

Regional Housing Partnership (RHP)

OPERATIONAL FRAMEWORK

Thomas Jefferson Planning District Commission
AUGUST 2018

RHP Overview

In the Spring of 2017, the Commissioners of the Thomas Jefferson Planning District Commission (TJPDC) identified that housing was a focus in several localities within the planning district. The Commission determined that housing should also be considered as a regional issue. The Commission saw several opportunities for improving the communication, coordination, and collaboration between both the six localities and the multiple sectors involved in providing housing solutions; the private, public, nonprofit, and citizen sectors. In January 2018, the commission hired a part-time Housing Coordinator to help facilitate, convene, and coordinate housing initiatives in the region.

In April of 2018, the TJPDC partnered with the Charlottesville chapter of Urban Land Institute to host seven affordable housing informational sessions during the Tom Tom Founders Festival's Hometown Summit in Charlottesville. The purpose of the sessions was to hear from service providers, elected officials, resident advocates, and experts in the private and public housing sector on the six steps to develop affordable housing: needs assessment, community engagement, policy, design, finance, and development. Nearly 50 panelists focused on developing and implementing effective strategies to address the local housing challenges.

During the Charlottesville Action Forum of the event, there was support for a Regional Housing Partnership, similar to the TJPDC's Regional Transit Partnership. The following document defines a draft operational framework of the Regional Housing Partnership (RHP) Advisory Board. This framework is a starting point from which to build and is intended to be revised as necessary.

Purpose:

The Regional Housing Partnership (RHP) is an advisory board, created by the Thomas Jefferson Planning District Commission, in partnership with multi-sector stakeholders related to housing. Composed of an overarching consortium of housing interests, the Partnership will enhance regional coordination and effectiveness.

Objectives:

The primary objectives of the RHP are:

To Address Unmet Housing Needs and Preserve Housing Affordability.

The Partnership will utilize the regional housing needs assessment report to identify and support strategies to bring about the alignment of policy, funding and programming in order to create a full housing ladder of opportunity in the region.

The challenge in the area is both quantitative, as defined by a gap between the number of affordable units and the need and qualitative, as defined by the lack of options for housing mobility, equity gain, transportation issues and workforce development, etc.

Members of the partnership believe that we can and must adopt an ambitious regional goal, within a specific timeframe, for aligning supply and demand. Housing is fundamental for our region to remain healthy and strong.

In order to support meeting the primary objectives, the partnership will pursue the following strategies:

1. Develop a plan for listening to residents in need of better housing
2. Create a holistic regional strategy.
3. Create a comprehensive, regional funding model to guide budgeting decisions that supports a holistic regional housing strategy.
4. Further the Relationship between localities.
5. Connect Housing Efforts to Transportation, Workforce Development, and Community Health.
6. Advocate for the integration of housing into other decision making.

Function:

The RHP will be an advisory board that generates research on housing-related issues and makes recommendations to localities. The Partnership will address the housing needs of the Thomas Jefferson Planning District's region, with a focus on housing production, diversity, accessibility, cost, location, design, and increasing stability for the region's residents. TJPDC staff on behalf of the RHP will:

- Provide a meeting space and coordination;
- Take meeting minutes;
- Prepare meeting packets;
- Coordinate studies and analysis for Partnership consideration;
- Develop and gather data and report on a 2-year basis, local and regional housing performance measures
- Facilitate continued communication, cooperation, and coordination on housing matters; and,
- Forward all recommendations to RHP members, member organizations, and other appropriate entities.

Each locality will maintain its existing structure for addressing housing-related issues. The RHP partnership will focus on macro-related issues, such as housing policies and coordination between stakeholders.

Funding:

As this is a regional housing effort, the TJPDC will staff the RHP with a half-time staff member from its local per capita funds. While convening, facilitating, compiling materials, drafting, organizing, and reporting is covered by the TJPDC staff member, additional studies and special project development will require additional or alternate funding sources.

Composition:

The composition of the RHP includes stakeholders from the public, private, nonprofit, and citizen sectors in the City of Charlottesville, Albemarle County, Greene County, Nelson County, Fluvanna County, and Louisa County. The composition may change with time as the Partners meet and identify other relevant stakeholders. Initially, the RHP will include one representative from each organization unless noted otherwise. The roster includes voting and advisory Members. Voting Members shall be appointed for one-year terms until official term and replacement criteria are identified in approved by-laws.

Members

Voting Members: Voting Membership includes the following 20 members:

- City of Charlottesville Elected or Planning Commission Official (1)
- Albemarle County Elected or Planning Commission Official (1)
- Fluvanna County Elected or Planning Commission Official (1)
- Greene County Elected or Planning Commission Official (1)
- Louisa County Elected or Planning Commission Official (1)
- Nelson County Elected or Planning Commission Official (1)
- TJPDC Appointed Non-Profit Housing Representatives (3)
- TJPDC Appointed Builder Representative (1)
- TJPDC Appointed Developer Representative (1)
- TJPDC Appointed Financial Lender Representative (1)
- TJPDC Appointed Design Professional Representative (1)
- TJPDC Appointed Citizen/Resident Representative (Urban) (1)
- TJPDC Appointed Citizen/Resident Representative (Rural) (1)
- University of Virginia (UVA) (1)
- Thomas Jefferson Planning District Commission Commissioner (1)
- Rural Nonprofit (Non-CHAACH) Representative (Nelson Community Development Corporation, Fluvanna/Louisa Housing Foundation, Skyline Community Action Partnership) – Appointed by TJPDC (1)
- Workforce Investment Board (WIB) Chair (1)
- Regional Transit Partnership (RTP) Chair (1)

RHP member may appoint an alternate to serve in their absence.

Advisory Members

Advisory Groups: There is a pool of stakeholders that will have an advisory role on the Partnership. In order to build relationships and facilitate meaningful coordination between the Partnership and the advisory groups, a plan will be developed for a member of the Partnership to attend periodic meetings of the advisory groups. The Partnership may revise this list of Advisory Group members as needed.

- Urban Land Institute (ULI)
- Charlottesville Area Development Round Table (CADRe)
- Charlottesville Area Association of Realtors (CAAR)
- Charlottesville/Albemarle Affordable Housing Coalition (CHAAHC)
- Charlottesville Low Income Housing Coalition (CLIHC)
- Public Housing Association of Residents (PHAR)
- Legal Aid Justice Center (LAJC)
- Blue Ridge Home Builder's Association (BRHBA)
- Charlottesville Housing Advisory Committee (HAC)
- Housing Directors
- For-profit Developers
- Manufactured Housing Representatives

- Planning and Coordination Council (PACC)
- Nelson Interagency Council
- Louisa Interagency Council
- Fluvanna County Interagency Council
- Greene County Interagency Council
- Charlottesville Area Transit (CAT)
- JAUNT
- Greene Transit
- Virginia Housing Development Authority
- Central Virginia
- Local Energy Alliance Program (LEAP)
- Interfaith Movement Promoting Action by Congregations Together (IMPACT)

Stakeholders: In addition to the voting Partners and Advisory Groups, there is an even larger pool of stakeholders that will intermittently engage with the Partnership and participate in twice-annual summits and discussions around regional housing issues. This list is not intended to be exhaustive as the Partnership will likely revise and add to this list as needed.

Public Sector:

- Charlottesville City Staff
- Albemarle County Staff
- Fluvanna County Staff
- Greene County Staff
- Nelson County Staff
- Louisa County Staff
- Charlottesville Redevelopment and Housing Authority (CRHA)
- Charlottesville Land Bank Representative

Private Sector:

- Financial Institution Representative
- University of Virginia (UVA) - Housing
- University of Virginia (UVA) - Real Estate
- University of Virginia (UVA) - Foundation
- Piedmont Virginia Community College (PVCC) – Community Self-Sufficiency

Nonprofit Sector:

- Habitat for Humanity of Greater Charlottesville (Habitat)
- Piedmont Housing Alliance (PHA)
- Thomas Jefferson Community Land Trust (TJCLT)
- Albemarle Housing Improvement Program (AHIP)
- Building Goodness Foundation (BGF)
- Nelson County Community Development Foundation (NCCDF)
- Fluvanna/Louisa Housing Foundation (F/L HF)
- Skyline Community Action Partnership (Skyline CAP)
- Charlottesville Area Alliance

Citizen Sector:

- Citizen Representatives – Rural areas
- Citizen Representatives – Urban areas

Organizational Structure:

The RHP would consist of an Advisory Board that includes all voting members as listed and as revised by the Partnership.

The voting members will at their initial meeting and then annually, at their Annual Meeting, elect an Executive Committee and a Chairperson and Vice-Chair to advise TJPDC staff and housing stakeholders on ongoing programs, projects, and issues.

The **Executive Committee** will include representatives from the following RHP membership:

- One elected official
- One affordable housing resident
- One Non-Profit Service Provider
- One Private Sector Service Provider
- One University of Virginia Representative
- One Rural Non-profit Service Provider
- One TJPDC Commission Representative

The Executive Committee will make recommendations to TJPDC staff and to the RHP membership.

Meeting schedule:

The RHP will meet no less than twice per year. When possible, the meetings will be held in conjunction with the two Regional Housing Summits.

Initially, the RHP will meet quarterly until bylaws, a schedule of meetings, and a work plan are established.

The RHP Executive Committee will have regular meetings every other month:

- September
- November
- January
- March
- May
- July

The Partnership may alter the regular meeting schedule or hold special meetings as approved by the chair of the Partnership. All Partnership meetings and advisory committees of the Partnership will be held as public meetings following Virginia Code of Law 2.2-3707.

Deliverables/Strategies:

In addition to recommendations, the RHP would be responsible for supplemental housing products and deliverables. These deliverables would be focused on ensuring continued communication, coordination, and collaboration. Documents and responsibilities include:

- **RHP Mission, Vision, and Goals:** This advisory board may develop a refined mission statement, vision, and goals.
- **Set the Work Scope and Budget:** The Partners will be responsible for synthesizing feedback from the Advisory Groups to form a scope of work and annual budget for the RHP.
- **Develop a Regional Definition for Affordable Housing:** The RHP would review existing working definitions of affordable housing, and draft a formal, mutually agreed upon definition. The initial and primary task would be to create a common vocabulary that could be used throughout the region when assessing and analyzing housing needs in the region.
- **Assign Working Committees (as needed):** Should a focus group need to be formed, the Partnership or Executive Committee would be responsible for creating working committees and assigning members to the committees. The working committees would function as technical support groups with a stated purpose and goals.
- **Coordinate a Regional Housing Needs Assessment:** The RHP would review existing Housing Needs studies in Charlottesville and the region, and draft, if necessary, formal contracts and agreements with independent consultants, to conduct a regional housing needs assessment (subject to funding). The TJPDC would be the contracting agency for all agreements.
- **Attend Meetings of the RHP Advisory Groups:** An RHP partner will participate in periodic meetings of the advisory groups, as appropriate. The purpose of this attendance is to build relationships and open the lines of communication between the Partnership and the Advisory Groups.
- **Request Periodic Agenda Items at Advisory Group Meetings:** The RHP partners will request that the RHP be permitted to occupy an agenda item on the agendas of periodic Advisory Group meeting agendas. This will ensure that time is allocated in the meetings for open communication between the RHP partners and Advisory groups.
- **Keep Communication Open:** The RHP will strive to make communication open and timely to facilitate strong collaboration between all stakeholders.
- **Coordinate Regional Housing Summits:** The Partnership would work to identify educational topics of interest to design and implement housing summits on a given housing-related topic, no less than twice a year.
- **Produce Annual Reporting:** The Partnership would develop a means to report on housing-related topics annually to all stakeholders.

- **Integrate Housing into Decision-Making:** The RHP would work to integrate housing considerations into planning efforts around the region. The Partnership would make recommendations to local planning efforts and projects.
- **Provide periodic reporting to TJPDC Commission:** Provide no less than twice a year reports of progress to the TJPDC Commission.

Timeline:

As there are immediate needs with identifying housing strategies that will best meet the unmet housing needs, the RHP will be established as soon as possible. The following timeline sets an outline for establishing the RHP and resolving pending concerns, while planning for future opportunities.

Task 1: Approval of Concept -COMPLETED

February 2017

The Thomas Jefferson Planning District Commission's board met in early 2017 and identified the need for a Regional Housing body to research and provide recommendations on housing strategies for the region.

Task 2: Develop FY2018 RHP Budget - COMPLETED

August 2017

The Thomas Jefferson Planning District Commission approved a half-time staff member from its local per capita funds.

Task 3: Identification of and Partnership Building with Housing Agencies - COMPLETED

September-December 2017

Task 4: Develop Roundtable of Stakeholders - COMPLETED

September-December 2017

Three stakeholder meetings were held November 20, 2017, December 7, 2017 and December 20, 2017 to solicit input and ideas from relevant stakeholders. Overall themes focused on the need for a common definition of the levels of affordable housing and the production of more affordable housing. Recommendations were made that efforts should be facilitated through the PDC.

Task 5: Hire of Housing Coordinator - COMPLETED

February 2018

A half-time Housing Coordinator was hired February 1, 2018. The staff member will convene, facilitate, compile materials, and organize, draft, and report findings to the Partnership and relevant stakeholders. Additional studies and special project development will require additional or alternate funding sources.

Task 6: Convene Steering Committee -COMPLETED

February 2018

An RHP Steering Committee was held Feb 27, 2018. Overall themes focused on the urgency of the need for a regional housing partnership to educate and coordinate efforts between sectors and localities.

Task 7: Participate in Tom Tom Hometown Summit Housing Sessions – COMPLETED

April 2018

The PDC, in partnership with the Charlottesville chapter of the Urban Land Institute, participated in 7 affordable housing sessions. The sessions were housed at the PDC and facilitated by various moderators in the housing sectors.

Task 8: Formalize Structure and Framework -IN PROGRESS

February - September 2018

The Housing Coordinator will draft the RHP Organizational Framework. The framework will serve as a draft of the Goals, Objectives, and tasks that the Partnership will adopt.

Framework approval – September, 2019

TJPDC & Member Appointment of Representatives – October, 2019

RHP First Member Meeting – November, 2018

RHP Executive Committee Meeting – January, 2019

Task 9: Coordinate Regional Housing Needs Assessment -IN PROGRESS

September 2018 – June 2019

The Partnership will work to obtain funding for an independent consultant to perform a regional housing needs assessment and regional/local strategy recommendations. Results of the assessment will be shared with the partnership and with all localities. Results of the assessment will drive regional goal setting and planning related to housing. A proposal is currently under consideration for funding and approval. Once funding is in place, the RHP will act as the Steering Committee for Scope of Work development and project implementation.

Task 10: RHP Operational Framework Introduction – COMPLETED

May 2018

The Operational Framework will be introduced to the Thomas Jefferson Planning District Commissioners during their regularly scheduled Board meeting on May 3, 2018.

Task 11: Solicit Feedback on Operational Framework from the Steering Committee - COMPLETED

May 2018

The Housing Coordinator will forward the RHP Operational Framework to Steering Committee members for review and feedback. Feedback will be directed to Chip Boyles.

Task 12: Prepare VHDA Application for Funds - COMPLETED

May-July 2018

The VHDA has expressed interest in partnering with the Regional Housing Partnership to develop the regional housing study and a dashboard that can be used to report out on local and regional metrics related to housing. The RHP will prepare an application to seek VHDA financial support.

Task 13: RHP Operational Framework Approval – IN PROGRESS

September 2018

The Operational Framework will be approved by the Thomas Jefferson Planning District Commissioners during their regularly scheduled Board meeting on September 6, 2018.

Task 14: Develop FY2020 RHP By-laws and Budget

January-March 2019

The Partnership will develop a budget for FY2020.

Task 15: Organize and Implement Educational Regional Housing Summits

Fall 2018-Spring 2019

In cooperation with the City of Charlottesville, the RHP will coordinate two summits per year with a combined Charlottesville and Regional housing focus.

Task 16: Develop and Produce Local/Regional Template for Reporting Housing Metrics

2019

After the Regional Housing Plan is developed, data will be used to establish current conditions and future housing goals. Templates for each jurisdiction will be established for uniform reporting.

Task 17: Develop Annual/Bi-Annual Monitoring and Reporting of Established Regional Housing Metrics

2020

A monitoring and reporting protocol will be developed to provide a public reporting measure of housing status every two years.