housing Alliance (PHA), which assumed its non-profit status and all housing projects. In 1998, PHA initiated a regional Elderly and Disabled Home Safety Revolving Loan Fund to provide low-interest loans and deferred loans for emergency repairs and home safety modifications for elderly and disabled persons in the five counties of the planning district. In 2005, the program became a grant fund (Repair & Rehabilitation Fund) focusing on home repairs and rehabilitation for low-income households regardless of age or whether persons with disabilities were involved.

TJPDC has been administering Housing Preservation Grant programs since 2015, ten years. PHA received Housing Preservation Grants in 2001, 2002, 2005, 2006, 2008, 2009, 2010, 2011, 2012, and 2013. PHA requested that the TJPDC apply for HPG funds in July 2015. TJPDC was awarded \$32,495.11 for the period beginning October 1, 2015 and ending September 30, 2017. Sixteen projects were completed by September 2016, serving 34 people, with an average HPG assistance level of \$1,692.88 per project. Our second HPG grant totaled \$41,683. Sixteen projects were

completed, serving 33 people, with average assistance of \$2,605.20. The FFY17 HPG grant totaled \$54,338, with 20 projects completed serving 32 people. The FFY18 HPG grant totaled \$119,745.24, with 29 projects completed, serving 49 people, with an average assistance of \$3,039.46. The FFY19 HPG grant totaled \$117,821.46, completed 36 projects, and served 66 people, with an average assistance of \$2,781.90. The FFY20 grant totaled \$107,656.80 and served 53 people, with an average assistance of \$3,160.77. The FFY21 grant of \$156,595 served 72 people, with an average assistance of \$3,517.31. The FFY22 grant of \$215,000 included 52 projects, serving 91 people, with an average assistance of \$3,442.13. The FFY23 grant of \$212,435 served 107 people across 51 projects, with an average assistance of \$3,391.90. The FFY24 grant completed 28 projects serving 65 people with average assistance of \$3,415.62.

Client demand for these resources is very high in this region. The capacity to effectively deliver services is also high, with established housing non-profits consisting of the Albemarle Housing Improvement Program (AHIP), the Fluvanna/Louisa Housing Foundation (F/LHF), Skyline CAP (serving Greene County), and the Nelson County Community Development Foundation (NCCDF). The localities have designated these housing organizations as sub-recipients for the HOME program and have close working relationships with TJPDC.

TJPDC continues to manage the program as PHA established it in the past. TJPDC has agreements in place with local housing non-profit organizations to carry out individual modification projects in their respective counties. Our local housing non-profits are familiar with the program and its eligibility criteria, program requirements, and documentation. These housing organizations have robust referral systems with regional agencies to identify rural homeowners who need repairs and rehabilitation modifications. They have well-established procedures to prescreen and assess the needs of eligible homeowners, develop the scopes of work, and carry out or oversee the rehabilitation work. Due to the lack of funding, these organizations have lengthy waiting lists.

- (ii) The process for selecting recipients for HPG assistance, determining housing preservation needs of the dwelling, performing the necessary work, and monitoring/inspecting work performed.

Process:

The process includes: 1) Outreach Workers for the local housing non-profits and other referral agencies prescreen applicants, verify income, and assess need. 2) Outreach Workers assist applicants in filling out the grant application. 3) The completed application is then sent to TJPDC for final approval by the Project Officer, who will also prepare the environmental review documents, including obtaining a ruling from the Department of Historic Resources, before project commencement. 4) TJPDC's Project Officer then assigns approved projects to the appropriate subcontracting agency. 5) The subcontracting agency oversees the project, recruits volunteers and donated materials when possible, hires contractors and subcontractors as needed, and arranges the final inspection by the local building inspector, when required, or another qualified inspector. 6) The Project Officer verifies the work, monitors billing, and prepares and files grant and expense reports.

- (iii) A description of the process for identifying potential environmental impacts in accordance with § 1944.672 of this subpart, and the provisions for compliance with Stipulation I.A–G of the PMOA (RD Instruction 2000–FF available in any Rural Development office) in accordance with 7 CFR 1944.673(b). With the exception of Stipulation I.D of the PMOA, this may be accomplished by

adoption of exhibit F-1 within RD Instruction 1944-N (available in any Rural Development office), or another process supplying similar information acceptable to Rural Development.

Environmental Impacts:

The subcontracting agency will do a visual assessment before any work is initiated. Any identified concerns will be further assessed so that each project is designed to minimize any environmental impact. TJPDC's staff will prepare maps showing the floodplain, wetlands, endangered species, habitats, proximity to railroads and airports, and use EPA's NEPAAssist tool to identify proximity to hazardous sites and environmental concerns. TJPDC creates a map showing the project's location on the most recently available USGS quadrangle maps and accesses and prints out a map and relevant information from DHR's V-CRIS online database. Either TJPDC or the sub-recipient compiles the package for submission to the Virginia Department of Historic Resources (DHR), providing a clear description of the project, the location shown on USGS map, photographs, and the results of the DHR Archive Search. TJPDC and its subrecipients will only undertake activities for which DHR has determined that no historic properties will be affected by the proposed work and properties not located in a floodplain. A concurrence letter from the Virginia Department of Historic Resources is attached, as well as a signed RD 1944-N Exhibit F-1 form.

- (iv) The development standard(s) the applicant will use for the housing preservation work; and, if not the Rural Development standards for existing dwellings, the evidence of its acceptance by the jurisdiction where the grant will be implemented.

Development Standards:

USDA Rural Development standards for existing dwellings will be used. If required, a local building permit will be acquired for each site, and modifications will meet all local standards.

- (v) The time schedule for completing the program.

Time Period:

All funds will be utilized as quickly as possible since the need is great. All funds will be used by the end of the 2-year grant period or sooner.

- (vi) The staffing required to complete the program.

Staffing:

With this grant, the Project Officer will approve applications, verify work, monitor billing, prepare and file grant and expense reports, and distribute funds. One of the TJPDC planners will prepare the maps for the environmental review process, with the Project Officer preparing the balance of the Environmental Review Record. The Finance Director will process check requests, obtain necessary signatures for checks, and prepare financial statements to support reimbursement requests. The

Finance Director will not charge time directly to the project; financial work is included in TJPDC's indirect cost rate.

- (vii) The estimated number of very low- and low-income minority and nonminority persons the grantee will assist with HPG funds; and, if a rental property or cooperative assistance program, the number of units and the term of restrictive covenants on their use for very low- and low-income.

Number of Persons to Be Served:

Based on an award amount of \$83,819, this would allow for 24 total households to benefit from HPG funds in the TJPDC region. The number of households estimated to be served with this grant is based on average assistance of \$3,500 per unit, or 23 very low-income households, assuming a 95% projects are for very or extremely low income households (estimate of 50 people total). TJPDC's indirect cost rate for FY27 (FFY26) is 50%. The rate is based on the audit for the FY25 year. For the combined FFY24 and FFY25 grant programs, 95% or more of households were very low-income, the remaining 5% were low income. This funding is distributed to subrecipients on a "first come, first served" basis.

- (viii) The geographical area(s) to be served by the HPG program.

Area Served:

Within Virginia's Thomas Jefferson Planning District, all four rural counties (Fluvanna, Greene, Louisa, and Nelson) plus the eligible rural areas of Albemarle County will be served.

- (ix) The annual estimated budget for the program period based on the financial needs to accomplish the objectives outlined in the proposal. The budget should include proposed direct and indirect administrative costs, such as personnel, fringe benefits, travel, equipment, supplies, contracts, and other cost categories, detailing those costs for which the grantee proposes to use the HPG grant separately from non-HPG resources, if any. If applicable, applicants should list HPG leveraged funds as they will be tracked during draw requests to ensure use. The applicant budget should also include a schedule (with amounts) of how the applicant proposes to draw HPG grant funds, i.e., monthly, quarterly, lump sum for program activities, etc. The applicant may use SF-424A or their own budget spreadsheets to provide this information.

Grant Budget:

Considering an award of \$83,819.00, the budget includes \$68,731.58 in HPG funds and \$68,731.58 in funding match provided by sub-recipients carrying out the projects, for a total project budget of \$137,463.16. HPG funds in the amount of \$12,572.85 are budgeted for TJPDC's administrative costs, and \$2,514.57 are budgeted for subrecipients' administrative costs, directly related to the project. Administrative costs for both the TJPDC and the subrecipient total \$15,087.42. This represents 18% of HPG funds and 10.9% of the total project budget. Percentage wise, 15% of HPG funds will be set aside for grant administration through TJPDC, and the remaining 3% of funds for administration will go to subrecipients for project administration. The \$68,731.58 in HPG grant funds, along with \$68,731.58 of match funding, will be used for grants for the actual emergency

repairs and home safety modifications. Draws against grant funds will be made monthly or quarterly, with financial and program reports submitted quarterly.

- (x) A copy of an indirect cost proposal when the applicant has another source of Federal funding in addition to the Rural Development HPG program.

Indirect Cost Proposal:

TJPDC receives other federal funds. TJPDC's indirect cost rate proposal is submitted to the Virginia Department of Transportation (VDOT) to apply for federal funding for the Metropolitan Planning Organization (MPO). VDOT serves as the cognizant agency, acting on behalf of the Federal Highways Administration (FHWA). TJPDC's indirect cost rate is based on the actual rate for the most recently completed audit. The rate calculated by the FY25 audit is 50%, which has been approved by our cognizant agent, VDOT. The FY25 rate calculation is scheduled to be used for FY27 (July 1, 2026 – June 30, 2027). Materials submitted to VDOT, including pages from the FY25 audit, and an approved final letter from VDOT are included in this application package.

- (xi) A brief description of the accounting system to be used.

Accounting System:

All invoices will be submitted to TJPDC's Program Officer for approval before payment. Revenues and expenses are reviewed every month. Quarterly financial summaries will be submitted to Rural Development. In-kind donations and volunteer hours will also be documented in the quarterly reports. TJPDC utilizes QuickBooks for its financial management system. TJPDC uses a chart of accounts to classify transactions. Governmental financial statements are produced at the end of the fiscal year. An independent firm conducts the annual audit. TJPDC's fiscal year runs from July 1 to June 30. The audit serves as the basis for the indirect cost rate proposal for the fiscal year.

- (xii) The method of evaluation to be used by the applicant to determine the effectiveness of its program which encompasses the requirements for quarterly reports to Rural Development in accordance with 7 CFR 1944.683(b) and the monitoring plan for rental properties and cooperatives (when applicable) according to 7 CFR 1944.689.

Evaluation Method:

Quarterly reports are provided to Rural Development, and oversight is provided by the Program Manager and the Outreach Workers. Suggestions and input from TJPDC staff and the Housing Directors Council will be used to improve the program. TJPDC will continue the practice of surveying collaborating agencies at the end of the year.

- (xiii) The source and estimated amount of other financial resources to be obtained and used by the applicant for both HPG activities and housing development and/or supporting activities.

Other Funding:

Subrecipients have committed to providing local match equal to awarded HPG funds. When possible, volunteer labor and donated materials will be utilized by the subcontracting agencies. All funds will be leveraged utilizing federal, state, and local assistance where available, cash donations, special event proceeds, private foundation grants, and support from local financial institutions and corporate donors. Only non-federal funds will be reported as a match. Typically, USDA HPG funds comprise about 30% of total project costs, meaning that our subrecipients leverage close to 3 times as much money as the USDA grant funding for completion of rehabilitation projects.

- (xiv) The use of program income; if any, and the tracking system used for monitoring same.

Program Income:

HPG funds are proposed to be used as grants. If a client can repay some or all of the funds, repayments will be treated as program income and utilized in the same way as the original HPG funding. All program income and designated donations are considered restricted funds and are identified in separate line items in the general ledger.

- (xv) The applicant's plan for disposition of any security instruments held by them as a result of its HPG activities in the event of its loss of legal status.

Security Instruments:

Any security instruments required will be held by the housing non-profit completing the work. If any of the housing non-profits should cease operations, all security instruments will be assigned to another non-profit in the region.

- (xvi) Any other information necessary to explain the proposed HPG program.

Other Information:

TJPDC initially applied for 2015 HPG funds in response to a request from Piedmont Housing Alliance (PHA). PHA provided guidance and sample forms to assist TJPDC in setting up its forms and procedures, and these continue to work well.

- (xvii) The outreach efforts outlined in 7 CFR 1944.671(b).

Outreach Efforts:

All housing non-profits conduct their own outreach efforts and have strong referral networks. These efforts have resulted in long waiting lists. FLHF, one of the subrecipients, reports over 50 households currently on their waiting list. Eligible clients will be drawn from current waiting lists, new outreach efforts, and referrals from local agencies. Outreach has resulted in applicants who are proportionately similar to the population of the service areas. RD 1944-N Exhibit E-1 will be used to report on the demographic characteristics of clients served.