

Consolidated Annual Performance Evaluation Report

City of Charlottesville

Thomas Jefferson HOME Consortium

Program Year 2023

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The HOME Consortium committed to: (1) Expand the affordable housing stock, (2) Preserve existing supply of affordable housing, and (3) Ensure housing for low income residents. Progress has been made on all three, as fourteen low-income homeowners' homes were rehabilitated, one affordable rental was obtained, and 5 units of housing for low-income homebuyers were created.

The City of Charlottesville has made substantial progress towards the goals outlined in the Program Year 2023-2027 Consolidated Plan, as detailed in the program year 2023-2024 Annual Action Plan. For example, CDBG funding made available to local subrecipients has made possible many community benefit activities, including:

- Provided critical and emergency home repairs to income-qualified homeowners
- Subsidized tuition for local entrepreneurs to participate in small business training and support programs through a local CDFI, graduates of which could become eligible for small-business startup grant funding
- Supported outreach and intake programs serving the area's unhoused population to bring them into a coordinated system of care

- Provided significant infrastructure enhancements to support the creation of the region’s first large-scale shared-use commercial kitchen in heart of the Belmont neighborhood
- Facilitated the creation of the City’s newest ADA-compliant trail bridge to connect city residents to an emerging trail network and to the city’s Jordan Park
- Addressed long-standing community concerns by funding the removal of significant physical barriers to access in two community playgrounds, including broken concrete pathways that impeded access for mobility-impaired visitors to those public spaces
- Supported programs to train residents of publicly supported housing to help plan the redevelopment of historically underserved neighborhoods
- Facilitated energy-efficiency upgrades and roof repairs to enable income-eligible LMI homeowners to participate in a solar panel installation program offered by Dominion Energy
- Facilitated significant infrastructure improvements for the Blue Ridge Area Food Bank, more than tripling their capacity to safely store and distribute fresh produce

While much work remains to be done, the City of Charlottesville is proud of the work accomplished during the 2023-2024 program year. Areas in which future emphasis may need to be placed in the CDBG program include efforts to support the expansion of mental health services (strategic goal #5) and to support the provision of supportive housing (strategic goal #7), although these are important goals for the city that are funded through other city programs and departments.

One important learning for the city during the 2023-2024 program year planning process is that the level of need within our community, as is found in most municipal areas across the country, exceeds to limited funds available to us. Two of our PY23 programs were developed in ways that helped leverage non-city funds, the Blue Ridge Area Food Bank’s Cold Storage program with leveraged the city’s investment with \$19,812 in private contributions, and AHIP’s Critical Rehabs program, which leveraged the city’s investment of \$64,000 in CDBG funds to build on \$\$68,237.90 in funds drawn from private donations made to support AHIP work. Consequently, emphasis will be placed in future years on seeking out opportunities to develop activities that can further leverage the city’s investment of scarce CDBG funds.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and

explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Energy efficiency and environmental stewardship	Affordable Housing Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	6	1.20%			
Enhance and improve access to transportation	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	1	0.20%			
Ensure housing access for low income residents	Affordable Housing		Direct Financial Assistance to Homebuyers	Households Assisted	22	0	0.00%	3	0	0.00%
Ensure housing access for low income residents	Affordable Housing		Tenant-based rental assistance / Rapid Rehousing	Households Assisted	24	0	0.00%			

Expand the affordable housing stock	Affordable Housing		Rental units constructed	Household Housing Unit	37	1	2.70%	6	3	50.00%
Expand the affordable housing stock	Affordable Housing		Homeowner Housing Added	Household Housing Unit	10	5	50.00%	8	7	87.50%
Foster small and local business development	Non-Housing Community Development		Businesses assisted	Businesses Assisted	40	19	47.50%			
Increase access to jobs that pay a living wage	Non-Housing Community Development		Jobs created/retained	Jobs	50	65	130.00%			
Preserve existing supply of affordable housing	Affordable Housing		Rental units rehabilitated	Household Housing Unit	1	0	0.00%			
Preserve existing supply of affordable housing	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	116	14	12.07%	17	14	82.35%
Support homeless and transition to independence	Affordable Housing Homeless		Homelessness Prevention	Persons Assisted	6	258	4,300.00%			
Support investments that aid fair housing choice	Non-Homeless Special Needs Non-Housing Community Development		Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	5	0	0.00%			

Support the expansion of mental health services	Non-Homeless Special Needs		Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	0	0.00%			
Support the provision of supportive housing	Affordable Housing Non-Homeless Special Needs		Other	Other	1	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Charlottesville continues to carefully direct investments of its limited CDBG and HOME funds to address pressing needs within our community. For example, investments of our limited CDBG funds were successful in leveraging as much as \$88,049.90 in private funds through the work of two of our subrecipients, equal to approximately 21.5% of our total PY23 allocation from HUD. We also successfully reprogrammed over \$200,000 in unspent CDBG funds from prior years to support a critical infrastructure upgrade for the Blue Ridge Area Food Bank, nearly tripling their ability to safely store and distribute fresh produce to area residents experiencing food insecurity.

The lack of affordable housing options, both for homeownership and rental, continues to be a significant challenge for our region, as it is in most metropolitan areas across the country. Specifically, the presence of substandard housing continues to be a pressing need within our community, which we have attempted to address through continued use of CDBG funds to fund AHIP’s emergency and critical rehabs for income-eligible homeowners, facilitating an extension of LEAP’s energy-efficiency upgrades program for income-eligible homeowners to prepare their homes for free solar panels from Dominion Energy, and working with our partners at TJPDC to reprogram \$134,099.88 in unspent HOME funds from prior years to support LEAP’s energy efficiency upgrades program, thereby blending supports from both programs to support suitable living environments for income-eligible homeowners.

The City continues to prioritize preserving and expanding the supply of affordable housing through strategic investments of both CDBG and

HOME funds as well as through a commitment from the City Council to invest up to \$10,000,000 per year to support affordable housing initiatives. One example of this commitment is the continued emphasis in our PY24-25 annual action plan to direct 35.3% of our CDBG award to support the rehabilitation of affordable rental units purchased through an innovative partnership between the City and the Charlottesville Redevelopment and Housing Authority (CRHA). (Approximately 60.4% of our PY 2024-25 CDBG award and 46.9% of our PY 2024-25 HOME award have been invested in support CRHA's rehabs, tenant supports and homeownership downpayment assistance programs).

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	166	39
Black or African American	366	44
Asian	34	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	566	83
Hispanic	10	4
Not Hispanic	639	79

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG and HOME activities have predominantly served Black or African American households, while also serving White and Asian households. Some households are Hispanic. As Black or African American households experience drastically lower incomes than other racial groups in our region, and face higher rates of housing cost burden, this ratio of services provided makes sense.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	410,468	410,468
HOME	public - federal	1,791,517	633,941

Table 3 - Resources Made Available

Narrative

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
10th and Page			
Albemarle County	7	14	
City of Charlottesville	55	28	
Fifeville			
Fluvanna County	10	14	
Greene County	10	14	
Louisa County	9	14	
Nelson County	9	14	
Ridge			

Table 4 – Identify the geographic distribution and location of investments

Narrative

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Within the HOME Consortium, the Fluvanna Louisa Housing Foundation and Nelson County Community Development Fund partner with other grants and local resources in order to meet needs alongside HOME funds. The Albemarle Housing Improvement Partnership (AHIP) compiles a wide range of funding streams, adding HOME to the mix, to provide homeowner repairs.

The City Council for the City of Charlottesville has committed itself to investing up to \$10,000,000 per year support affordable housing (AH) initiatives, largely through activities funded by CDBG, HOME and the Charlottesville Affordable Housing Fund (CAHF) programs, and direct Capital Improvement Plan (CIP) investments. A considerable portion of non-federal funds used in these efforts come from the City's general fund and serve multiple purposes, including: direct investments in affordable housing (AH) projects; gap funding to help bring specific projects to full funding; credit enhancements for certain projects, such as through guarantees to cover the initial years of loan payments; support for land acquisitions for AH projects, such as the City's recent commitment to financially support the purchase of a local mobile home park by Habitat for Humanity and prevent displacement of more than 40 households; and sustained support for renovations of affordable homeowner and rental units throughout the city, among many others.

The City of Charlottesville remains dedicated to finding ways in which to bring the benefits of our CDBG program to specific neighborhoods as well as to particular neighborhoods. For example, AHIP's PY23 Charlottesville Critical Rehabs program was originally designed to benefit residents of the Ridge Street neighborhood but was subsequently expanded in scope to allow AHIP to serve income-eligible homeowners located close to but not technically within, the Ridge Street neighborhood. Additionally, the City was able to successfully reprogram \$291,000 in unused CDBG funds from prior years that were originally intended to fund a sidewalk improvements program in the Ridge Street neighborhood in a project that was not able to be completed in the CDBG-required timeframe.

These CDBG funds were reprogrammed to support several projects with a citywide and/or regional benefit, including removals of barriers to access at two community playgrounds and a substantial infrastructure improvements project with the Blue Ridge Area Food Bank.

Planning activities so that they maximize the city’s ability to leverage the limited funds available, rather than having our CDBG awards serve as an activity’s sole source of funding has been of increasing importance to the City as we work to maximize our impacts on behalf of the residents of our community. Two such CDBG activities for program year 2023-24 stand out. First, the City’s investment of \$64,000 in CDBG funds into the Albemarle Housing Improvement Program’s (AHIP) ‘Charlottesville Critical Rehabs’ program facilitated substantial critical rehabilitations of two homes for income-eligible city residents and leveraged \$68,237.90 in funds from private sources (a 106.2% return on this investment). Similarly, we structured an investment of \$215,000 in reprogrammed CDBG funds into a major infrastructure improvement project for the Blue Ridge Area Food Bank’s (BRAFB) Charlottesville distribution center in a way that facilitated an investment by BRAFB of \$19,812.00 derived private donations.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	9,506,212
2. Match contributed during current Federal fiscal year	500,000
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	10,006,212
4. Match liability for current Federal fiscal year	176,689
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	9,829,523

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
CRHA - CAHF	06/01/2023	5,000,000	0	0	0	0	0	0

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
42,690	100,877	96,109	0	4,769

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period

	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	563,816	0	0	8,667	29,581	525,568
Number	17	0	0	2	2	13
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	561,816	261,222	300,594			
Number	27	2	25			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

Parcels Acquired		0	0			
Businesses Displaced		0	0			
Nonprofit Organizations Displaced		0	0			
Households Temporarily Relocated, not Displaced		0	0			
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	2	258
Number of Non-Homeless households to be provided affordable housing units	35	0
Number of Special-Needs households to be provided affordable housing units	2	94
Total	39	352

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	18	5
Number of households supported through Rehab of Existing Units	17	22
Number of households supported through Acquisition of Existing Units	1	1
Total	36	28

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The Homeless and Special Needs populations described in the chart above reference the clients served by The Haven during this period, as a result of CDBG funding.

Production of New Units is 18 over the course of several years. Due to the limited funding provided, it is not possible to produce that much in one year. Rehabilitation of Existing Units exceeded expectations.

Discuss how these outcomes will impact future annual action plans.

The Action Plan for Program Year 2024 estimates 7 rental units will be produced, but this number includes units that are in the process of production, not those completed. We may need to adjust numbers in future years to match the expectation of completed units, which take more time and funding than allows for 7 units in one year, while also completing so many homeowner rehabilitation activities.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	307	10
Low-income	35	5
Moderate-income	0	2
Total	342	17

Table 13 – Number of Households Served

Narrative Information

The City of Charlottesville invests CDBG funds in several activities designed to bring benefits at the household level, including \$64,000.00 for AHIP’s Charlottesville Critical Rehabs program and LEAP’s Solar Panel Rehabs program, which was funded in PY23 through an extension of \$38,526.23 in unspent CDBG funds from the prior year and the reprogramming with TJPDC of \$134,099.88 in unspent HOME funds. Through it’s close partnership with TJPDC, the City will continue to seek out similar opportunities to blend funding from multiple sources to deliver significant benefits to our community.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Blue Ridge Area Coalition for the Homeless (BRACH) Continuum of Care maintains a coordinated system of care so that homelessness in our region is rare, brief, and nonrecurring when possible. BRACH has adopted a housing first approach to quickly connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. A Community Case Review convenes 2-3 times a month to provide a problem-solving body to area providers working with individuals and families experiencing homelessness. The Community Case Review consists of a convener appointed by BRACH and staffed by representatives from anchor agencies, including PACEM, The Haven, Region Ten, On Our Own, and area Departments of Social Services. Each meeting, the Community Case Review works through the community's By-Name List of everyone known to be experiencing homelessness in the area and documents action steps aimed at quickly resolving homelessness for each person reviewed.

Particularly complex cases are referred to the Community Case Review for solution-focused discussion designed to resolve homelessness quickly and effectively. A coordinated assessment process is used to determine eligibility for available services, collect required data, and develop case plans for individuals and families experiencing homelessness. Coordinated assessment is available every day at The Haven. Households can call the City of Charlottesville Dept. of Human Service's Homeless Information Line to schedule a homeless intake appointment.

BRACH homelessness service providers collect required data elements and enter data into HMIS on a weekly basis to ensure close to real-time community level data and on-time reporting to local, state and federal stakeholders.

Region Ten PATH Program, The Haven, and On Our Own provide street outreach to individuals and families experiencing homelessness, with a focus on those who do not have shelter, to provide them with information and access to services. Region Ten conducts in-reach with Western State Hospital and Haven staff conducts in-reach to the jail to assist with transitions and community reintegration. Region Ten PATH program conducts in-reach at The Haven, Mohr Center and Virginia Supportive Housing to engage guests in mental health treatment and care.

Virginia Supportive Housing provides supportive housing in the region, addressing the long-term needs of chronically homeless households and individuals. The Premier Circle project, which is using HOME-ARP funds, among many other sources, will transform a hotel into Permanent Supportive Housing, and construction is almost ready to begin.

Supporting outreach to persons experiencing homelessness or at risk of experiencing homelessness was an important part of the work of the CDBG program during PY23. For example, 11% of our HUD allocation was invested in supporting the Coordinated Entry into Systems of Care (CES) program run by a local nonprofit shelter, The Haven at First and Market (more commonly referred to as The Haven), thereby allowing them to provide important initial outreach services to a larger number of individuals than anticipated.

Addressing the emergency shelter and transitional housing needs of homeless persons

In a first for our CDBG program, the City invested \$45,000 (or 11.0% of our PY23 allocation) in supporting the Coordinated Entry into Systems of Care (CES) program run by a local nonprofit shelter, The Haven at First and Market (more commonly referred to as The Haven), thereby allowing them to process initial intakes for over 200 individuals within the City of Charlottesville and over 500 throughout the area served by the Thomas Jefferson HOME Consortium (which includes Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson).

The City of Charlottesville will continue to seek out novel ways to use HUD funding to support programs serving the area's unhoused population, such as through an investment of PY24 CDBG funds in PACEM's Shelter Transportation program to support employment opportunities for shelter clients by providing them with transportation to and from work.

PACEM provides a seasonal, low-barrier emergency shelter to individuals from late October to mid-April using host church sites for shelter and meals. PACEM provides coordinated assessment services to those individuals and families that seek shelter but have not completed a coordinated assessment through Coordinate Entry.

Families in Crisis provides emergency hotel/motel vouchers to families experiencing homelessness and complete a coordinated assessment packet, and assists McKinney-Vento Coordinators in the region with addressing the needs of families identified by schools as at risk of homelessness.

Salvation Army provides high-barrier emergency shelter services year-round for individuals and families experiencing homelessness that can maintain sobriety and are looking for work or are working.

Shelter for Help in Emergency (SHE) provides emergency shelter services year-round for women and children fleeing domestic violence, referred by other emergency shelters and emergency room staff.

Monticello Area Community Action Agency (MACAA) Hope House provides transitional housing and supportive services with a preference for households with children where one adult is working.

These resources provide adequate shelter services to the community in need during the season in which the low-barrier shelter operates. During the warmer months, there are individuals that struggle to identify adequate resources. A day shelter operates daily to provide basic and respite care to all,

regardless of whether they are engaged in other shelter services within the continuum. The City of Charlottesville is still working to identify opportunities to develop a year-round, low-barrier overnight shelter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Prevention staff at Piedmont Housing Alliance (PHA), through a partnership with TJPDC, use Virginia Eviction Reduction Pilot funds to provide case management, court navigation, and financial support. PHA staff are able to help households who have up to a few months of rent arrears avoid eviction.

Prevention staff at The Haven, PACEM, and McKinney Vento services in schools, coordinate activities in communication with area emergency assistance providers including Alliance for Interfaith Ministries (AIM), Pathways Fund, Love, Inc., departments of social services, and area churches whenever possible. Monthly case management is provided to develop and implement a housing stability plan.

Existing rental assistance resources include Pathways through the United Way, the Network2Work Emergency Fund, The Haven, PHA eviction reduction programs, HOPWA through the Blue Ridge Health Department, CSRAP through the City of Charlottesville, and Housing Choice Vouchers in various counties.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City continued in PY23 its commitment to supporting those experiencing or at risk of experiencing homelessness, including through providing financial support for the regional Coordinated Entry into Systems of Care (CES) program operated by The Haven, a leading day shelter and supportive services provider, among other efforts.

Transition services for this population continues to be a challenge, as it is for most metropolitan areas across the country. The City and TJPDC remain committed to this work, nonetheless.

For example, the City has pledged additional funds in 2023 to support the conversion of a former hotel

into the region's first transitional housing center, further augmented its previous significant financial supports for this and other similar projects. In addition, the CDBG program will be providing financial support in PY24 to another local provider to facilitate transportation services for shelter clients so they can obtain and sustain employment opportunities that would otherwise be extremely challenging for them.

The Haven provides housing navigation services through the Rapid Rehousing program to assist individuals and families experiencing homelessness to identify available low-income housing resources and negotiate leases. The Housing Navigator also develops relationships with area landlords and provides education on available rental subsidy programs to housing organizations. The Haven provides rapid re-housing services to quickly connect individuals and families experiencing literal homelessness to permanent housing. Rental arrearages and utility bills may be paid if they represent an actual barrier to permanent housing. Rental subsidies may be provided to ensure housing stability. Ongoing eligibility is determined every 90 days. Monthly case management is provided to develop and implement a housing stability plan.

Region Ten operates a HUD-funded permanent supportive housing program for about 38 chronically homeless individuals. Community Case Review prioritizes the most vulnerable individuals with the longest histories of homelessness for this program when there are openings. Virginia Supportive Housing's The Crossings provides 30 units of permanent supportive housing for chronically homeless individuals in partnership with the Albemarle County Department of Housing and the Charlottesville Redevelopment and Housing Authority. The Continuum of Care now includes 153 Permanent Supportive Housing beds, including 25 units that service Veterans.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Charlottesville continued in PY23 its commitment to supporting the residents of public housing, including continued CDBG financial support for the Resident-Involved Redevelopment initiatives of the Charlottesville Public Housing Association of Residents (PHAR). The Resident-Involved Redevelopment program, among other PHAR initiatives, trains residents of publicly supported housing in the skills needed to be involved in the complex process of redeveloping the city's aged public housing complexes, successes for which include the recent groundbreaking for the newly redeveloped Kindewood Apartments (formerly known as Friendship Courts) and the new Crescent Hall complex and South First Street, Phase 1.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Charlottesville Redevelopment and Housing Authority continues to partner with the Public Housing Association for Residents to ensure residents are deeply embedded in policy development and the operations of the Housing Authority. The CRHA was awarded down payment assistance funds to utilize to assist public housing residents become homeowners in the Charlottesville community. The CRHA is working to develop its own homeownership program which will assist with the development and re/development of homeownership opportunities for public housing residents.

Actions taken to provide assistance to troubled PHAs

CRHA is the only PHA in the region and is not troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Charlottesville remains committed to the goal established by City Council in support of the City's first-ever Affordable Housing Plan (adopted in March of 2021) of committing up to \$10,000,000 or more to support affordable housing initiatives.

Notably, the City committed \$16,375,000 in 2023 to support a range of Affordable Housing (AH) activities, including: significant repairs to affordable rental units owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA); the purchase of several formerly privately owned properties so they could be rehabilitated and converted to AH units; the proposed conversion of a local hotel into the region's first supportive and rapid rehousing housing center for persons experiencing homelessness; a tenant-based rental assistance program for city residents with \$900,000 allocation every year, similar to the Section 8 vouchers program; rent & tax relief for elderly and/or disabled residents; and the ongoing redevelopment of several public housing complexes.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Charlottesville and the TJPDC continue to coordinate closely to design and implement HUD-funded programs that will address the needs of the largest number of underserved individuals as possible. For example, while evaluating applications for funding through the CDBG and HOME programs, the citizen members of the City's CDBG/HOME Taskforce place great weight in their funding recommendations on considerations of how to maximize the impact of the limited funding available.

City and TJPDC also continue to coordinate ways of bringing together representatives from a diverse array of local and regional organizations dedicated to supporting affordable housing initiatives, including through the regional Housing Directors Council, through which the needs of underserved populations are carefully examined and solutions sought. Housing Directors from across the region discuss the needs of the community, identify the best practices to resolve those needs, and assist with the Consolidated Plan. Housing Directors continue to use this forum to review and approve policies, such as the Rehabilitation Standards that were adopted by the HOME Consortium members, and continue to explore new ways to braid funding to enhance the impact of the limited HOME funds available to support these efforts.

Similarly, Charlottesville continues to use CDBG funds to address community needs through continued support for residents of publicly supported housing with resident-involved redevelopment and funding individualized one-to-one tutoring for City adults in need of literacy development. CDBG funds also went towards providing scholarships to assist entrepreneurs develop financial management habits through

mentorship and technical assistance as well as funding staff positions for a local homeless shelter to operate their coordinated entry system (CES), an initiative which brings regional as well as local benefits. CDBG housing programs also supported critical rehabilitations and energy maintenance upgrades for income-qualifying LMI residents. Two new CDBG in PY23 initiatives provided significant support to a local food bank to help them expand their ability to provide fresh produce to local food pantries and food kitchens and provided critical gap funding for a local nonprofit redeveloping a formerly unused warehouse space into the region's first large-scale shared-use commercial kitchen, an initiative that will also provide important small business oriented financial training and support to local microentrepreneurs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City and TJPDC continue to work with funded subrecipients of CDBG and HOME funds involved in residential rehabilitations and energy-efficiency upgrades to ensure that all work done is compliant with lead-safe best practices. 2023 data from the Virginia Department of Health (VDH) indicates a notable drop in the percentage of children tested who indicate dangerous levels of lead in their blood dropped significantly, from 8.74% of those tested in 2019 to 4.15% in 2022.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Charlottesville continues to provide significant financial resources to help reduce the number of poverty-level families in the City, such as through continued support for CRHA's Family-Self Sufficiency program, and has again designated at least \$900,000 for the Charlottesville Supplemental Rental Assistance Program (CSRAP) program to assist families at risk of eviction or other adverse actions.

The Fluvanna-Louisa Housing Foundation, NCCDF, and Skyline CAP serve many extremely low income families, providing for housing needs that protect against many of the most harmful impacts of poverty.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City and TJPDC continue to emphasize the development and refinement of tightly integrated systems in the attainment of our shared strategic goals. Similarly, Charlottesville, TJPDC and the members of the Thomas Jefferson HOME Consortium work closely together to promote regional cooperation and the creative use of funds so as to maximize the impact of our many programs. Charlottesville and TJPDC staff, for example, have recently worked together to adopt a modern grants and housing programs management tool used by many other HUD-funded Virginia localities, with the City committing \$30,000+ to support the acquisition of Neighborly Software.

The tools provided by Neighborly are anticipated to greatly enhance the collaboration between City staff and our partners at TJPDC. Neighborly is also anticipated to bring significant benefits to our subrecipients by streamlining their management of their funded programs, especially for those who receive funding from multiple sources, by providing them one unified and consistent portal through

which they can apply for funds, manage their requests for reimbursements and submit required reports and documents.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Regional Housing Partnership meets quarterly, and engages 22 organizations who represent public, private, citizen, and for-profit sectors of those working to provide affordable housing in the TJPDC region.

The city and TJPDC work closely together to support social service and housing agencies that are involved in serving special needs populations, including the Jefferson Area Board for Aging (JABA), the Arc of the Piedmont for people with developmental disabilities, Region Ten Community Services Board for people with mental illness and substance abuse and the Independence Resource Center. The Jefferson Area Board for Aging (JABA) assists elderly persons with long-term health care needs, and serves the TJPDC region. JABA partners with senior housing providers in Charlottesville (Timberlake Place, Woods Edge, and Park View Apartments) and in Nelson County (Ryan School Apartments). Regular JABA health screenings and services are provided by JABA nurses at Park View at South Pantops, Ryan School Apartments and Woods Edge Apartments.

There are two LIHTC housing projects in Albemarle County that are nearing the end of their 30- year extended use period. The first of these is Wilton Farm Apartments, which has been in service since 1992 and has a total of 144 low-income units. The property's LIHTC compliance period ends January 2022. The second property, Rio Hill Apartments, contains 139 low-income rental units; LIHTC compliance period for this property expires January 2025.

The City's Comprehensive Plan Update and Zoning Ordinance Rewrite project has a Steering Committee that is composed of representatives from the Albemarle County, public, University of Virginia, nonprofit organizations, Neighborhood Leaders Group, Charlottesville Redevelopment and Housing Authority (CRHA), Homeless Agency, etc.

The Region Ten Community Services Board provides comprehensive diagnosis, treatment and training for persons with Serious Mental Illness and chemical dependence for persons within the Planning District. Region Ten administers Continuum of Care (CoC) Permanent Supportive Housing projects, using a scattered site model. Region Ten also serves people with housing in apartments or Single Room Occupancy (SRO) units with funding through the Virginia Department of Behavioral Health and Developmental Services (DBHDS). Region Ten administers about 220 Housing Choice Vouchers. Region Ten provides case management services.

The Blue Ridge Health District (BRHD) administers the Housing Opportunities for People With AIDS (HOPWA) program, serving 33 people, with long-term (24 people) or short-term assistance. Qualification for the program is based on a diagnosis of HIV and income. BRHD provides testing, screening, advocacy,

housing assistance and case management for people with HIV or those at high risk for HIV infection. The Health District also houses the SSI/SSDI Outreach Access and Recovery (SOAR) program. SOAR is a national program designed to increase access to the disability income benefit programs administered by the Social Security Administration for eligible adults who are experiencing or at risk of homelessness and have a mental illness, physical impairment or co-occurring substance use disorder. BRHD partnered with BRACH to hire a full time SOAR Benefits Coordinator to work with our local homeless population to obtain their Social Security Benefits.

For people with disabilities, housing foundations in the Counties and projects funded through the Charlottesville Affordable Housing Fund (CAHF) in the City include necessary accessibility features as part of the scope of work for rehabilitation and emergency repair projects.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

One of the greatest insights from the regional Community Needs Assessment conducted during the development of the current FY 2022-2027 Consolidated Plan is the several lack of affordable rental units, both in the city and across the larger metropolitan area served by the Thomas Jefferson HOME Consortium members. This condition is greatly exacerbated by the significant rise of home prices during the course of the COVID pandemic that has driven the median purchase price within the city up on average 3.5% year-over-year, up from approximately \$360,000 in June of 2020 to a little over \$456,000 in June of 2023 according to Redfin calculations of home sales data from MLS and/or public records.

Based on these insights, the city has reemphasized its efforts to preserve and expand the current stock of affordable rental units. For example, the city is in the final stages of approval for funding agreements that will direct our portion of the recent HOME-ARP award to supporting critical rehabilitations necessary to preserve and maintain 7 or more residential rental units as affordable to households at or below 60% of the local Area Median Income (AMI).

Land use and zoning policies have historically been discriminatory in Charlottesville, a practice that has severely limited residential development and the overall supply of housing, especially for residents at the lower end of the income spectrum. These policies are further compounded by community resistance to change the land use policies that reinforce and prioritize preserving existing single-family neighborhoods over the development of new affordable housing that would provide and expand housing options in the community. As mentioned above, the city is working on a wholesale rewrite of its Zoning Ordinance that, when adopted, will emphasize new inclusionary policies and other provisions designed to eliminate long-standing barriers to affordable housing.

The TJPDC developed the PATH program during Program Year 2023. The PATH program connects riders with accessible rides throughout the region, allowing access to transportation particularly for those who are most greatly disadvantaged. This allows those who live in more challenging locations for transportation, due to housing costs, to be more connected to the places they need to be.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Charlottesville performs on-site monitoring visits on an annual basis for CDBG projects that have been completed during the program year with assistance from the finance department. Consistent with previous years, City staff will review sub-recipient program files to ensure compliance with CDBG requirements and to verify that the benefit standard was being met. Projects that are found to be in violation or whose files were missing pertinent information will receive notices from the City and will be provided an opportunity to address and correct any problems. The City will conduct follow-up monitoring visits to ensure corrective actions are carried out.

The HOME Consortium maintains annual monitoring plans. This year included desk reports from rental providers, as well as a site visit to Fluvanna Louisa Housing Foundation (FLHF) to review their files, procedures, and rental units. TJPDC provided a follow-up on findings, which included updating tenant selection policies and records related to rental rate determination. FLHF was found to have excellent files and records, and have completed countless impactful projects in their region. During the coming Program Year, a site visit will be conducted with Nelson County Community Development Foundation (NCCDF).

TJPDC carries out HOME desk reviews throughout the year, with oversight from the Finance Director and Executive Director. On-site monitoring of all subrecipients is done annually and includes monitoring of program activities and financial management. On-site visits are not required for subrecipients with no staffing changes, with no significant change in the type of projects carried out, and who have no outstanding findings from previous monitoring visits or financial audits. No sub-recipient will go more than three years without an on-site monitoring visit.

The City of Charlottesville continues to monitor CDBG-funded subrecipient programs, including through regular communications with subrecipient staff, review of quarterly reports submitted during the program year, closeout reports submitted at the end of the program year, and onsite monitoring visits. Consistent with previous years, staff will review subrecipient program files to ensure compliance with CDBG requirements, such as to ensure that the benefit standard was being met. Projects that are found to be in violation or whose files were missing pertinent information will receive notices from the City and will be provided an opportunity to correct any deficiencies. Staff may conduct follow up monitoring visits to ensure corrective actions are carried out. No significant deficiencies were noted during the 2023-2024 program year.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City of Charlottesville continues its commitment to internalizing the growing understanding of the depth and breadth of needs within our community referenced in the PY22 CAPER. Our recent work, for example, the Blue Ridge Area Food Bank demonstrated the growing impact of food insecurity within the city and within the region as a whole. One lesson that can be derived from this work is the recognition that many of our challenges are regional in nature and can be best addressed through regional partnerships.

Our recent work in facilitating a comprehensive rewrite of the city's zoning code, with the elimination of single-family residential zoning throughout all neighborhoods, has similarly underscored an understanding of the housing challenges the city faces. This understanding both informs and drives the City Council's commitment to commit at least \$10 million per year to support affordable housing initiatives, a commitment that is being delivered upon but which would be challenging even for city's much larger than Charlottesville.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 24 CFR 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in 24 CFR §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

HOME-assisted rental units are owned and managed by sub-recipients of the Charlottesville HOME Consortium. Sub-recipients share a role in the implementation of the HOME program, including inspection of rental units. For units with tenants using Housing Choice Vouchers, which constitute the majority of rental units, Charlottesville HOME Consortium Sub-recipients have reciprocal agreements to perform inspections on units owned and managed by another subrecipient. For HOME-assisted units with no rental assistance, the sub-recipient performs inspections at least annually to identify any maintenance issues, and to replace smoke detectors and filters. Inspections may be done more frequently, if there is a concern about the tenant. Some subrecipients, such as AHIP, have inspectors on staff. Others hire inspectors to identify the outcomes of contractors' work. All rental units are inspected annually, including the City - and County-assisted units at the Crossings.

TJPDC conducts site visits, including visits to affordable housing units, with subrecipients. This year, TJPDC visited properties developed and maintained by Fluvanna Louisa Housing Foundation. The sites were maintained in good condition. No issues were detected.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 24 CFR 91.520(e) and 24 CFR 92.351(a)

All HOME projects are carried out by HOME Consortium subrecipients. These organizations have developed extensive networks with agencies and organizations in their localities to create a steady stream of referrals for HOME programs. Public outreach is carried out through a variety of means. The HOME Consortium recently updated its Affirmative Marketing Policy, attached, and will be using the guide to enhance future efforts.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Program Income information is collected quarterly from subrecipients. Not all subrecipients collect Program Income. Only the City of Charlottesville transfers PI back to TJPDC for use with their specific subrecipients. This year, the majority of Charlottesville PI went to LEAP, Local Energy Alliance Program, who provide homeowner rehabilitations to City of Charlottesville residents. Other than that, PI was used by NCCDF to reinvest in their rehabilitation projects, which serve homeowners and homebuyers. Skyline

CAP uses their CHDO proceeds to purchase new rental units for low-income tenants.

Describe other actions taken to foster and maintain affordable housing. 24 CFR 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 24 CFR 91.320(j)

Subrecipient organizations maintain continual contact with their local community members, assessing the needs for affordable housing units, homeowner rehabilitation for low-income households, and other needs. The Grants Manager at TJPDC attends regular meetings, listening to the needs and opportunities expressed by service providers, community members, locality staff, and leaders in housing and homelessness efforts. TJPDC participates in the USDA Housing Preservation Grant, allowing subrecipients to increase their rates of rehabilitating low-income housing. TJPDC also participates in the Virginia Eviction Reduction Program, which assists low-income households in addressing rent issues to prevent eviction. The City of Charlottesville provides extensive funding to affordable housing efforts, as evidenced in section 15 of this report, regarding Match funds. Through the RHP, TJPDC hosts summits every two years to increase the connection between private, public, and for-profit organizations that are focused on housing needs.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 14 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 15 – Qualitative Efforts - Number of Activities by Program

Narrative

No activities rose to the level of a Section 3 requirement.

Attachment

Affirmative Marketing Policy

AFFIRMATIVE MARKETING PROCEDURES AND REQUIREMENTS

Thomas Jefferson HOME Consortium

This document is created to assist the Thomas Jefferson HOME Consortium (“Consortium”) in complying with affirmative marketing regulations found in 24 CFR 92.351, and 24 CFR 92.61(b)(7).

When 5 or more units of housing are developed as part of a project with the use of CDBG or HOME funds, the property owner, CHDO, or Consortium Subrecipient will be required to affirmatively market the property.

Affirmative marketing requirements and procedures also apply to all HOME-funded programs, including tenant-based rental assistance (TBRA) and downpayment assistance (DPA) programs.

Affirmative marketing includes taking actions to provide information and attract eligible persons in the region to available housing without regard to race, color, national origin, sex, religion, familial status, or disability.

The Consortium establishes the following Affirmative Marketing Procedures:

1. Solicit Applications through Special Outreach

Subrecipients and owners will be required to inform and solicit applications from persons in the housing market area who are not likely to apply for housing without special outreach (members of minority groups, the elderly, and persons with disabilities) using the following methods:

- Begin special outreach activities within one week of learning that a vacancy will occur.
- Provide information to the Blue Ridge Area Coalition for the Homeless (BRACH), The Haven, Piedmont Housing Alliance (PHA), Creciendo Juntos, Offender Aid and Restoration (OAR), BRHD HOPWA Coordinator, Network2Work, and the Independence Resource Center, to make them aware of rental and home purchase opportunities that may be available to their customers and prospective customer base. Contact the Grants Manager at TJPDC for up-to-date contact information, and to request the information be added to the Porchlight website. Other organizations to consider reaching: Region Ten, JABA, City of Promise, UVA Latino Health Initiative.
- Make home buyer education and housing counseling providers aware of home purchase and rental opportunities that may be available to their customer base.
- Make at least one presentation at functions attended by people who are members of under-represented and under-served groups, and provide written and verbal communication to leaders within minority communities.

2. Meet Affirmative Marketing Requirements

Subrecipients of the Consortium's HOME funds must adhere to the following requirements and procedures to carry out affirmative marketing procedures and requirements when providing 5 or more units of housing, using any of the approved HOME activities (TBRA, DPA, developing homebuyer housing, developing rental housing):

- Subrecipients will contact the appropriate Housing Authority Housing Choice Voucher (HCV) distributors (Albemarle DSS, Greene DSS, CRHA, Skyline CAP, NCCDF), which were formulated under the standards of fair housing, equal opportunity and non-discrimination. Local residents who are on these waiting lists should be contacted as a part of the affirmative marketing process. Programs who distribute HCV's are not permitted to share names of individuals on the waiting lists, but can share information from subrecipients with their program applicants.
- Subrecipients will advertise through media (newspaper, radio or television, social media, community websites other than the TJPDC and/or Subrecipient websites) to inform potential renters of the availability of units. At least one advertising medium should be recorded as used to advertise before choosing a tenant.
- Subrecipients will inform human and social service agencies that assist lower income families and individuals, by sending an email informing them about the availability of affordable housing and the opportunity to apply as a tenant. Details about rental fees, income requirements, and the property must be included.
- Subrecipients must maintain a record of outreach to at least one under-represented, under-resourced, and/or predominantly minority community for each property advertised, as described in Section 1.
- Subrecipients will notify prospective tenants or purchasers that they may learn more about Federal Fair Housing laws and associated programs by contacting either of the following.
 - Fair Housing Office of the Virginia Department of Professional and Occupational Regulation: 804-367-8530, or TDD Virginia Relay 7-1-1, or visiting dpor.virginia.gov
 - Housing Opportunities Made Equal: 804-354-0641, TDD Virginia Relay 7-1-1, or visiting homeofva.org, or emailing help@HOMEofVA.org

3. Record Keeping

Subrecipients and property owners will maintain records of actions taken to affirmatively market the program and units, as well as records to assess the results of these actions.

The Thomas Jefferson Planning District Commission (TJPDC), as the managing agency of the HOME Consortium, will maintain records of actions taken by the Consortium, HOME subrecipients, and property owners to affirmatively market CDBG and HOME funded projects containing five or more units of housing.

Record keeping requirements include:

- Subrecipients must keep records describing actions to affirmatively market units assisted under the HOME Program, as well as records to assess the results of these actions.
- Records to be maintained include:
 - Copies of advertisements, web postings, and any form of media used
 - Copies of emails sent to organizations, leaders, and others listed above, including any additional contacts made

- Log of contacts made to inform the community and potential residents about housing opportunities, including notes about contacting staff who manage Housing Choice Voucher waiting lists
- The racial, ethnic, and gender characteristics of potential homeowners, tenants, and rental property owners for the 90 days following acquisition/rehabilitation, as required by 24 CFR Part 92.351; and
- Information from tenants on how they were informed that units were available.
- TJPDC will maintain/monitor records from each Subrecipient. All project records shall be made available to TJPDC and HUD upon request.
- If a CHDO is sponsoring units that are being managed by a property owner, the CHDO must keep a copy of these records on file as well.

4. Monitoring, Assessing, and Corrective Action

TJPDC will annually assess the results of its affirmative marketing procedures and requirements for HOME-assisted activities containing five or more units of housing. This assessment will occur as part of the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER), and will seek to determine the effectiveness of actions taken and require corrective action and modification to the affirmative marketing procedures and requirements if necessary.

TJPDC will ask Subrecipients, owners, and other pertinent organizations such as Housing Opportunities Made Equal, CLIHC, PHAR, Independence Resource Center, or other local experts on the subject, for their analysis and suggestions concerning its affirmative marketing practices.

The effectiveness of the Consortium's and Subrecipients' affirmative marketing efforts will be assessed as follows:

- TJPDC will examine records required of Subrecipients and owners regarding actions they have taken to affirmatively market available units.
 - If TJPDC, on behalf of the Consortium, finds that the required actions have been carried out as specified, it will judge the owners to have made good faith efforts to carry out the program requirements;
- TJPDC will assess whether or not tenants from a variety of income levels and minority groups have applied for occupancy and have become tenants in the HOME assisted units.
 - If it finds that this variety is present, or substantial outreach efforts were made and no such diversity is present, it will judge the owner to be in compliance with program requirements.
 - However, if TJPDC finds that a diversity of tenants is not present and the required efforts are insufficient, it will review the Subrecipients' or owners' procedures and determine what changes would make the affirmative marketing more effective.
- TJPDC will take corrective actions if it finds that any Subrecipients and owners of rental properties fail to carry out the program requirements, or fail to maintain the records on applicants and tenants in accordance with 24 CFR 92.351.
- If, after discussions with the Subrecipient or owner on ways to improve affirmative marketing requirements, remedial standards which were provided in writing are not met by the deadline provided, TJPDC, on behalf of the Consortium, will consider disqualifying them from future participation in the HOME Program.

5. Minority Owned Business Outreach

The Consortium aims to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, and seeks to comply with 24 CFR 92.351(b) and 2 CFR 200.321. The following minority outreach program will ensure the inclusion, to the maximum extent possible, of minorities and women.

Minority Business Enterprise and Women Business Enterprise:

In all contracts entered into by the Consortium and its subrecipients, participation of minority and women contractors will be encouraged, and minority business enterprises and women business enterprises will be used when possible in the procurement of property and services. This includes real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services.

Disadvantaged Business Enterprises (DBE) are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business operations. African American, Hispanic or Latino/a, Native American or Indigenous, Asian-Pacific and Subcontinent Asian American, and women business owners are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. Only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs.

In order to maintain compliance, the Consortium and Subrecipients will:

- Complete SWAM forms for each HOME-assisted activity, which will be reviewed as part of the CAPER annual reporting process.
- Develop a solicitation list that includes and prioritizes qualified small and minority businesses and women's business enterprises.
- Assure that the SWAM businesses are solicited whenever they are potential sources.
- Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- For larger HOME activities, such as those exceeding \$50,000 of HOME funds, prime contractors will be required to follow these requirements.

6. Limited English Proficiency (LEP) Outreach

In the City of Charlottesville, 14% of the population speaks a language other than English at home (Census Bureau, 2017-21 estimates). In Albemarle, that number is 13%; 6% in Louisa and Greene, and 5% in Nelson and Fluvanna. The Consortium complies with the requirements of Title VI of the Civil Rights Act of 1964. A person with Limited English Proficiency (LEP) is defined as a person who, as a result of national origin, does not speak English as their primary language and who has a limited ability to speak, read, write, or understand English language. Latino/a and Hispanic households make up the largest LEP population in the TJPD region. Other groups speak Swahili and Farsi, though numbers of individuals are much lower for those languages in the TJPD region.

The Consortium commits to the following steps to provide meaningful access to persons with LEP:

- Identify organizations representing groups with LEP, and put them on the active contact list to receive program information.
 - Key organizations include:
 - Creciendo Juntos
 - Sin Barreras
 - The HOPWA Coordinator at Blue Ridge Health District
 - International Rescue Committee
 - Chamber Minority Business Association
 - City of Promise
 - Habitat for Humanity
- Access interpreters to provide language assistance when necessary.
- Publish flyers in languages other than English, based on the percentage of the expected audience who speaks each language. Languages identified as spoken in our region include: Spanish, Farsi, Swahili, Arabic, Pashto, and Karenni. Consult with the International Rescue Committee regarding culturally appropriate methods of outreach.
- Attend meetings of organizations such as those listed above, to inform LEP communities about available programs and how to access them, including soliciting their input on Consolidated Planning processes.

Subrecipients must have translation services available for tenants or home purchasers who need it in order to complete the process with the subrecipient. TJPDC has a Cyacom account which can add users; if a subrecipient needs access to this account, they should contact the Grants Manager at TJPDC.

The ultimate intent of the Consortium’s LEP outreach plan is to provide opportunity for people with limited English proficiency to effectively access services that will help them live as supported and resourced members of the community.

7. Inform the Public

The Consortium and all subrecipients will inform the public, owners, and potential tenants – including Limited English Speaking (LES) persons – about Federal Fair Housing laws and Affirmative Policies.

This can be accomplished by one or more of the following:

- Posting a copy of Fair Housing posters in English, Spanish, and other languages spoken locally (such as Farsi or Swahili) in visible spaces on premises.
- Posting information about Fair Housing Laws and Consortium Affirmative Policies on the Thomas Jefferson Planning District Commission (TJPDC) website.
- Providing property owners, HOME-assisted agencies/CHDOs, and prospective tenants or homebuyers with an educational pamphlet related to Fair Housing Laws and the Affirmative Policies.
- Notifying prospective tenants or purchasers that they may learn more about Federal fair Housing laws and associated programs by contacting the Housing Opportunities Made Equal offices in Richmond, VA.

Tenant Selection Policy

ATTACHMENT B

Tenant Selection Policy

Regarding Tenant-based rental assistance, (TBRA), as detailed in 24 CFR 92.209; and regarding rental housing, as detailed in 24 CFR 92.252: The participating jurisdiction must select low-income families in accordance with written tenant selection policies and criteria that are based on local housing needs and priorities established in the participating jurisdiction's consolidated plan. An owner of rental housing assisted with HOME funds must comply with the affirmative marketing requirements established by the participating jurisdiction pursuant to § 92.351(a).

Rental Housing through the Thomas Jefferson HOME Consortium:

- (1) HOME-assisted rental housing must be limited to very low-income and low-income households.
- (2) Applicants must be able to perform obligations of the lease, such as ability to pay rent, not to damage housing, or interfere with the rights and quiet enjoyment of other tenants.
- (3) Tenants will be selected from a written waiting list in the chronological order of their application, as is practicable.
- (4) Any limitation of eligibility or preference given to a particular segment of the population is only permitted insofar as it is written in the original HOME Agreement, and does not violate non-discrimination requirements in 24 CFR 92.350.
- (5) In no way may a Subrecipient exclude an applicant with a certificate or voucher under the Section 8 Tenant-Based Assistance: Housing Choice Voucher Program.
- (6) Subrecipient must provide prompt written notification to any rejected applicant of the grounds for any rejection.
- (7) Subrecipient shall comply with the Violence Against Women Act (VAWA) requirements prescribed in 24 CFR 92.359, including:
 - a. If a family living in a HOME-assisted rental unit separates under 24 CFR 5.2009(a), the remaining tenant(s) may remain in the HOME-assisted unit.
 - b. The participating jurisdiction must develop a VAWA lease term/addendum to incorporate all requirements that apply to the owner or lease under 24 CFR part 5, subpart L, and this section, including the prohibited bases for eviction and restrictions on construing lease terms under 24 CFR 5.2005(b) and (c). This VAWA lease term/addendum must also provide that the tenant may terminate the lease without penalty if the participating jurisdiction determines that the tenant has met the conditions for an emergency transfer under 24 CFR 5.2005(e).
 - c. For tenants who qualify for an emergency transfer, and who wish to make an external emergency transfer when a safe unit is not immediately available, the Subrecipient must provide a list of properties in the jurisdiction that include HOME-assisted units. The list must include the following information for each property:
 - i. The property's address, contact information, unit sizes, and any eligibility restrictions if known.
 - d. In HOME-assisted units, there will be a preference for any who qualify under VAWA, as fleeing or attempting to flee domestic violence, sexual assault, stalking, or human trafficking.

- e. Rental coordinators must coordinate with victim service providers and advocates to develop emergency transfer plans, make referrals, and facilitate emergency transfers to safe and available units.

Rental Housing using HOME-ARP funds, additional requirements:

- (1) The Subrecipient will maintain a project-specific waiting list. This list must prioritize applicants based on the Qualifying Populations listed in the signed HOME-ARP Written Agreement between TJPDC and the Subrecipient.
- (2) Subrecipient must maintain compliance at all times with fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a).
- (3) Housing shall be made available without regard to actual or perceived sexual orientation, gender identity, or marital status.