



CITY COUNCIL AGENDA April 4, 2022

J. Lloyd Snook, III, Mayor
Juandiego Wade, Vice Mayor
Sena Magill, Councilor
Michael K. Payne, Councilor
Brian R. Pinkston, Councilor
Kyna Thomas, Clerk

Register at www.charlottesville.gov/zoom. This meeting is being held electronically in accordance with a local ordinance amended and re-enacted March 7, 2022, to ensure continuity of government and prevent the spread of disease during a declared State of Emergency. Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

4:00 PM OPENING SESSION

Call to Order/Roll Call

Agenda Approval

Reports

1. Discussion: Affordable Housing discussion

5:30 PM CLOSED SESSION as provided by Sections 2.2-3711 and 2.2-3712 of the Virginia Code (Boards and Commissions)

6:30 PM BUSINESS SESSION

Moment of Silence

Announcements (and Update from Blue Ridge Health Department)

Recognitions/Proclamations

- Proclamation: Child Abuse Prevention Month

Consent Agenda*

2. Resolution: Approving appropriation of the Annie E. Casey Foundation Family Engagement Support Stipend Grant - \$15,000 (2nd reading)
3. Resolution: Approving an appropriation for COVID Homelessness Emergency Response Program Funding (CHERP) - \$200,000 (2nd reading)
4. Resolution: Appropriating funds from the Charlottesville Albemarle Technical Education Center for CATEC kitchen floor repair - \$75,000 (2nd reading)
5. Resolution: Appropriating grant funding of \$94,276 from Virginia Department of Conservation and Recreation for development of a Flood Resilience Plan, and authorizing the City Manager to execute a Grant Agreement (2nd reading)
6. Resolution: Appropriating funding for American Rescue Plan eligible local activities - \$536,553.97 (2nd reading)
7. Resolution: Appropriating funding received from the Virginia Department of Social Services for Driving and Transportation Assistance for Foster Care Youth - \$13,877 (1st of 2 readings)
8. Resolution: Appropriating additional funding received from the Virginia Department of Social Services for the Promoting Safe and Stable Families Program - \$16,435 (1st of 2 readings)

- 9. Resolution: Appropriating Virginia Tourism Corporation American Rescue Plan Act supplemental funds for the Charlottesville Albemarle Convention and Visitors Bureau - \$280,000 (1st of 2 readings)
- 10. Resolution: Authorizing a refund of \$12,866.44 to a taxpaying entity or business, for business license taxes paid in error for 2020 (1st of 2 readings)
- 11. Resolution: Approving a minor amendment to the City's FY2020-2021 CDBG Action Plan, to authorize the Charlottesville Redevelopment and Housing Authority to implement a contingency plan to expend its Community Development Block Grant funding on or before June 30, 2026 (1 reading)
- 12. Report: Land Use and Environmental Planning Committee (LUEPC) Semi-annual Report

City Manager Report

Community Matters

Public comment for up to 16 speakers (limit 3 minutes per speaker). Preregistration available for first 8 spaces; speakers announced by Noon on meeting day (9:00 a.m. sign-up deadline). Additional public comment at end of meeting. Public comment will be conducted through electronic participation while City Hall is closed to the public. Participants can register in advance at www.charlottesville.gov/zoom.

Action Items

- 13. Public Hearing: Amending and re-ordaining Chapter 9 (Elections), Section 9-31 (Central Absentee Voter District) to change the location of the Central Absentee Voter Precinct from City Hall to CitySpace (2nd reading in May 2022)
- 14. Public Hearing/Ord.: Consideration of an amendment to City Code Section 30-283 to increase the local excise tax imposed upon the sale of meals from 6% to 6.5% (1st of 2 readings)
- 15. Public Hearing/Ord: FY2023 City Budget and annual appropriation (1st of 2 readings)
- 16. Ordinance: Appropriating state funds for the State of Good Repair Program project account for Dairy Road Bridge Replacement - \$7,210,664.00 (1st of 2 readings)
- 17. Resolution*: Charlottesville Affordable Housing Fund (CAHF) and Housing Advisory Committee (HAC) structure clarification
 - a. Resolution*: Amending and re-enacting the City-Council advisory body known as the Housing Advisory Committee (1 reading)
 - b. Resolution*: Establishing a City Council Advisory body to be known as The Charlottesville Affordable Housing Fund Committee (1 reading)
- 18. Resolution: Charlottesville Affordable Housing Fund (CAHF) Award Recommendations
 - a. Resolution: Allocating CAHF funds for Charlottesville Redevelopment and Housing Authority (CRHA) South First Phase Two - \$425,000 (1st of 2 readings)
 - b. Resolution: Allocating CAHF funds for Habitat for Humanity of Greater Charlottesville Equity Homeownership Initiative 2022 Down Payment Assistance - \$75,000 (1st of 2 readings)
 - c. Resolution: Allocating CAHF funds for Albemarle Housing Improvement Program (AHIP) Charlottesville Critical Repair Program - \$100,000 (1st of 2 readings)

- d. Resolution: Allocating funds from the Charlottesville Affordable Housing Fund for Local Energy Alliance Program (LEAP) Assisted Home Performance and Electrification Ready – Owner Occupied - \$50,000 (1st of 2 readings)
 - e. Resolution: Allocating funds from the Charlottesville Affordable Housing Fund for Local Energy Alliance Program (LEAP) Assisted Home Performance and Electrification Ready – Renter Occupied - \$100,000 (1st of 2 readings)
19. Ord/Res: 1613 Grove Street Extended – Consideration of requests from Landowner Lorven Investments, LLC, regarding approximately 0.652 acres of land, including multiple lots identified within 2021 City real estate records by Real Estate Parcel Identification Numbers 230133000, 230134000, and 230135000
- a. Ordinance*: 1613 Grove Street Extended rezoning request (2nd reading)
 - b. Resolution*: 1613 Grove Street Extended Special Use Permit (2nd reading)
 - c. Resolution*: 1613 Grove Street Extended Critical Slope Waiver (2nd reading)

General Business

Other Business

Community Matters (2)

*Action Needed

CITY OF CHARLOTTESVILLE



PROCLAMATION

Child Abuse Prevention Month

WHEREAS in fiscal year 2020, 783 children in Virginia were subjects in reports of child abuse and neglect; and

WHEREAS child abuse and neglect is a serious problem affecting every segment of our community, and finding solutions requires input and action from everyone; and

WHEREAS our children are our most valuable resources and will shape the future of Charlottesville; and

WHEREAS child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and

WHEREAS effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

WHEREAS prevention remains the best defense for our children and families.

NOW, THEREFORE, I, J. Lloyd Snook, III, Mayor of the City of Charlottesville, on behalf of the City Council, do hereby proclaim April 2022 as Child Abuse Prevention Month in the City of Charlottesville and urge all citizens to recognize this month by dedicating ourselves to the task of improving the quality of life for all children and families.

Signed and dated this 4th day of April 2022.

J. Lloyd Snook, III, Mayor

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 21,2022
Action Requested:	Approval of Resolution (Appropriation, 1st of 2 readings)
Presenter:	Hunter Smith, Human Services Department
Staff Contacts:	Hunter Smith, Human Services Planner Misty Graves, Interim Human Services Director
Title:	Annie Casey Foundation Family Engagement Support Stipend Grant (\$15,000)

Background:

The Human Services Department continues to work toward Probation Transformation with the Annie E. Casey Foundation, the 16th District Court Services Unit, the Commonwealth’s Attorney’s office, the Virginia Department of Juvenile Justice among other developing partnerships to improve outcomes for local youth impacted by probation through the juvenile justice system. Collaboration between these groups and other community organizations are working toward improving family engagement practices, minimizing the use of Child in Need of Services petitions in the court system, expanding diversion opportunities for youth and reducing the impact of technical violations that often result in more lengthy periods of probation and working to bring restorative justice practices into the community.

Discussion:

These funds have been awarded to provide stipends to youth and families that participate in activities and/or conversations around making these improvements, specifically around family engagement. These funds can also be used to provide any other material support that youth or families may need to conduct this work; food, child care, transportation, etc.

Alignment with City Council’s Vision and Strategic Plan:

The **Annie Casey Foundation Family Engagement Support Stipend Grant** aligns with the City of Charlottesville’s Strategic Plan – Goal 2: A Healthy and Safe City; Objective 2.3: Improve community health and safety outcomes by connecting residents with effective resources.

The Human Service Department’s programs, including work toward Probation Transformation, provide residential and community based services that prevent delinquency and promote the healthy development of youth.

Community Engagement:

This grant provides stipends and material supports to community members engaged in probation transformation work through focus groups, ongoing policy and practice improvement meetings and by other means developed through community engagement. Citizens impacted by the juvenile justice system may be invited to participate.

Budgetary Impact:

There is no impact to the General Fund. This grant will be appropriated into a grants fund.

Alternatives:

If the funds are not appropriated, the grant would not be received and the Family Engagement work would not be provided.

Recommendation:

Staff recommends approval and appropriation of funds.

Attachment (1):

Resolution

Suggested motion: “I move the Resolution Appropriating \$15,000 Received from the Annie E. Casey Foundation for expenditure within the City’s Family Engagement Support Stipend Program”

RESOLUTION

Appropriating Grant Funding in the Amount of \$15,000, Received from the Annie E. Casey Foundation to the City’s Family Engagement Support Stipend Program

WHEREAS, the City of Charlottesville has been awarded \$15,000 from the Annie E. Casey Foundation;

WHEREAS, the funds will be expended to provide stipends and material supports for community members involved in Probation Transformation projects undertaken by the Human Services Department in collaboration with other local organizations. The grant award covers the period from November 1, 2021 through November 30, 2022;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that upon receipt of the funding from the Annie E. Casey Foundation, the grant funding in the amount of \$15,000 is hereby appropriated as follows:

<u>Revenues</u>			
\$15,000	FUND 210	IO: 1900453	G/L: 451022
<u>Expenditures</u>			
\$15,000	FUND 210	IO: 1900453	G/L: 599999

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 21, 2022
Action Required:	Approval of Resolution (Appropriation, 1 st of 2 Readings)
Presenter:	Misty Graves, Interim Director, Human Services
Staff Contacts:	Misty Graves, Interim Director, Human Services
Title:	COVID Homelessness Emergency Response Program (C.H.E.R.P.) – Community Development Block Grant Amendment (\$200,000)

Background:

A C.O.V.I.D. Homelessness Emergency Response Program amended grant of \$200,000 has been awarded to support non-congregate emergency shelter operations and administrative expenses from July 1, 2021 to March 31, 2022. The Thomas Jefferson Area Coalition for the Homeless plans, designs and coordinates the local homelessness continuum of care and is the provider of record for data collection.

Discussion:

The City of Charlottesville has staff from the departments of Human Services and Social Services taking leadership roles in the governance of T.J.A.C.H. This grant supports the additional costs associated with maintaining the required data associated with the C.O.V.I.D. global pandemic.

Community Engagement:

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for T.J.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (IMPACT).

Alignment with City Council’s Vision and Strategic Plan:

This grant advances the City of Charlottesville’s Strategic Plan Goal #1 of an inclusive community of self-sufficient residents. Specifically, it will facilitate the objective of increasing affordable housing options.

Budgetary Impact:

This grant will be entirely Federal pass-through funds. No local match is required. There is no budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

Alternatives:

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing a housing crisis: Emergency low-

barrier shelter, coordinated assessment, rapid rehousing, H.M.I.S., coalition coordination and administration.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Suggested motion: "I move the Resolution Appropriating CHERP CDBG Block Grant Funding in the Amount of \$200,000 to the City's Department of Human Services for Expenditure"

Attachment (1):

Resolution

Suggested motion: “I move the Resolution Appropriating CHERP CDBG Block Grant Funding in the Amount of \$200,000 to the City’s Department of Human Services for Expenditure

RESOLUTION

**Appropriating COVID Homelessness Emergency Response Program (C.H.E.R.P.)
Community Development Block Grant Funding Received from the Commonwealth in the
Amount of \$200,000**

WHEREAS, The City of Charlottesville’s Department of Human Services, has received C.H.E.R.P. Grant funding from the Virginia Department of Housing and Community Development, in the amount of **\$200,000**.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, upon receipt of the CHERP Grant funding, the sum of **\$200,000** is hereby appropriated for expenditure by the City’s Department of Human Services in accordance with grant requirements, in the following manner:

Revenues
\$200,000 Fund: 209 IO: 1900448 G/L: 430120 Federal Pass Thru

Expenditures
\$200,000 Fund: 209 IO: 1900448 G/L: 530550 Contracted Services

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 21, 2022
Action Required:	Approve Resolution (1 st of 2 Readings)
Presenter:	Josh Bontrager, Project Manager, Public Works Facilities Development Division
Staff Contacts:	Kristel Riddervold, Environmental Sustainability and Facilities Development Manager Stacey Smalls, Public Works Department Director
Title:	Appropriation of Funds from CATEC to the CATEC Kitchen Floor Project - \$75,000

Background:

The City of Charlottesville received a check from the Charlottesville Albemarle Technical Education Center (CATEC) in the amount of \$75,000 to be used for the CATEC Kitchen Floor Project.

Last summer, CATEC hired a contractor to replace the teaching kitchen floor, but due to the complexity of the project and contractor quality issues, the contract was terminated before the project was complete. CATEC has since engaged the City of Charlottesville's Facilities Development Division, who typically oversees all Capital Improvement Projects at CATEC, to complete this project.

Discussion:

The City of Charlottesville Facilities Development Division will oversee the CATEC Kitchen Floor Project (P-01059-08), but it will be funded entirely by CATEC.

The estimated project cost to remove the partially installed floor and install a new flooring system is \$75,000.

Alignment with City Council's Vision and Strategic Plan:

This proposal contributes to Goal 3 and 5 of the Strategic Plan: a beautiful and sustainable natural and built environment; and a well-managed and responsive organization. Objectives 3.2 provide reliable and high-quality infrastructure while 5.1 integrates effective business practices and strong fiscal policies.

Community Engagement:

N/A

Budgetary Impact:

None. The funds will be appropriated into the CATEC Kitchen Floor Project (P-01059-08) and any funds remaining at the completion of the work will be returned to CATEC.

Alternatives:

City Council could decline this recommendation. There will be insufficient funds to address the corrective needs at CATEC and as a result the work would be left incomplete and inadequate for the culinary arts curriculum.

Recommendation:

Staff recommends approval and appropriation of the funds.

Suggested Motion: "I move to approve the Resolution Appropriating Funds in the amount of \$75,000 to the CATEC Kitchen Floor Project".

Attachments:

Resolution

RESOLUTION

**Appropriating Funds in the amount of \$75,000
to the CATEC Kitchen Floor Project**

WHEREAS, the Charlottesville Albemarle Technical Education Center (CATEC) has delivered a monetary contribution to the City, in the amount of \$75,000, to be expended for the CATEC Kitchen Floor Project;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, THAT funding in the amount of **\$75,000** received by the City of Charlottesville from CATEC is to be appropriated in the following manner:

Revenues - \$75,000

Fund: 107 Funded Program: FR-001 (P-01059-08) G/L Account: 432030

Expenditures - \$75,000

Fund: 107 Funded Program: FR-001 (P-01059-08) G/L Account: 599999

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 21, 2022
Action Required:	Resolution (Appropriation, 1 st of 2 Readings)
Presenter:	Andrea Henry, Water Resources Protection Program Administrator
Staff Contacts:	Jack Dawson, Department of Public Works Kristel Riddervold, Department of Public Works Krisy Hammill, Office of Budget and Performance Management
Title:	Appropriating Grant Funding in the Amount of \$94,276 Received from the Virginia Department of Conservation and Recreation

Background:

The City of Charlottesville has been awarded a second grant from the Virginia Community Flood Preparedness Fund (CFPF). The Governor and General Assembly established the fund in 2020 to assist communities in building resilience to the impacts of climate change, including floods. The CFPF is allocated 45 percent of the revenue Virginia generates through the Regional Greenhouse Gas Initiative, providing an estimated \$75 million per year for the matching grant program.

In December 2021, the City of Charlottesville received a Letter of Award for a CFPF grant totaling \$94,276 from the Virginia Department of Conservation and Recreation for the development of a flood resilience plan for the City of Charlottesville. The funds are intended to support the development of a report that can identify vulnerabilities throughout the community and the facilitation of staff workshops across City Departments to develop mitigation strategies. The development of a DCR-approved resilience plan is a requirement for future project-based grant applications. The current grant award includes:

CFPF Grant #21-02-32: Flood Protection and Prevention Study - \$94,276

City matching funds are required for the grant of at least 25% of the total study cost, totaling \$31,425, and have been identified from two funding sources. Staff hours, equivalent to \$12,640, will make up a portion of the City's match for the grant. The remaining portion of the City's match will be covered by funds previously appropriated in the Stormwater Utility Fund as part of the administrative budget for consulting services for drainage related studies and/or projects.

Discussion:

Authorized grant funds will result in a City-wide Resilience Plan for improving flood protection and prevention in a whole community approach to resilience. Success will be measured through SMART Goals at the beginning of the project and will include:

- ✓ The Resilience Plan aligns with relevant City, regional, and state plans for community-scale and watershed-wide benefits.
- ✓ The Plan includes an implementation strategy to connect funding to programmatic

- strategies and infrastructure projects in a consistent and responsible manner.
- ✓ The Plan identifies how to develop resilience in a strategic, sustainable, and community-wide manner.
 - ✓ Development of the Plan includes a City-wide approach to reach as many stakeholders as possible.
 - ✓ The Plan optimizes return on investment.

A consultant will co-create the plan at facilitated workshops with the City's Resilience Team staff to increase staff expertise and capabilities. The City's Team will involve staff from several departments to ensure stakeholders are invited to provide input and perspective on the Resilience Plan. Through invitation of participants from many departments, the project will also achieve widespread education of City staff regarding flood resilience.

The resulting plan will include an implementation strategy identifying funding opportunities, a schedule for implementing programmatic strategies and infrastructure projects, and potential public and private partnerships. Funding opportunities may include capital funds, stormwater utility fees, loans, and grants including the Community Flood Preparedness Flood Fund, FEMA grants, non-governmental organization options, and others.

The City will submit the plan to DCR for review and approval to be eligible to submit grant applications to fund design and construction of projects in future fund applications.

Alignment with City Council's Vision and Strategic Plan:

The development of a flood resilience plan directly supports several strategic initiatives in the 2013 City of Charlottesville Comprehensive Plan (Environment):

- 4.3: Assess infrastructure and prioritize solutions for the repair, upgrade, and improvement of the City's stormwater infrastructure, utilizing green infrastructure when advisable.
- 4.4: Identify and track stormwater hazards such as flooding and drainage problems that may threaten people and property and identify or establish funding to remedy or prevent safety hazards.

Community Engagement:

The resilience plan will be publicly available as an outreach tool to communicate the City's approach to stormwater management. Programmatic solutions, including targeted community outreach, will be explored as potential flood mitigation and resilience strategies.

Budgetary Impact:

Grant funds will be appropriated and expended from a grants fund account. The \$18,785 cash match for these grant awards will be allocated from previously appropriated funding in the City's stormwater utility fund.

Alternatives:

Council may decline the grant.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Attachments (3):

- Resolution
- DCR Letter of Award
- DCR Grant Agreement

“I move the Resolution Appropriating \$94,276 received from Virginia DCR for Flood Resiliency Planning, and Authorizing the City Manager to execute a Grant Agreement”

RESOLUTION

Appropriating grant funding in the amount of \$94,276 received from the Virginia Department of Conservation and Recreation for development of a Flood Resilience Plan, and authorizing the City Manager to execute a Grant Agreement

WHEREAS, the City of Charlottesville has been awarded **\$94,276** from the Virginia Department of Conservation and Recreation for the development of a flood resilience plan; and

WHEREAS, the grant requires a local match in the amount of \$31,425, which will be satisfied as follows: cash/contractual contribution in the amount of \$18,855, to be contributed from funds previously appropriated for expenditure within the Public Works operational budget, and the value of in-kind staff hours (\$12,640);

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that upon receipt of the awarded grant funding from the Virginia Department of Conservation and Recreation, the sum of **\$94,276** is hereby appropriated for expenditure within the Department of Public Works, for the development of a flood resilience plan, as follows:

Revenues - \$113,131

\$94,276	Fund: 209	I/O: 1900454	G/L Account: 430110
\$18,855	Fund: 209	I/O: 1900454	G/L Account: 498010

Expenditures - \$113,131

\$94,276	Fund: 209	I/O: 1900454	G/L Account: 599999
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Transfers:

\$18,855	Fund: 641	Fund Center: 64111001000	G/L Account: 530670
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BE IT FURTHER RESOLVED that City Council hereby approves the terms of the grant agreement between the Virginia Resources Authority and the City of Charlottesville (CFPF-21-02-32) and authorizes the City Manager to execute the grant agreement and other related documents, requisitions or agreements, on behalf of the City; provided that the City Manager may delegate signature authority to a Deputy City Manager. City Council hereby further approves the in-kind staff contribution and cash local match described above.

Ann Jennings
Secretary of Natural and Historic
Resources and Chief Resilience Officer



Clyde E. Cristman
Director

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

December 27, 2021

Antony Edwards, CFM
City of Charlottesville Department of Public Works
305 4th Street NW
Charlottesville, Virginia 22903
edwardst@charlottesville.gov

Re: **Community Flood Preparedness Fund (CFPF)**
CY2021 Round 2 Grant Application: Grant Number: CFPF-21-02-32
Application Category: Planning and Capacity Building
Community Name: CHARLOTTESVILLE, CITY OF, CID: 510033
Primary Contact: Andrea Henry PE
Primary Contact Email Address: henrya@charlottesville.gov
CFPF Award Amount: \$94,276.00
Match Amount Required: \$31,425.00
Total Approved Project Cost: \$125,701.00

Dear Antony Edwards:

Congratulations! DCR, in consultation with the Secretary of Natural and Historic Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, has reviewed you application for a Resilience Planning and Staff Training and your request for funding is approved as indicated above.

Special terms, condition(s) or adjustments that apply to your award or that must be satisfied prior to reimbursement are as follows:

- Project does not qualify as low-income and match percentages have changed from 90/10 to 75/25. Within 30 days of award provide updated match certification.

Please review the agreement documents emailed or enclosed with this communication as well as the grant manual used for application for important guidance information. Of particular note are the following requirements:

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

1. Virginia Resources Authority (VRA) will email Grant Agreements to recipients using the email address provided in the original application. If no email address is provided, the Grant Agreements will be sent via U.S. mail. Recipients shall return the signed Grant Agreement ***within 90 days of receipt*** to:

Address:

Virginia Resources Authority
1111 E. Main Street, Suite 1920
Richmond, VA 23219

VRA will return the executed signature page to you via email unless otherwise requested. Grant agreements not signed and returned within 90 days will have all funds rescinded without further notice.

2. Progress reports are due quarterly and on the schedule as indicated in the grant agreement and must be submitted to cfpf@dcr.virginia.gov or other depository as determined by DCR. No reimbursement request will be processed without a quarterly progress report.
3. Grant funds may be disbursed on a quarterly basis. For low-income geographic areas, one-quarter of the grant award may be advanced upfront to the grant recipient to be offset against actual expenditures at the end of the grant award. All requests for disbursement shall be delivered to DCR for approval according to the reimbursement terms of the grant manual, using the form provided, and as outlined in the Grant Agreement. DCR shall forward the approved request to VRA for payment to the applicant. VRA will not disburse funds prior to receipt of a fully executed Grant Agreement.
4. Final reimbursement requests must be submitted within 90 days following passage of the authorized project completion date; this request must include completed and signed Reimbursement Request Form, signed Form of Requisition along with the signed Certificate of Approval Floodplain Management, proof of payment (canceled checks, bank statements, accounting system reports, etc.) and invoices to cfpf@dcr.virginia.gov or other depository as determined by DCR.
5. Projects, capacity building and planning and studies will be required to be completed after the beginning of the application period and not later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department.
6. If a project, study, capacity building or planning activity does not commence in a timely fashion to allow completion within the agreement period, funding will be withdrawn and the applicant may reapply during the next grant round, should funds be available.
7. An extension may be granted at the discretion of the Department; however, all extension requests must be received no later than 90 days prior to the expiration of the original agreement, and the approved activity must have commenced within the first nine months of the original agreement period.

8. Final project deliverables defined in the approved Scope of Work are due to the Department within 30 days following the project end date, unless another date is approved by the Department.

Again, congratulations on your selection as a grantee of the CFPP. Should you have any questions, please feel free to contact me at (804) 786-5099 or Wendy.Howard-Cooper@dcr.virginia.gov.

Sincerely,



Wendy Howard Cooper
Director, Dam Safety and Floodplain Management

cc: Darryl M. Glover, Deputy Director, DCR
Kimberly S. Adams, Senior Program Manager, VRA
Tony Leone, Program Manager, VRA
Angela Davis, Flood Program Planner, DCR
Karen Thomas, Grant Manager, DCR

GRANT AGREEMENT

Between

VIRGINIA RESOURCES AUTHORITY,
as Administrator of the
Virginia Community Flood Preparedness Fund

And

CITY OF CHARLOTTESVILLE

Department of Conservation and Recreation

CFPF-21-02-32

TABLE OF CONTENTS

	ARTICLE I	
<u>DEFINITIONS</u>		Page 1
	ARTICLE II	
<u>SCOPE OF SERVICES</u>		Page 2
	ARTICLE III	
<u>TIME OF PERFORMANCE</u>		Page 3
	ARTICLE IV	
<u>GRANT FUNDS</u>		Page 3
Section 4.1. Amount of Grant		Page 3
Section 4.2. Application of Grant Funds		Page 3
Section 4.3. Agreement to Accomplish Local Project		Page 4
	ARTICLE V	
<u>GENERAL PROVISIONS</u>		Page 5
Section 5.1. Indemnification		Page 5
Section 5.2. Disclaimer		Page 5
Section 5.3. Termination		Page 5
Section 5.4. Integration and Modification		Page 5
Section 5.5. Collateral Agreements		Page 6
Section 5.6. Non-Discrimination		Page 6
Section 5.7. Applicable Laws		Page 6
Section 5.8. Compliance		Page 6
Section 5.9. Severability		Page 6
Section 5.10. Contingent Fee Warranty		Page 6
Section 5.11. Conflict of Interest		Page 6
Section 5.12. Records Availability		Page 7
Section 5.13. Ownership of Documents		Page 7
Section 5.14. Acknowledgments		Page 7
Section 5.15. Matching Funds		Page 7
Section 5.16. Procurement and Subcontracts		Page 7
Section 5.17. Reporting and Closeout		Page 7
Section 5.18. Notices		Page 8
	ARTICLE VI	
<u>COUNTERPARTS</u>		Page 9

EXHIBITS

- Exhibit A. Grant Authorization
- Exhibit B. Project Description
- Exhibit C. Project Budget
- Exhibit D. Requisition Form
- Exhibit E. Financial Report Reimbursement Form
- Exhibit F. Quarterly Report Form and Instructions
- Exhibit G. Extension Request Form and Instructions

GRANT AGREEMENT

THIS GRANT AGREEMENT is made as of this **first day of March 2022** between the **VIRGINIA RESOURCES AUTHORITY**, a public body corporate and a political subdivision of the Commonwealth of Virginia (the “Authority”), as administrator of the **VIRGINIA COMMUNITY FLOOD PREPAREDNESS FUND**, and the **CITY OF CHARLOTTESVILLE**, a **LOCAL GOVERNMENT** (the “Grantee”).

Pursuant to Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended (the “Act”), the General Assembly created a fund known as the “Virginia Community Flood Preparedness Fund” (the “Fund”). In conjunction with the Department of Conservation and Recreation (the “Department”), the Authority administers and manages the Fund. Following consultation with the Authority, the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection, the Department from time to time directs loans and grants from the Fund and authorizes the Authority to disburse monies to local governments in Virginia to fund the costs of flood prevention or protection projects and studies all within the meaning of the Act.

The Grantee has requested a grant from the Fund and such grant has been approved by the Department, as evidenced by **Exhibit A** to this Agreement. The Grantee will use the grant monies from the Fund to finance that portion of the Project Costs not being paid from other sources as set forth in the Project Budget.

ARTICLE I

DEFINITIONS

The capitalized terms contained in this Agreement shall have the meanings set forth below unless the context requires otherwise and any capitalized terms not otherwise defined herein shall have the meaning assigned to such terms in the Act:

“Act” means Article 1.3, Chapter 6, Title 10.1 of the Code of Virginia of 1950, as amended.

“Agreement” means this Grant Agreement between the Authority, as Administrator of the Fund, and the Grantee, together with any amendments or supplements hereto.

“Authority” means the Virginia Resources Authority, a public body corporate and a political subdivision of the Commonwealth of Virginia.

“Authorized Representative” means any member, official or employee of the Grantee authorized by resolution, ordinance or other official act of the governing body of the Grantee to perform the act or sign the document in question.

“Certified Floodplain Manager” means a Certified Floodplain Manager according to the Association of State Floodplain Managers (<https://www.floods.org/certification-program-cfm/>) who is in the employ of any county, city, town, municipal corporation, authority, district, commission, or

political subdivision created by the General Assembly or pursuant to the Constitution of Virginia or laws of the Commonwealth of Virginia, or any state or federally recognized Virginia Indian Tribe.

“Department” means the Department of Conservation and Recreation.

“Fund” means the Virginia Community Flood Preparedness Fund.

“Grant Manual” means the Department’s 2021 Grant Manual for the Virginia Community Flood Preparedness Fund.

“Grantee” means the **CITY OF CHARLOTTESVILLE**, a local government.

“Local Project” means the particular project described in **Exhibit B** to this Agreement, consistent in all respects with the Grant Manual, to be undertaken and completed by the Grantee with, among other monies, the grant funds, with such changes thereto as may be approved in writing by the Authority and the Department as set forth herein.

“Project Budget” means the budget for the Local Project, a copy of which is attached to this Agreement as **Exhibit C**, with such changes therein as may be approved in writing by the Authority and the Department.

“Project Costs” means the costs described in the Project Budget and such other costs permitted by the Act as may be approved in writing by the Department, provided such costs are included in the definition of “cost” set forth in Section 10.1-603.24 of the Act.

“Project Description” means the description of the Local Project to be undertaken using the grant funds made available by this Agreement, a copy of which is attached to this Agreement as **Exhibit B**, with such changes therein as may be approved in writing by the Authority and the Department.

“Resilience Plan” means a locally adopted plan that describes the Grantee’s approach to flooding and meets the following criteria: (i) it is project-based with projects focused on flood control and resilience; (ii) it incorporates nature-based infrastructure to the maximum extent possible; (iii) it includes considerations of all parts of a local government regardless of socioeconomics or race; (iv) it includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation; and (v) it is based on the best available science, and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.

ARTICLE II

SCOPE OF SERVICES

The Grantee shall provide the services and work as set forth in the Project Description (**Exhibit B**) of this Agreement. All work performed under the “Project” and “Study” categories of the Grant Manual shall be in accordance with sound engineering, construction, and architectural principles, commonly accepted development and safety standards and shall be in compliance with all applicable

regulatory requirements, including the National Flood Insurance Program. Any work performed under the “Project” category of the Grant Manual shall be approved by a Certified Floodplain Manager as evidenced by a Certificate of Approval by Certified Floodplain Manager.

ARTICLE III

TIME OF PERFORMANCE

The Grantee’s work on the Local Project shall be completed, and evidence of completion presented to the Department, within thirty-six (36) months of the execution of this Agreement. Unless an extension is granted pursuant to Section 4.3 below, this Agreement shall terminate without notice and the Authority shall have no obligation to disburse funds hereunder if Grantee fails to complete the Local Project within the applicable timeframe and provide satisfactory evidence of same to the Authority and the Department. The Grantee shall make a request for reimbursement no later than ninety (90) days following the passage of the Local Project’s authorized completion date unless an extension is granted pursuant to Section 4.3 below.

ARTICLE IV

GRANT FUNDS

Section 4.1. Amount of Grant. The Grantee shall be reimbursed grant funds for the payment of Project Costs, in an amount not to exceed 75% of the demonstrated total cost of the Local Project or \$94,276, whichever is lesser, for the purposes set forth in the Project Description. Disbursement of grant funds will be in accordance with payment provisions set forth in Section 4.2. Grantee acknowledges and agrees that while grant funds awarded from the Fund may be used as match for other sources of funding, grant funds awarded from the Fund may not be utilized as match funds for other monies from the Fund. Monies used to match grants from the Fund may not be used as match for other grants.

Section 4.2. Application of Grant Funds. The Grantee agrees to apply the grant funds solely and exclusively to the reimbursement of the Grantee for payment of Project Costs. The Authority, at the direction of the Department, shall disburse grant funds from the Fund to the Grantee upon receipt by the Authority and the Department of the following:

(a) A Requisition, along with a Certificate of Approval by Certified Floodplain Manager, in the form set forth in **Exhibit D** and Financial Report Reimbursement Form, in the form set forth in **Exhibit E**, approved by the Department (upon which the Authority shall rely), signed by the Authorized Representative and containing all receipts, vouchers, statements, invoices or other evidence of the actual payment of Project Costs to this Agreement, and all other information required by, and otherwise being in the form of, **Exhibit D** to this Agreement, including a Certificate of Approval by Certified Floodplain Manager where work is being performed under the “Project” category of the Grant Manual.

(b) A **Planning and Capacity Building** project developed by the Grantee and

approved by the Department as meeting all standards of applicable law;

(c) Evidence satisfactory to the Authority and the Department that all authorizations and approvals for the Local Project required to have been obtained as of the date of the delivery of this Agreement have been obtained, and, where the Local Project's completion is dependent on a variety of funding sources, in addition to the Fund, evidence satisfactory to the Authority and the Department that the Grantee has obtained satisfactory assurances of all necessary funds to fully finance the Local Project;

(d) If the Local Project will require future maintenance, a maintenance and management plan for the Local Project satisfactory to the Authority and the Department demonstrating how the Local Project will be maintained with funds secured by the Grantee independent of the Fund over the lifespan of the Local Project;

(e) If the Local Project will be carried out in concert with a federal agency, evidence satisfactory to the Authority and the Department that the Grantee has authorization to enter into any necessary written agreement with the federal agency, including any provisions for cost-sharing; and

(f) To the extent the Local Project encompasses activities that include the development of flood protection facilities, acquisition of land, restoration of natural features, or other activities that involve design (including such design necessary to ensure the Local Project meets its intended purpose), construction or installation of facilities, a completed Resilience Plan satisfactory to the Authority and the Department was obtained as of the date of the delivery of this Agreement.

Upon receipt of the forgoing, the Authority shall disburse the grant funds hereunder to the Grantee in accordance with the submitted Requisition to the extent approved by the Department. The Department shall have no obligation to approve any Requisition, and the Authority shall have no obligation to disburse any such grant funds, if the Grantee is not in compliance with any of the terms of this Agreement.

Section 4.3. Agreement to Accomplish Local Project. The Grantee agrees to cause the Local Project to be completed as described in **Exhibit B** and if applicable, in accordance with plans and specifications prepared by the Grantee's Certified Floodplain Manager and approved by the appropriate regulatory agencies. Grantee is solely responsible for ensuring funds allocated and certified as match during the application process are appropriated, if applicable, and spent according to the approved project. No funds will be reimbursed to the Grantee unless proof of expenditure by the Grantee organization is provided. The Grantee shall complete the Local Project by the date set forth in Article III unless approval for a later completion date is given by the Department and the Authority; however, all such Extension Requests, the form of which is attached hereto as **Exhibit G**, must be received by the Department no later than ninety (90) days prior to the date set forth in Article III, and the approved Local Project must have commenced within the first nine (9) months after the date of this Agreement. If the Local Project does not commence in a timely fashion to allow completion by the date set forth in Article III or such later completion date as approved by the Department and the Authority, funding will be withdrawn and may be redistributed to other qualifying projects at the discretion of the Department in

consultation with the Chief Resilience Office, and the Special Assistant to the Governor for Coastal Adaptation and Protection.

ARTICLE V

GENERAL PROVISIONS

Section 5.1. Indemnification. N/A

Section 5.2. Disclaimer. Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the covenants contained herein.

Section 5.3. Termination.

(a) The Authority may amend, modify or terminate this Agreement for any reason upon thirty (30) days' written notice to the Grantee. The Grantee shall not be paid for any services rendered or expenses incurred for which funding is not authorized by any action affecting the authority of the grant from the Fund.

(b) If any written or oral representation, warranty or other statement furnished or made by or on behalf of the Grantee to the Department or the Authority in connection with this Agreement or the Grantee's application for a grant from the Fund is false or misleading in any material respect, the Authority shall have the right immediately to terminate this Agreement.

(c) In the event of a breach by the Grantee of this Agreement, including the Department receiving notice that the Local Project is not proceeding in accordance with the Local Project Description, the Authority shall have the right to cease any further disbursements to the Grantee until such breach is cured. In addition, the Authority may give written notice to the Grantee specifying the manner in which this Agreement has been breached and providing the Grantee thirty (30) days within which to cure the breach. If such a notice of breach is given and the Grantee has not substantially corrected the breach within 30 days of receipt of such written notice, the Authority shall have the right forthwith to terminate this Agreement.

(d) In the event of a termination of this Agreement in accordance with paragraphs (b) or (c) of this Section 5.3, the Authority, at the direction of the Department, may require the Grantee to repay all grant proceeds disbursed hereunder.

Section 5.4. Integration and Modification. This Agreement constitutes the entire Agreement between the Grantee and the Authority with respect to the grant. No alteration, amendment or modification in the provisions of this Agreement shall be effective unless reduced to writing, signed by both the parties and attached hereto.

Section 5.5. Collateral Agreements. Where there exists any inconsistency between this Agreement and other provisions of collateral contractual agreements that are made a part of this Agreement by reference or otherwise, the provisions of this Agreement shall control.

Section 5.6. Non-Discrimination. In the performance of this Agreement, the Grantee warrants that it will not discriminate against any employee, or other person, on account of race, color, sex, religious creed, ancestry, age, national origin, other non-job related factors or any basis prohibited by law. To the extent required by law and upon request of the Department and the Authority, the Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that such Grantee is an equal opportunity employer; however, notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Agreement.

The Grantee shall include the provisions of the foregoing paragraphs of this section in every contract, subcontract or purchase order of over ten thousand dollars, so that such provisions will be binding upon each contractor, subcontractor or vendor.

Section 5.7. Applicable Laws. This Agreement shall be governed by the applicable laws of the Commonwealth of Virginia.

Section 5.8. Compliance. The Grantee shall comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Local Project and shall give all Notices required thereby. The Grantee hereby consents to inspection by any state regulatory agency having jurisdiction over any part of the work performed with the assistance of the contract funds.

Section 5.9. Severability. Each paragraph and provision of this Agreement is severable from the entire Agreement; and if any provision is declared invalid, the remaining provisions shall nevertheless remain in effect, at the option of the Authority.

Section 5.10. Contingent Fee Warranty. The Grantee warrants that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon the award or making of this Agreement. For breach of the foregoing warranty, the Authority shall have the right to terminate this Agreement without liability, or, in its discretion, to deduct from the agreed fee, payment or consideration, or otherwise recover the full amount of said prohibited fee, commission, percentage, brokerage fee, gift, or contingent fee.

Section 5.11. Conflict of Interest. The Grantee warrants that it has fully complied with the Virginia Conflict of Interests Act.

Section 5.12. Records Availability. The Grantee agrees to maintain complete and accurate books and records of the Project Costs, and further, to retain all books, records, and other documents relative to this Agreement for five (5) years after final disbursement of grant proceeds, or until completion of an audit commenced by the Commonwealth of Virginia within the five (5) years after final disbursement of funding of proceeds. The Authority, the Department, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. Additionally, the Authority, the Department, and/or its representatives shall have the right of access to

worksites for the purpose of ensuring that the provisions of this Agreement are properly carried out and enforced. The Grantee agrees that the Authority, the Department and its authorized agents, reserve the right to make funding adjustments and implement fiscal corrective actions based on said examinations and reviews.

Section 5.13. Ownership of Documents. Upon the request of the Authority or the Department, the Grantee shall provide copies of any reports, studies, photographs, negatives, or other documents prepared by the Grantee in the performance of its obligations under this Agreement.

Section 5.14. Acknowledgments. The role of the Authority and the Department must be clearly stated in all press releases, news articles, and requests for proposals, bid solicitations and other documents describing the Local Project, whether funded in whole or in part. Acknowledgment of financial assistance, with the Department logo, must be printed on the cover of all reports, studies, web sites, map products or other products supported directly or indirectly by this Agreement. The Grantee is responsible for contacting Department staff in adequate time to obtain the Department logo in camera-ready or digital form. The acknowledgment should read as follows:

*This project received funding from the Virginia Community Flood Preparedness Fund Grant Program through the Virginia Department of Conservation and Recreation (DCR), via **CFPF-21-02-32.***

Section 5.15. Matching Funds. The required amount of matching funds to the cash contributions by the Grantee to the Local Project will be indicated on the Financial Report Reimbursement Form, **Exhibit E**, of these agreement documents. Matching contributions, if applicable, must reflect expenses directly related to the implementation of this project and incurred only during the time of performance listed in this Agreement. The decision of the Department with respect to approval of matching funds shall be final. Matching funds must be tracked and reported to the Department in the quarterly reports described below, both in narrative summary and on **Exhibit E**.

Section 5.16. Procurement and Subcontracts. The Grantee shall remain fully responsible for the work to be done by its subcontractor(s) and shall ensure compliance with all requirements of this Agreement. The Grantee shall comply with all applicable provisions of the Virginia Public Procurement Act, Section 2.2-4300 *et seq.* of the Code of Virginia of 1950, as amended, in making such awards.

Section 5.17. Reporting and Closeout. (a) The Grantee shall promptly provide the Department with Quarterly Reports, the form of which is attached hereto as **Exhibit F**, on performance and financial progress, detailing the progress of work with respect to the Local Project, and a final report upon completion of the Local Project. Incomplete or inaccurate reports may result in reimbursement delays. These reports shall be certified by an authorized agent of the Grantee as being true and accurate to the best of the Grantee's knowledge, as indicated by their signature on **Exhibit F**.

(b) Final deliverables defined in the approved Scope of Work for the Local Project are due to the Department within 30 days following the Local Project end date, unless another date is approved in writing by the Department, upon submission by Grantee of an Extension Request, the form of which is attached hereto as **Exhibit G**. The following shall apply to the submission of final deliverables:

1. All materials shall be provided digitally to the Department at cfpf@dcr.virginia.gov.
2. All documents must be provided in PDF and/or a Microsoft Word compatible format, including any embedded maps or other figures/illustrations.
3. All engineering files (including hydrologic and hydraulic studies) and assumptions necessary to replicate various analyses or other calculations must be provided in a format compatible with the software used to perform those calculations; likewise, all output files are also required.
4. All tabular information not included in the engineering files above, whether contained within any report or appendix, which was used as the basis for any calculation, shall be provided in a Microsoft Excel compatible format or Microsoft Access compatible format.
5. All map data shall be delivered as a geodatabase or individual shapefiles. Additionally, maps shall be provided in a PDF format if not already included embedded within the report(s). If derived from CAD or another non-GIS workflow, data must be converted into a GIS format.
6. If digital submittal is not possible, printed materials, together with all attachments and supporting documentation, may be submitted to the Department at the address below:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

The final reimbursement request must be submitted with the final report and the Department will not reimburse any requests received more than ninety (90) days after the Local Project end date.

Section 5.18. Notices. Unless otherwise provided for herein, all notices, approvals, consents, correspondence and other communications under this Agreement shall be in writing and shall be deemed delivered to the following:

Fund: Virginia Resources Authority, as Administrator
of the Virginia Community Flood Preparedness Fund
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Authority: Virginia Resources Authority
1111 East Main Street, Suite 1920
Richmond, Virginia 23219
Attention: Executive Director

Department: Virginia Department of Conservation and Recreation
600 East Main Street, 24th Floor
Richmond, Virginia 23219
Attention: Division Director, Dam Safety and Floodplain Management

Grantee: CITY OF CHARLOTTESVILLE
305 4th Street NW
Charlottesville, Virginia 22903
Attention: Antony Edwards

A duplicate copy of each notice, approval, consent, correspondence or other communications shall be given to each of the other parties named.

ARTICLE VI

COUNTERPARTS

This Agreement may be executed in any number of Counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

[Remainder of this page intentionally left blank]

WITNESS the following signatures, all duly authorized.

**VIRGINIA RESOURCES AUTHORITY, AS
ADMINISTRATOR OF THE VIRGINIA
COMMUNITY FLOOD PREPAREDNESS FUND**

By: _____
Executive Director

CITY OF CHARLOTTESVILLE

By: _____

Name: _____

Title: _____

CFPF-21-02-32

Exhibit A

**Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
Community Flood Preparedness Fund - Round 1 Resubmitted Application Recommendations
December 9, 2021**

	Budget	Award Recommendation (30 Projects)	Remaining Budget	
Budget LIG Activities (At Least 25% LIG) (Round 2 + Bal Round 1)	4,983,485.00	19,759,944.30	(14,776,459.30)	80%
Budget Non-LIG Activities (Round 2 + Bal Round 1)	22,220,475.00	4,791,979.00	17,428,496.00	20%
Total Funds Available	27,203,960.00	24,551,923.30	2,652,036.70	

Application Types and Amounts Requested Round 2				
Count	Activity Type As Selected by the Applicant (May be Adjusted)	Total Project	Total CFPF Requested	Total Match Committed
8	LI - Planning and Capacity Building - Low Income Geographic	1,266,546.00	1,193,393.00	73,153.00
2	LI - Projects that will result in hybrid solutions - Low Income Geographic	6,359,068.00	4,133,394.00	2,225,674.00
6	LI - Projects that will result in nature-based solutions - Low Income Geographic	7,982,261.00	6,385,809.00	1,596,452.00
1	LI -All other Projects - Low Income Geographic	4,545,455.00	2,500,000.00	2,045,455.00
4	LI -Flood Prevention and Protection Studies - Low Income Geographic	2,778,462.00	2,736,805.00	41,657.00
3	Flood Prevention and Protection Studies	712,718.00	356,359.00	356,359.00
8	Planning and Capacity Building	5,903,804.00	4,427,855.00	1,475,951.00
0	Projects that will result in nature-based solutions	-	-	-
2	Projects that will result in hybrid solutions	7,642,300.00	4,585,380.00	3,056,920.00
3	All other Projects	6,813,000.00	3,406,500.00	3,406,500.00
37	Grand Total	44,003,614.00	29,725,495.00	14,278,121.00

CFPF Funding Recommended	Difference* Req vs Recom.
6,239,099.30	5,045,706.30
3,841,544.00	(291,850.00)
5,322,493.00	(1,063,316.00)
1,925,000.00	(575,000.00)
2,431,808.00	(304,997.00)
34,050.00	(322,309.00)
302,729.00	(4,125,126.00)
336,000.00	336,000.00
3,241,200.00	(1,344,180.00)
516,500.00	(2,890,000.00)
24,190,423.30	(5,535,071.70)

Application Types and Amounts Requested Round 1 Resubmissions				
Count	Activity Type	Total Project	Total CFPF Requested	Total Match Committed
1	LI - Projects that will result in nature-based solutions - Low Income Geographic	482,000.00	433,800.00	48,200.00
4	Projects that will result in nature-based solutions - Low Income Geographic	585,833.00	410,083.00	175,750.00
5	Grand Total	1,067,833.00	843,883.00	223,950.00

CFPF Funding Recommended	Difference* Req vs Recom.
361,500.00	(72,300.00)
-	(410,083.00)
361,500.00	(482,383.00)

42	Grand Total Round 2 and Round 1 Resubmissions	45,071,447.00	30,569,378.00	14,502,071.00
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24,551,923.30	(6,017,454.70)
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*Note: Difference includes changes in match based on corrections to Activity Type not just denials

Exhibit A

Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
Community Flood Preparedness Fund - Round 1 Resubmitted Application Recommendations
December 9, 2021

Low Income Geographic Applications Recommended for Funding							
Count	Low Income Demographic (LIG) Certified Applications	Reviewer Score	Community	Project Description	Total Project	CFPF	Match
1	LI - Planning and Capacity Building - Low Income Geographic	93	COLONIAL BEACH, TOWN OF	Resilience Plan Development and Training	115,000.00	103,500.00	11,500.00
2	LI - Planning and Capacity Building - Low Income Geographic		CHRISTIANSBURG, TOWN OF	Resilience Plan	49,467.00	44,520.30	4,946.70
3	LI - Planning and Capacity Building - Low Income Geographic	153	ROANOKE, CITY OF	Resilience Plan Development	150,000.00	135,000.00	15,000.00
4	LI - Planning and Capacity Building - Low Income Geographic	190	PETERSBURG, CITY OF	Resilience Plan Development and Staff	385,016.00	385,016.00	-
5	LI - Planning and Capacity Building - Low Income Geographic	210	Southside Planning District Comm	Capacity Building for Flood Resilience in Southern Virginia	150,000.00	135,000.00	15,000.00
6	LI - Planning and Capacity Building - Low Income Geographic		Lenowisco PDC	Capacity Building and Planning	150,000.00	150,000.00	-
7	LI - Planning and Capacity Building - Low Income Geographic	268	Northern Neck PDC	Hazard Mitigation Plan Update	50,000.00	45,000.00	5,000.00
8	LI - Planning and Capacity Building - Low Income Geographic	312	NEWPORT NEWS, CITY OF	City of Newport News Master Plan Development, Stormwater, Floodplain, Resilience and Climate Change Management	5,473,403.00	4,926,063.00	547,340.00
9	LI - Planning and Capacity Building - Low Income Geographic	88	NORFOLK, CITY OF	Watershed Master Plan Study and Purchase of Flood Sensors	350,000.00	315,000.00	35,000.00
10	LI -Flood Prevention and Protection Studies - Low Income Geographic	128	SCOTTSVILLE, TOWN OF	Town of Scottsville Study	123,346.00	123,346.00	-
11	LI -Flood Prevention and Protection Studies - Low Income Geographic	190	PETERSBURG, CITY OF	Comprehensive Citywide Drainage Study and FP Ordinance Update	2,238,542.00	2,238,542.00	-
12	LI -Flood Prevention and Protection Studies - Low Income Geographic	53	TAPPAHANNOCK, TOWN OF	Hoskins Creek and Rappahannock River	87,400.00	69,920.00	17,480.00
13	LI - Projects that will result in nature-based solutions - Low Income Geographic	78	HAMPTON, CITY OF	Big Bethel Blueway; Albany Drive at Big Bethel Road	3,760,625.00	3,008,500.00	752,125.00
14	LI - Projects that will result in nature-based solutions - Low Income Geographic	80	HAMPTON, CITY OF	Sunset Creek Urban Channel Naturalization Project	2,527,679.00	2,022,143.00	505,536.00
15	LI - Projects that will result in nature-based solutions - Low Income Geographic	70	HAMPTON, CITY OF	Billy Woods Canal	449,000.00	291,850.00	157,150.00
16	LI - Projects that will result in hybrid solutions - Low Income Geographic	88	HAMPTON, CITY OF	Lake Hampton and North Armistead Avenue	5,910,068.00	3,841,544.00	2,068,524.00
17	LI -All other Projects - Low Income Geographic	63	VIRGINIA BEACH, CITY OF	Stormwater Project -South Birdnect Road between Hughes Avenue and Sea Street	3,500,000.00	1,925,000.00	1,575,000.00
					25,469,546.00	19,759,944.30	5,709,601.70

	Total Project	CFPF	Match
LI - Planning and Capacity Building - Low Income Geographic	6,872,886.00	6,239,099.30	633,786.70
LI - Projects that will result in hybrid solutions - Low Income Geographic	5,910,068.00	3,841,544.00	2,068,524.00
LI - Projects that will result in nature-based solutions - Low Income Geographic	6,737,304.00	5,322,493.00	1,414,811.00
LI - All other Projects - Low Income Geographic	3,500,000.00	1,925,000.00	1,575,000.00
LI -Flood Prevention and Protection Studies - Low Income Geographic	2,449,288.00	2,431,808.00	17,480.00
	25,469,546.00	19,759,944.30	5,709,601.70

Added per SNHR discussion

Match Waiver Granted

Match Waiver Granted

Added per SNHR discussion

Match Waiver Granted

Match Waiver Granted

New- Needs SNHR concurrence; stormwater project left off the report in error. Qualifies under Opportunity Zone

Exhibit A

**Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
Community Flood Preparedness Fund - Round 1 Resubmitted Application Recommendations
December 9, 2021**

Non-Low-Income Geographic Applications Recommended for Funding								
Count	Non-LIG Applications	Reviewer Score	Community	Project Description	Total Project	CFPF	Match	
1	Flood Prevention and Protection Studies	43	WEST POINT, TOWN OF	West Point Study	45,600.00	22,800.00	22,800.00	Please note I removed from OppZone
2	Flood Prevention and Protection Studies	105	Northern Virginia Regional Comm	Data collection of regional significance, creation of tools and applications, dashboard for real-time flooding risk data	22,500.00	11,250.00	11,250.00	
3	Planning and Capacity Building	57	RICHMOND, CITY OF	Planning and Capacity Building- Staff Training and Certification (CFM)	30,871.00	23,153.00	7,718.00	
4	Planning and Capacity Building	73	ASHLAND, TOWN OF	Resilience Plan	3,438.00	2,579.00	860.00	Added per SNHR discussion
5	Planning and Capacity Building	83	ASHLAND, TOWN OF	Resilience Plan Development - Windsor Farms	80,068.00	60,051.00	20,017.00	Added per SNHR discussion
6	Planning and Capacity Building	90	RICHMOND, CITY OF	MPPDC Capacity Building	25,858.00	19,394.00	6,464.00	Added per SNHR discussion
7	Planning and Capacity Building	123	Middle Peninsula PDC	Resilience Plan Development and Training	47,000.00	35,250.00	11,750.00	
8	Planning and Capacity Building	153	ISLE OF WIGHT COUNTY	Resilience Planning and Staff Training	90,701.00	68,026.00	22,675.00	
9	Planning and Capacity Building	218	CHARLOTTESVILLE, CITY OF	City of Alexandria Waterfront Improvement Project Design	125,701.00	94,276.00	31,425.00	Added per SNHR discussion
10	Projects that will result in hybrid solutions	70	ALEXANDRIA, CITY OF	Arlandria Flood Mitigation - Edison Street and Dale Street Capacity Project Phase I	5,402,000.00	3,241,200.00	2,160,800.00	New- Needs SNHR concurrence; stormwater project left off the report in error
11	All Other Projects	67	ALEXANDRIA, CITY OF	Dredging Project Only	1,033,000.00	516,500.00	516,500.00	
12	Projects that will result in nature-based solutions	53	MIDDLESEX COUNTY		480,000.00	336,000.00	144,000.00	
					7,386,737.00	4,430,479.00	2,956,259.00	
					Total Project	CFPF	Match	
Flood Prevention and Protection Studies					68,100.00	34,050.00	34,050.00	
Planning and Capacity Building					403,637.00	302,729.00	100,909.00	
Projects that will result in nature-based solutions					480,000.00	336,000.00	144,000.00	
Projects that will result in hybrid solutions					5,402,000.00	3,241,200.00	2,160,800.00	
All Other Projects					1,033,000.00	516,500.00	516,500.00	
					7,386,737.00	4,430,479.00	2,956,259.00	

Round 1 Resubmission - Non Low-Income Geographic								
Count	Non-LIG Applications	Reviewer Score	Community	Project Description	Total Project	CFPF	Match	
1	Planning and Capacity Building	100	HENRICO COUNTY	Pilot Project Development; Dashboard; Education and Outreach	482,000.00	361,500.00	120,500.00	
					482,000.00	361,500.00	120,500.00	
					Total Project	CFPF	Match	
Flood Prevention and Protection Studies					-	-	-	
Planning and Capacity Building					482,000.00	361,500.00	120,500.00	
Projects that will result in hybrid solutions					-	-	-	
					482,000.00	361,500.00	120,500.00	

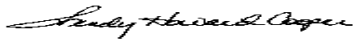
30 All Totals 33,338,283.00 24,551,923.30 8,786,360.70

Exhibit A

**Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
Community Flood Preparedness Fund - Round 1 Resubmitted Application Recommendations
December 9, 2021**


Approval of Funding Recommendations
Concurrence received from the Secretary of Natural Resources and the Special Assistant to the Governor for Coastal Adaptation and Protection on 12/9/2021 and upon Final Signature

	Budget	Award Recommendation (30 Projects)	Remaining Budget	
Budget LIG Activities (At Least 25% LIG) (Round 2 + Bal Round 1)	4,983,485.00	19,759,944.30	(14,776,459.30)	80%
Budget Non-LIG Activities (Round 2 + Bal Round 1)	22,220,475.00	4,791,979.00	17,428,496.00	20%
Total Funds Available	27,203,960.00	24,551,923.30	2,652,036.70	




 Signature: Wendy Howard Cooper, Division Director
 Dam Safety and Floodplain Management
 Department of Conservation and Recreation

_____ 12/9/2021
 Date




 Signature: Darryl M. Glover, Deputy Director
 Divisions of Dam Safety & Floodplain Management and Soil and Water Conservation
 Department of Conservation and Recreation

_____ 1/3/2022
 Date



 Signature: Clyde Cristman, Director
 Department of Conservation and Recreation

 Date



 Signature: Ann Jennings, Secretary of Natural and Historic Resources

_____ 1/12/2021
 Date

Exhibit A

**Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
12/9/2021**

Recommended Denials Round 1 Resubmissions

Count	Applications Needing Further Discussion	Reviewer Score	Community	Project Description	Reason for Denial	Total Project	CFPF
1	Projects that will result in nature-based solutions	68	MPPDC - KING AND QUEEN COUNTY	Shoreline Restoration - Private Property	Denied - Does not meet the intent of the fund and only supports shoreline property owners; any development must meet flooding issues on a community scale - Denial concurred with SNHR 12/9/2021	125,251.00	87,676.00
2	Projects that will result in nature-based solutions	88	MPPDC - MIDDLESEX COUNTY	Shoreline Restoration - Private Property	Denied - Does not meet the intent of the fund and only supports shoreline property owners; any development must meet flooding issues on a community scale - Denial concurred with SNHR 12/9/2021	44,000.00	30,800.00
3	Projects that will result in nature-based solutions	80	MPPDC - GLOUCESTER COUNTY	Shoreline Restoration - Private Property	Denied - Does not meet the intent of the fund and only supports shoreline property owners; any development must meet flooding issues on a community scale - Denial concurred with SNHR 12/9/2021	211,406.00	147,984.00
4	Projects that will result in nature-based solutions	80	MPPDC - MATHEWS COUNTY	Shoreline Restoration - Private Property	Denied - Does not meet the intent of the fund and only supports shoreline property owners; any development must meet flooding issues on a community scale - Denial concurred with SNHR 12/9/2021	97,400.00	68,180.00
						478,057.00	334,640.00

Recommended Denials Round 2

Count	Applications Needing Further Discussion	Reviewer Score	Community	Project Description	Reason for Denial	Total Project	CFPF
1	LI - Projects that will result in nature-based solutions - Low Income Geographic	57	MPPDC -GLOUCESTER COUNTY	Shoreline Restoration - Private Property	Denied - Does not meet the intent of the fund and only supports shoreline property owners; any development must meet flooding issues on a community scale - Denial concurred with SNHR 12/9/2021	168,618.00	134,894.00
2	LI - Projects that will result in nature-based solutions - Low Income Geographic	78	MPPDC -MATHEWS COUNTY	Shoreline Restoration - Private Property	Denied - Does not meet the intent of the fund and only supports shoreline property owners; any development must meet flooding issues on a community scale - Denial concurred with SNHR 12/9/2021	194,365.00	155,492.00
3	LI - Planning and Capacity Building - Low Income Geographic	203	CAROLINE COUNTY	Planning and Capacity Building	Application does not demonstrate funds will be utilized for an eligible category within the grant manual. Proposed contractor services are for inspections currently being conducted by local staff. Denial concurred with SNHR 12/9/2021	216,320.00	194,688.00
4	LI -All other Projects - Low Income Geographic	70	RICHMOND, CITY OF	Woodhaven Drive Drainage Improvements	Design phase 60% complete. Doesn't appear that project will be completed within required 3 year timeline - 18-24 month completion time and a 2023 start date. Denial concurred with SNHR 12/9/2021	4,545,455.00	2,500,000.00
5	Flood Prevention and Protection Studies	65	FAIRFAX COUNTY	Fairfax County Dogue Creek and Pimmit Run Watersheds	Project estimate is for Feb of 2021, prior to the CFPF grant funding opportunities getting underway. Denial concurred with SNHR 12/9/2021	479,000.00	239,500.00
6	Flood Prevention and Protection Studies	135	STAFFORD COUNTY	Brooke Road Corridor (SR608) and surrounding Accokeek Creek Watershed Flood Study	Project under contract and in progress- supplanting. Denial concurred with SNHR 12/9/2021	110,880.00	55,440.00
7	Projects that will result in hybrid solutions	118	HOPEWELL, CITY OF	Moultrie Avenue Roadway and Drainage Improvement Project	Resilience plan must be approved prior to application for a project. Denial concurred with SNHR 12/9/2021 - Will encourage to apply for capacity building and planning to develop a resilience plan	2,240,300.00	1,344,180.00
8	All other Projects	290	Hampton Roads Service District	Resilience Plan	Application is incomplete; application is for a project dashboard not a plan, project is well underway and ineligible; no resilience plan approval. Denied - Need SNHR concurrence; project left off the report in error	2,280,000.00	1,140,000.00
						9,871,955.00	5,473,808.00

Denied - Need SNHR concurrence; project left off the report in error

Exhibit A

**Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
Community Flood Preparedness Fund - Round 1 Resubmitted Application Recommendations
December 9, 2021**

Approved/Denied	Reviewer	Community Name	Activity Type	Project Description	CFPF Requested	CFPF Approved	Diff Req vs Approved
Round 1 Approval	100	HENRICO COUNTY	Planning and Capacity Building	Pilot Project Development; Dashboard; Education and Outreach	433,800.00	361,500.00	(72,300.00)
Round 1 Denials	Various	Projects that will result in nature-based s	Projects that will result in nature-based solutions - Low Income Geographic	Shoreline Mitigation - Private Properties	410,083.00	-	(410,083.00)
				Round 1 Resubmissions Approvals and Denials	843,883.00	361,500.00	(482,383.00)
Approved/Denied	Reviewer	Community Name	Activity Type	Project Description	CFPF Requested	CFPF Approved	Diff Req vs Approved
Approved	93	CHRISTIANSBURG, TOWN OF	LI - Planning and Capacity Building - Low Income Geographic	Resilience Plan	37,100.00	44,520.30	7,420.30
Approved	93	COLONIAL BEACH, TOWN OF	LI - Planning and Capacity Building - Low Income Geographic	Resilience Plan Development and Training	112,500.00	103,500.00	(9,000.00)
Approved	153	ROANOKE, CITY OF	LI - Planning and Capacity Building - Low Income Geographic	The City of Roanoke is applying for funding to solicit a consultant who is familiar with the City, community needs, and riverine/floodplain challenges.	112,500.00	135,000.00	22,500.00
Approved	190	PETERSBURG, CITY OF	LI - Planning and Capacity Building - Low Income Geographic	Resilience Plan Development and Staff	385,016.00	385,016.00	-
Approved	210	Lenowisco PDC	LI - Planning and Capacity Building - Low Income Geographic	A whole community approach to assess what resources and elements of flood resilience plans this region has in hand already to identify gaps that need to be addressed and to develop initial roadmaps to fill those gaps a partnership between the University of Virginia and LENOWISCO Planning District Commission, on behalf of the Counties of Lee, Wise, and Scott, the City of Norton, and the Towns of Appalachia, Big Stone Gap, Dungannon, Gate City, and Pennington Gap, to conduct an initial scoping and benchmarking effort	150,000.00	150,000.00	-
Approved	210	Southside Planning District Commission	LI - Planning and Capacity Building - Low Income Geographic	Comprehensively assess the available and foundational elements needed to develop an approvable resiliency plan for each locality. A partnership between the University of Virginia and Southside Norton, and the Towns of Appalachia, Big Stone Gap, Dungannon, Gate City, and Pennington Planning District Commission, on behalf of the affiliate City of Martinsville and the Towns of Halifax and South Boston, to conduct an initial scoping and benchmarking effort	135,000.00	135,000.00	-
Approved	268	Northern Neck PDC	LI - Planning and Capacity Building - Low Income Geographic	Hazard Mitigation Plan Update	45,000.00	45,000.00	-
Approved	312	NEWPORT NEWS, CITY OF	LI - Planning and Capacity Building - Low Income Geographic	Newport News seeks to develop three interdependent, complementary master plans that will constitute a framework for implementing coordinated, cost-effective projects and programs aimed at reducing the levels of flood damages its citizens have increasingly endured over recent decades.	4,105,052.00	4,926,063.00	821,011.00
Approved	70	HAMPTON, CITY OF	LI - Projects that will result in hybrid solutions - Low Income Geographic	Funding to support the design of one of the projects identified in the Newmarket Creek Water Plan: the Billy Woods Canal. The purpose of the Billy Woods Canal design is to increase upstream water storage in the canal, with the goal of both reducing downstream flooding and increasing the volume of stormwater that is treated to improve water quality following high intensity rain events. The project will also create public access to green and blue space and enhance native habitats.	291,850.00	291,850.00	-
Approved	88	HAMPTON, CITY OF	LI - Projects that will result in hybrid solutions - Low Income Geographic	Funding to support implementation of two of the pilot projects identified in the Newmarket Creek Water Plan: Lake Hampton and North Armistead Road Raising and Green Infrastructure.	3,841,544.00	3,841,544.00	-
Approved	53	TAPPAHANNOCK, TOWN OF	LI - Projects that will result in nature-based solutions - Low Income Geographic	Assist the Town of Tappahannock with the design and construction of a nature-based shoreline design solution and draft JPA permit application to reduce the impacts of storm events, flooding, and wetland loss for a publicly owned waterfront parcel providing access to Hoskins Creek and the Rappahannock River.	115,338.00	69,920.00	(45,418.00)
Approved	78	HAMPTON, CITY OF	LI - Projects that will result in nature-based solutions - Low Income Geographic	Funding to support implementation one of the pilot projects identified in the Newmarket Creek Water Plan: the Big Bethel Blueway. The Big Bethel Blueway will reduce flooding in its drainage shed while creating public access to green and blue space, enhancing native habitats, and improving water quality.	3,008,500.00	3,008,500.00	-
Approved	80	HAMPTON, CITY OF	LI - Projects that will result in nature-based solutions - Low Income Geographic	Funding to naturalize a portion of Sunset Creek to improve nutrient removal, restore the natural connectivity and floodway of the tidal channel, improve buffers, improve the safety of the channel, pilot different channel lining products, and provide additional storage within the watershed.	2,022,143.00	2,022,143.00	-
Approved	63	VIRGINIA BEACH, CITY OF	LI -All other Projects - Low Income Geographic	The project will provide additional capacity to the stormwater conveyance system along South Birdneck Road to mitigate existing flooding conditions in the Seatack neighborhood.	1,750,000.00	1,925,000.00	175,000.00
Approved	88	NORFOLK, CITY OF	LI -Flood Prevention and Protection Studies - Low Income Geographic	To update the City's Watershed Master Plan (Combined Coastal and Precipitation Flooding Master Plan) to incorporate the Federal Emergency Management Agency's National Flood Insurance Program Community Rating System (CRS) requirements from Activity 452.b. Purchase flood sensors.	315,000.00	315,000.00	-
Approved	128	SCOTTSVILLE, TOWN OF	LI -Flood Prevention and Protection Studies - Low Income Geographic	The study proposed in this project is a survey and floodplain map amendment for two vulnerable areas of the Town of Scottsville, plus the related follow-up work on FEMA LOMR processes.	123,346.00	123,346.00	-

Exhibit A

**Virginia Department of Conservation and Recreation
Community Flood Preparedness Fund - Round 2 Application Recommendations
Community Flood Preparedness Fund - Round 1 Resubmitted Application Recommendations
December 9, 2021**

Approved/Denied	Reviewer	Community Name	Activity Type	Project Description	CFPF Requested	CFPF Approved	Diff Req vs Approved
Approved	190	PETERSBURG, CITY OF	LI -Flood Prevention and Protection Studies - Low Income Geographic	Comprehensive Citywide Drainage Study and FP Ordinance Update	2,238,542.00	2,238,542.00	-
Approved	67	ALEXANDRIA, CITY OF	All other Projects	Arlandria Flood Mitigation – Edison Street and Dale Street Capacity Project Phase I, is focused on implementing an early phase of the identified capacity project that can be further reduced to five project components across the area of Edison Street, Dale Street, and West Reed Avenue and Mount Vernon Avenue. Specifically, Phase I will help mitigate flooding by conveying surface runoff from larger storms	516,500.00	516,500.00	-
Approved	43	WEST POINT, TOWN OF	Flood Prevention and Protection Studies	This proposal requests funding to assist the Town of West Point with a combination Hydrologic and Hydraulic (H&H) Study and Structural Design and Level of Service study to address ongoing flooding for a publicly owned bridge that was originally built and maintained under a lease agreement where the lessor incurred 100% responsibility for the bridge.	59,917.00	22,800.00	(37,117.00)
Approved	105	Northern Virginia Regional Commission	Flood Prevention and Protection Studies	The study proposed includes Data Collection of Regional Significance. The proposed study also includes the Creation of tools or applications to identify, aggregate, or display information on flood risk that gathers data points about real-time flooding.	61,419.00	11,250.00	(50,169.00)
Approved	57	RICHMOND, CITY OF	Planning and Capacity Building	Funding to outsource the review of HHA and no rise certification to a third party consultant so the City's engineer can learn from the reviews and develop Water Resources Division's capacity in performing the H&HA and no rise certification reviews.	23,153.00	23,153.00	-
Approved	73	ASHLAND, TOWN OF	Planning and Capacity Building	Staff Training and Certification (CFM)	2,579.00	2,579.00	-
Approved	83	ASHLAND, TOWN OF	Planning and Capacity Building	To develop a Resilience Plan to assess the Town's current resources, assess flooding concerns, and evaluate options for addressing increasing local flooding issues due to climate change.	60,051.00	60,051.00	-
Approved	90	RICHMOND, CITY OF	Planning and Capacity Building	Levee surveying at the City of Richmond's water treatment plant, reporting, and engineering review by a third party consultant of the survey report.	19,394.00	19,394.00	-
Approved	123	Middle Peninsula PDC	Planning and Capacity Building	Capacity building and planning project that will achieve the needed capacity issues for the MPPDC's growing FTF program.	58,058.00	35,250.00	(22,808.00)
Approved	153	ISLE OF WIGHT COUNTY	Planning and Capacity Building	Resilience Plan Development and Training	68,026.00	68,026.00	-
Approved	218	CHARLOTTESVILLE, CITY OF	Planning and Capacity Building	Resilience Planning and Staff Training	113,131.00	94,276.00	(18,855.00)
Approved	70	ALEXANDRIA, CITY OF	Projects that will result in hybrid solutions	The WFI Project, one of largest projects funded by the City's capital improvements program, serves to mitigate riverine and stormwater flooding impacts, from a contributing drainage area of 54 acres, thereby protecting residents, visitors, businesses, historic buildings and cultural resources, and infrastructure. (Design phase)	3,241,200.00	3,241,200.00	-
Approved	53	MIDDLESEX COUNTY	Projects that will result in nature-based solutions	Multiple Shoreline Projects	605,951.00	336,000.00	(269,951.00)
Denied	290	Hampton Roads Service District	All other Projects	Climate Change Adaption Plan and Dynamic Dashboard	1,140,000.00	-	(1,140,000.00)
Denied	65	FAIRFAX COUNTY	Flood Prevention and Protection Studies	Fairfax County will complete modeling and mapping of the estimated 812 stream miles with County regulated floodplains in 30 designated watersheds. This study includes both updates to prior mapped floodplains and new floodplain models and mapping.	239,500.00	-	(239,500.00)
Denied	135	STAFFORD COUNTY	Flood Prevention and Protection Studies	Brooke Road Corridor (SR608) and surrounding Accokeek Creek Watershed Flood Study	55,440.00	-	(55,440.00)
Denied	203	CAROLINE COUNTY	LI - Planning and Capacity Building - Low Income Geographic	Planning and Capacity Building	194,688.00	-	(194,688.00)
Denied	57	GLOUCESTER COUNTY	LI - Projects that will result in nature-based solutions - Low Income Geographic	Multiple Shoreline Projects	358,425.00	-	(358,425.00)
Denied	78	MATHEWS COUNTY	LI - Projects that will result in nature-based solutions - Low Income Geographic	Multiple Shoreline Projects	275,452.00	-	(275,452.00)
Denied	70	RICHMOND, CITY OF	LI -All other Projects - Low Income Geographic	Woodhaven Drive Drainage Improvements Project. The Woodhaven Drive Drainage Improvements Project is an active DPU/SW capital project located in a Southside Richmond neighborhood, aimed at reducing localized repetitive flooding and improving connectivity and conveyance of stormwater throughout the Woodhaven Drive neighborhood.	2,500,000.00	-	(2,500,000.00)
Denied	118	HOPEWELL, CITY OF	Projects that will result in hybrid solutions	Funds to undertake the construction of roadway and drainage improvements to Moultrie Avenue and its surrounding blocks to address recurring inland flooding. These improvements will include installation of pavement, curb and gutter, drainage structures, grass swales, channel improvements, and stream bank stabilization.	1,344,180.00	-	(1,344,180.00)
Round 2 Approvals and Denials					29,725,495.00	24,190,423.30	(5,535,071.70)
Round 1 and Round 2 Approvals and Denials					30,569,378.00	24,551,923.30	(6,017,454.70)

Exhibit B

PROJECT DESCRIPTION

The Local Project shall consist of the development of a **Planning and Capacity Building** project for **Resilience Planning and Staff Training**, to be approved by the Department as meeting all standards of applicable law.

Exhibit C**PROJECT BUDGET**

ACTIVITY	ESTIMATED TOTAL COST	ESTIMATED FUNDING FROM GRANT	ESTIMATED FUNDING FROM OTHER SOURCES
Planning and Capacity Building	\$125,701	\$94,276	\$31,425 (to be paid in full by Grantee)
	Personnel	\$0	\$12,570
	Fringe Benefits	\$0	\$0
	Travel	\$0	\$0
	Supplies	\$0	\$0
	Other	\$0	\$0
	Contractual	\$94,276	\$18,855

Exhibit D

REQUISITION FORM

[Date]

Division Director, Dam Safety & Floodplain Management
Department of Conservation and Recreation
600 E. Main Street, 24th Floor
Richmond, Virginia 23219

Re: **Virginia Community Flood Preparedness Fund**
CITY OF CHARLOTTESVILLE
Grant Number: **CFPF-21-02-32**

Dear Division Director:

This requisition, Number ____, is submitted in connection with the Grant Agreement dated as of **March 1, 2022** (the “Grant Agreement”) between the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund (the “Fund”), and the **CITY OF CHARLOTTESVILLE**, a local government (the “Grantee”). Unless otherwise defined in this requisition, all capitalized terms used herein shall have the meaning set forth in Article I of the Grant Agreement. The undersigned Authorized Representative of the Grantee hereby requests disbursement of grant proceeds under the Grant Agreement in the amount of \$_____, for the purposes of reimbursement of the Project Costs associated with **Planning and Capacity Building**, which is submitted herewith. Additionally, enclosed is the Financial Report Reimbursement Form set forth in **Exhibit E** of this Agreement, detailed invoices relating to the items for which payment is requested and proof of payment for each associated invoice.

The undersigned certifies that (a) the amounts requested by this requisition will be applied solely and exclusively to the reimbursement of the Grantee for the payment, of Project Costs, and (b) any materials, supplies or other costs covered by this requisition are not subject to any lien or security interest or such lien or security interest will be released upon payment of the requisition.

The undersigned certifies to the Virginia Resources Authority, as Administrator of the Virginia Community Flood Preparedness Fund, that insofar as the amounts covered by this Requisition include payments for labor, such work was actually performed and payment for such work has been paid in full.

Sincerely,

(Authorized Representative of the Grantee)

**CERTIFICATE OF APPROVAL BY CERTIFIED FLOODPLAIN MANAGER (CFM)
FORM TO ACCOMPANY REQUEST FOR DISBURSEMENT
CFPF-21-02-32**

Note: This certification does not apply to Capacity Building, Planning or Studies and is only required for Projects funded under the Community Flood Preparedness Fund as such terms are defined in the Grant Manual.

This Certificate is being executed and delivered in connection with Requisition dated _____, 20__, submitted by the **CITY OF CHARLOTTESVILLE**, a local government (the “Grantee”), pursuant to the Grant Agreement dated as of **March 1, 2022** (the “Grant Agreement”) between the Virginia Resources Authority, as Administrator of the Community Flood Preparedness Fund (“VRA”), and the Grantee. Capitalized terms used herein shall have the same meanings set forth in Article I of the Grant Agreement referred to in the Requisition. The undersigned Certified Floodplain Manager for the Grantee hereby certifies to VRA that insofar as the work performed and amounts covered by this Requisition is for work that is in compliance with NFIP standards and meets the requirements of the local floodplain ordinance of the community where work under this Agreement is being performed.

Project deliverable _____

Total amount billed for this Project deliverable _____

Signature of Certified Floodplain Manager

Date

Exhibit E

COMMONWEALTH OF VIRGINIA
Department of Conservation and Recreation

Financial Report Reimbursement Form
 Virginia Community Flood Preparedness Fund
 Agreement No: _____

CID # _____
 Grantee: _____ Phone #: _____
 Contact Person: _____ Email: _____
 Mailing Address _____

 Project Project Type: _____
 Project Description _____
 Reporting Period January - March _____ 2021 _____
 (Select Qtr and Yr) April - June _____ 2022 _____
 July - September _____ 2023 _____
 October - December _____ 2024 _____

CFPF Funds

	Project Budget	Current Expenditures	Cumulative Expenditures	*Unexpended Project Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	_____	_____	_____	_____

Total Reimbursement Request: \$ _____ -

MATCH Funds (N/A)

	Project Match Budget	Current Match Expenditures	Cumulative Match Expenditures	*Unexpended Match Balance
Personnel	_____	_____	_____	_____
Fringe	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Contractual	_____	_____	_____	_____
Other	_____	_____	_____	_____
*TOTAL	_____	_____	_____	_____

Authorized Signature: _____
Title: _____
Date: _____

Exhibit F Quarterly Reporting Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

Quarterly reports must be submitted within 30 days following the end of each quarter. Final reports are due within 30 days following the project end date. Due dates are as follows:

- *Quarter ending September 30 – reports due October 30th*
- *Quarter ending December 31 – reports due January 30th*
- *Quarter ending March 31 – reports due April 30th*
- *Quarter ending June 30 – reports due July 30th*

Agreement Number: _____ **Calendar Year:** _____

Quarter Ended: 9/30 _____ 12/31 _____ 3/31 _____ 6/30 _____

Grantee: _____ **CID #:** _____

Contact Name and Title: _____

Contact Phone No: _____ **Contact Email:** _____

Project Type: _____

Project Description: _____

Brief Description of Activity	
Progress Achieved Toward Milestone During this Quarter	

Progress Anticipated During Next Quarter	
Anticipated Completion Date for this Activity and Remaining Steps	

Printed Name: _____ Date: _____

Signature: _____

Title: _____

DCR Signature Approval and Date: _____

Exhibit G
Extension Request Form

Virginia Department of Conservation and Recreation
Virginia Community Flood Preparedness Fund Grant Program

*Request to Amend Contract between Virginia Resources Authority and Grant Recipient of the YYYY
Virginia Community Flood Preparedness Fund Grant*

All projects are required to be completed no later than 36 months following the issuance of a signed agreement between the applicant and VRA on behalf of the Department. A one-year extension may be granted at the discretion of the Department provided the project commenced within nine (9) months of award and such request is **received not later than 90 days prior to the expiration of the original agreement**. Requests should be emailed to cfpf@dcr.virginia.gov. If email is not available, please mail to:

Virginia Department of Conservation and Recreation
Attention: Virginia Community Flood Preparedness Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

Grant Recipient: _____

Contact Name: _____

Mailing Address (1): _____

Mailing Address (2): _____

City: _____ State: _____ Zip: _____

Is this a new address? Yes No *Has the Contact Name changed?* Yes No

Telephone Number: (____) _____ Cell Phone Number: (____) _____

Email Address: _____

Grant Number: _____

Title of Project: _____

NFIP/DCRCID:

Total Cost of Project: _____

Total Amount Awarded: _____

Current Grant End Date: _____

Requested New End Date: _____

Please provide a detailed explanation for the extension request including the reason work will not be completed during the initial grant period and a timeline for completion if approved. Please attach additional documentation as needed.

Justification for Extension	

Grant Recipient Signature

Date Requested

Grant Recipient Printed Name

Title

HE DEPARTMENT Use Only

Virginia Department of Conservation and Recreation	Date Approved	Date Denied
Printed Name	Title	

Reason for Denial
<div style="text-align: center; height: 150px;">[Diagonal Line]</div>

VRA Use Only

Virginia Resources Authority	Date Received	Date Grant Modified
Printed Name and Title		

**CITY OF CHARLOTTESVILLE, VIRGINIA.
CITY COUNCIL AGENDA.**



Agenda Date:	March 21, 2022.
Actions Required:	Approval of Resolution to Appropriate Funds (1 st of 2 readings).
Presenter:	Chris Cullinan, Director of Finance.
Staff Contacts:	Chris Cullinan, Director of Finance. Ashley Reynolds Marshall, Deputy City Manager for REDI.
Title:	Resolution Appropriating Funds from the American Rescue Plan for Eligible Local Activities - \$536,553.97.

Background:

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (the Act) to provide additional relief for individuals and businesses affected by the coronavirus pandemic. The Act includes funding for state, local, and tribal governments as well as education and COVID-19-related testing, vaccination support, and research.

The City of Charlottesville will receive direct funding from the American Rescue Plan (ARP) in two tranches: \$9,804,854 already received in May 2021 and \$9,804,854 to be received in May 2022 for a total of \$19,609,708. These funds must be obligated by December 31, 2024 and spent by December 31, 2026.

To date, City Council has previously appropriated a total of \$4,273,589 of ARP funds to address urgent community and organizational needs arising from the impacts of COVID-19.

City staff continues the process of identifying needs resulting from the impacts of the COVID-19 virus. This appropriation request includes requests to “respond to the public health emergency”, “public sector capacity”, and “responding to negative economic impacts”.

Discussion:

This appropriation includes nine requests that are detailed below. These requests are eligible for ARP funds per the guidance provided by US Treasury in their May 17, 2021 *Interim Final Rule*.

Request #1: Operational costs for portable air sanitizing units.

Amount Requested: \$62,000.

ARP Eligibility: Responding to the public health emergency.

Description: These funds will be used for replacement filters for portable BPI units used for sanitizing the air, primarily at schools.

Request #2: Department of Social Services technology.

Amount Requested: \$6,000.

ARP Eligibility: Public sector capacity.

Description: Funds will be used to purchase various pieces of equipment (monitors, headsets, etc.) to support DSS staff working from home.

Request #3: Fire Department communications equipment.

Amount Requested: \$60,000.

ARP Eligibility: Responding to the public health emergency.

Description: Funds will be used to reprogram existing mobile and portable radios to be compatible with the new regional communications system coming on line. Note: new radios that are being purchased are compatible with the new radio system. Reprogramming some of the existing units avoids having to replace a large number all at once.

Request #4: City Manager's Office improvements.

Amount Requested: \$92,000.

ARP Eligibility: Responding to the public health emergency.

Description: This request will ensure that the City Manager's staff have increased safety protocols in their office space to welcome the public but ensure that transmission of the virus is limited. The updated physical plant will provide an ADA accessible and standard height countertop with sliding glass windows to abate transmission. Other alterations include providing walled-off workspaces for the front-line workers and a change in workflow to protect those frontline workers from other staff utilizing the equipment located in the office suite.

Request #5: City Council Chamber improvements.

Amount Requested: \$20,000.

ARP Eligibility: Responding to the public health emergency.

Description: The scope of these improvements include alterations and additions (e.g. changing of the speaker podium and adding an ADA compliant speaker podium that is further from the dias for social distancing) and technology updates to continue to foster hybrid meetings for public health.

Request #6: Hotline coordinator.

Amount Requested: \$138,000.

ARP Eligibility: Responding to negative economic impacts.

Description: Funds would be used to staff a coordinator for the Community Hotline for two years. This position is in response to increased call volume, technology responsibilities, reporting requirements, quality assurance and training, and supervision of five Hotline Navigators. Since the start of COVID, the volume and structure of the Hotline has increased from one part-time operator to five full time operators.

Request #7: City Hall Ambassadors.

Amount Requested: \$51,053.97.

ARP Eligibility: Responding to the public health emergency.

Description: This staffing request would continue for the provision of temporary staff to service customers through an appointment system for the lobby area of City Hall to maintain social distancing and capacity limits.

Request #8: City Hall Lobby/1st Floor Improvements.

Amount Requested: \$100,000.

ARP Eligibility: Responding to the public health emergency.

Description: The funds would be used to reconfigure the lobby of City Hall to create expanded work areas with sufficient space to facilitate safe in person interaction between staff and the public.

Improvements would be made to the Treasurer's Office, Commissioner of the Revenue's Office, and Utility Billing Office. This is a supplemental request to funds already appropriated in July 2021 as schematic drawings and cost estimates have been developed.

Request #9: Additional cleaning supplies and equipment for Fire Department.

Amount Requested: \$7,500.

ARP Eligibility: Responding to the public health emergency.

Description: \$7,500 would be used for additional cleaning supplies are needed due to increased frequency and usage coupled with price increases. \$6,000 would be used to purchase air scrubbers for engines. \$3,500 would be used to purchase a second steamer/extractor for cleaning apparatus.

Budgetary Impact:

This request in addition to the previous ARP appropriation totals \$536,553.97. If Council approves this fourth appropriation, the remaining balance of ARP funds from the first tranche totals \$4,994,710.70.

Alignment with Council Vision Areas and Strategic Plan:

This resolution contributes to Goal 1 of the Strategic Plan, to be an inclusive community of self-sufficient residents; Goal 2 to be a healthy and safe City; and Goal 5 to be a well-managed and responsive organization.

Recommendation:

Staff recommend that Council approve the attached resolution.

Alternatives:

City Council may elect not to appropriate funding for these purposes at this time or may elect other ARP eligible program expenditures.

Attachments:

- Appropriation Resolution

**RESOLUTION APPROPRIATING FUNDING FOR
American Rescue Plan for Eligible Local Activities
\$536,553.97**

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$536,533.97 from American Rescue Plan funding is hereby designated to be available for expenditure for costs associated with following eligible purposes and amounts:

Operational costs for portable air sanitizing units.	\$62,000.
Department of Social Services Technology needs.	\$6,000.
Fire Department communications equipment.	\$60,000.
City Manager’s Office improvements.	\$92,000.
City Council Chambers improvements.	\$20,000.
Hotline coordinator.	\$138,000.
City Hall Ambassadors.	\$51,053.97.
City Hall Lobby/1 st Floor improvements.	\$100,000.
Additional cleaning supplies/equipment Fire Department.	\$7,500.
TOTAL.	\$536,553.97.

Revenues - \$536,553.97

Fund: 207 Cost Center: 9900000000 G/L Account: 430120

Expenditures - \$536,553.97

Fund: 207	I/O: 1900455	G/L Account: 599999	\$62,000
Fund: 207	I/O: 1900456	G/L Account: 599999	\$6,000
Fund: 207	I/O: 1900457	G/L Account: 599999	\$60,000
Fund: 207	I/O: 1900458	G/L Account: 599999	\$92,000
Fund: 207	I/O: 1900459	G/L Account: 599999	\$20,000
Fund: 207	I/O: 1900421	G/L Account: 599999	\$138,000
Fund: 207	I/O: 1900442	G/L Account: 599999	\$51,053.97
Fund: 207	I/O: 1900460	G/L Account: 599999	\$100,000
Fund: 207	I/O: 1900461	G/L Account: 599999	\$7,500

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Required:	Approve Resolution (Appropriation) (1 st of 2 Readings)
Presenter:	Sue Moffett, Director, Department of Social Services
Staff Contacts:	Jenny Jones, Chief of Family Services, Department of Social Services Laura Morris, Chief of Administration, Department of Social Services
Title:	Funding for Driving and Transportation Assistance for Youth in and Formerly in Foster Care -- \$13,877

Background:

The Virginia Department of Social Services (VDSS) has provided funding to localities to be used to provide driving and transportation assistance to youth between the ages of 14 and 23 who are currently in or were previously in foster care. **The Charlottesville Department of Social Services has received \$13,877 from this funding.**

Discussion:

It is estimated that less than 5% of teens in foster care obtain their driver's license by their 18th birthday (Virginia Commission on Youth Report, 2018). Young adults participating in focus groups conducted by VDSS reported that having a driver's license is important because it can provide them independence and reliable transportation for school and work. This funding can be used to cover DMV licensing fees, driver's education and testing fees, vehicle purchases, vehicle insurance, and other driving and transportation-related expenses. The funding allows up to \$4,000 per eligible youth.

Alignment with Council Vision Areas and Strategic Plan:

Approval of this agenda item aligns with the City's mission to provide services that promote equity and an excellent quality of life in our community. It is consistent with Strategic Plan Goal 1: An inclusive community of self-sufficient residents and Objective 2.3, Improve community health and safety outcomes by connecting residents with effective resources.

Community Engagement:

Foster care staff will work directly with eligible youth to administer the transportation assistance program.

Budgetary Impact:

The Virginia Department of Social Services is providing 100% of the funding with no local general fund match required. Funding can be used through August 31, 2022.

Alternatives:

Funds that are not appropriated will need to be returned to the Virginia Department of Social Services. If funds are not appropriated, the department will be unable to provide driving and transportation assistance to eligible youth.

Recommendation and Suggested Motion:

Staff recommends approval and appropriation of these funds.

Suggested Motion: “I move to approve the Resolution Appropriating Funding Received from the Virginia Department of Social Services for the Driving and Transportation Assistance for Foster Care Youth, in the amount of \$13,877”

Attachment:

Resolution

RESOLUTION

Appropriating Funding Received from the Virginia Department of Social Services for the Driving and Transportation Assistance for Foster Care Youth, in the amount of \$13,877

WHEREAS, the Charlottesville Department of Social Services has received an allocation in the amount of \$13,877 in the Fiscal Year 2022 budget from the Virginia Department of Social Services to be used for Driving and Transportation Assistance for youth in, and formerly in, foster care.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$13,877, upon receipt by the City, is hereby appropriated for expenditure for a period running through August 31, 2022, in the following manner:

Revenue – \$13,877

Fund: 212	Cost Center: 9900000000	G/L Account: 430080	\$13,877
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Expenditures - \$13,877

Fund: 212	Cost Center: 3333006000	G/L Account: 540060	\$13,877
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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	April 4, 2022
Action Required:	Approve Resolution (Appropriation) (1 st of 2 Readings)
Presenter:	Sue Moffett, Director, Department of Social Services
Staff Contacts:	Jenny Jones, Chief of Family Services, Department of Social Services Laura Morris, Chief of Administration, Department of Social Services
Title:	Additional Funding for the Promoting Safe and Stable Families (PSSF) Program -- \$16,435

Background:

The Virginia Department of Social Services (VDSS) has provided additional funding to localities for the Promoting Safe & Stable Families (PSSF) program in response to the COVID-19 pandemic and public health emergency. **The Charlottesville Department of Social Services has received \$16,435 from this additional funding.**

Discussion:

The department plans to use the additional funding for PSSF clients who are facing evictions and/or have other housing-related needs. The funding will provide hotel stays for unhoused clients as well as other shelter related expenses such as rent, utilities, and food. Twenty to thirty families are expected to be served with the additional funding.

Alignment with Council Vision Areas and Strategic Plan:

Approval of this agenda item aligns with the City’s mission to provide services that promote equity and an excellent quality of life in our community. It is consistent with Strategic Plan Goal 2: A Healthy and Safe City and Objective 2.2, Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization and Objective 2.3, Improve community health and safety outcomes by connecting residents with effective resources.

Community Engagement:

Family Services staff will work directly with eligible families

Budgetary Impact:

The Virginia Department of Social Services is providing 100% of the funding with no local general fund match required.

Alternatives:

Funds that are not appropriated will need to be returned to the Virginia Department of Social Services. If funds are not appropriated, the department will be unable to provide additional assistance through the PSSF program to eligible families.

Recommendation and Suggested Motion:

Staff recommends approval and appropriation of these funds.

Suggested Motion: I move to approve the Resolution Appropriating Additional Funding Received from the Virginia Department of Social Services for the Promoting Safe and Stable Families (PSSF) Program, in the amount of \$16,435

Attachment:

Resolution

RESOLUTION

**Appropriating Additional Funding Received from the Virginia Department of Social Services for the Promoting Safe and Stable Families (PSSF) Program
In the amount of \$16,435**

WHEREAS, the Charlottesville Department of Social Services has received an allocation of \$16,435 in the Fiscal Year 2022 budget from the Virginia Department of Social Services to be used for the Promoting Safe and Stable Families (PSSF) program.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$16,435, upon receipt by the City, is hereby appropriated for expenditure within the FY22 budget in the following manner:

Revenue – \$16,435

Fund: 212	Cost Center: 9900000000	G/L Account: 430080	\$16,435
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Expenditures - \$16,435

Fund: 212	Cost Center: 3343008000	G/L Account: 540060	\$16,435
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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Required:	Approve Supplemental Appropriation
Presenter:	Chris Engel, Director of Economic Development
Staff Contact:	Chris Engel, Director of Economic Development
Title:	CACVB Supplemental Appropriation of Virginia Tourism Corporation grant funds - \$280,000

Background & Discussion:

Albemarle County, the City of Charlottesville and the Charlottesville Albemarle Convention and Visitors Bureau (CACVB) are jointly coordinating the use of Virginia Tourism Corporation's American Rescue Plan Act funding. The goal of the joint proposal is to increase awareness of Charlottesville and Albemarle County to markets not yet reached before, increase knowledge of the movement of visitors and residents in the destination, craft a Diversity, Equity, and Inclusion plan for the local visitor economy, generate stays during winter and provide a safer space for visitors on the downtown mall. The purpose of working together for the entire \$680,000 (\$400,000 for the County, \$280,000 for the City) is to accomplish a greater positive impact utilizing the same amount of money by maximizing exposure while easing reporting.

The appropriation included herein facilitates the transfer of funds to the County of Albemarle which serves as the fiscal agent for the Bureau.

Community Engagement:

The CACVB regularly receives community input from its constituents and its board of directors, both of which helped inform this plan.

Alignment with City Council's Vision and Strategic Plan:

The approval of this agenda item aligns with Council's vision for Economic Sustainability.

Budgetary Impact:

There is no impact to the General Fund. These funds are additional federal funds being passed through to the County which currently serves as the fiscal agent of the CACVB.

Recommendation:

Staff recommends approval and appropriation of funds.

Alternatives:

If City Council chooses not to appropriate the funds, use of the funds will be in jeopardy.

Attachments:

Appropriation

APPROPRIATION

Charlottesville Albemarle Convention and Visitors Bureau Budget
Supplemental Appropriation of Virginia Tourism Corporation American
Rescue Plan Act Funds **\$280,000**

WHEREAS, the City of Charlottesville and Albemarle County jointly fund the efforts of the Charlottesville Albemarle Convention and Visitors Bureau (CACVB); and

WHEREAS, the Commonwealth of Virginia has chosen to allocate a portion of its American Rescue Plan Act (ARPA) funding to the Virginia Tourism Corporation (VTC) in support of enhancing the impact of tourism throughout the state; and

WHEREAS, VTC has determined a mechanism for distributing these funds by locality and the City of Charlottesville and Albemarle County working with the CACVB to develop a coordinated plan to increase awareness of the Charlottesville and Albemarle markets; and

WHEREAS, this plan has been approved by VTC;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of **\$280,000** is hereby appropriated as a supplemental appropriation in the following manner:

Revenue – \$280,000

Fund: 209	Internal Order: 1900462	G/L Account: 430120	\$280,000
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Expenditures - \$280,000

Fund: 209	Internal Order: 1900462	G/L Account: 540100	\$260,000
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Fund: 209	Internal Order: 1900462	G/L Account: 530670	\$20,000
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$280,000 from Virginia Tourism Corporation’s ARPA funding and shall hereby be considered a continuing appropriation and shall not be deemed to expire unless further altered by Council.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Required:	Approval of Refund of Business License Tax Payment
Presenter:	Todd Divers, Commissioner of the Revenue
Staff Contacts:	Jason Vandever, City Treasurer Todd Divers, Commissioner of the Revenue
Title:	Refund of Business License Tax

Background:

Entity is a contracting company that incorrectly filed and paid for a 2020 business license for a project that was located in Albemarle County. The filing and payment was timely. The entity subsequently discovered that it should have applied for and paid for a license in Albemarle County. It then applied to the Commissioner of the Revenue for a refund of the license tax paid in error.

The City is required to refund business license taxes paid in error with interest per Code of Virginia 58.1-3703.1 (A) (2) (e). The amount paid for the 2020 business license was \$11,200. In addition, Code of Virginia 58.1-3703.1(A)(2)(e) states: “Interest shall be paid on the refund of any BPOL tax from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under 58.1-3916.” The interest amount is \$1,686.44.

Discussion:

City Code requires Council approval for any tax refunds resulting from an erroneous assessment in excess of \$2,500 (City Code Sec. 30-6b). Payment of interest is also required in accordance with Section 14-12(g) of the Charlottesville City Code.

Per City Code Sec. 30-6(b), the Commissioner of the Revenue has provided to the City Attorney information necessary to enable her to consent to the determination of the Commissioner of the Revenue that the tax paid by the taxpayer was erroneous and should therefore be refunded. The refund has therefore been approved for presentment to Council by the City Attorney, Commissioner of the Revenue, and City Treasurer.

Alignment with City Council’s Vision and Strategic Plan:

n/a

Budgetary Impact:

The refund will reduce current year Business License Tax revenue (GL 410150) by \$12,886.44.

Alternatives:

None.

Recommendation:

Approval of the tax refund.

Suggested Motion: “I move the RESOLUTION authorizing a refund of \$12,866.44 to a taxpaying entity or business, for business license taxes paid in error for 2020”

Attachments:

Interest Calculation

Council Resolution

Refund Interest Calculation

Payment	Paid Date	Refund Date	Days	Rate	Payment Amount	Annualized Interest	Tax Refund	Interest Refund
2020 BL	5/18/2020	4/5/2022	687	8%	\$ 11,200.00	\$ 896.00	\$ 11,200.00	\$ 1,686.44

Suggested Motion: "I move the RESOLUTION authorizing a refund of \$12,866.44 to a taxpaying entity or business, for business license taxes paid in error for 2020"

RESOLUTION

Authorizing a refund of \$12,866.44 to a taxpaying entity or business, for business license taxes paid in error for 2020

WHEREAS, the Commissioner of the Revenue has determined that a taxpaying entity or business paid 2020 Business License Tax to the City of Charlottesville in error; and

WHEREAS, that taxpaying entity or business has requested a refund of the amount paid in error; and

WHEREAS, the Commissioner of the Revenue has certified that a refund of taxes paid is due in the amount of \$12,866.44; and

WHEREAS, City Code Section 30-6(b) requires City Council approval for any tax refund exceeding \$2,500.00; now, therefore,

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia, that the City Council hereby authorizes the City Treasurer to issue a refund of \$12,886.44, payable to that taxpaying entity or business.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Required:	Resolution: Minor Amendment CDBG Action Plan (1 reading, no public hearing required)
Presenter:	Erin Atak, Grants Coordinator
Staff Contacts:	Erin Atak, Grants Coordinator
Title:	CDBG-CV3 2020-2021 Charlottesville Redevelopment and Housing Authority Contingency Plan

Background:

This agenda item includes a resolution for the FY2020-2021 minor action plan amendment Community Development Block Grant Coronavirus funds received by the City of Charlottesville from the U.S. Department of Housing and Urban Development (HUD). The City of Charlottesville was authorized to receive a special allocation of Community Development Block Grant Coronavirus (CDBG-CV3) funding from the United States Department of Housing and Urban Development (HUD) through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136; to respond to the growing effects of the historic public health crisis. Funds are aimed to prevent, prepare for, and respond to the coronavirus. The City of Charlottesville CDBG-CV3 program total has been granted \$335,024 for the 2020-2021 program year. It is important to note that all projects underwent an extensive review as a result of the RFP process.

In Fall 2020, the City of Charlottesville advertised a Request for Proposals (RFP) based on the priorities set by Council on September 21, 2020. The priorities were for affordable housing (priority for persons who are 0-50 percent AMI, including but not limited to low-income housing redevelopment), support for the homelessness and those at risk of homelessness, workforce development (including but not limited to efforts to bolster section 3 training opportunities and partnerships with the City's GO programs), microenterprise assistance, access to quality childcare, homeowner rehabilitation and down payment assistance.

On November 12, 2020, the CDBG/HOME Task Force reviewed and recommended housing and public service projects for funding and the Strategic Action Team reviewed and recommended economic development projects for funding. On January 19, 2021, City Council considered and approved the CDBG-CV3 budget for the 2020-2021 HUD Annual Action plan submittal.

Discussion:

On January 19, 2021 Charlottesville Redevelopment and Housing Authority (CRHA) was awarded **\$91,485.94** CDBG-CV 3 FY2021-2022 funds to provide one month emergency covid related rent and eviction diversion housing counseling.

On March 17, 2022, CRHA requested to enact the contingency plan to spend their **balance of \$60,938.28** of CDBG-CV3 funding on an expanded scope of work to assist 100 families that are at risk of being evicted. The remaining balance will cover up to six months covid rental emergency rental assistance.

The original scope of work proposed funding the following:

- Hiring one Housing Stabilization Coordinator for a three-year period,
- Covering one month's covid rental assistance

With this request, CRHA proposes to expand their scope of work to increase spending by covering up to six months' worth of covid related back rental assistance with CRHA public housing residents. The change of scope of work will assist CRHA and the City to meet HUD CDBG timeliness deadlines.

All CDBG and HOME applicants are required to provide reasonable assurances regarding the achievement of objectives in three categories: 1) Effectiveness and efficiency of operations; 2) Reliability of reporting for internal and external use; and 3) Compliance with applicable laws and regulations. All non-federal entities must submit internal controls documents to comply with federal statutes, regulations, and the terms and conditions of the CDBG/HOME federal award. Internal controls are a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. These objectives and risks can be classified by operations, reporting, and compliance. To assist with CDBG timeliness requirements, HUD 24 CFR 570.902(a), CDBG and HOME subrecipients may request to enact the contingency plan from the submitted internal controls checklist.

Community Engagement:

A request for proposals was held for economic development, public facilities, and public service programs. Applications received were reviewed by the CDBG Task Force or the Strategic Action Team (SAT). Twelve interested applicants inquired about the program, and a total of eight applicants submitted a final application for review. A notice of the December 8, 2020 Planning Commission Public Hearing was placed in the Daily Progress for a 15-day public comment period on November 24, 2020. Members of the public were given the opportunity to voice their opinions during the HUD authorized expedited 5-day public comment period between January 4, 2021 through January 8, 2021; and the joint virtual CDBG/HOME and Strategic Action Team public meeting on November 12, 2020; and at the virtual public hearing at City Council on January 19, 2021. HUD authorized an expedited 5-day public comment period on April 2, 2020 to prevent, prepare for, and respond to the coronavirus with the goal to quickly appropriate funds to eligible activities.

If council approves the request, then Council's approval will be submitted to HUD as a minor Action Plan Amendment for the 2020-2021 fiscal year. The full action plan can be viewed on the City Website through the following [link](#). Minor Action Plan Amendments do not require a public hearing.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda item aligns directly with Council's vision for Charlottesville to have **Economic Sustainability, A Center for Lifelong Learning, Quality Housing Opportunities**

for All, and A Connected Community. It contributes to variety of Strategic Plan Goals and Objectives including: Goal 1: Inclusive, Self-sufficient Community; Goal 3: Beautiful Environment; Goal 4: Strong, Diversified Economy; and Goal 5: Responsive Organization.

Budgetary Impact: None

Alternatives: None

Recommendation:

Staff recommends approval of CRHA's Requested FY2020-2021 change of scope of work

Attachments:

- Resolution for Minor 2020-2021 Action Plan Amendment
Recommended Motion: "I move the RESOLUTION Approving a minor amendment to the City's FY2020-2021 CDBG Action Plan, to authorize the Charlottesville Redevelopment and Housing Authority to implement a contingency plan to expend its CDBG funding on or before June 30, 2026"
- HUD's *Quick Guide to Eligible CDBG Activities to Support Coronavirus and Other Infectious Disease Response*

RESOLUTION

Approving a minor amendment to the City’s FY2020-2021 CDBG Action Plan, to authorize the Charlottesville Redevelopment and Housing Authority to implement a contingency plan to expend its CDBG funding on or before June 30, 2026

WHEREAS on May 7, 2018 the Charlottesville City Council approved a Consolidated Plan for the City of Charlottesville and the Thomas Jefferson Planning District, covering the period from July 1, 2018 through June 30, 2023, which sets forth a plan to provide support for certain community development needs—including, but not limited to—housing needs, within those jurisdictions; and

WHEREAS the Consolidated Plan includes a citizen participation plan, and Sec. 2-419(10) specifies that, once City Council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the approved citizen participation plan;

WHEREAS the Consolidated Plan is implemented during the coverage period through certain “Action Plans”, the most recent of which is designated as the “FY 2020-2021 Action Plan” previously approved by resolution of City Council on May 3, 2021; and

WHEREAS within the FY2020-2021 Action Plan the Charlottesville Redevelopment and Housing Authority was selected as a subrecipient of CDBG-CV3 funding from the City, in the amount of \$91,485.94, to pay for up to six months’ worth of emergency covid related rental assistance, with a target of June 30, 2026, for expenditure of the funding in accordance with the approved project; and

WHEREAS the Charlottesville Redevelopment and Housing Authority (CRHA) requests a modification of their approved project, to provide six month emergency rental assistance to 100 income qualified families to prevent, prepare for, and respond to the coronavirus, and CRHA represents that the modification is necessary to allow for the timely expenditure of all awarded funding by June 30, 2026 (“contingency plan”), and federal regulations specify that this type of modification must be approved by City Council as a minor amendment of the City’s FY2020-2021 Action Plan; and

WHEREAS the requested Minor Amendment of the FY2020-2021 Action Plan does not change the amount of CDBG funding previously approved for CRHA; and

WHEREAS this Council is satisfied on the basis of the information presented within the staff report, that the proposed Minor Amendment of the FY2020-2021 Action Plan has been brought forward in accordance with the approved citizen participation plan, as required by City Code §2-419(10); now, therefore

BE IT RESOLVED that the Charlottesville City Council hereby approves a Minor Amendment of the City’s FY2020-2021 Action Plan, to authorize CRHA the Charlottesville Redevelopment and Housing Authority to expend their remaining **balance (\$60,938.28)** of CDBG-CV3 funding on an expanded scope of work to assist 100 families that are at risk of being evicted with up to six months of covid rental emergency rental assistance.

	Original Approved Project Approved by Council within the FY2020-2021 Action Plan	Contingency Plan— modifications proposed by CRHA
Project Name	CRHA Eviction Diversion Program	No change
Target Area	City of Charlottesville	No change
Goals Supported	Affordable Housing (including but not limited to low-income housing redevelopment, priority for households at 0-50% of the area median income)	No change
Needs Addressed	Affordable Housing	No change
Funding	CDBG: \$91,485.94	No change
Description	Charlottesville Redevelopment and Housing Authority will be providing emergency rental assistance to 100 residents with six months rental assistance who have been affected by the covid-19 global health pandemic.	Changes: CRHA expanded their CDBG scope of work to include pay for six months worth of emergency rental assistance affected by the COVID-19 pandemic.
Target Date	6/30/2026	No change
Estimate the number and type of families that will benefit from the proposed activities	100 public housing families (residents)	Changes: The Housing Stabilization Coordinator will no longer be funded.
Location Description	City of Charlottesville	No change
Planned Activities	Charlottesville Redevelopment and Housing Authority will be providing emergency rental assistance to 100 residents with six months rental assistance who have been affected by the covid-19 global health pandemic.	Changes: To improve housing stability for families served in CRHA’s housing programs through developing and implementing CRHA Eviction Diversion program. The objective is to provide people who are at immediate risk of homelessness with access to housing and support services in order to reduce the likelihood of continued homelessness and to reduce the number of evictions in public housing households.

Quick Guide to CDBG Eligible Activities to Support Coronavirus and Other Infectious Disease Response
REVISED April 6, 2020

Grantees should coordinate with local health authorities before undertaking any activity to support state or local pandemic response. Grantees may use Community Development Block Grant (CDBG) funds for a range of eligible activities that prevent and respond to the spread of infectious diseases such as the coronavirus.

Examples of Eligible Activities to Support Coronavirus and Other Infectious Disease Response

<i>For more information, refer to applicable sections of the Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).</i>	
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements. <i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Construct a facility for testing, diagnosis, or treatment.
	Rehabilitate a community facility to establish an infectious disease treatment clinic.
	Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or closed school building to establish an infectious disease treatment clinic, e.g., by replacing the HVAC system.
	Acquire, and quickly rehabilitate (if necessary) a motel or hotel building to expand capacity of hospitals to accommodate isolation of patients during recovery.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support new businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease.
	Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Provision of New or Quantifiably Increased Public Services	
Following enactment of the CARES Act ¹ , the public services cap ² has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts. <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i>	Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.
	Provide testing, diagnosis or other services at a fixed or mobile location.
	Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
	Provide equipment, supplies, and materials necessary to carry-out a public service.
	Deliver meals on wheels to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities.
Planning, Capacity Building, and Technical Assistance	
States only: planning grants and planning only grants. <i>See section 105(a)(12).</i>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
States only: use a part of to support TA and capacity building. <i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with infectious disease response. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
Entitlement only: data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i>	Gather data and develop non-project specific emergency infectious disease response plans.

Planning Considerations

Infectious disease response conditions rapidly evolve and may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan (Con Plan) when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a “substantial amendment” in the grantee’s citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).
- Under the CARES Act, CDBG grantees may amend citizen participation and Con Plans concurrently in order to establish and implement expedited procedures with a comment period of no less than 5-days.

Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG funds for activities to prevent or respond to the spread of infectious disease. Please contact your local CPD Field Office Director to request technical assistance from HUD staff or a TA provider.

- Submit your questions to: CPDQuestionsAnswered@hud.gov
- Coronavirus (COVID-19) Information and Resources: <https://www.hud.gov/coronavirus>
- CPD Program Guidance and Training: <https://www.hudexchange.info/program-support/>

¹ On March 27, 2020, President Trump approved the Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136) (CARES Act). The CARES Act makes available \$5 billion in CDBG coronavirus response (CDBG-CV) funds to prevent, prepare for, and respond to coronavirus.

² Section 105(a)(8) of the HCD Act caps public service activities at 15 percent of most CDBG grants. Some grantees have a different percentage cap.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Required:	No Council Action Required
Presenter:	Lauren Hildebrand, Utilities Director
Staff Contacts:	Lauren Hildebrand, Utilities Director James Freas, Neighborhood Development Services Director Stacey Smalls, Public Works Director
Title:	Land Use and Environmental Planning Committee Semi-Annual Report

Background:

In 1986, the Planning and Coordination Council (PACC) was established with the purpose of promoting cooperation in planning and community development among the City of Charlottesville, Albemarle County and the University of Virginia (UVA). As an advisory body, PACC fostered cooperative planning and provided guidance and recommendations for decisions made by the City, the County and UVA.

In November 2019, City Council, Albemarle County Board of Supervisors and UVA approved dissolution of the PACC and established the Land Use and Environmental Planning Committee (LUEPC) in order to broaden PACC's collaboration beyond land use and to include environmental topics and sustainability. Also, LUEPC would allow professional staff to develop solutions on a continuous basis with regularly scheduled reports to leadership of all three entities. LUEPC is intended to be a vehicle to collaborate and coordinate land use and development plans and projects and to consider environmental and infrastructure issues facing the community.

Discussion:

LUEPC met virtually for the second half of 2021. Last year the focus of the committee was to establish the charge and order of the committee. This year the committee has concentrated on project discussion and coordination. The agendas for the monthly meeting are developed around themes – either geographical areas or specific topics such as sustainability. LUEPC's semi-annual for the second half of 2021 Report (attached) has been compiled and includes the highlights of the meetings.

Alignment with City Council's Vision and Strategic Plan:

This contributes to Goal 3 of the Strategic Plan: A Beautiful and Sustainable Natural and Built Environment.

Community Engagement:

The agenda and action items for the LUPEC's meetings are published on the Thomas Jefferson Planning District Commission's website for the community to review.

Budgetary Impact:

There are no budget impacts.

Recommendation:

There are no staff recommendations and the report is intended to inform City Council of the LUPEC's meetings.

Attachments:

Semi-Annual 2021 Report
Three Party Agreement- UVA City County



Land Use and Environmental Planning Committee
Semi-Annual 2021 Report

The Land Use and Environmental Planning Committee (LUEPC) was established to replace the Planning and Coordination Council (PACC) by the County of Albemarle, the City of Charlottesville, and the University of Virginia in 2019. The Committee is intended as a vehicle to share and coordinate land use and development plans and projects; consider environmental and infrastructure issues facing the community; and, from time to time, advance ideas and solutions that support the mutual advantage of these entities. As part of its charge, the Committee shall, not less than twice each year, submit a report summarizing the group's work.

The County, City and the University face similar environmental planning and project challenges. The committee, by its nature, creates opportunities to address these shared challenges by coordinating community messaging and institutional practices. While the focus of the committee last year was establishing the charge and order of business, 2021 has been focused on project discussions and coordination. The agendas for the monthly meeting are formed around themes - either geographical areas or specific topics such as sustainability. This report will focus on some of the key themes under discussion. The Committee's meeting agendas, minutes and presentations are posted on the LUEPC website which is hosted by the Thomas Jefferson Planning District Commission (TJPDC): <https://vapacc.org/>.

Charge Statement

The Land Use and Environmental Planning Committee is established as a vehicle to share and coordinate land use and development plans and projects; consider environmental and infrastructure issues facing the community; and, from time to time, advance ideas and solutions that support our mutual advantage. The LUEPC may also serve as an advisory committee to the City, County, and UVA. The Committee will meet regularly to discuss timely issues from each entity and share that information with the public and each entity's senior leadership at biannual updates of all three entities. Through its work, the Committee further seeks to ensure that the actions, policies, and processes of the Committee are reflective of an ongoing commitment by the entities to support an equitable and inclusive community. The Committee defines equity as all community members having access to community benefits and opportunities needed to reach their full potential and to experience optimal well-being and quality of life; inclusion means that all peoples shall be respected and valued as members of this community. The Three-Party Agreement dated May 5, 1986, remains in effect as to land use planning between the City, County and UVA.



Land Use and Environmental Planning Committee
(Virtual Meetings due to COVID-19)

September 17, 2021

Discussion on North Fork

- Fred Missel, Director of Design and Development for the UVA Foundation presented on the North Fork development.

Presentation Link: <https://virginia.box.com/s/a08gyxw6rg1y8mhpn75fztauft72dm06>

Schenks Branch Interceptor

- Lauren Hildebrand, Director of Utilities for the City of Charlottesville presented on the Schenks Branch Interceptor.

Presentation Link: <https://virginia.box.com/s/zuaek5dekfbfocgm20hckwr6a4es6ww7>

Central Water Line

- Bill Mawyer, Executive Director for Rivanna Water & Sewer Authority presented on the Central Water Line Plan.

Presentation Link: <https://virginia.box.com/s/s324gnkutapufw24jn8assxgvkvuyrck>

Stream Health

- Kim Biasioli, Natural Resources Manager for Albemarle County presented on stream health initiatives in our area.

Presentation Link: <https://virginia.box.com/s/6ts25tggamlkhhsb5swb9mwxhkdney576>

October 15, 2021

Presentation on Thermal Energy

- Paul Zmick, Director of Energy & Utilities- UVA presented on the UVA Thermal Energy study looking at alternative systems for energy production and carbon reduction.

Presentation Link: <https://virginia.box.com/s/jpdgcmvg8h0qyugu7dvt99a7joo8eh21>

Large Scale Solar Presentation

- Bill Fritz, Development Process Manager in Community Development-Albemarle County presented on Large Scale Solar opportunities being studied and deployed for Albemarle County.

Presentation Link: <https://virginia.box.com/s/x2cy960cjh229nwai03c90s3yfu3eocv>

Greenhouse Gas Emissions discussion

- Lance Stewart, Director of Facilities and Environmental Services Department-Albemarle County (joint project with the City) presented on County Greenhouse Gas Emissions.

Presentation Link: <https://virginia.box.com/s/gmolh9pz2k3dezisphzydqsszwhx75o2>

Discussion on Methane Gas Reuse

- Bill Mawyer, Executive Director-Rivanna Water & Sewer Authority presented on Methane Gas Reuse in our community.

Presentation Link: <https://virginia.box.com/s/2fftg344u1fvdwx4v0p5la6q0jwrrqzi>

November 19, 2021

Presentation & Discussion on Community Outreach & Engagement

- Elizabeth Beasley, Director of Community Partnerships Division of Diversity, Equity & Inclusion University of Virginia

Presentation Link: <https://virginia.box.com/s/w8eax81jm9cbjph2fn4big3hq64ppab3>



Presentation & Discussion on Albemarle County's Comprehensive Plan Update

- Rachel Falkenstein, Planning Manager for Community Development, Albemarle County
Presentation Link: <https://virginia.box.com/s/g3i0q2uehl58aoswskvxc0lkimtw802p>

Discussion on Community Engagement

- Ed Brooks, Program Coordinator, Yancey School Community Center, Albemarle County
Discussion surrounding his successes and downfalls with engaging his local community; he encouraged a committee discussion in the processes of change in a community

December 17, 2021

Presentation on North Fork Projects

- Fred Missel, Director of Design and Development, UVA Foundation
Presentation Link: <https://virginia.box.com/s/jyp2l8u0ecig3t9iflqdj0lw18p730gs>

Presentation by RWSA on North 29 Utilities Plan

- Bill Mawyer, Executive Director, Rivanna Water & Sewer Authority
Presentation Link: <https://virginia.box.com/s/uaghsdjfuolcnni9mok6fxpvk5xdtl07>

Presentation from the City of Charlottesville on Comprehensive Plan

- James Freas, Director of Neighborhood Development Services, City of Charlottesville
Presentation Link: <https://virginia.box.com/s/xixa8m0i44ecq6g4i01ywmp77t7yzml9>

LUEPC Membership

City of Charlottesville

Neighborhood Development Services Director
Director of Public Works
Director of Utilities
Representative from the City Planning Commission

Albemarle County

Community Development Director
Facilities and Environmental Services Director
Representative from the County Planning Commission

University of Virginia

Architect for the University
Director of Facilities Management
Operations Director of Real Estate and Leasing Services

University of Virginia Foundation

Director of Design and Development
Director of Real Estate Asset Management

Rivanna Water and Sewer Authority

Executive Director

END OF DOCUMENT



THREE PARTY AGREEMENT

The CITY OF CHARLOTTESVILLE; the COUNTY OF ALBEMARLE; and THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA, hereby agree as follows:

The University Will:

1. Voluntarily comply with the land use plans and regulations (as exemplified by those listed in Exhibit 1) of either the City or the County regarding the use of real estate held in Area C on the attached map.

Area C* includes all land not included in Areas A and B (see attached map).

2. Voluntarily submit its construction and/or development plans for review by the City or County to determine their compliance with land use plans and regulations on any real estate held in Area B on the attached map; and make reasonable efforts to comply with any recommendations received.

Area B* includes land which lies at the boundaries of or between the University and either the City or the County and on which the activities of any or all three of the parties might have an effect. Area B will be designated a "study area." The City, County and University will work with each other to try to develop a master plan for the study area perhaps by beginning with its most critical parts. The intent is that the results of the cooperative study will be made a part of the Comprehensive Plan of each body.

3. Voluntarily submit its construction and/or development plans for review by the City or County on any real estate held in

Area A on the attached map; and make reasonable efforts to comply with any recommendations received. Area A* includes land either on the Grounds of the University or at its borders. Since some portions of Area A are of critical importance to the City and County, the University also agrees that it will involve the City and County in the development or revision of its Master Plan for land use, and also in the study of those areas of A which, by mutual consent, will affect the land use plans of each other.

4. Anticipate the formation of a Real Estate Foundation created for the acquisition and development of land which would not be owned directly by the Rector and Visitors, but which would serve University purposes. The Real Estate Foundation will abide by all City and County land use laws and regulations (as exemplified by Exhibit 1) regarding any property it holds. The Foundation also will pay all applicable real estate taxes.

5. Not accept transfer of land to be used for investment purposes from the Real Estate Foundation to itself primarily for the purpose of avoiding the application of the City's and County's land use laws and regulations or taxation.

6. Accept a representative of the City and County as non-voting members of its Master Plan Committee.

7. Involve City and County representatives in site selection studies on any major new facilities which may be planned.

*Any difference of opinion over the geographical extent of either Area A, B, or C shall be governed by the attached map.

The County and/or City Will:

1. Submit to the University and to each other for review all proposed changes in land use plans or regulations in Area B on the attached map and make reasonable efforts to comply with any recommendations made by the other parties.

2. Submit to the University for review all proposed changes in land use plans or regulations in Areas A and C on the attached map and make reasonable efforts to comply with any recommendations made by the University.

3. Attempt to define a desired community growth rate within its laws, regulations, or plans and attempt to regulate development according to this growth rate to the extent allowed by law.

4. Include a representative of the University as a non-voting member of their planning commissions.

The City, County and the University Will:

1. Adopt the same length of land use planning period.
2. Develop and use common definitions and common land use data bases having the same or similar data elements.
3. Adopt the same interval between major reconsiderations of their land use plans and schedule those reconsiderations for the same year, unless precluded from doing so by State requirements.
4. Adopt a substantially similar topical outline for the purpose of describing their land use plans.
5. Share drafts of their land use plans with each other for review and comment in advance of any public hearings.
6. Indicate those portions of each other's plans with which it agrees and do nothing during the planning period to change those portions of the plan without mutual consultation.
7. Not sponsor, seek, nor support legislation restricting the powers of each other regarding any of the terms of the understanding or regarding any other matters related to taxation, land use planning, or land use regulation except by mutual agreement.
8. Agree to non-binding arbitration of any disputes during the term of this Agreement. Arbitrators shall be selected as follows:
 - (a) In case of disagreement involving all three parties, each party shall select one arbitrator.
 - (b) In case of disagreement between any two of the parties,

each party shall select one arbitrator and these two arbitrators shall select a third. If the first two selected are unable to agree on a third, then they shall request the third selection be made by the judge of the Circuit Court of the City of Charlottesville.

9. Agree these understandings may be dissolved on one year's written notice by any party to the other two parties.

10. Take no actions which circumvent the purposes of this agreement.

BY RESOLUTION duly adopted by Council on the 21st day of April , 1986, the Mayor was authorized to execute this Agreement on behalf of the City of Charlottesville.

BY RESOLUTION duly adopted by the Board of Supervisors on the 14th day of May , 1986, the Chairman was authorized to execute this Agreement on behalf of the County of Albemarle.

BY RESOLUTION duly adopted by the Board of Visitors on the 31st day of January, 1986, the President was authorized to execute this Agreement on behalf of the Rector and Visitors of the University of Virginia.

CITY OF CHARLOTTESVILLE

By 

COUNTY OF ALBEMARLE

By 

THE RECTOR AND VISITORS OF
THE UNIVERSITY OF VIRGINIA

By 

1/27/86

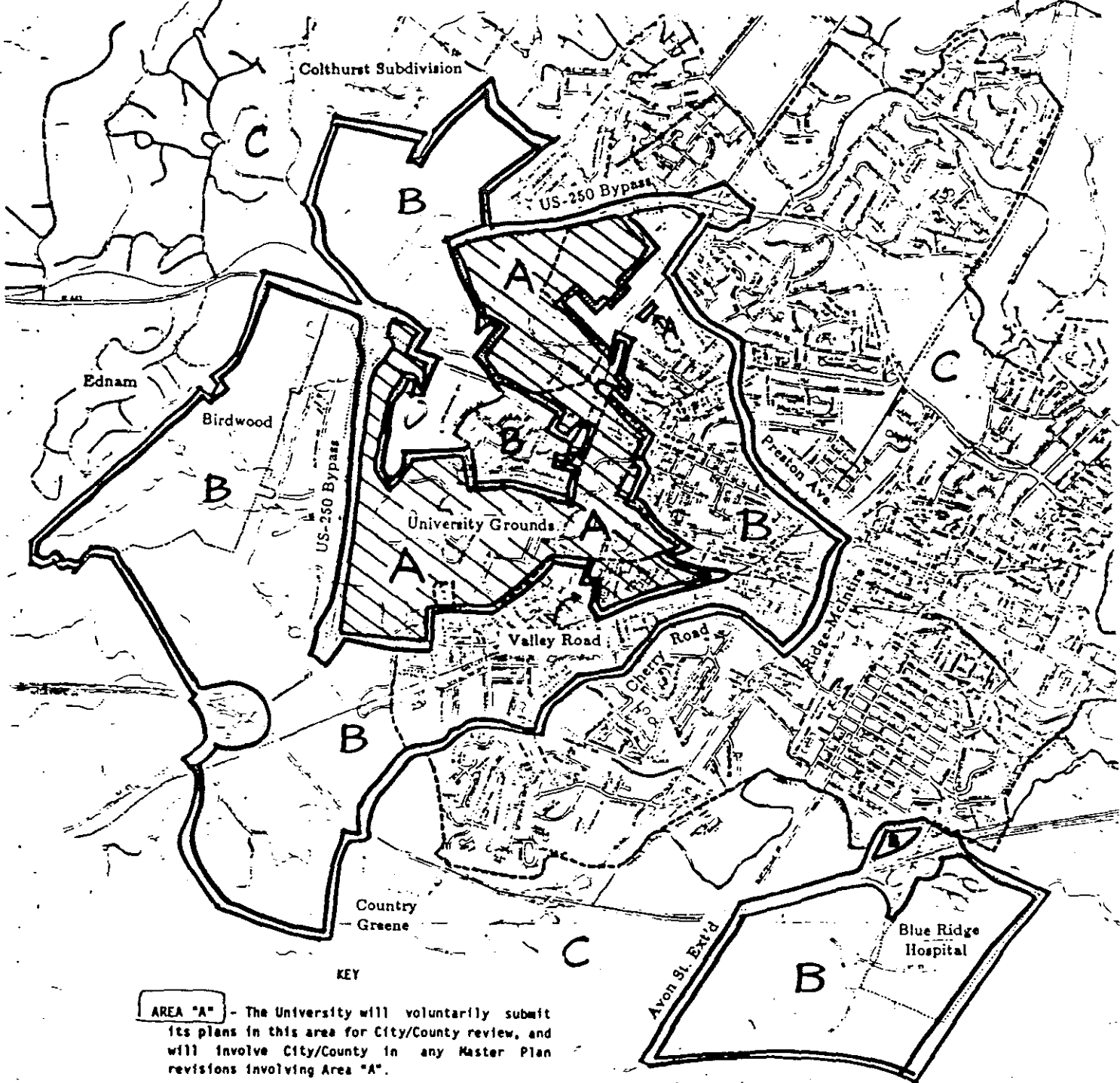
EXHIBIT 1

List of Charlottesville and Albemarle County Land Use Laws and Regulations in Effect at the Time the Letter of Understanding is Signed.

1. Albemarle County Comprehensive Plan
2. Albemarle County Zoning Ordinance and Map
3. Albemarle County Subdivision Ordinance
4. Albemarle County Runoff Control Ordinance
5. Albemarle County Soil Erosion Ordinance
6. Albemarle County Stormwater Detention Ordinance

7. City of Charlottesville Comprehensive Plan
8. City of Charlottesville Zoning Ordinance and Map
9. City of Charlottesville Subdivision Ordinance
10. City of Charlottesville Soil Erosion Ordinance

CITY - COUNTY - UNIVERSITY IMPACT AREAS

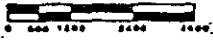


KEY

- AREA "A"** - The University will voluntarily submit its plans in this area for City/County review, and will involve City/County in any Master Plan revisions involving Area "A".
- AREA "B"** - The University will voluntarily submit its plans in Area "B" for City/County review. Area "B" will be designated a "study area", and a joint master plan will be developed.
- AREA "C"** - The University will voluntarily comply with City/County land use plans and regulations in Area "C".



SEE JOINT RESOLUTION FOR MORE DETAILED INFORMATION



B Vivarium Farm

Not Shown - Zone B for University Airport

Notice posted to Voter Registration web page at www.charlottesville.gov on March 8, 2022, following the first reading of the ordinance.

VOTER REGISTRATION & ELECTIONS

NOTICE OF PUBLIC HEARING Proposed Move of Central Absentee Precinct (CAP)

There will be a public hearing on the possible move of the Central Absentee Precinct (CAP) from City Hall to City Space during the April 4th City Council meeting. Public comments will be accepted between March 25 and April 25, 2022.

A central absentee voting precinct (CAP) is a location in a public building where absentee ballots are processed and counted on the day of the election in the presence of election officials. Concerns about the spread of COVID-19 prompted the Charlottesville General Registrar and Director of Elections to recommend that the Central Absentee Precinct be temporarily moved from City Hall to City Space. City Council approved this recommendation and adopted temporary ordinances allowing for the location change for the November 2020, June 2021, and November 2021 Elections.

The Charlottesville General Registrar and Director of Elections proposes that the Central Absentee Precinct be permanently moved from City Hall to City Space. Moving CAP to City Space would have no expected negative operational or financial impact. The process of Early In-Person Voting would remain unchanged. Absentee voting has grown significantly over the past two years. The City Space location has a larger room that can better accommodate the increasing number of mail ballots that must be processed on Election Day. In addition, the larger space more easily accommodates the equipment needed to process the ballots and provides election officials and election workers better ventilation and more space in which to work.

Election Information

DEMOCRATIC PRIMARY:	June 21, 2022
EARLY VOTING BEGINS:	May 6, 2022
LAST DAY TO REGISTER:	May 21, 2022

Select Language ▼



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COMMONWEALTH of VIRGINIA

To the **Secretary of the Electoral Board:**

WHEREAS a notice in proper form has been received from the appropriate authority requesting the calling of a Primary Election for the purpose of nominating a candidate for the **Democratic and Republican Parties for the offices of United States House of Representatives and local offices this certificate serves to notify you of said primaries which are attached for all localities.** Should only one candidate qualify for the primary ballot in any office, no primary for that office will be held.

THEREFORE, you are, in the name of the Commonwealth and pursuant to § 24.2-517 of the *Code of Virginia*, ordered to cause a Primary Election to be held in your county or city on Tuesday, June 21, 2022, for the purpose aforesaid. You are further ordered to post a copy of this order on the official website of the county or city, at not less than 10 public places in the county or city, or have the order published at least once in a newspaper of general circulation in your locality.

Witness the following official Signature and the Seal of the Board at Richmond, this 9th day of March, 2022.



Christopher E. Piper
Commissioner, Department of Elections

Voter Information

Voters can [check their registration status using the online Citizen Portal](#) or by calling our office. Most voters who wish to register for the first time or update their registration can [complete the process online](#). Please contact our office if you would like to request a [paper voter registration application \(PDF\)](#).

As of July 1, 2020, voters no longer need a reason to apply for a mail ballot. Voters with a [Virginia DMV-issued ID](#) may [apply online for a mail ballot](#). If you do not have a Virginia Driver's License, [you can print the mail ballot application \(PDF\)](#). Upon completion you can mail, email, or fax (434-970-3249) the application to our office. Voters may also call us to request that a paper application be mailed to them. Ballots start going out about 45 days prior to the election. Once your ballot has been mailed, you can follow its progress through the United States Postal Service by using [Ballot Scout](#).

Becoming a Candidate

If you are interested in running for office in Virginia, please refer to the [State website](#) for information. Local candidates i.e. City Council, School Board can contact our office at 434-970-3250 or [email](#) with questions or to request hard copies of campaign finance forms and other reporting documents. *It is imperative, before launching a campaign, that a potential candidate read the current [Candidate Bulletin \(PDF\)](#), provided by the Department of Elections.*



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Campaign Finance Reports

View electronic campaign finance reports filed with the [State Board of Elections](#), including filings from candidates for statewide offices and House of Delegates, and for candidates for local office who choose to file electronically. Search by candidate's name.

Public inspection files are available in our office, during office hours, containing copies of candidate qualifying documents (except petitions) filed with us by candidates for local office for the current and most recent elections. ***Due to COVID-19, it may be necessary to make an appointment to view public documents.***

Parking Options

The office is next to The Sprint Pavilion and across the Mall from the Transit Station. Parking for the first hour is **free** in the [Market Street Garage](#). Street parking is available on both sides of the Annex building (enter southbound from 7th Street NE and Market Street) and nearby.

DOCUMENTS

▶ FAQs

▶ QUICK LINKS

- [Table: Charlottesville Voter Registration and Turnout in November Elections Since 1975 \(XLSX\)](#)
- [Table: Charlottesville Voter Registration and Turnout in Primaries and Non-November Special Elections \(XLSX\)](#)
- [When are elections held?](#)
- [How frequently are elections held for each office?](#)

[VIEW ALL](#)

- [Charlottesville Votes Facebook](#)
- [Charlottesville Votes Twitter](#)
- [Track Your Mail Absentee Voter Ballot](#)
- [Look up Your Registration Securely on the State Board of Elections Voter Information Site](#)
- [Virginia \(Statewide and Local\) Voter Registration Statistics and Reports](#)

[VIEW ALL](#)



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CONTACT US

Voter Registration & Elections

[Email Voter Registration and Elections](#)

Physical Address [View Map](#)

120 7th Street NE
City Hall Annex, Room 142
Charlottesville, VA 22902

[Directions](#)

Mailing Address

P.O. Box 1219
Charlottesville, VA 22902

Charlottesville Voter Registrar Phone: 434-970-3250

Albemarle Voter Registrar Phone: 434-972-4173

Hours

Monday through Friday
8:30 am to 4:30 pm

[Directory](#)



 Government Websites by [CivicPlus®](#)

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 7, 2022
Action Required:	Ordinance Enactment
Staff Contacts:	Taylor Yowell, Director of Elections and General Registrar Katrina Callsen, Deputy City Attorney
Presenters:	Taylor Yowell, Director of Elections and General Registrar Katrina Callsen, Deputy City Attorney
Title:	Central Absentee Precinct Change (1st of 2 Readings)

Background:

A central absentee voting precinct (CAP) is a location in a public building where absentee ballots are processed and counted on the day of the election in the presence of election officials. Virginia Code Section 2.2-712 states that each locality shall establish, by ordinance, one or more central absentee voter precincts. The City of Charlottesville maintains one central absentee voter precinct at City Hall established by Charlottesville City Code Section 9-31.

In the past two years concerns about the spread of COVID-19 prompted the Charlottesville Electoral Board and the Charlottesville General Registrar and Director of Elections to recommend that the central absentee voter precinct be temporarily moved from City Hall to City Space. City Council approved this recommendation and adopted temporary ordinances that allowed for the location change for the November 2020, June 2021, and November 2021 Elections.

The Charlottesville General Registrar and Director of Election would like the central absentee voter precinct to be permanently moved from City Hall to City Space.

Discussion:

City Space is a public building that is approximately 400 ft. away from City Hall. Moving the CAP to City Space would have no expected negative operational or financial impact. The process of Absentee Voting would remain unchanged for voters. Absentee voting has grown over the past two year and the City Space location has a larger room that can better accommodate the increasing number of absentee votes that must be processed on election day. In addition, the larger space more easily accommodates the equipment needed to process the ballots and provides election officials and election workers better ventilation and more space in which to work.

To effectuate the change, Council must amend City Code Section 9-31 and identify City Space as the new CAP location. In addition, City Code Section 9-31 needs to be updated to accurately reflect current section numbering in the Virginia Code; former §24.1-233.1 is now §24.2-712.

Lastly, in 2021 the Voting Rights Act of Virginia (Va. Code §24.2-129) was enacted and mandates specific procedural requirements prior to changing a “covered practice”; changing the location of the CAP qualifies as a covered practice. The General Registrar would like to present Council with the proposed ordinance and provide information on the process and compliance with the Voting Rights Act. The next steps are as follows: provide public notice of the proposed change, initiate a public comment period that allows citizens with questions or concerns to contact the Registrar, conduct a Public Hearing at the April 4th Council meeting, and submit the ordinance for a second reading and vote at the May 2nd Council Meeting. The ordinance change, if approved, would go into effect at the beginning of June.

Alignment with City Council’s Vision and Strategic Plan: A Well-Managed and Responsive Organization.

Community Engagement: There will be several opportunities for public input including a thirty-day public comment period and a public hearing. Public notice will also be provided on the city website and via publication as dictated by statutory requirements.

Budgetary Impact: N/A

Recommendations: Staff recommends that Council approve the ordinance.

Alternatives: Council may direct staff at the March 7 meeting not to pursue the location change or proceed with the public comment period. Council may reject or amend the ordinance.

Attachments: Proposed Ordinance moving the Central Absentee Voter Precinct from City Hall to City Space.

**AN ORDINANCE AMENDING AND RE-ORDAINING CHAPTER 9 (ELECTIONS),
SECTION 9-31 (CENTRAL ABSENTEE VOTER DISTRICT) TO CHANGE THE
LOCATION OF THE CENTRAL ABSENTEE VOTER PRECICNT FROM CITY HALL
TO CITY SPACE**

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that Section 9-31 of Chapter 9 of the Charlottesville City Code, 1990, as amended, is hereby amended and re-ordained, as follows:

Sec. 9-31. - Central absentee voter district.

There is hereby established a central absentee voter election district in ~~city hall~~ City Space for the purpose of receiving, counting and recording all absentee ballots in all elections cast within the city. Such central absentee voter election district shall receive, count and record all absentee ballots in accordance with the requirements of section ~~24.1-233.1~~ 24.2-712 of the Code of Virginia and all other applicable provisions of law. This shall be effective ~~February 1, 1979,~~ June 6, 2022, and shall remain in effect until repealed by the council.



PLACEHOLDER

(Budget Documents are available on the City
website at

<https://www.charlottesville.gov/169/Budget>

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	April 4, 2022
Action Required:	Approval of Resolution (1 st of 2 Readings)
Presenter:	Tony Edwards, Public Works Development Services Manager
Staff Contacts:	Jack Dawson, City Engineer Tony Edwards, Public Works Development Services Manager
Title:	State Of Good Repair (SGR) for Dairy Road Bridge Replacement – Appropriation of \$7,210,664.00

Background:

The Code of Virginia authorizes the Commonwealth Transportation Board (CTB) to use funds allocated to State of Good Repair (SGR) purposes for reconstruction of structurally deficient locally owned bridges. Dairy Road Bridge has been classified as structurally deficient for its deck elements. However, it should be noted that while these bridges may be classified as structurally deficient, they are adequate to support the required loads of today’s vehicles. Structurally deficient is classified as a Condition Rating score of 0-4 out of 10. None of the Dairy Road Bridge elements have a rating below 4; nonetheless, the CTB’s SGR funding is available to completely replace the bridge. Following the improvements, each bridge element should have a minimum rating of 5 or greater, so that it will be off the “impaired” list.

In **April 2021** the City Manager executed a Standard Project Administration Agreement (“Agreement”), agreeing to undertake a complete replacement of the Dairy Road Bridge (over Rt. 250), with funding allocated by the Virginia Department of Transportation (VDOT).

In **June 2021** the CTB approved the prioritization process and methodology for selecting State of Good Repair (SGR) Bridge projects.

In **August 2021** the City was fortunate to receive approval for 100% SGR funding, and VDOT executed the Project Administration Agreement.

Discussion:

At this time, Staff is requesting that \$7,210,664.00 be appropriated to be expended for the costs of a new Capital Project (Dairy Road Bridge Replacement).

Public Works plans to conduct the bridge replacement as a Design Build Project, and the design-build process has been authorized by the City’s Procurement Manager in accordance with the City’s policy and state regulations regulating design build projects.

Community Engagement:

A Public Hearing will be held to provide the opportunity for community input on the design for the bridge replacement. In addition, once the demolition/construction process commences, Public Works Project Administration staff will issue notices and project updates to keep road users and the surrounding residents apprised of the project status and traffic impacts.

Alignment with City Council’s Vision and Priority Areas:

Approval of this agenda item will help meet the City’s commitment to create “a connected community” by improving our existing transportation infrastructure. In Addition, it would contribute to Goal 2 of the Strategic Plan, Be a safe, equitable, thriving, and beautiful community and objectives 2.3. Provide reliable and high-quality infrastructure.

Budgetary Impact:

The bridge replacement costs will need to initially be covered from City funds; however, the costs are 100% reimbursed by the awarded SGR funding. So long as reimbursement requests are timely made, there should be no budgetary impact within a given Fiscal Year.

**The Budget Office will add this Project to the City’s Capital Improvements Plan for FY23 through FY27, noting that the costs (\$7,210,664.00) are covered 100% (\$7,210,664.00) by the SGR Funding. Therefore, there will be no impact on the availability of funding for other capital projects.

Recommendation:

Staff recommends approval of the attached Resolution and the creation of a new active Project line item within the City’s Capital Improvements Plan.

Alternatives: N/A

Attachment (1): Proposed Resolution

RESOLUTION

Appropriating State of Good Repair Funding in the amount of \$7,210,664.00 Awarded by the Commonwealth of Virginia for Costs of Replacement of the Dairy Road Bridge

WHEREAS the City of Charlottesville has been notified that the Commonwealth has awarded state funding in the amount of \$7,210,664.00 from the Commonwealth’s State of Good Repair Program (“SGR Funding”), for a locally-administered transportation construction project to replace the Dairy Road Bridge (“Project”), and the awarded funding covers one hundred percent (100%) of the costs of engineering, design, project administration and construction; and

WHEREAS the Department of Public Works is prepared to commence work on the Project, using a design-build procurement process; therefore, the award of this funding allows the Project to be promoted to an active Capital Project within the City’s Capital Improvements Plan, beginning in Fiscal Year 2023; and

WHEREAS the SGR Funding will be payable to the City on a reimbursement basis, and the Department of Public Works expects to submit reimbursement applications periodically over the course of the Project;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, upon receipt of each reimbursement payment from the Commonwealth for the Project, the SGR Funding received shall be appropriated to the following accounts:

Revenues

\$7,210,664 Fund: 426 WBS: P-01068 G/L Account: 430110

Expenditures

7,210,664 Fund: 426 WBS: P-01068 G/L Account: 599999

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Required:	Resolutions (2) (1 reading only; no public hearing)
Presenter:	Alex Ikefuna, Interim Director, Office of Community Solutions
Staff Contacts:	Sam Sanders, Deputy City Manager, Operations, Alex Ikefuna, Interim Director Brenda Kelley, Redevelopment Manager
Title:	Charlottesville Affordable Housing Fund (CAHF) Fund and Housing Advisory Committee Structure Clarification

Background:

On March 1, 2021, the City Council approved the Affordable Housing Plan that was prepared by RHI Consultants. The plan was a major component of the 2021 Comprehensive Plan which was adopted by the City Council on November 15, 2021. The Housing Plan has several recommendations, including restructuring of Housing Advisory Committee (HAC) and creation of a Charlottesville Affordable Housing Fund (CAHF) to oversee the use of CAHF funds.

The Affordable Housing Plan (AHP) recommended that the “City should build a governance structure that institutionalizes an equitable and efficient implementation of the Affordable Housing Plan (page 62 of the Housing Plan).” The AHP also recommended that:

- The City reform the structure and function of the Housing Advisory Committee (HAC) to represent a broader range of viewpoints and focus on housing policy recommendations, not funding allocations (page 62 of the AHP)
- Empower a new advisory committee with both community and staff representation, to make recommendations about the priorities and distribution of the CAHF (page 62 of the AHP).

Discussion:

On December 6, 2021, the City Council had a work session on the restructuring and role of the Housing Advisory Committee (HAC), and the creation of a CAHF Committee designed and empowered to set funding priorities and distribution of funds. Council also directed staff to present a final recommendations for approval.

1) Housing Advisory Committee – Proposed Reconfiguration

The City Council followed the recommendations in the Affordable Housing Plan and reduced the number of HAC membership from 21 to between 10 and 15. The new membership being proposed would establish the following seats (see also page 72 of the AHP):

Membership Group/Background	Number
Affordable housing providers/recipients of funds	3
Real Estate professionals (may include brokers, lenders, developers, architects, etc.)	3
At-Large community members	2
Affordable Housing residents or beneficiaries	3
Total	11
City Council Member	Non-Voting Member

2) Proposed Charlottesville Affordable Housing Fund (CAHF) Committee

The City Council discussed their preferences in setting up a nine-member CAHF Committee to oversee the use of CAHF funds, set priorities and review City staff recommendations for fund awards. These are not necessarily members of HAC. The following represents the proposed CAHF Committee composition:

Membership Group/Background	Number
At-Large community members	3
Affordable Housing residents or beneficiaries	3
City staff	3
Total	9

Alignment with City Council’s Vision and Strategic Plan: yes.

Affordable Housing Plan Guiding principles: Racial equity, regional collaboration and comprehensive approach,

Comprehensive Plan Guiding Principles

- Equity & Opportunity – All people will be able to thrive in Charlottesville.
- Community Culture and Unity – Charlottesville’s rich and diverse culture and form will be celebrated, and the entire community will feel welcomed, valued and respected.

Strategic Plan (2018-2020) Goals: Goal 1.3 to increase affordable housing options, Goal 1.5 to intentionally address issues of race and equity, and Goal 5.4 to foster effective community engagement.

Community Engagement:

There have been several community engagement meetings and activities conducted as part of the comprehensive plan update and affordable housing planning process.

Budgetary Impact: None.

Alternatives:

Council may elect not to approve the recommendations. Council may also decide to leave things as they are.

Recommendation:

The City Manager and staff recommend that the City Council approve the proposed HAC reconfiguration and establish the Charlottesville Affordable Housing Fund Committee to oversee CAHF funds.

Attachments (2)

- Resolution re-establishing HAC
Recommended motion: "I move the RESOLUTION amending and re-enacting the City-Council advisory body known as the Housing Advisory Committee"
- Resolution establishing the Affordable Housing Fund Committee
Recommended motion: "I move the RESOLUTION Establishing a City Council Advisory body to be known as The Charlottesville Affordable Housing Fund Committee"

RESOLUTION

Amending and re-enacting the City-Council advisory body known as the Housing Advisory Committee

WHEREAS the City Council first established an advisory body known as the Housing Advisory Committee (HAC) in 1978, and the composition of the HAC and the matters upon which City Council desires to receive input and recommendations from the HAC have from time to time been modified between 1978 and the present; and

WHEREAS on March 1, 2021, this Council approved an Affordable Housing Plan for the City, the recommendations of the AHP were incorporated into the Comprehensive Plan adopted by the City Council on November 15, 2021, and the recommendations included restructuring the Housing Advisory Committee (HAC); now, therefore,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that there is hereby re-established an advisory body to the Charlottesville City Council, known as the Housing Advisory Committee (HAC), and the HAC shall have the following purposes and membership:

1. Purposes: the purposes of the HAC shall be:
 - a. to advise the City Council as to affordable housing needs that are not being served within the City of Charlottesville,
 - b. recommend ways to encourage the for-profit housing sector to provide a variety of affordable housing opportunities,
 - c. advise City Council as to the need to improve or delete existing programs, support, or assistance,
 - d. advise City Council on the potential for regional, interjurisdictional cooperation in affordable housing programs.

2. Membership: membership of the HAC shall be appointed by City Council for 2-year terms, subject to the term limits set forth within City Code 2-8. Membership within Category 1 shall be limited to nonprofit entities, who may designate the individual who will represent their entity on the membership of the HAC. If there exist no more than three (3) active nonprofit housing providers within the City when a vacancy exists, then City Council will not be bound by the term limits within City Code §2-8 in filling the vacancy. Within each category of membership, the terms shall be staggered so that not more than one of the terms will expire in any 12-month period.

Membership Group/Background	Number
Category 1: Non-profit entities who are actively engaged in the construction or renting of affordable housing units within the City	3
Category 2: Real Estate professionals (may include brokers, lenders, for-profit developers, architects, etc.)	3
Category 3: AT-Large community members	2
Category 4: Affordable Housing beneficiaries	3
Total	11
City Council Member	Non-Voting Member

RESOLUTION

Establishing a City Council Advisory Bodh to be known as The Charlottesville Affordable Housing Fund Committee

WHEREAS on March 1, 2021, this Council approved an Affordable Housing Plan for the City, the recommendations of the AHP were incorporated into the Comprehensive Plan adopted by the City Council on November 15, 2021, and the recommendations included establishing a committee responsible for advising City Council on matters pertaining to the use and expenditure of funding within the Charlottesville Affordable Housing Fund (CAHF); now, therefore,

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that there is hereby established an advisory body to the Charlottesville City Council, to be known as the Charlottesville Affordable Housing Fund Committee (“CAHF Committee”), and the CAHF Committee shall have the following purposes and membership:

- 1- Purposes: the purposes of the CAHF Committee shall be:
 - a. to recommend to the City Council/ City administration suggested priorities for the use of CAHF funding,
 - b. to review the City administration’s recommendations for award(s) of CAHF funding,
 - c. to provide general input and oversight of the administration and effectiveness of the CAHF funding mechanism, including, without limitation, input as to the best ratio of grants to loans to be disbursed from CAHF, and
 - d. to recommend ways in which the City Council may ensure the sustainability and proper use of the CAHF over time,

- 2- Restrictions: No grants or loans from the CAHF shall be awarded to persons serving on the CAHF Committee, or to other legal entities of which any such person is a member, or in which such a person has a personal interest as the Virginia State and Local Government Conflict of Interests Act defines that term.

- 3- Membership: membership of the HAC shall be appointed by City Council for 2-year terms, subject to the term limits set forth within City Code 2-8.

Membership Group/Background	Number
At-Large community members	3
Affordable Housing beneficiaries	3
City staff	3
Total	9

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 4, 2022
Action Requested:	Resolution (2 readings)
Presenter:	Alex Ikefuna, Interim Director, Office of Community Solutions
Staff Contacts:	Alex Ikefuna, Interim Director, Office of Community Solutions Brenda Kelley, Redevelopment Manager, Office of Community Solutions
Title:	Award of FY22 Charlottesville Affordable Housing Funds (CAHF)

Background:

The City's FY21/22 budget included funding the Charlottesville Affordable Housing Fund (CAHF). A Notice of Funding Availability (NOFA) to accept applications for \$750,000 in available funding was issued January 21, 2022, with applications due February 18, 2022. Seven (7) applications were received (see application summary attached as an Exhibit). The recommendations for FY22 CAHF allocations are presented below.

Discussion:

Staff received seven (7) applications for CAHF funding by the submission deadline. The application review was done by a seven-person technical team composed of city staff and a representative from the Housing Advisory Committee (HAC). Summaries of the proposals are as follows (the applications are attached as Exhibits):

Project: Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied
Applicant: Local Energy Alliance Program (LEAP)
CAHF Request: \$125,000

This program will assist 14-18 low-income households with whole-house energy-efficiency solutions, increasing comfort and indoor air quality while reducing energy bills. The improvements will assist in keeping existing affordable housing stock affordable, by reducing maintenance costs (e.g. better ventilation reduces mold and rot), reducing ownership cost through energy bill reduction, and improving home comfort and health outcomes. Additionally, if the home heating system is a good fit for electrification (the switching from a fossil-fuel-fired furnace or water heater to a high-efficiency electric heat pump system), LEAP will also make those necessary improvements.

Project: Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied

Applicant: Local Energy Alliance Program (LEAP)

CAHF Request: \$100,000

This program will assist 10-14 low-income renters by improving their homes' with whole-house energy-efficiency solutions, increasing comfort and indoor air quality while reducing energy bills. The improvements will assist in keeping existing affordable housing stock affordable, by reducing energy bills and improving home comfort and health outcomes. Additionally, if the home heating system is a good fit for electrification (the switching from a fossil-fuel-fired furnace or water heater to a high-efficiency electric heat pump system), LEAP will also make those necessary improvements.

Project: South First Phase Two

Applicant: Charlottesville Redevelopment and Housing Authority (CRHA)

CAHF Request: \$750,000

The proposed South First Phase Two project will construct a new, 113-unit multi-family rental development on the site of the current South First Street public housing development located at 900 First Street South... The mix of income levels include at least 12 households at or below 30% of AMI, 45 households at or below 50% of AMI, and 56 households at or below 60% of AMI...

Project: Equity Homeownership Initiative 2022

Applicant: Habitat for Humanity of Greater Charlottesville

CAHF Request: \$435,000

(Lot Acquisition \$360,000; Down Payment Assistance \$75,000)

Funding is requested to support lot acquisition and/or partial site development for 12 affordable townhome units in the new Flint Hill neighborhood of the City... Funding is also requested for down payment assistance for families at or below 30% of AMI when they enter the Habitat program. Habitat is requesting an average of \$15,000 for five families.

Project: Gas Furnace Replacement

Applicant: The Arc of the Piedmont

CAHF Request: \$6,739.00

This project will replace the original gas furnace at the Arc of Piedmont's group home at 222 Shamrock Road in the City of Charlottesville.

Project: Charlottesville Critical Repair Program

Applicant: Albemarle Housing Improvement Program (AHIP)

CAHF Request: \$250,000

Funds will provide for critical home repairs for low-income homeowners in the City of Charlottesville. Funds will enable AHIP to serve 25 to 50 Charlottesville households (with an anticipated investment of \$5,000 to \$10,000 in CAHF funds per project). Funds will enable AHIP to promptly respond to emergencies and serve more city residents who call us for assistance. We will also be able to move program participants through our program more quickly and efficiently. The purpose of this work is to keep household members safe, healthier, and more secure through improving, modernizing, and preserving their home.

Project: MACAA Development

Applicant: Piedmont Housing Alliance

CAHF Request: \$3,000,000

This project provides a diversity of affordable housing options for people experiencing low incomes within a high-opportunity neighborhood just one mile from a local job center in downtown Charlottesville and meets a critical need for affordable housing in the Charlottesville area... The proposal reflects a partnership between four organizations, all of which focus efforts on the support of people experiencing low-incomes as a central part of their mission. The four organizations are partnering on the redevelopment of the MACAA location to pursue and integrated spectrum of affordable rental housing, affordable homeownership opportunities, and a new modern early childhood center. Piedmont Housing Alliance is acting as the lead developer overall as well as the lead developer of the affordable rental homes, aiming to partner with the Charlottesville Redevelopment and Housing Authority (CRHA) to dedicate a mixture of public housing units and project-based vouchers integrated with the rental buildings. MACAA, the current owner of the property, will develop classrooms in which to operate its Head Start program onsite. Habitat for Humanity of Charlottesville will build townhomes and duplexes on the site to provide affordable homeownership opportunities.

The Charlottesville Affordable Housing Plan recommends that targeted funding awards should be allocated as follows:

Level of Funding	Amount of Funding	Households Served
Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

However, if City Council approves the allocation as recommended by the HAC, funding by Tier level as recommended by staff, should be awarded as follows:

Level of Funding	Amount of Funding	Households Served
Tier 1	\$495,000	serving households with incomes up to 30% of Area Median Income (AMI)
Tier 2	\$245,000	serving households with incomes up to 60% of Area Median Income (AMI)
Tier 3	\$10,000	serving households with incomes up to 80% of Area Median Income (AMI)

After careful consideration and discussion of all applications, the technical team recommended the following awards of CAHF funding:

- CRHA; South First Phase 2; \$350,000
- Habitat for Humanity of Greater Charlottesville; Equity Homeownership Initiative 2022 Down Payment Assistance; \$75,000
- Piedmont Housing Alliance; MACAA Development; \$175,000

- Albemarle Housing Improvement Program (AHIP); Charlottesville Critical Repair Program; \$100,000
- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied; \$50,000

The Housing Advisory Committee (HAC) was advised of the technical team’s recommendations prior to this agenda memo being finalized. The HAC requested a full review and recommendation of the applications. A HAC subcommittee met on March 16th and March 24th to review and discuss the applications. Subsequent to the first team review and recommendation of applications, we learned that Piedmont Housing Alliance did not make a Low Income Housing Tax Credit (LIHTC) application in March 2022 for the MACAA project. Because of this, the HAC subcommittee recommended that the Piedmont Housing Alliance MACAA project application should not be funded and those funds previously recommended by the technical review team (\$175,000) be reallocated to other applications. The final recommendation by the HAC subcommittee is as follows:

- CRHA; South First Phase 2; \$425,000
- Habitat for Humanity of Greater Charlottesville; Equity Homeownership Initiative 2022 Down Payment Assistance; \$75,000
- Albemarle Housing Improvement Program (AHIP); Charlottesville Critical Repair Program; \$100,000
- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied; \$50,000
- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied; \$100,000

Alignment with City Council’s Vision and Strategic Plan:

The overall funding of affordable housing initiatives supports City Council’s visions of Quality Housing Opportunities for All; A Green City; Community of Mutual Respect; and Smart, Citizen-Focused Government.

Approval of this request is also supported by the following:

Strategic Plan Goals:

- Goal 1.3: Increase affordable housing options
- Goal 1.4: Enhance financial health of residents
- Goal 1.5: Intentionally address issues of race and equity
- Goal 2.3: Improve community health and safety outcomes by connecting residents with effective resources

Comprehensive Plan Guiding Principles (2021):

- Equity & Opportunity – All people will be able to thrive in Charlottesville.

- Community Culture & Unity – Charlottesville’s rich and diverse culture and form will be celebrated, and the entire community will feel welcomed, valued and respected.
- Local & Regional Collaboration – From the neighborhood to the region, open conversations and partnerships will make the city stronger.
- Environmental Stewardship & Sustainability – The Charlottesville community will demonstrate environmental and climate leadership.
- (Numerous Goals in the Comprehensive Plan also support this request).

Community Engagement:

This CAHF allocation is in keeping with the provisions in the Affordable Housing Plan and 2021 Comprehensive Plan that were recommended by the Planning Commission and approved by the City Council. Both documents went through an extensive public engagement process. Also, the application review was done by a seven-person team composed of city staff and a representative from the Housing Advisory Committee (HAC).

Budgetary Impact:

This request does not encumber any additional funding from the City budget. CAHF funding is allocated in the Capital Improvement Program (CIP) FY21/22 budget. This approval allocates this FY21/22 CIP funding.

Recommendation:

Staff recommends City Council approve the attached Resolutions awarding CAHF funding. If approved, the funding will support various levels of affordable housing, as follows:

Level of funding: Tier 1 – serving households with incomes up to 30% AMI:

- CRHA; South First Phase Two; \$375,000
- Habitat for Humanity of Greater Charlottesville; Equity Homeownership Initiative 2022 Down Payment Assistance; \$75,000
- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied; \$25,000
- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied; \$20,000

Level of funding: Tier 2 – serving households with incomes up to 60% AMI:

- CRHA; South First Phase Two; \$50,000
- Albemarle Housing Improvement Program (AHIP); Charlottesville Critical Repair Program; \$100,000
- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied; \$25,000

- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied; \$70,000

Level of funding: Tier 3 – serving households with incomes up to 80% AMI:

- Local Energy Alliance Program (LEAP); Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied; \$10,000

Alternatives:

City Council could decide to provide the recommended projects with different levels of funding than those recommended. Council could also decide to fund a different set of the projects outlined above, or choose to not award any funding for any of these projects at this time.

Attachments:

- Resolutions (including suggested motions)
- Summary of CAHF applications received
- CAHF applications

Suggested motion: "I move the Resolution allocating CAHF funding for CRHA South First Phase Two project, in the amount of \$425,000"

RESOLUTION

Allocation of Charlottesville Affordable Housing Fund (CAHF) for Charlottesville Redevelopment and Housing Authority (CRHA) South First Phase Two - - \$425,000

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$425,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Charlottesville Redevelopment and Housing Authority (CRHA) for the purpose of providing funds for the South First Phase Two project.

Fund: 426	Project: CP-084	G/L Account: 530670
Charlottesville Redevelopment and Housing Authority (CRHA)		\$425,000

Approved by Council
April 18, 2022

Kyna Thomas
Clerk of Council

Suggested motion: "I move the Resolution allocating CAHF funding for Habitat for Humanity of Greater Charlottesville Equity Homeownership Initiative 2022 Down Payment Assistance project, in the amount of \$75,000"

RESOLUTION

Allocation of Charlottesville Affordable Housing Fund (CAHF) for Habitat for Humanity of Greater Charlottesville Equity Homeownership Initiative 2022 Down Payment Assistance -- \$75,000

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$75,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Habitat for Humanity of Greater Charlottesville for the purpose of providing funds for the Equity Homeownership Initiative 2022 Down Payment Assistance program.

Fund: 426	Project: CP-084	G/L Account: 530670
Habitat for Humanity of Greater Charlottesville		\$75,000

Approved by Council
April 18, 2022

Kyna Thomas
Clerk of Council

Suggested motion: "I move the Resolution allocating CAHF funding for Albemarle Housing Improvement Program Charlottesville Critical Repair program, in the amount of \$100,000"

RESOLUTION

Allocation of Charlottesville Affordable Housing Fund (CAHF) for Albemarle Housing Improvement Program (AHIP) Charlottesville Critical Repair Program - - \$100,000

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$100,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Albemarle Housing Improvement Program (AHIP) for the purpose of providing funds for the Charlottesville Critical Repair program.

Fund: 426	Project: CP-084	G/L Account: 530670
Albemarle Housing Improvement Program (AHIP)	\$100,000	

Approved by Council
April 18, 2022

Kyna Thomas
Clerk of Council

Suggested motion: "I move the Resolution allocating CAHF funding for Local Energy Alliance Assisted Home Performance and Electrification Ready – Owner Occupied project, in the amount of \$50,000"

RESOLUTION

Allocation of Charlottesville Affordable Housing Fund (CAHF) for Local Energy Alliance Program (LEAP) Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied -- \$50,000

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$50,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Local Energy Alliance Program (LEAP) for the purpose of providing funds for the Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied program.

Fund: 426	Project: CP-084	G/L Account: 530670
Local Energy Alliance Program (LEAP)	\$50,000	

Approved by Council
April 18, 2022

Kyna Thomas
Clerk of Council

Suggested motion: “I move the Resolution allocating CAHF funding for Local Energy Alliance Assisted Home Performance and Electrification Ready – Renter Occupied project, in the amount of \$100,000”

RESOLUTION

Allocation of Charlottesville Affordable Housing Fund (CAHF) for Local Energy Alliance Program (LEAP) Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied -- \$100,000

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$100,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Local Energy Alliance Program (LEAP) for the purpose of providing funds for the Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied program.

Fund: 426	Project: CP-084	G/L Account: 530670
Local Energy Alliance Program (LEAP)	\$100,000	

Approved by Council
April 18, 2022

Kyna Thomas
Clerk of Council

CAHF Applications Received by 2/18/22

\$750,000 Available

Organization	Project Name	Total Funding Requested	Funding Requested			Purpose of Requested Funding
			Tier 1 <30%AMI	Tier 2 <60%AMI	Tier 3 <80%AMI	
LEAP	Assisted Home Performance and Electrification Ready (AHP) – Owner Occupied	\$125,000	\$25,000	\$75,000	\$25,000	Rehabilitation Other: Energy Efficiency retrofits with health and safety repairs
LEAP	Assisted Home Performance and Electrification Ready (AHP) – Renter Occupied	\$100,000	\$20,000	\$70,000	\$10,000	Rehabilitation Other: Energy Efficiency retrofits with health and safety repairs
Charlottesville Redevelopment and Housing Authority	South First Street Phase 2	\$750,000	\$375,000	\$225,000	\$150,000	Multi-family, New Construction
Habitat for Humanity of Greater Charlottesville	Equity Homeownership Initiative 2022	\$435,000	\$75,000	\$225,000	\$135,000	New Construction, Acquisition, Rehabilitation and Enhanced Down Payment Assistance; Multi-family and detached and attached Single family
The Arc of the Piedmont	Gas Furnace Replacement	\$6,739	\$6,739			Other: replacement
Albemarle Housing Improvement Program (AHIP)	Charlottesville Critical Repair Program	\$250,000	\$100,000	\$100,000	\$50,000	Rehabilitation
Piedmont Housing Alliance	MACAA Development	\$3,000,000	\$1,650,000	\$1,350,000		Acquisition; Multi-family New Construction
Totals		\$4,666,739	\$2,251,739	\$2,045,000	\$370,000	

City of Charlottesville
Affordable Housing Fund (CAHF) Application

(all items must be completed)

Applicant Information

Total Amount of CAHF funds requested: \$125,000

Check Tier Applying For	Amount of CAHF Funds Requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
XX	\$25,000	Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
XX	\$75,000	Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
XX	\$25,000	Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

Organization name: Local Energy Alliance Program

Contact name: Chris Meyer

Title: Executive Director

Organization Address: 608 Ridge Street

Phone: 434.227.4666

Email: chris@leap-va.org

Project Information

Project Name: Assisted Home Performance and Electrification Ready (AHP) - Owner Occupied

Project Location: All of Charlottesville

Purpose of requested funding: (check all that apply)

- New Construction
- Acquisition
- Rehabilitation
- Rent Subsidy
- Operating/Administration
- Other: Energy Efficiency retrofits with health and safety repairs

Project type: (check all that apply)

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Acquisition
- Other: Will assist all housing types including manufactured homes that are owner occupied.

Income restrictions on project (indicate number of units meeting each Area Median Income (AMI) category:

_____	Incomes less than 30% AMI
_____	Incomes between 30% and 40% AMI
_____	Incomes between 40% and 50% AMI
_____	Incomes between 50% and 60% AMI
_____	Incomes between 60% and 80% AMI
_____	Unrestricted units (>80% AMI)
_____	Total Units

Term of Affordability (indicate number of units meeting each affordability term):

_____	less than 2 years
_____	2 - 5 years
_____	5 - 10 years
_____	10 - 15 years
_____	15 - 20 years
_____	20 - 30 years
_____	more than 30 years
_____	Total Units

Project Proposal:

Please provide following information as separate attachments to the application:

1. Project Description -- Provide a description of the proposed project.

Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.

This program will assist 14-18 low-income households (in a mix of the three income tiers provided) with whole-house energy-efficiency solutions, increasing comfort and indoor air quality while reducing energy bills. The improvements will assist in keeping existing affordable housing stock affordable, by reducing maintenance costs (e.g. better ventilation reduces mold and rot), reducing ownership cost through energy bill reduction, and improving home comfort and health outcomes. Additionally, if the home heating system is a good fit for electrification (the switching from a fossil-fuel-fired furnace or water heater to a high-efficiency electric heat pump system), LEAP will also make those necessary improvements.

Program Scope of Work includes:

- o Pre-qualification of homeowners*
- o Collection of utility usage from the year prior to work commencing (to the greatest extent feasible, when data is available)*
- o Comprehensive Home Energy Audit performed by LEAP staff. Audit shall meet Building Performance Institute standards. Energy conservation, water conservation, occupant comfort, and health and safety improvements based upon recommendations from the energy audit report could include:*
 - Improvements to facilitate Beneficial Electrification*
 - Air sealing*
 - Duct sealing*
 - Insulation (attic, walls, basement, crawl space)*
 - Crawlspace/Foundation insulation*
 - HVAC system tune-up*
 - HVAC system replacement*
 - Ductwork reconfiguration*
 - Water heater replacement*
 - Hot water pipe insulation*
 - Ventilation improvements and moisture control (bath fans, kitchen range exhaust, dehumidifiers, etc.)*
 - Installing CO and smoke detectors*

Beneficiaries would be income qualified using the current HUD Income Limit guidelines (or 2023 when released). LEAP already maintains a list of income-qualified households waiting

for this type of assistance. A minimum of 14 households are to be assisted. LEAP will prioritize participants for the program who reside in the CDBG priority neighborhoods of Rose Hill, 10th and Page, Fifeville, Ridge Street, and Belmont. LEAP's headquarters is located on Ridge Street and neighbors Fifeville.

By starting with a Home Energy Assessment, LEAP identifies the unique opportunities to reduce energy usage in each home. Combined with leveraging other programs from Dominion Energy and the City, LEAP can do 'deep' dives into the house that often require systemic fixes (like duct sealing and a new electric heat pump) to maximize energy savings. By ensuring that each home receives a unique solution set and delivering multiple improvements within a home, LEAP maximizes the energy savings for the homeowner while delivering services in a cost-effective manner to the City and client.

LEAP uses our own set of experienced analysts to assess homes and discuss each home's particular needs with the client.

All of the home improvements LEAP makes have been proven over the years, through independent research, to save energy and money. Because Dominion's energy-efficiency programs are regulated, much of the programming LEAP implements is frequently reviewed by the State Corporation Commission and found to be cost-effective in reducing energy use. Equipment replacements are independently rated for energy usage in order to determine the efficacy of each individual piece of equipment. LEAP's project managers are certified and take continuing education courses to ensure that the solutions they're suggesting or implementing for low-income households are the most appropriate and up-to-date options available. Finally, LEAP currently reports to the City on energy savings for a similar program and has consistently met its goal of more than 20% energy savings on average for clients served. This 20% savings equates to an ongoing annual savings of \$350/year (nearly \$30/month) for an 1800 sqft, 3-4 bedroom house built 50-60 years ago.

2. Demonstration of Need -- Describe how the project contributes to the City of Charlottesville's housing goals.

Per the City's own Affordable Housing Plan (slide 147), energy efficiency rehabilitation and retrofits are one of the explicitly listed activities to be supported and implemented. This project takes what is on paper and makes it a reality. It will assist in keeping existing affordable housing units affordable or maintaining the stock. It will also, in many cases, be leveraging external funding from Dominion Energy's low-income energy-efficiency program (\$1-to-\$1 or greater in most cases) which will mean additional funding being sourced to support the City's goals. The project will also target households in all three income tiers, with the majority expected to be in the tier below 60% AMI.

3. Demonstration of Equity – Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income

residents in the City of Charlottesville.

All homeowners should feel comfortable in their homes and have an energy burden - or cost to heat and cool their home - that is bearable. However, for low-income households, their housing often lacks proper insulation levels, is under maintained with older, inefficient equipment, and thus, is relatively more expensive to heat and cool compared to a middle-higher income home. This project seeks to address the home comfort AND energy burden aspects of homeownership for low-income households. It will reduce energy bills and long-term maintenance costs, which will keep the housing stock affordable for longer and allow savings on energy bills to be spent on other household needs.

4. Project Readiness -- Provide evidence of: organizational experience and capacity to manage the project; pursue and acquire land, site control, required zoning variance and permitting (if applicable); financial commitments for the projects; community engagement plan (if applicable); resident relocation plan (if applicable); plans for preparation and coordination of necessary public meetings (if applicable).

LEAP maintains a waitlist of income-qualified households already audited who are waiting for funding - as of the end of January 2022, the list numbered 10. Through outreach with partners such as the Community Climate Collaborative, Charlottesville Gas, past client referrals, and other channels, we typically add 4-5 income-qualifying households to our roster of clients needing assistance each month.

LEAP has a dedicated audit team and weatherization crews for the Charlottesville area that serves 40 households a month. Our client coordination team is experienced in coordinating necessary oversight and paperwork with the City's legal office and securing necessary signatures from clients. One of LEAP's coordinators is a notary and will go to a home to get a notarized signature, if necessary, in order to move a project forward administratively.

LEAP would anticipate spending a \$125,000 project allocation (14-18 clients) in 9-12 months. The maximum of 12 months would likely only be necessary if we were to receive additional external funding that we would prioritize spending instead of the City's resources. In the calendar year of 2021, LEAP served 263 low-income single-family households with a range of energy-efficiency services, around 22 households a month. We are capable of serving 14-18 households over 9-12 months.

5. Project Budget -- Provide a detailed description of the proposed project budget showing sources and uses and amounts of additional funding.

LEAP's budget for the entire Assisted Home Performance program for low-income homeowners in the City of Charlottesville is \$375,000. Of that amount, LEAP is requesting \$125,000 from the CAHF with another chunk potentially coming from the City's HOME allocation, and the balance of \$187,500 projected to be covered by

Dominion Energy.

Assisted Home Performance Owner Occupied Budget				Funding Splits		
Item	Units	Avg cost/unit	Total	Cville HOME	Cville CAHF	Dominion
Energy Efficiency retrofit mid-range	40	\$5,000	\$200,000	\$40,000	\$50,000	\$110,000
Energy Efficiency retrofit high-range	10	\$10,000	\$100,000	\$10,000	\$50,000	\$40,000
Overhead (25%)			\$75,000	\$12,500	\$25,000	\$37,500
Total			\$375,000	\$62,500	\$125,000	\$187,500

The majority of projects LEAP would implement would max out at around \$5,000 of provided support, to align with the City's Housing Affordability Policy (HAP) for when a lien on the deed is not required. A smaller portion of participants would receive up to \$10,000 of assistance, which would require a lien on the deed for a number of years until the amount is amortized based on the HAP.

Each home is different and would require different energy-efficiency measures, with differing costs depending on the home. However, a sampling of average costs for varying measures include: \$2,000-\$3,000 for attic insulation and air sealing, \$8,500 to replace a heat pump, \$2,500-\$4,000 for a heat pump hot water heater replacement, \$1,000 to replace an electric panel, and \$450 to install a new bath fan. LEAP utilizes reimbursement rates for different measures provided by Dominion Energy and that have been reviewed by the State Corporation Commission. All of our work comes with industry-standard guarantees on equipment and workmanship in addition to LEAP being fully insured for any liability that may arise.

LEAP's overhead rate is 25% for energy-efficiency work. Expenses in addition to the overhead covering client coordination/outreach and project administration/reporting, include: workers comp, general liability and other insurances needed, truck and equipment expense, and training and certification costs associated with maintaining LEAP's workforce. All of our full-time staff earn above a living wage and receive a full benefits package.

6. Project Schedule -- Indicate the proposed project schedule; timing of completed SAUs; pre- development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction milestones (if applicable) to project completion.

Because LEAP already has a list of low-income households waiting for improvements, as soon as the contract is signed, LEAP will start work on any necessary paperwork with the client to qualify them in the City's system. Within the first month, at least 2-3 households would be served. Over the next 5 months, an additional 2-3 households would be served for a total of at least 12 households served in the first six months. Over the next three months, the remaining 4-6 households would be served. The final three months would be utilized for any reporting and/or cushion time in case additional Dominion funding was allocated enabling LEAP to save City funding to be spent later. Again, we always try to utilize Dominion's funding first with the last three months of the calendar year (Oct-December) being when extra allocations are normally awarded. LEAP can report every three months, or as desired by City staff.

7. Experience -- Provide a summary of similar activities completed by the organization and project team.

LEAP has a proven track record executing this type of work for the City over the last three years. Our team recently grew from a staff of five to 14 full-time employees serving the area, and accordingly increased our capacity. Our audit team reviews about 40 homes on average each month, and about 20 of those in the Greater Charlottesville area receive weatherization measures from our crews. All of our auditors are certified through the Building Performance Institute, have worked for LEAP for at least one year, and are familiar with these types of projects as well as how to ensure their prompt implementation. LEAP's network of trade allies (HVAC contractors, plumbers, and others) are responsive and complete work 2-3 weeks after being contracted. LEAP is currently executing this project with CDBG and HOME funding worth nearly \$100,000. We have nearly spent down that funding in 7 months, prioritizing Dominion Energy funding over City funds in November and December of 2021. LEAP now serves low-income households throughout Northern and Central VA with similar energy-efficiency measures.

8. Capacity – Provide a detailed description to demonstrate the applicant's ability to complete this project within 24 months.

LEAP's professional staff, consisting of Executive Director (Chris Meyer), Technical Director (Wilson Ratliff), Marketing and Outreach Manager (Erin Morgan), and Client Relations Coordinator (Kara Chipiwalt) meet regularly to review program progress and reporting needs. This includes weekly meetings to review households in need of service, utilization of project management software, and frequent communication with grant coordinators to ensure quality control. The City of Charlottesville's Housing and Redevelopment staff (Erin Atak) can attest that LEAP has aggressively spent our current FY CDBG and HOME allocations exceeding plan and target. That includes reporting and invoicing in a timely manner, frequent and responsive communication, and management of multiple contracts with the City simultaneously. LEAP manages and implements, at any one time, more than 10 programs or unique sources of funding from the City of Charlottesville (3), Albemarle County (1), foundation grants (2), and Utility programs (4) - all of which have their own reporting and administrative requirements.

9. Metrics – Provide a detailed description of the metrics used to measure success.

LEAP developed program evaluation metrics together with relevant City staff to detail the most relevant energy-efficiency measurements. These include: Kilowatt Hours Saved, Therms Saved (natural gas clients), Measures Implemented, and Efficiency Gains. Additionally, LEAP collects socio-economic demographic data on Race, Age, Household Headship, Income, and Number of Inhabitants. Evaluation of the data collected previously helped to inform where marketing dollars and time should be spent in order to ensure we are reaching low-income clients of all races and in the neediest neighborhoods.

Authorization:

Organization Name: Local Energy Alliance Program

Project Title: Assisted Home Performance and Electrification Ready (AHP) - Owner
Occupied

I, Chris Meyer, certify that I am authorized to apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.



Signature

2/9/2022

Date

Chris Meyer

Executive Director

Print Name

Title

Applications shall be submitted electronically via email in one complete .pdf package to:

Brenda Kelley, Redevelopment Manager

Office of Community Solutions

kellybr@charlottesville.gov

(434) 970-3040

It is the applicant's responsibility to insure that the application package is fully completed and received on or before the deadline. **Applications received after the deadline will not be considered.**

City of Charlottesville
Affordable Housing Fund (CAHF) Application

(all items must be completed)

Applicant Information

Total Amount of CAHF funds requested: \$100,000

Check Tier Applying For	Amount of CAHF Funds Requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
xx	\$20,000	Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
xx	\$70,000	Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
xx	\$10,000	Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

Organization name: Local Energy Alliance Program

Contact name: Chris Meyer

Title: Executive Director

Organization Address: 608 Ridge Street

Phone: 434.227.4666

Email: chris@leap-va.org

Project Information

Project Name: Assisted Home Performance and Electrification Ready (AHP) - Renter Occupied

Project Location: All of Charlottesville

Purpose of requested funding: (check all that apply)

- New Construction
- Acquisition
- Rehabilitation
- Rent Subsidy
- Operating/Administration
- Other: Energy Efficiency retrofits with health and safety repairs

Project type: (check all that apply)

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Acquisition
- Other: Will assist all housing types including manufactured homes that are owner occupied.

Income restrictions on project (indicate number of units meeting each Area Median

Income (AMI) category:

_____	Incomes less than 30% AMI
_____	Incomes between 30% and 40% AMI
_____	Incomes between 40% and 50% AMI
_____	Incomes between 50% and 60% AMI
_____	Incomes between 60% and 80% AMI
_____	Unrestricted units (>80% AMI)
_____	Total Units

Term of Affordability (indicate number of units meeting each affordability term):

_____	less than 2 years
_____	2 - 5 years
_____	5 - 10 years
_____	10 - 15 years
_____	15 - 20 years
_____	20 - 30 years
_____	more than 30 years
_____	Total Units

Project Proposal:

Please provide following information as separate attachments to the application:

1. Project Description -- Provide a description of the proposed project.

Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.

This program will assist 10-14 low-income renters (in a mix of the three income tiers provided) by improving their homes' with whole-house energy-efficiency solutions, increasing comfort and indoor air quality while reducing energy bills. The improvements will assist in keeping existing affordable housing stock affordable, by reducing energy bills and improving home comfort and health outcomes. Additionally, if the home heating system is a good fit for electrification (the switching from a fossil-fuel-fired furnace or water heater to a high-efficiency electric heat pump system), LEAP will also make those necessary improvements.

Program Scope of Work includes:

- o Pre-qualification of households*
- o Collection of utility usage from the year prior to work commencing (to the greatest extent feasible, when data is available)*
- o Comprehensive Home Energy Audit performed by LEAP staff. Audit shall meet Building Performance Institute standards. Energy conservation, water conservation, and health and safety improvements based upon recommendations from the energy audit report could include:*
 - Upgrades for Electrification, if needed*
 - Air sealing*
 - Duct sealing*
 - Adding insulation where needed (attic, walls, basement, crawl space)*
 - Encapsulating the crawl space*
 - HVAC system tune-up*
 - HVAC system replacement*
 - Ductwork reconfiguration*
 - Water heater replacement*
 - Insulating water heater and the supply and distribution pipes*
 - Installing ventilation where needed (bath fans, kitchen range exhaust, etc.)*
 - Installing CO and smoke detectors*

Beneficiaries would be qualified as 'low-income' using the 2023 HUD Income Limit guidelines (when released). LEAP already maintains a list of income-qualified households waiting for this type of assistance. A minimum of 10 rental households are to be assisted. LEAP will prioritize

participants for the program who reside in the CDBG priority neighborhoods of Rose Hill, 10th and Page, Fifeville, Ridge Street, and Belmont. LEAP's headquarters is located on Ridge Street and neighbors Fifeville.

By starting with a Home Energy Assessment, LEAP identifies the unique opportunities to reduce energy usage in each home. Combined with leveraging other programs from Dominion Energy and the City, LEAP can do 'deep' dives into the house that often require systemic fixes (like duct sealing and a new electric heat pump) to maximize energy savings. By ensuring that each home receives a unique solution set and delivering multiple improvements within a home, LEAP maximizes the energy savings for the resident, while delivering services in a cost-effective manner to the City and client.

LEAP uses our own set of experienced analysts to assess homes and discuss each home's particular needs with the client.

All of the home improvements LEAP makes have been proven over the years, through independent research, to save energy and money. Because Dominion's energy-efficiency programs are regulated, much of the programming LEAP implements is frequently reviewed by the State Corporation Commission and found to be cost-effective in reducing energy use. Equipment replacements are independently rated for energy usage in order to determine the efficacy of each individual piece of equipment. LEAP's project managers are certified and take continuing education courses to ensure that the solutions they're suggesting or implementing for low-income households are the most appropriate and up-to-date options available. Finally, LEAP currently reports to the City on energy savings for a similar program and has consistently met its goal of more than 20% energy savings on average for clients served. This 20% savings equates on average to an ongoing annual savings of \$350/year (nearly \$30/month) for an 1800 sqft, 3-4 bedroom house built 50-60 years ago.

2. Demonstration of Need -- Describe how the project contributes to the City of Charlottesville's housing goals.

Per the City's own Affordable Housing Plan (slide 147), energy efficiency rehabilitation and retrofits are one of the explicitly listed activities to be supported and implemented. This project takes what is on paper and makes it a reality. It will assist in keeping existing affordable housing units affordable or maintaining the stock. It will also, in many cases, be leveraging external funding from Dominion Energy's low-income energy-efficiency program (\$1-to-\$1 or greater in most cases), which will mean additional funding being sourced to support the City's goals. The project will also target households in all three income tiers, with the majority expected to be in the tier below 60% AMI.

3. Demonstration of Equity – Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income residents in the City of Charlottesville.

All renters should feel comfortable in their homes and have an energy burden - or cost to heat and cool their home - that is bearable. The majority of low-income residents in the City are renters. However, for low-income renters, their housing often lacks proper insulation levels, is under maintained with older, inefficient equipment, and thus, is relatively more expensive to heat and cool compared to a middle-higher income home. This project seeks to address the home comfort AND energy burden aspects of low-income renters, reducing energy bills for participating Charlottesville residents.

Renters face a split incentive challenge regarding energy-efficiency updates, because it is normally the responsibility of the landlord to pay for insulation and air sealing for example, but the landlord doesn't receive the savings and comfort benefits. If the renter makes those investments, but only plans to live in the property for a couple of years, they would never reap the full benefits of their investment. Thus, the need for this type of project.

LEAP will target the program to landlords who themselves are lower-income qualified. We will not engage large, corporate owners of multiple rental properties. We will utilize the Housing Assistance Program's (HAP) policies associated with assisting renters, which will ensure a landlord can not raise rent on the tenant until the Deferred Loan's term is complete (1-3 years depending on the amount of benefit received).

4. Project Readiness -- Provide evidence of: organizational experience and capacity to manage the project; pursue and acquire land, site control, required zoning variance and permitting (if applicable); financial commitments for the projects; community engagement plan (if applicable); resident relocation plan (if applicable); plans for preparation and coordination of necessary public meetings (if applicable).

LEAP maintains a waitlist of income-qualified households, including renters already audited who are waiting for funding - as of the end of January 2022, the list numbered 10. Through outreach with partners such as the Community Climate Collaborative, Charlottesville Gas, past client referrals, and other channels, we typically add 4-5 income-qualifying households and renters to our roster of clients needing assistance each month.

LEAP has a dedicated audit team and weatherization crews for the Charlottesville area that serves 40 households a month. Our client coordination team is experienced in coordinating necessary oversight and paperwork with the City's legal office and securing necessary signatures from clients and landlords. One of LEAP's coordinators is a notary and will go to a home to get a notarized signature, if necessary, in order to move a project forward administratively.

LEAP would anticipate spending a \$100,000 project allocation (10-14 clients) in 12-16 months. The maximum of 16 months would likely only be necessary if we were to receive additional

external funding that we would prioritize spending instead of the City's resources. In the calendar year of 2021, LEAP served 263 low-income single-family households with a range of energy-efficiency services, around 22 households a month. We are capable of serving 14-18 households over 9-12 months.

5. Project Budget -- Provide a detailed description of the proposed project budget showing sources and uses and amounts of additional funding.

LEAP's budget for the entire Assisted Home Performance program for low-income renters in the City of Charlottesville is \$200,000. Of that amount, LEAP is requesting \$100,000 from the CAHF with the balance of \$100,000 projected to be covered by Dominion Energy.

Assisted Home Performance Renters				Funding Splits	
Item	Units	Avg cost/unit	Total	City of Cville	Dominion
Energy Efficiency retrofit mid-range	20	\$5,000	\$100,000	\$55,000	\$45,000
Energy Efficiency retrofit high-range	6	\$10,000	\$60,000	\$25,000	\$35,000
Overhead (25%)			\$40,000	\$20,000	\$20,000
Total			\$200,000	\$100,000	\$100,000

The majority of projects LEAP would implement would max out at around \$5,000 of provided support, to align with the City's Housing Affordability Policy (HAP) for when a lien on the deed is not required. A smaller portion of participants would receive up to \$10,000 of assistance, which would require a lien on the deed for a number of years until the amount is amortized based on the HAP.

Each home is different and would require different energy-efficiency measures, with differing costs depending on the home. However, a sampling of average costs for varying measures include: \$2,000-\$3,000 for attic insulation and air sealing, \$8,500 to replace a heat pump, \$2,500-\$4,000 for a heat pump hot water heater replacement, \$1,000 to replace an electric panel, and \$450 to install a new bath fan. LEAP utilizes reimbursement rates for different measures provided by Dominion Energy and that have been reviewed by the State Corporation Commission. All of our work comes with industry-standard guarantees on equipment and workmanship in addition to LEAP being fully insured for any liability that may arise.

LEAP's overhead rate is 25% for energy-efficiency work. Expenses in addition to the overhead covering client coordination/outreach and project

administration/reporting, include: workers comp, general liability and other insurances needed, truck and equipment expense, and training and certification costs associated with maintaining LEAP's workforce. All of our full-time staff earn above a living wage and receive a full benefits package.

6. Project Schedule -- Indicate the proposed project schedule; timing of completed SAUs; pre- development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction milestones (if applicable) to project completion.

Because LEAP already has a list of low-income households waiting for improvements, as soon as the contract is signed, LEAP will start work on any necessary paperwork with the client to qualify them in the City's system. However, the list of renters is currently not as robust as the list of homeowners, so time would also need to be dedicated to growing this list. Within the first month, we would assist at least 1 renter and average 1-2/month over the next 12 months, expecting to finish all projects no later than 15 months after commencement. We would add an additional three months for any reporting and/or cushion time in case additional Dominion funding was allocated enabling LEAP to save City funding to be spent later. Again, we always try to utilize Dominion's funding first, with the last three months of the calendar year (Oct-December) being when extra allocations are normally awarded. LEAP can report every three months, or as desired by City staff. We anticipate that all reporting and grant expenditures will be finished no later than 18 months after signature, and likely earlier.

7. Experience -- Provide a summary of similar activities completed by the organization and project team.

LEAP has a proven track record executing this type of work for the City over the last three years. Our team recently grew from a staff of five to 14 full-time employees serving the area, and accordingly increased our capacity. Our audit team reviews about 40 homes on average each month, and about 20 of those in the Greater Charlottesville area receive weatherization measures from our crews. All of our auditors are certified through the Building Performance Institute, have worked for LEAP for at least one year, and are familiar with these types of projects as well as how to ensure their prompt implementation. LEAP's network of trade allies (HVAC contractors, plumbers, and others) are responsive and complete work 2-3 weeks after being contracted. LEAP is currently executing this project with CDBG and HOME funding worth nearly \$100,000. We have nearly spent down that funding in 7 months, prioritizing Dominion Energy funding over City funds in November and December of 2021. LEAP now serves low-income households throughout Northern and Central VA with similar energy-efficiency measures.

- 8. Capacity** – Provide a detailed description to demonstrate the applicant’s ability to complete this project within 24 months.

LEAP’s professional staff, consisting of Executive Director (Chris Meyer), Technical Director (Wilson Ratliff), Marketing and Outreach Manager (Erin Morgan), and Client Relations Coordinator (Kara Chipiwalt) meet regularly to review program progress and reporting needs. This includes weekly meetings to review households in need of service, utilization of project management software, and frequent communication with grant coordinators to ensure quality control. The City of Charlottesville’s Housing and Redevelopment staff (Erin Atak) can attest that LEAP has aggressively spent our current FY CDBG and HOME allocations exceeding plan and target. That includes reporting and invoicing in a timely manner, frequent and responsive communication, and management of multiple contracts with the City simultaneously. LEAP manages and implements, at any one time, more than 10 programs or unique sources of funding from the City of Charlottesville (3), Albemarle County (1), foundation grants (2), and Utility programs (4) - all of which have their own reporting and administrative requirements.

- 9. Metrics** – Provide a detailed description of the metrics used to measure success.

LEAP developed program evaluation metrics together with relevant City staff to detail the most relevant energy-efficiency measurements. These include: Kilowatt Hours Saved, Therms Saved (natural gas clients), Measures Implemented, and Efficiency Gains. Additionally, LEAP collects socio-economic demographic data on Race, Age, Household Headship, Income, and Number of Inhabitants. Evaluation of the data collected previously helped to inform where marketing dollars and time should be spent in order to ensure we are reaching low-income clients of all races and in the neediest neighborhoods.

Authorization:

Organization Name: Local Energy Alliance Program

Project Title: Assisted Home Performance and Electrification Ready (AHP) - Renter Occupied

I, Chris Meyer, certify that I am authorized to apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.



Signature

2/9/2022

Date

Chris Meyer

Executive Director

Print Name

Title

Applications shall be submitted electronically via email in one complete .pdf package to:

Brenda Kelley, Redevelopment Manager

Office of Community Solutions

kellybr@charlottesville.gov

(434) 970-3040

It is the applicant's responsibility to insure that the application package is fully completed and received on or before the deadline. **Applications received after the deadline will not be considered.**

Kelley, Brenda

From: Chris Meyer <chris@leap-va.org>
Sent: Wednesday, February 9, 2022 3:24 PM
To: Kelley, Brenda
Cc: Wilson Ratliff; Katie VanLangen
Subject: Re: Release of Notice of Funding Availability for the Charlottesville Affordable Housing Fund (CAHF)
Attachments: CAHF Jan2022 Application LEAP AHP Owner Occupied.docx.pdf; CAHF Jan2022 LEAP AHP Renter Program.docx.pdf

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Brenda,

Please find attached proposals from LEAP to the CAHF. I believe they're complete in as much we answered all of the questions except for two regarding the length of affordability and number of new units provided at which affordability level. Both of those questions are not relevant to our proposal because we are not building any new units.

Thank you for considering the proposal.

Regards, Chris

On Fri, Jan 21, 2022 at 4:03 PM Kelley, Brenda <kellybr@charlottesville.gov> wrote:

We are pleased to release the Notice of Funding Availability (NOFA) for the FY22 Charlottesville Affordable Housing Fund (CAHF). This NOFA contains the information and Application Form necessary to prepare and submit an application. More information can be found at: <https://www.charlottesville.gov/679/Charlottesville-Affordable-Housing-Fund>

Applications are due by 4pm, February 18, 2022.

Feel free to contact me if you require an Application Form in Word document format.

Brenda Kelley, Redevelopment Manager

(Pronouns: she/her/hers)

Office of Community Solutions

Exhibit 1

**Application Form for the Charlottesville Affordable Housing Fund
(CAHF)**

City of Charlottesville
Affordable Housing Fund (CAHF) Application
(all items must be completed)

Applicant Information

Total Amount of CAHF funds requested: \$ 750,000.00

Check Tier Applying For	Amount of CAHF funds requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
X	\$375,000	Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
X	\$225,000	Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
X	\$150,000	Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

Organization name:
Charlottesville Redevelopment and Housing Authority
Contact name: John M Sales
Title: Executive Director
Organization Address: PO Box 1405, Charlottesville, VA 22902
Phone: 434-422-9297
Email: salesj@cvilleaha.org

Project Information

Project Name: South First Phase Two

Project Location: 900 First Street South, Charlottesville, VA 22902

Purpose of requested funding: (check all that apply)

- New Construction
- Acquisition
- Rehabilitation
- Rent Subsidy
- Operating/Administration
- Other:

Project type: (check all that apply)

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Acquisition
- Other:

Income restrictions on project (indicate number of units meeting each Area Median Income (AMI) category):

<u>12</u>	Incomes less than 30% AMI
<u> </u>	Incomes between 30% and 40% AMI
<u>45</u>	Incomes between 40% and 50% AMI
<u>56</u>	Incomes between 50% and 60% AMI
<u> </u>	Incomes between 60% and 80% AMI
<u> </u>	Unrestricted units (>80% AMI)
<u>113</u>	Total Units

Term of Affordability (indicate number of units meeting each affordability term):

<u> </u>	less than 2 years	<u> </u>	2 - 5 years
<u> </u>	5 - 10 years	<u> </u>	
<u> </u>	10 - 15 years	<u> </u>	
<u> </u>	15 - 20 years	<u> </u>	
<u> </u>	20 - 30 years	<u> </u>	
<u>113</u>	more than 30 years	<u> </u>	
<u>113</u>	Total Units	<u> </u>	

Project Proposal:

Please provide following information as separate attachments to the application:

- **Project Description** -- *Provide a description of the proposed project. Include: project type and location, short- and long-term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.*

The proposed South First Phase Two project will construct a new, 113-unit multi-family rental development on the site of the current South First Street public housing development located at 900 First Street South. The existing South First Street public housing development containing 58 one through five-bedroom apartment units for families, and built in 1981 will be demolished, in two phases: A and B. Phase A will demolish that portion of the site containing only one-, two- or three-bedroom units. Construction on phase A will involve development of primarily large four- and five-bedroom units to accommodate the remainder of the households in larger bedroom units who, because of the lack of large units in the surrounding market area, cannot be moved anywhere else. Upon completion of Phase A, those large households will be relocated to the new units in Phase A, and Phase B will commence. The two phases may take up to 24 months to complete.

The newly constructed units at South First Phase Two will include 19 one-bedroom, 38 two-bedroom, 26 three-bedroom, 15 four-bedroom and 15 five-bedroom apartment units, in twenty-five separate garden-style, and townhouse style buildings. The buildings are designed to achieve an Enterprise Certification for energy efficiency following construction. A minimum of twelve of the units are designed to be consistent with HUD's regulations interpreting the accessibility standards of Section 504 of the Rehabilitation Act of 1973 as referenced in the requirements set forth in the Uniform Federal Accessibility Standards "UFAS". Sixteen units are designed to meet VHDA's universal design guidelines (visitability). The buildings will have pitched roofs, and their exteriors will be clad with a mix of brick and cementitious siding. The development will include a large community resource space, resident storage, and outdoor recreation space. The non-dwelling heated community space will be approximately 10,567 sf. Additional unheated community space is 1,051.

Thirty-eight of the units at South First Phase Two will be subsidized with project-based section 8 (TPV's). Twenty of the units are proposed to use the operating subsidy for public housing units under the CRHA's Annual Contributions Contract. The remaining fifty-five apartment units will have no operating subsidy attached to them but will be actively marketed to households in the community, including public housing residents, with incomes at or below 60% of AMI (LIHTC only units). The mix of income levels include at least 12 households at or below 30% of AMI, 45 households at or below 50% of AMI, and 56 households at or below 60% of AMI.

The short-term goals of the project are to improve the living conditions for the existing 58 public housing households at South First Street by transforming their community into energy efficient, attractive, accessible homes with modern amenities, while remaining hyper-affordable. The long-term goal is to do the same for 55 additional low-income and vulnerable households on the same site.

- **Demonstration of Need** -- *Describe how the project contributes to the City of Charlottesville's housing goals.*

In Charlottesville, the CRHA waitlist alone includes over 1600 families, and over 3,300 new affordable units are needed to meet the projected demand. By utilizing CRHA property to its highest and best use, we can start making positive strides to address this community need. This effort puts residents in the driver's seat to redesign their housing, leading to a complete community transformation.

The Charlottesville Affordable Housing Plan includes a strong focus on equity in affordable housing. In particular, the plan notes that our community is lacking affordable housing options for those making 30% or less of the area median income. This population can only be served by CRHA and the multitude of government and private subsidies that must be layered to bring new deeply affordable options to our community. South First Phase Two will bring a mix of new affordable units to Charlottesville, including deeply affordable housing.

- **Demonstration of Equity** – *Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income residents in the City of Charlottesville.*

While many may regard the city of Charlottesville, VA as a thriving city, a closer look at demographic data and lived experiences of Charlottesville residents reveals a tale of two cities—one in which housing, health, and economic disparities cut deeply across race and class. For example, in the neighborhoods where the South First Street Community is located, 44% of residents live below the poverty line. The area is home to the “working poor”, boasting unemployment rates from 1.64% alongside a neighborhood median income of \$24,871, to 5.97% with a neighborhood median income at \$26,806 (according to City Census data). The area is largely regarded as diverse with African Americans and people of color comprising 47%-92% of the population.

Put simply, the historical neighborhoods of Ridge Street & Fifeville are prime examples of neighborhoods in our city that have been hardest hit by structural inequities and limits to resources due to historical segregation practices. Up to 66% of families in these neighborhoods earn less than necessary to pay for the essentials to support a family giving rise to high food insecurity rates (17.5% of residents are food insecure) and poor health outcomes. Furthermore, many are tenants in public housing sites falling into dilapidation. For these reasons, in 2017 the Department of Housing and Community Development declared the census tracts where our project is located as “Opportunity Zones” and in 2019 the City of Charlottesville designated the property a “Revitalization Area.”

The audacious plan to redevelop all public housing properties in Charlottesville is only possible through the foundation of an innovative resident-led redevelopment process in tandem with significant charitable donations from the City of Charlottesville, the Dave Matthews Band, other private charitable donations, LIHTC funding and leveraging of funding sources such as Vibrant Communities Initiative. Resident designers have spent over 700 hours so far in the redesign of South First Street

community, and the work continues. While we know this model is worth replicating for all future phases of public housing redevelopment, we also believe this resident process can be replicated and serve as a model for public housing throughout the country.

- **Project Readiness** -- *Provide evidence of: organizational experience and capacity to manage the project; pursue and acquire land, site control, required zoning variance and permitting (if applicable); financial commitments for the projects; community engagement plan (if applicable); resident relocation plan (if applicable); plans for preparation and coordination of necessary public meetings (if applicable).*

The most convincing evidence of the organizational experience and capacity of CRHA to engage in this level of redevelopment is the example of the first two redevelopment projects that are currently in construction and expected to be completed and leasing by the end of 2022. Both projects – South First Phase One and Crescent Halls – required the CRHA and PHAR to engage residents and neighbors in the planning process including holding multiple public meetings; organize a development team with the appropriate skills to see the developments to completion; attract sufficient financing to not only complete the projects as planned but to address unforeseen circumstances and crises; to proceed with renovation with residents in place, and then to relocate them in an emergency situation; and to work with the City’s Neighborhood Development Division to achieve site plan and other permitting approvals.

- **Project Budget** -- *Provide a detailed description of the proposed project budget showing sources and uses and amounts of additional funding.*

All sources of funds in the attached sources and uses pages have been committed except for the following which are in process:

- Additional equity from LIHTC \$160,000 annual credits being requested equal to \$1,408,000 in equity to the project. Application due March 10, awards late May.
- \$9.5 million loan from Virginia Housing in process of underwriting. Commitment expected in June of 2022.
- TJPDC Funds \$500,000 – request has been made, award anticipated soon.
- CAHF request is \$750,000. This request.

PLEASE SEE ATTACHED SOURCES AND USES

- **Project Schedule** -- *Indicate the proposed project schedule; timing of completed SAUs; pre- development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction milestones (if applicable) to project completion.*

ACTIVITY	ACTUAL OR ANTICIPATED DATE	NAME OF RESPONSIBLE PERSON
1. SITE		
a. Option/Contract	Complete	John M Sales
b. Site Acquisition	7/1/22	John M Sales
c. Zoning Approval	Complete	John M Sales
d. Site Plan Approval	Complete	John M Sales
2. Financing		
a. Construction Loan		
i. Loan Application	4/1/22	John M Sales
ii. Conditional Commitment		
iii. Firm Commitment	5/1/22	John M Sales
b. Permanent Loan - First Lien		
i. Loan Application	In process	John M Sales
ii. Conditional Commitment		
iii. Firm Commitment	5/1/22	John M Sales
c. Permanent Loan-Second Lien		
i. Loan Application	Complete	John M Sales
ii. Conditional Commitment		
iii. Firm Commitment		
d. Other Loans & Grants		
i. Type & Source, List	Complete	John M Sales
ii. Application		
iii. Award/Commitment		
2. Formation of Owner	Complete	John M Sales
3. IRS Approval of Nonprofit Status		
4. Closing and Transfer of Property to Owner	7/1/22	John M Sales
5. Plans and Specifications, Working Drawings	4/1/22	John M Sales
6. Building Permit Issued by Local Government	6/1/22	John M Sales
7. Start Construction	7/15/22	John M Sales
8. Begin Lease-up	7/15/23	John M Sales
9. Complete Construction	7/15/24	John M Sales
10. Complete Lease-Up	10/15/24	John M Sales
11. Credit Placed in Service Date	10/15/24	John M Sales

- Experience -- Provide a summary of similar activities completed by the organization and project team.

While CRHA is gaining valuable experience with developing the Crescent Halls and South First Phase One properties, they also have extensive experience managing their portfolio of properties. CRHA has assembled a team of development experts to complete the redevelopment efforts including Riverbend

Development, Castle Development Partners, Arnold Design Studio, BRW Architects and Virginia Community Development Corporation to coordinate the redevelopment of public housing. The most important experts that are leading this effort are the residents of public housing and the leadership and commitment of PHAR. Residents know best how to design their communities for comfort, cohesion and safety, with the result of better long-term outcomes for property maintenance and neighborhood stability.

Riverbend Development has over a decade of experience in completing multifamily housing and commercial developments. Castle Development Partners have successfully completed numerous LIHTC and market rate developments throughout Virginia, North Carolina and Maryland. 6 staff members from Riverbend and Castle are working with CRHA on their redevelopment efforts.

Riverbend Development and Castle Development Partners Multifamily Housing Project Portfolio:

- Brookhill Apartments, Charlottesville, VA, budget \$68 million, 316 market rate units, completed in 2019
 - New Hill Place Apartments, Holly Springs, NC, budget \$49 million, 288 market rate units, completed in 2019
 - Adams Crossing Phase 1, Waldorf, MD, budget \$33 million, 192 LIHTC units, completed in 2014
 - Adams Crossing Phase 2, Waldorf, MD, budget \$16 million, 72 LIHTC units, completed in 2017
 - Beacon on 5th, Charlottesville, VA, budget \$40 million, 241 market rate units, completed in 2017
 - Avemore Apartments, Charlottesville, VA, budget \$61 million, 280 market rate units, under renovation
 - Holly Tree Apartments, Waldorf, MD, budget \$17 million, 144 market rate units, under renovation
- **Capacity** – *Provide a detailed description to demonstrate the applicant's ability to complete this project within 24 months.*

South First Phase 2, as noted in the attached schedule, will commence construction in the 4th quarter of 2022. Once under construction, we anticipate the project to take approximately 24 months to construct. The primary reason for this duration is the commitment by CRHA to prevent displacement of residents during the construction process and ensure they can remain in their existing home until their new home is complete. CRHA and Affordable Housing Group LLC have hired the Downey & Scott team to manage the construction process and hiring of a contracting team as the Owner's Representative.

- **Metrics** – *Provide a detailed description of the metrics used to measure success.*

For CRHA, the measurement and metrics of success are twofold. The first and most essential metric of success is- has the process been empowering to residents. The Resident Design process was deeply involved for South First Phase Two, with over 700 hours of resident input, design and education. As a result, residents will be moving into a neighborhood and a home of their own design with the amenities that are important to them and their families. The second measure of success is the creation of deeply affordable units for those who are most vulnerable in our community that match the resident design. South First Phase Two includes units that are 100% affordable to current residents of public housing and other members of our community in need of affordable options that do not exist anywhere in Charlottesville today.

Authorization:

Organization Name: Charlottesville Redevelopment and Housing Authority

Project Title: South First Phase Two

I, John Sales _____ certify that I am authorized to

(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

2/17/22

Signature

Date

John Sales

Executive Director

Print Name

Title

South 1st Street Phase II

Project Sponsor
 Charlottesville Redevelopment and Housing Authority
 Community
 Charlottesville, VA

Sources

Sources	Amount	Interest Rate	Interest Only?	Nonrecourse?	Available Only		% of CF	% CF Flip*	Payment Start		Term	Payments Per Year	Annual Debt Service	As a % of Debt	As a % of Equity	As a % of Total Capitalization
					From Cash Flow?	Soft Debt CF Priority			Date	Amortization						
Debt																
Hard Debt																
1 VHDASPARC/REACH	9,500,000	0.50%	No	Yes					8/1/24	30	30	12	341,076	34.62%		22.04%
2 DHCD (VCI - HOME)	2,000,000	0.50%	Yes	Yes					8/1/24	0	30	12	10,000	7.29%		4.64%
3 DHCD (NHTE)	400,000	0.50%	Yes	Yes					8/1/24	0	30	12	2,000	1.46%		0.93%
4 DHCD (HIEE)	2,000,000	0.00%	Yes	Yes					8/1/24	0	30	12	0	7.29%		4.64%
Soft Debt																
5 Deferred Developer Fee	559,643	0.00%	No	Yes	Yes	1	100.00%	100.00%	1/1/23	0	30	1	0	2.04%		1.30%
6 CRHA (Seller Note)	4,730,000	2.07%	No	Yes	Yes	2	100.00%	100.00%	1/1/23	0	30	1	0	17.24%		10.97%
7 CCDC (City of Charlottesville gr)	3,000,000	0.00%	No	No	Yes	3	100.00%	100.00%	1/1/23	0	30	1	0	10.93%		6.95%
8 CCDC (Affordable Housing Opp)	4,000,000	0.00%	No	No	Yes	4	100.00%	100.00%	1/1/23	0	30	1	0	14.58%		9.28%
9 CCDC (PDC Grant)	500,000	0.00%	No	No	Yes	5	100.00%	100.00%	1/1/23	0	30	1	0	1.82%		1.16%
## CCDC (CAHF)	750,000	0.00%	0.00	No	Yes	6	100.00%		1/1/23	0	30	1	0	2.73%		1.74%
Total Debt	27,439,643													100.00%		63.66%
Equity																
1 GP Interest	100														0.00%	0.00%
2 LIHTC Equity	15,662,434														100.00%	36.34%
3 State HTC Equity	0														0.00%	0.00%
4 Federal HTC Equity	0														0.00%	0.00%
5 Energy Credit Equity	0														0.00%	0.00%
6 Grant 1	0														0.00%	0.00%
7 Grant 2	0														0.00%	0.00%
8 Grant 3	0														0.00%	0.00%
9 Construction Period CF	0														0.00%	0.00%
## MIM Contribution	0														0.00%	0.00%
## Other Equity 2	0														0.00%	0.00%
Total Equity	15,662,534														100.00%	36.34%
Other																
1 -																
2 -																
3 -																
Total Other Source	0	0.00%	0.00	0.00	0.00	0.00			0	0	0	0	0	0.00%	0.00%	0.00%
Total Sources	43,102,177															

50% Test			
Tax Exempt Bond 1	0	4% Credit Basis Acquisition	#N/A
Short Term Bonds	0	4% Credit Basis Rehab	#N/A
Tax Exempt Bond 3	0	No Credits - Depreciable	#N/A
Tax Exempt Bond 4	0	Land	2,370,000
Total Tax Exempt Sources	0	Total Denominator	#N/A
50% Test Result			#N/A

South 1st Street Phase II
Project Sponsor
Charlottesville Redevelopment and Housing Authority
Community
Charlottesville, VA

Uses (1 of 2)

Uses	Amount	% of Total	Per Unit	Per Square Foot (Resi Only)	4% Credit Basis Acquisition	4% Credit Basis Rehab	4% Credit Basis New Construction	9% Credit Basis	No Credits - Amortized Expense	No Credits - Depreciable	No Credits - Expensed	No Credits - Non- Depreciable
Acquisition												
1 Land	2,370,000	-	20,973	19.35	0	0	0	0	0	0	0	2,370,000
2 Building	2,360,000	-	20,885	19.27	0	0	0	0	0	2,360,000	0	0
3 Other Acq. 4	0	-	0	0.00	0	0	0	0	0	0	0	0
4 Other Acq. 3	0	-	0	0.00	0	0	0	0	0	0	0	0
5 Other Acquisition Fees	0	-	0	0.00	0	0	0	0	0	0	0	0
6 Debt Repayment	0	-	0	0.00	0	0	0	0	0	0	0	0
7 Acquisition Legal	0	-	0	0.00	0	0	0	0	0	0	0	0
8 Building - non O/D	0	-	0	0.00	0	0	0	0	0	0	0	0
9 Land - non O/D	0	-	0	0.00	0	0	0	0	0	0	0	0
Acquisition Subtotal	4,730,000	#VALUE!	41,858	38.63	0	0	0	0	0	2,360,000	0	2,370,000
Contractor Costs												
1 Unit Structures (New)	21,944,027	-	194,195	179.20	0	0	0	21,944,027	0	0	0	0
2 General Requirements	1,588,000	-	14,053	12.97	0	0	0	1,588,000	0	0	0	0
3 Earthwork	1,550,000	-	13,717	12.66	0	0	0	0	0	0	0	1,550,000
4 Builder's Profit	1,191,000	-	10,540	9.73	0	0	0	1,191,000	0	0	0	0
5 Site Utilities	1,150,000	-	10,177	9.39	0	0	0	1,150,000	0	0	0	0
6 Site Improvements	500,000	-	4,425	4.08	0	0	0	500,000	0	0	0	0
7 Demolition	450,000	-	3,982	3.67	0	0	0	0	0	0	0	450,000
8 Roads & Walks	400,000	-	3,540	3.27	0	0	0	400,000	0	0	0	0
9 Appliances	275,000	-	2,434	2.25	0	0	0	275,000	0	0	0	0
## Lawns & Planting	250,000	-	2,212	2.04	0	0	0	250,000	0	0	0	0
## Site Environmental Mitigation	150,000	-	1,327	1.22	0	0	0	150,000	0	0	0	0
## Bonds	100,000	-	885	0.82	0	0	0	100,000	0	0	0	0
## Other HC 17	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 16	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 15	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 14	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 13	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 12	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 11	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 10	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 9	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 8	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 7	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 6	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other HC 5	0	-	0	0.00	0	0	0	0	0	0	0	0
## Latent Defect LoC	0	-	0	0.00	0	0	0	0	0	0	0	0
## Contractor Cost Escalation	0	-	0	0.00	0	0	0	0	0	0	0	0
## Elevator	0	-	0	0.00	0	0	0	0	0	0	0	0
## Generator	0	-	0	0.00	0	0	0	0	0	0	0	0
## Special Construction	0	-	0	0.00	0	0	0	0	0	0	0	0
## Building Permits	0	-	0	0.00	0	0	0	0	0	0	0	0
## Builder's Overhead	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other Site work	0	-	0	0.00	0	0	0	0	0	0	0	0
## Site Work	0	-	0	0.00	0	0	0	0	0	0	0	0
## Off-Site Improvements	0	-	0	0.00	0	0	0	0	0	0	0	0
## Engineering	0	-	0	0.00	0	0	0	0	0	0	0	0
## Structured Parking Garage	0	-	0	0.00	0	0	0	0	0	0	0	0
## Commercial Space Costs	0	-	0	0.00	0	0	0	0	0	0	0	0
## Non Residential Structures	0	-	0	0.00	0	0	0	0	0	0	0	0
## Unit Structures (Rehab)	0	-	0	0.00	0	0	0	0	0	0	0	0
Construction - Contractor Costs Subtotal	29,548,027	#VALUE!	261,487	241.30	0	0	0	27,548,027	0	0	0	2,000,000

South 1st Street Phase II

Project Sponsor
 Charlottesville Redevelopment and Housing Authority
 Community
 Charlottesville, VA

Uses (2 of 2)

Uses	Amount	% of Total	Per Unit	Per Square Foot (Resi Only)	4% Credit Basis Acquisition	4% Credit Basis Rehab	4% Credit Basis New Construction	9% Credit Basis	No Credits - Amortized Expense	No Credits - Depreciable	No Credits - Expensed	No Credits - Non- Depreciable
Owner Costs												
1 Contingency	1,500,000	-	13,274	12.25	0	0	0	1,500,000	0	0	0	0
2 Arch./Engin. Design Fee	800,000	-	7,080	6.53	0	0	0	800,000	0	0	0	0
3 Construction Interest	677,120	-	5,992	5.53	0	0	0	400,000	0	0	277,120	0
4 Operating Reserve	648,029	-	5,735	5.29	0	0	0	0	0	0	0	648,029
5 Tap Fees	565,000	-	5,000	4.61	0	0	0	565,000	0	0	0	0
6 Tenant Relocation	450,000	-	3,982	3.67	0	0	0	0	0	0	450,000	0
7 Soft Cost Contingency	250,000	-	2,212	2.04	0	0	0	250,000	0	0	0	0
8 Construction/Development Mgt	185,000	-	1,637	1.51	0	0	0	185,000	0	0	0	0
9 Legal Fees for Closing	165,000	-	1,460	1.35	0	0	0	20,000	145,000	0	0	0
## Title and Recording	150,000	-	1,327	1.22	0	0	0	30,000	120,000	0	0	0
## Permanent Forward Premium Fee	130,000	-	1,150	1.06	0	0	0	0	130,000	0	0	0
## Insurance During Construction	125,000	-	1,106	1.02	0	0	0	125,000	0	0	0	0
## Tax Credit Fee	124,200	-	1,099	1.01	0	0	0	0	124,200	0	0	0
## Permanent Loan Fee	112,500	-	996	0.92	0	0	0	0	112,500	0	0	0
## Utilities	100,000	-	885	0.82	0	0	0	100,000	0	0	0	0
## Construction Loan	100,000	-	885	0.82	0	0	0	100,000	0	0	0	0
## E&S bond and other related fees for site plan	100,000	-	885	0.82	0	0	0	100,000	0	0	0	0
## Soil Borings/Geotech	80,000	-	708	0.65	0	0	0	80,000	0	0	0	0
## Leasing and Marketing Expense	75,000	-	664	0.61	0	0	0	0	0	0	75,000	0
## Enterprise Green/Passivhaus Certification	66,300	-	587	0.54	0	0	0	66,300	0	0	0	0
## Third Party testing	65,000	-	575	0.53	0	0	0	65,000	0	0	0	0
## Structural/Mechanical Study	50,000	-	442	0.41	0	0	0	0	0	0	0	0
## Building Permit	50,000	-	442	0.41	0	0	0	50,000	0	0	0	0
## Obsolescence Report and Consulting	35,000	-	310	0.29	0	0	0	35,000	0	0	0	0
## Lender Third Party Expenses	25,000	-	221	0.20	0	0	0	25,000	0	0	0	0
## Taxes During Construction	25,000	-	221	0.20	0	0	0	25,000	0	0	0	0
## Environmental	25,000	-	221	0.20	0	0	0	25,000	0	0	0	0
## Accounting	15,000	-	133	0.12	0	0	0	0	15,000	0	0	0
## Cost Certification Fee	15,000	-	133	0.12	0	0	0	0	15,000	0	0	0
## Site Engineering / Survey	15,000	-	133	0.12	0	0	0	15,000	0	0	0	0
## Appraisal	10,000	-	88	0.08	0	0	0	0	10,000	0	0	0
## Market Study	6,000	-	53	0.05	0	0	0	6,000	0	0	0	0
## Bed Bug Inspection	0	-	0	0.00	0	0	0	0	0	0	0	0
## Interior Designer	0	-	0	0.00	0	0	0	0	0	0	0	0
## Marketing Costs	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other O&C 2	0	-	0	0.00	0	0	0	0	0	0	0	0
## 0.00	-	-	-	-	-	-	-	-	-	-	-	-
## Owner's Representative	0	-	0	0.00	0	0	0	0	0	0	0	0
## Development Consultant	0	-	0	0.00	0	0	0	0	0	0	0	0
## Land Planning	0	-	0	0.00	0	0	0	0	0	0	0	0
## Acquisition Loan Interest	0	-	0	0.00	0	0	0	0	0	0	0	0
## Other Title Insurance and Fees	0	-	0	0.00	0	0	0	0	0	0	0	0
## Replacement Reserve	0	-	0	0.00	0	0	0	0	0	0	0	0
## Security	0	-	0	0.00	0	0	0	0	0	0	0	0
## Organization Costs	0	-	0	0.00	0	0	0	0	0	0	0	0
## FF&E	0	-	0	0.00	0	0	0	0	0	0	0	0
## Mortgage Banker	0	-	0	0.00	0	0	0	0	0	0	0	0
## Letter of Credit	0	-	0	0.00	0	0	0	0	0	0	0	0
Construction - Owner Costs Subtotal	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
Syndicator Fees												
1 Syndicator Legal	85,000	-	752	1	0	0	0	0	0	0	0	85,000
2 Other 2 SF	0	-	0	0	0	0	0	0	0	0	0	0
3 Tax Opinion	0	-	0	0	0	0	0	0	0	0	0	0
4 Consultant	0	-	0	0	0	0	0	0	0	0	0	0
5 Bridge Loan Fees	0	-	0	0	0	0	0	0	0	0	0	0
Syndicator Fees Subtotal	85,000	-	752	0.69	0	0	0	0	0	0	0	85,000
Developer Fees												
1 Developer Fee	2,000,000	-	17,699	16.33	0	0	0	2,000,000	0	0	0	0
2 Other Developer Fee 2	0	-	0	0.00	0	0	0	0	0	0	0	0
Total Developer Fees	2,000,000	#VALUE!	17,699	16.33	0	0	0	2,000,000	0	0	0	0
Total Construction Costs	-	#VALUE!	#VALUE!	#VALUE!	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
1 Development Advisory Fee	0	0.00%	0	0.00	0	0	0	0	0	0	0	0
Total Cost	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

City of Charlottesville
Affordable Housing Fund (CAHF) Application
(all items must be completed)

Applicant Information

Total Amount of CAHF funds requested: \$ 435,000

Check Tier Applying for	Amount of CAHF funds requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
x	\$75,000	Tier 1	\$375,000	Serving households with incomes up to 30% of Area Median Income (AMI)
x	\$225,000	Tier 2	\$225,000	Serving households with incomes up to 60% of Area Median Income (AMI)
x	\$135,000	Tier 3	\$150,000	Serving households with incomes up to 80% of Area Median Income (AMI)

Organization name: Habitat for Humanity of Greater Charlottesville

Contact name: Dan Rosensweig

Title: President & CEO

Address: 967 2nd St. SE, Charlottesville, VA 22902

Phone: 434-293-9066

E-mail: drosensweig@cvillehabitat.org

Project Information

Project Name: **Equity Homeownership Initiative 2022**

Project Location: Flint Hill (lot acquisition) and other city locations (enhanced down payment for very-low income homebuyers)

Purpose of requested funding: (check all that apply)

New Construction

Acquisition

Rehabilitation

Rent Subsidy

Operating/Administration

Other: Enhanced Down Payment Assistance for families at 30% or less of the Area Median Income (AMI)

Project type: (check all that apply)

Multi-family

Single family (detached)

Single family (attached)

Rehabilitation

New Construction

Acquisition

Other: Enhanced Down Payment Assistance for families at 30% or less of the Area Median Income (AMI)

Income restrictions on project (indicate number of units meeting each Area Median Income (AMI) category):

Because Habitat families are able to select the homes they buy, the numbers below are estimates based on the AMI of families currently working through homeowner education and sweat equity requirements. Additionally, because we work with families to increase their incomes, their income at acceptance into the program and their income at closing will likely differ.

<u> 5 </u>	Incomes less than 30% AMI
<u> 5 </u>	Incomes between 30% and 40% AMI
<u> 1 </u>	Incomes between 40% and 50% AMI
<u> 1 </u>	Incomes between 50% and 60% AMI
<u> </u>	Incomes between 60% and 80% AMI
<u> </u>	Unrestricted units (>80% AMI)
<u> 12 </u>	Total Units at Flint Hill
<u> 5 </u>	Units purchased by families via enhanced DPA
<u> 17 </u>	Total*

*Please note that there may be some overlap if families supported by enhanced DPA choose to purchase at Flint Hill

Term of Affordability (indicate number of units meeting each affordability term):

<u> </u>	Less than 2 years
<u> </u>	2-5 years
<u> </u>	5-10 years
<u> </u>	10-15 years
<u> </u>	15-20 years
<u> </u>	20-30 years
<u> 17 </u>	more than 30 years
<u> 17 </u>	Total Units

Project Proposal

Please provide the following information as separate attachments to the application.

1. Project Description

Provide a description of the proposed project. Include: project type and location, short- and long-term goals, the population (s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.

The **Equity Homeownership Initiative 2022** is an initiative of Habitat for Humanity of Greater Charlottesville, a nonprofit corporation whose mission is to “bring people together to build and rebuild homes and communities while catalyzing new pathways to safe, decent, and affordable housing.” Habitat’s 2017-2022 strategic plan—a product of intensive listening to local, low-income residents—calls for Habitat to provide and/or catalyze ladders of housing opportunities across the housing needs spectrum. The **Equity Homeownership Initiative 2022** will support acquisition of land in the City of Charlottesville for new affordable home construction, and targets families at the very low- and low-income levels who have experienced generational poverty and need a “hand up” to access safe and affordable homeownership. Access to affordable housing will in turn generate economic opportunities for families and future generations that serve to address the long-term inequities in wealth among Charlottesville’s residents.

The **Equity Homeownership Initiative 2022** supports two primary long-term goals: (a) Increase the number of affordable homeownership housing units in the City; and, (b) Increase the capacity of very low- and low-income families to access affordable homeownership. CAHF funding is requested in order to achieve the following short-term goals: (1) assist in land acquisition land that would support 12 affordable housing units, and (2) provide down payment assistance to very low-income families (at or below 30% AMI) who are eligible for homeownership.

Short-Term Goal (1):

Lot Acquisition—Requested Funding \$360,000 (\$30,000/unit x 12 units). Funding is requested to support lot acquisition and/or partial site development for 12 affordable townhome units in the new Flint Hill neighborhood of the City.

This funding (the local match) is necessary to leverage two sources of state and federal funding (Affordable and Special Needs Housing – ASNH -- and Self-Help Homeownership Opportunity Program – SHOP). Without a local match of at least 25%, these subsidies – part of the capital stack necessary to sell homes affordably to very low- and low-income homeowners – are unavailable to Habitat and thereby the project will likely be unfeasible.

The homes will be sold to homebuyers earning between 25-60% of the Area Median Income (AMI). Habitat homebuyers engage in financial coaching and homebuyer education, provide \$2,000 for the down payment, and invest a minimum of 200 hours of sweat equity toward the construction of Habitat homes (plus an additional 100 hours for each adult who will be living in the home). For an entire year prior to purchase, Habitat homebuyers meet monthly for Community Conversations--an opportunity to discuss shared values, hopes, and concerns. These conversations are guided by Habitat staff with a focus on building bridges between often diverse families, identifying and strengthening community assets, and working towards a shared identity that results in a healthy, engaged neighborhood community.

Habitat's unique mortgage structure enables low-wealth homebuyers to purchase at an affordable price with monthly housing payments that do not exceed 23-28% of household income. Because Habitat homes are heavily subsidized, our equity sharing rules are designed to protect the investment of Habitat and other funders, assure the homes remain part of the City's affordable housing stock long term (40 years), and comply with City Housing Policy #1 regarding resale of homes as part of "people-based initiatives." Habitat originates a zero-interest first mortgage at an amount based on the homebuyer's ability to pay, with junior notes which are either deferred (and thus repaid in full if the home sells) or forgivable over time. A final forgivable mortgage provides extra incentive for families to remain in their homes long term and entitles Habitat a right of first refusal to repurchase the property for a period of 40 years if a homeowner chooses to sell. This allows Habitat to rehab the property to resell to another low-income family. This lending and legal structure assures that the homes are affordable at purchase, retain affordability mechanisms for at least 40 years, and, most importantly, enable homebuyers to build significant equity in their homes, providing economic mobility while also allowing for long-term affordability.

To support accessibility and adaptability, all Habitat homes incorporate Universal Design Standards with elements such as zero-step entry and a first-floor bedroom with accessible bathrooms. Homes are all also built to at-least Energy Star 3.0 standards featuring highly energy-saving HVAC systems, windows and doors, energy-star appliances, insulation, and water heaters. Programmable thermostats, ceiling fans, and low-flow faucets and showerheads also minimize the environmental impact of these new homes. These features reduce the energy costs for the homeowners, thus enhancing long-term affordability while reducing adverse environmental impacts.

CAHF funding will enable 12 families between 25% and 60% of the AMI to purchase homes, creating long term housing stability for the families and generating wealth via earning of home equity. Each mortgage payment made by a family serves as "monthly savings" and is matched by a reduction in the amount owed on their final forgivable mortgage. Additionally, by staying in the home, families earn reduced or forgiven amounts on trailing mortgages and also increase their share of appreciation in value of the home. Although funds are sought from each of the three Tiers, including 80% and below of AMI, all proceeds from this award will be used to serve

homebuyer below 60% and below 30% AMI, in alignment with the RFP's statement that projects serving lower affordability levels will receive stronger consideration.

Short-term Goal (2):

Down Payment Assistance—Funding Requested \$75,000 (\$15,000/family for five families).

Funding is also requested for down payment assistance for families at or below 30% of AMI when they enter the Habitat program. Habitat is requesting an average of \$15,000 for five families.

Habitat homebuyers are highly motivated to accomplish a life long goal of owning a home. In examining our financial risk data, we found that Habitat homebuyers on the lower end of the AMI scale had no higher default rate than other purchasers largely due to the extensive individual financial counseling provided and the fact that, as the long term note holder, we work in partnership with families who might struggle after closing instead of immediately working toward foreclosure. The intensive financial coaching Habitat staff provides for families includes personal finance, clearing issues surrounding credit, reducing debt, decreasing spending and improving savings, avoiding predatory lending and understanding fair housing policies. Because each Habitat mortgage is based on the family's ability to pay, their payment is pro-rated to their income preventing them from being forced into a cost-burdened housing situation. On the back end, Habitat retains control of the notes so that we can work with families throughout the duration of their mortgage term should they need temporary forbearance, and support in addressing any issues they may have. Habitat's overall default rate is roughly 1%, or less than the national average for all homes sold.

In light of the critical need for a pathway to economic and housing securing for lower income families, Habitat has changed its selection and underwriting criteria to advantage residents at the lowest end of the AMI scale. "Housing need" is measured by tiered type(s) of need presented at the time of application.

This new system prioritizes offering our services and support to local residents needing deeper subsidy due to earning a lower percentage of AMI and experiencing many years living locally in poverty. Although Habitat continues to offer core homebuyer services to all residents earning between 25%-60% of AMI, the new scoring criteria shifts our demographic toward those at the lower end of our scale. Although more subsidy is required, this shift addresses a deep and damaging racial wealth gap among residents in the City of Charlottesville. This source of CAHF funding will be available to residents at or below 30% of area median income as down payment assistance.

Additionally, in response to the extraordinary local racial wealth gap, Habitat Charlottesville created the "Pathways to Housing" program through which we engage low-wealth communities

and families through targeted outreach. Through this work, we identify and build relationships with otherwise “hard to serve” families earning below 25% AMI who often have crippling debt burdens. When these families join the Pathways program, we provide wrap around assistance, helping them create a pathway toward better economic outcomes and eventually homeownership. Enhanced down payment assistance is especially important in helping these Pathways families become homeowners.

CAHF funding would enable five families who came to us at or below 30% of area median income to purchase homes, creating long term housing stability and wealth generation via home equity. Each mortgage payment made by a family serves as “monthly savings” and is matched by a reduction in the amount owed on their final forgivable mortgage. Additionally, by staying in the home, families earn reduced or forgiven amounts on trailing mortgages and increase their share of appreciation in value of the home. Over time, with patience and perseverance, Habitat homebuyers build a bridge out of poverty for themselves and for generations to follow.

2. Demonstration of Need *Describe how the project contributes to the City of Charlottesville’s housing goals.*

The **Equity Homeownership Initiative 2022** supports the City of Charlottesville 2025 goals for affordable housing and the housing goals detailed in the Comprehensive Plan of the City of Charlottesville, November 15, 2021. Released in February 2010, *The City of Charlottesville 2025 Goals for Affordable Housing* clearly describes the deficit in affordable housing for the residents of Charlottesville and the Greater Charlottesville area. As noted in the report, the deficits are particularly significant for the very low- and low-income families who struggle to find affordable housing and further struggle to pay mortgages and rents in order to retain housing. According to the report, almost half of all households in the City spent more than 30% of their income on housing costs including utilities; for those spending more than 50% of their incomes on housing costs, most had incomes below 50% of AMI (*City of Charlottesville 2025 Goals for Affordable Housing*, p.4).

Since the 2010 report was released, the deficits in affordable housing have continued to rise and is reported at “crisis proportions.” In the County of Albemarle and City of Charlottesville the gap in affordable homeowner units is projected to be 2,589 by 2040 (Thomas Jefferson Planning District Commission, 2019). For many renters, costs are too high with monthly payments averaging \$1,384 in today’s market. Since 2012, the cost to purchase housing in Charlottesville has risen by an average of 5% per year with the median housing cost now exceeding \$400,000. Further, the gap between the wealthy and those at the lower end of wealth has been increasing in recent years. Since 2010, “the number of families earning over \$150,000 has increased by 96% while the number of families earning less than \$35,000 has increased by 10% (*Charlottesville Low-Income Housing Coalition*, 2020, p.7). According to the Housing Coalition report, 25% of Charlottesville families did not earn enough to meet the costs of living and working (*Charlottesville Low-Income Housing Coalition*, 2020, p.1). As a result of these inequities,

“affordable and decent housing remains out of reach for many residents, especially for Black communities” (*Charlottesville Low-Income Housing Coalition*, 2020, p.1).

The **Equity Homeownership Initiative 2022** offers solutions to address these deficits. The project activities increase access to affordable housing for families with low incomes by increasing the **number** of affordable housing units available, and **supporting costs of access** through assistance with down payments for very low-income aspiring homeowners. At every decision point in the process—from home design, to financing, construction, and closing—community members who are representative of the target population are involved. The project directly contributes to Goal #3 of the City’s affordable housing goals that states: “*Increase the ratio of supported affordable units to 15% of total housing units by 2025*” (*City of Charlottesville 2025 Goals for Affordable Housing*, p.3). Further, the project supports the Charlottesville Affordable Housing Plan and its policies that mandate funding to target the greatest need and support initiatives that “preserve and expand homeownership opportunities for residents who earn less than 80% of Area Median Income” (See Policy 1, Current City of Charlottesville Policies Regarding Affordable Housing.)

The project also directly supports the City’s housing goals as presented in the Comprehensive Plan of 2021:

- **Goal 1. Funding Commitments, Strategy 1.2.** Prioritize city funding for those with the greatest need and attach funding awards to requirements for community representation in processes, duration of affordability, and leverage of non-public funds.
- **Goal 2. Diverse Housing Throughout the City, Strategies 2.1, 2.8** where funding decisions encourage mixed-use and mixed-income neighborhoods and housing developments throughout the city, and encourage the development of affordable housing to take a form similar to nearby market rate housing in design and other physical features...allowing affordable units to blend into existing neighborhoods.
- **Goal 7. Subsidy Programs, Strategies 7.7, 7.10** where city subsidy programs are aligned with community-defined priorities and increase the impact of public spending, including down payment assistance to provide a greater level of assistance and serve a larger number of households, and collaboration with developers to build and renovate affordable single-family housing in existing neighborhoods.

3. Demonstration of Equity—*Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income residents in the City of Charlottesville.*

Charlottesville City sits nestled in the shadow of the Blue Ridge Mountains with a rich history of commitment to the residents of its city and the Greater Charlottesville Area. Like most southern cities, however, this commitment has not always reflected an equitable distribution of opportunity for all members of its community. Access to affordable housing – and in particular, to homeownership -- is one area in which, both historically and in 2022, the City recognizes

significant inequalities continue to exist among community members of different races and at different economic strata.

While the City's Affordable Housing 2010 report notes that deficits in affordable rental and home ownership are *each* estimated at 3,000-4,000 units, this deficit has increased since that time. The Economic Policy Institute's 2015 comprehensive study on income inequality indicates that Charlottesville ranks among the highest in the country for wage gaps (Charlottesville Low-Income Housing Coalition, February 2020). Since 2010, the number of families earning over \$150,000... increased by 96% while the number of families earning less than \$35,000 has increased by 10 percent. Among available housing, higher income families are displacing lower income families competing for an increasingly diminishing market of affordable housing units.

The 2021 Orange Dot Report showed that 22% (n=1,918) of Charlottesville's families do not make enough money to afford the basic necessities of life—food, shelter, clothing, utilities--and costs associated with working. Of these families, 55% (n=1,068) earn between \$15,000-\$35,000 annually, which is not enough to even cover their housing costs alone (Orange Dot Report 4.0, January 2021; Charlottesville Low-Income Housing Coalition, February 2020).

A core directive of Habitat's is to address these inequities by increasing access to affordable homeownership, particularly for those who are at the lower wealth end of the economic spectrum. Habitat believes that to do this well and with the greatest success, the voices of those who are most affected must be an integral part of the process. In 2021, Habitat for Humanity of Greater Charlottesville was certified by the US Department of Housing and Urban Development as a Community-Based Development Organization (CBDO) based on its extensive outreach into low income communities, its partnership homeownership model, its leadership in the use of Asset Based Community Development in redevelopment projects, the diverse composition of its board, and its nationally-recognized models for engaging and elevating low-wealth community members to leadership positions. One example is its formal Homeowner Advisory Council comprising 100% of individuals who have purchased homes via our homebuyer's program. This group of 17 members, co-chaired by Habitat Partner Family Homeowners, meets monthly to guide Habitat's programming, advocacy, and home and land design work.

Further, this project supports the City's vision of achieving a housing market that is affordable, healthy, high quality, accessible to resources, and above all, equitable, meeting the needs of underserved communities to foster a good quality of life for all (Comprehensive Plan, City of Charlottesville, VA, 11/15/2021, p.45).

This project addresses the issue of inequity within the housing market by promoting increased access to homeownership for very-low and low-income families and ensuring long-term affordability. It does so guided by the insight and desires of partner families. There is strong evidence that home ownership is one of the greatest means to build wealth for families and future generations. Providing low income families with the means to own a home gives them a "hand

up” along the economic strata, eventually reducing the income wealth gap and promoting a more equitable landscape of housing opportunities. Habitat’s mixed income model is a bold response to more than a century of largely intentional residential segregation and provides mobility and opportunity for people from all walks of life to live together and to grow and learn from each other. CAHF funding has not been available for homeownership for three funding cycles and therefore, this request addresses a gap in home equity funding in the City’s recent portfolio.

4. Project readiness

Flint Hill received its rezoning approval two years ago. Habitat has agreed on a draft contract to develop these lots pending City funding. In total, Habitat will build 16 units, with acquisition of the first four units supported by the balance of a previous CAHF grant. CAHF funding is critical for this project for three primary reasons:

1. The 12 remaining units need City funding to close a gap in the budget.
2. Without City Funding (the local match), Habitat will be unable to access certain State and Federal funding, specifically Affordable Housing and Special Needs (ASNH) and Community Development Block Grant (CDBG) which are leveraged with local government matches.
3. These additional subsidies, which, when leveraging a local match, can bring in up to \$120K/home subsidy from outside the City enabling Habitat to build and sell the homes affordably. These additional subsidies have enabled Habitat to push its AMI down to an average of 34% AMI as well allow us to continue to build and sell homes affordably during the COVID price spikes.

CAHF Funding is the critical component remaining for this project to move forward. We expect these units to be completed by 2024 and are planning a hybrid build (utilizing the services of a general contractor) to expedite the build.

5. Project Budget

Flint Hill 12 Units/Lot Acquisition	
<i>REVENUE</i>	
CAHF	\$360,000
ASNH	\$720,000
SHOP	\$144,000
Private Fundraising (donors, Store proceeds, etc)	\$496,000
Partner Family First Mortgages	\$1,200,000

TOTAL	2,920,000
<i>EXPENSES</i>	
Lot Acquisition	\$420,000
Site Work	\$100,000
New Home Construction	\$2,400,000
TOTAL	\$2,920,000
Down Payment Assistance For 5 Families @ +/- \$15,000 per family	\$75,000
<i>Down Payment Assistance (Sample Mortgage Structure for Family at 25% AMI)</i>	
Appraised Value	\$275,000
Final Forgivable Mortgage	\$32,000
Habitat Deferred Mortgage	\$51,500
Trailing Deeds, forgivable terms vary (e.g. ASNH)	\$110,000
CAHF DPA	\$15,000
First Mortgage Amount (factored at 70%)	\$66,500

6. Project Schedule

Flint Hill:

Activity	Time Frame
Partner Family Applications and Selection	Complete
Partner Family Homebuyer Education and Sweat Equity	Under way
Contract Ratification for Purchase of 12 lots	Pending. Awaiting results of CAHF application
Closing on Purchase of 12 lots	Pending. Awaiting results of CAHF application, contract ratification and final plat

Lot Delivery	Expected 2023
Home Construction begins	Expected third quarter of 2023
Homes Close	Spring/Summer 2024

Enhanced DPA:

Activity	Time Frame
Partner Family Applications and Selection	Ongoing
Partner Family Homebuyer Education, Financial Counseling and Sweat Equity	Rolling
Closing	September 2022 through June 2024 (Homes available for selection at three sites)

7. Experience

Habitat for Humanity of Greater Charlottesville is a leader in affordable housing on a national level. Founded in 1991, our affiliate is the flagship affordable homeownership program in Central Virginia and has enabled almost 300 families to achieve their dreams of homeownership, enabling them to earn collectively an estimated \$85,000,000 in home equity creating a permanent bridge out of poverty. By building an average of 18 homes/year, we are the most productive Habitat affiliate for a service area of this size in the Country.

Since Habitat’s founding, we have also developed nine mixed-income neighborhoods, creating diverse and sustainable communities without gentrifying. For instance, Burnet Commons was a unique partnership among Habitat, the City, and a private developer that converted an old city dumping ground into a community of townhomes and single-family detached homes. Our scattered site builds have added affordable homes in a number of census tracts throughout the City, including many that had previously had fewer than 10 deed-restricted affordable homes thereby providing affordable opportunities in homogenously wealthy areas. In the last two years, we have expanded our reach in Louisa and Greene Counties, and are increasing opportunities for home ownership in these counties for low-income families.

We have also undertaken the transformation of two mobile home parks -- one located in the City of Charlottesville and the other just south of Charlottesville in Albemarle County. In 2010 Sunrise Trailer Park was transformed from a deteriorating and under-threat mobile home park to a community of 70 mixed income housing units, a community center and community gathering space. We are now redeveloping Southwood, a mobile home park in Albemarle County of 317

trailers housing approximately 1,300 individuals to create 1,000 housing units, with 650-700 of them affordable rentals and homeownership.

8. Capacity

Charlottesville Habitat is a nonprofit corporation governed by a 16-member Board of Directors and an Advisory Council with a 30-year history of addressing the affordable housing needs of the Greater Charlottesville Area. Together with the Chief Executive Officer, the Board sets the strategic vision and provides fiduciary oversight. Our annual goals are consistently tied to key City documents, such as the City of Charlottesville 2025 Goals for Affordable Housing, the Charlottesville Affordable Housing Plan, and the Charlottesville Comprehensive Plan. In 2017, we adopted a new strategic plan that called for us to increase our annual building capacity to more than 40 homes/year so that we can maintain building momentum at Southwood while also building 20+ units/annually in the City and in other surrounding jurisdictions.

Since that time, we have nearly completed a \$15M capital campaign, increased our internal capacity to prepare families, augmented and improved our build staff, have begun homebuilding activities at Southwood and have increased our borrowing capacity such that we will be able to reach this level of production provided we are awarded local funding that will match leveraged State and Federal funds.

Habitat's core staff of 50 experienced, knowledgeable, and committed individuals is led by a strong leadership team with many years of experience in affordable housing, land planning and development, finance and accounting, law, nonprofit management, and fundraising. In addition, staff reflects a diversity of cultures and educational backgrounds that provide a rich environment for pioneering creative solutions to address the City's urgent needs for affordable housing.

Habitat's philosophy is one of community engagement. We work with a network of more than 2,000 volunteers, including individuals and families who will be future home owners, business partners, and civic and religious leaders. Together, we work to ensure all individuals have the opportunity for safe, affordable, decent housing.

Habitat's efforts are partially self-sustaining. Partner family mortgages allow us to advance our next innovative building projects when combined with assistance from state and federal grants, such as CDBG, HOME, and SHOP, as well as gifts from individual donors, private foundations, and local government allocations. Our Habitat Store, generously supported by the community, has provided up to \$450,000 annually in net revenue to support our projects. We have a strong record of accomplishment in successfully completing projects and meeting goals.

We use an active listening, asset-based approach in neighborhood development. Our neighborhood engagement begins before we break ground where habitat homebuyers meet monthly for Community Conversations, an opportunity to discuss shared values, hopes, and concerns, for an entire year prior to purchase. Children participate as well, enabling them to

build friendships before “moving in next door.” Existing neighbors around the build sites are also invited to join in the conversations and volunteer on the construction sites. We work hard to build neighborhoods first, and then begin building homes.

9. Metrics

Metrics for the Equity Homeownership Initiative 2022 include:

- Purchase of land for 12 townhome units by Summer 2022
- Construction of 12 homes sold to homebuyers between 25-60% AMI by June, 2024
- Sales of homes supported by enhanced down payment assistance to 5 very low-income homebuyers who came to us at or below 30% AMI.
- Leverage of ~10x City investment with other funding sources (including net mortgage amounts, private fundraising, Store proceeds and Federal/State funds)
- Equity earnings potential of ~\$5M for 17 local, low-income families.

Authorization:

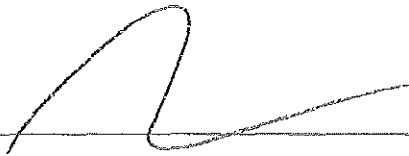
Organization Name: Habitat for Humanity of Greater Charlottesville

Project Title: Equity Homeownership Initiative 2022

I, Dan Rosensweig certify that I am authorized to apply

(Authorized Organization Official)

for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.



Signature

2/17/2022

Date

Dan Rosensweig

Print Name

President & CEO, Habitat for Humanity of Greater Charlottesville

Title



The Arc
of the Piedmont

Building a future where all people with developmental disabilities and their families experience their best lives possible.

Officers

Kate Barrett
President

Judy Smith
Vice President

Rives Bailey
Treasurer

Carla Hallman
Secretary

Board of Directors

Rives Bailey
M. Eddie Pinson, CIC
~~Herb Stewart, Ph.D.~~
Carla Hallman
Shannon Copeland
~~Barbara Barrett~~
Judy Smith
Kate Barrett
Amy Laufer
John Santoski, M.S.
Executive Director

Services

Group Home
In Home
Sponsored Residential
Day Support
Education & Advocacy

Brenda Kelley, Redevelopment Manager
Office of Community Solutions
City of Charlottesville
Charlottesville, VA 22901

Dear Ms. Kelley,

I am pleased to submit an application on behalf of the Arc of the Piedmont for the use of Charlottesville Affordable Housing Funds to replace the gas furnace at 222 Shamrock Rd.

This is a group home operated by the Arc of the Piedmont for individuals with developmental disabilities, all of whom are at or below the 30% of AMI.

The Arc of the Piedmont is a 501 (c) 3 entity and has been in operation for nearly 60 years. If you need any additional information please do not hesitate to contact me.

Sincerely,


John Santoski MS
Executive Director

1149 Rose Hill Drive, Charlottesville, VA 22903
Phone: (434) 977-4002 | www.arcpva.org | Fax: (434) 977-7864
Affiliated with The Arc US and The Arc Virginia

City of Charlottesville
Affordable Housing Fund (CAHF) Application

(all items must be completed)

Applicant Information

Total Amount of CAHF funds requested: \$ 6,739.⁰⁰

Check Tier Applying For	Amount of CAHF funds requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
✓	\$ 6,739. ⁰⁰	Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
		Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
		Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

Organization name: *The Arc of the Piedmont*
 Contact name: *John Santoski*
 Title: *Executive Director*
 Organization Address: *1149 Rose Hill Dr. Charlottesville, VA 22903*
 Phone: *434-977-4002 x112*
 Email: *jsantoski@arcva.org*

Project Information

Project Name: *Gas Furnace Replacement*

Project Location: *222 Shamrock Rd
Charlottesville, VA 22903*

Purpose of requested funding: (check all that apply)

- New Construction
- Acquisition
- Rehabilitation
- Rent Subsidy
- Operating/Administration
- Other: *Replacement*

Project type: (check all that apply)

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Acquisition
- Other: *replacement*

Income restrictions on project (indicate number of units meeting each Area Median Income (AMI) category):

<u> ✓ </u>	Incomes less than 30% AMI
<u> </u>	Incomes between 30% and 40% AMI
<u> </u>	Incomes between 40% and 50% AMI
<u> </u>	Incomes between 50% and 60% AMI
<u> </u>	Incomes between 60% and 80% AMI
<u> </u>	Unrestricted units (>80% AMI)
<u> </u>	Total Units

Term of Affordability (indicate number of units meeting each affordability term):

<u> </u>	less than 2 years
<u> </u>	2 - 5 years
<u> </u>	5 - 10 years
<u> ✓ </u>	10 - 15 years
<u> </u>	15 - 20 years
<u> </u>	20 - 30 years
<u> </u>	more than 30 years
<u> </u>	Total Units

Project Proposal:

Please provide following information as separate attachments to the application:

1. **Project Description** -- Provide a description of the proposed project. Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.
2. **Demonstration of Need** -- Describe how the project contributes to the City of Charlottesville's housing goals.
3. **Demonstration of Equity** – Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income residents in the City of Charlottesville.
4. **Project Readiness** -- Provide evidence of: organizational experience and capacity to manage the project; pursue and acquire land, site control, required zoning variance and permitting (if applicable); financial commitments for the projects; community engagement plan (if applicable); resident relocation plan (if applicable); plans for preparation and coordination of necessary public meetings (if applicable).
5. **Project Budget** -- Provide a detailed description of the proposed project budget showing sources and uses and amounts of additional funding.
6. **Project Schedule** -- Indicate the proposed project schedule; timing of completed SAUs; pre- development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction milestones (if applicable) to project completion.
7. **Experience** -- Provide a summary of similar activities completed by the organization and project team.
8. **Capacity** – Provide a detailed description to demonstrate the applicant's ability to complete this project within 24 months.
9. **Metrics** – Provide a detailed description of the metrics used to measure success.



Project Description: Gas Furnace Replacement-Shamrock Rd. Group Home

This project will replace the original gas furnace at the Arc of Piedmont's group home at 222 Shamrock Rd in the city of Charlottesville. This home was originally built and owned by the AIDS support Group and ownership was later transferred to the Arc of the Piedmont. The Arc still operates this home for individuals with developmental disabilities under a HUD agreement that ensures that the home remains affordable and serves those of low income.

This home meets one of the missions of the Arc of the Piedmont which is to provide affordable housing and services to individuals with developmental disabilities. We are committed to maintaining the home for accessibility (it is all one level) and affordability.

Demonstration of Need: This project helps to meet the goals of preserving one of the affordable homes in the city and stabilizing the housing instability faced by individuals with developmental disabilities who are also in the lowest category of affordable median income (AMI).

Demonstration of Equity: By stabilizing housing for individuals with developmental disabilities who are also on fixed incomes (SSI) that places them in the lowest category of AMI, The Arc of the Piedmont continues to promote equity for those most in need who can least afford any other housing.

Project Readiness: As can be seen from the attachment this project has a bid in place for the furnace replacement and is ready to be replaced upon notification to begin.

Project Budget: The total project budget is \$6,739.00 for the furnace replacement. Should any additional funds be required, the Arc of the Piedmont will be responsible for the additional costs.

Project Schedule: This project will commence upon notification of award and notification that replacement can commence.

Experience: The arc of the Piedmont has been in operation for nearly 60 years and operates group home in Charlottesville and Albemarle and Nelson counties along with day programs in Charlottesville and Louisa and Nelson County. We recently completed the purchase and remodeling of 1149 Rose Hill Drive in Charlottesville. Cii provides commercial air conditioning and heating service and has worked with the Arc for many years. They are SWaM certified.

Capacity: This is a small project that will be completed in days after replacement begins.

Metrics: Timely completion, within budget and lower utility bills.

Authorization:

Organization Name: The Arc of the Piedmont

Project Title: Gas Furnace Replacement

I, John Santosi, Executive Director certify that I am authorized to
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

John Santosi
Signature

2/16/22
Date

John Santosi
Print Name

Executive Director
Title



SERVICE OF CENTRAL VIRGINIA, INC.

COMMERCIAL AIR CONDITIONING & HEATING SERVICE

• 24 HOUR SERVICE

• (800)-868-5610

603 Rivanna Avenue • Charlottesville, VA 22903 • (434)-977-5626 • Fax (434) 977 8808

February 4, 2020

Arc of the Piedmont
222 Shamrock Location
Attn: Sharon Apgar

Re: Replace the gas furnace

Sharon,

Per your request Cii Service is pleased to provide you with a quote to replace the gas furnace at this location. We will remove the existing furnace and dispose of it properly. We will install the new furnace and make all necessary connections to complete the installation. Then we will start the system and check it for proper operation. We will log the unit with all system checks.

The total cost for this would be **\$6,739.00** in material and labor. Please let us know how you would like to proceed.

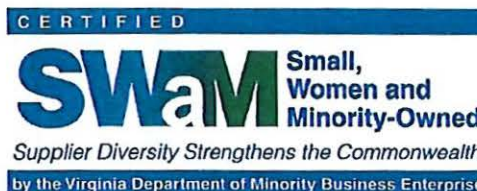
We look forward to working with you in the future. Please contact me if you have any questions at 434-977-5626 or 800-868-5610 and E-mail me at swalsh@ciiservice.com
Please visit us for news and information at our web site at www.ciiservice.com

Sincerely,

Cii Service of Central Virginia, Inc.

Steve Walsh

Assistant Branch Manager



The above process, specifications, and conditions are satisfactory and are hereby accepted. I understand payment terms to be net 30 days upon completion of this project.

Accepted by: _____

Date: _____

www.ciiservice.com

Charlottesville, Galaxier, Danville, Fredericksburg, Front Royal, Blacksburg, Lynchburg, Northern VA, Roanoke, Blacksburg, Staunton, Waynesboro, and Charlottesville, Virginia
Martinsburg, Greensboro, Raleigh and Winston-Salem, North Carolina



AHIP
Charlottesville Critical Repair Program
CAHF Application Form
February 2022

Applicant Information

Total Amount of CAHF funds requested: \$ 250,000

Check Tier Applying For	Amount of CAHF Funds Requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
✓	\$100,000	Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
✓	\$100,000	Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
✓	\$50,000	Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

Organization name: **Albemarle Housing Improvement Program (AHIP)**

Contact name: **Jen Jacobs**

Title: **Executive Director**

Organization Address: **2127 Berkmar Drive, Charlottesville, VA 22901**

Phone: **434-989-5282**

Email: **jjacobs@ahipva.org**

Project Information

Project Name: Charlottesville Critical Repair Program

Project Location: City of Charlottesville

Purpose of requested funding: (check all that apply)

- New Construction
- Acquisition
- Rehabilitation
- Rent Subsidy
- Operating/Administration
- Other: _____

Project type: (check all that apply)

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Acquisition
- Other: _____

Income restrictions on project (indicate number of units meeting each AMI category):

17 units	Incomes less than 30% AMI
6 units	Incomes between 30% and 40% AMI
8 units	Incomes between 40% and 50% AMI
2 units	Incomes between 50% and 60% AMI
5 units	Incomes between 60% and 80% AMI
0 units	Unrestricted units (>80% AMI)
38 units	Total Units

Term of Affordability (indicate number of units meeting each affordability term):

21 units	less than 2 years
13 units	2 - 5 years
4 units	5 - 10 years
0 units	10 - 15 years
0 units	15 - 20 years
0 units	20 - 30 years
0 units	more than 30 years
38	Total Units*

*Note that because project costs average \$5-10,000 per job, we estimate completing 25-50 projects. For completing the projections above, we used a mid-point of 38 units to calculate the metrics.



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 1: Project Description
February 2022

1. PROJECT DESCRIPTION

► Executive Summary

Everyone should be safe at home, and no one should have to worry about losing their home. AHIP is an independent, nonprofit Class A contractor that works year-round to deliver critical home repairs and rehabs to low-income Charlottesville residents.

- AHIP is requesting \$250,000 from the Charlottesville Affordable Housing Fund
- Funds will provide for critical home repairs for low-income homeowners in the City of Charlottesville
- Funds will enable AHIP to serve 25 to 50 Charlottesville households (with an anticipated investment of \$5,000 to \$10,000 in CAHF funds per project)
- Funds will enable AHIP to promptly respond to emergencies and serve more city residents who call us for assistance. We will also be able to move program participants through our program more quickly and efficiently
- The purpose of this work is to keep household members safe, healthier, and more secure through improving, modernizing, and preserving their home

Critical repair services—which encompass emergency home repairs, energy-efficiency upgrade tasks, accessibility modifications, and critical maintenance tasks—keep city residents safe, increase their health and well-being, protect their wealth, support neighborhood investment, prevent involuntary displacement, and preserve the city’s existing affordable housing. In a time when housing and other costs are continuing to rise, incomes are failing to keep up, and there is continued and increasing pressure on Charlottesville’s historically racially and economically diverse neighborhoods, preserving the affordable housing we have—the homes where people live right now and want to stay in—is essential.

► What is Critical Repair?

The Charlottesville Critical Repair Program delivers emergency home repairs, energy-efficiency upgrade tasks, accessibility modifications, and critical maintenance repair tasks to low-income owner-occupied households throughout the City of Charlottesville. AHIP operates this program year-round and, as long as there are available funds, the program rolls from year to year without stopping.

Examples of **home repair emergencies** include:

- a septic line has ruptured and there is waste backing up into the house
- a roof that has been leaking for years finally gives out, and part of the roof collapses into the home, taking the kitchen ceiling with it
- a furnace dies in the middle of winter and there is no heat in the house

Examples of **energy-efficiency upgrade tasks** include:

- installing attic and wall insulation
- replacing original windows with new high-efficiency windows
- replacing an old and inefficient water heater with an on-demand water heater

Examples of **accessibility modifications** include:

- installing a handicap shower unit to prevent tripping and falling over a bathtub
- installing a chairlift
- building a wheelchair ramp to allow safe entry and exit

Examples of **critical maintenance repair tasks** include:

- replacing a 30-year-old oven and range
- replacing outdated electrical receptacles and upgrading the panel box
- replacing a home's siding that is deteriorating and letting moisture in

The people who carry out this initiative include AHIP program and construction staff, local subcontractors, local partner organizations, and skilled in-kind contributors and volunteers.

For energy-efficiency upgrade projects, AHIP partners with LEAP. LEAP staff conducts energy audits and pre- and post-project inspections, helps our estimators develop scopes of work, and leverages funds. Where LEAP is not involved, AHIP's estimators plan any energy-related project components to LEAP standards, ensuring high-efficiency/EnergyStar-rated windows, doors, HVAC units, water heaters, and appliances.

► **Program Goals**

Short-term goals include:

- eliminating dangerous deficiencies
- stabilizing and modernizing substandard conditions
- increasing home health and comfort
- preventing further and more expensive damage that would occur from an unaddressed issue
- reducing energy bills and increasing heating and cooling comfort
- relieving family stress over unaddressed safety hazards and housing repair and maintenance needs

Long-term goals include:

- preserving existing homes

- eliminating involuntary displacement due to home repair needs
- allowing senior homeowners to age safely in place
- reducing Charlottesville’s carbon footprint by increasing the energy efficiency of our housing stock
- reducing parental stress and increasing the well-being of kids
- protecting homeownership in Charlottesville
- protecting and increasing the wealth of low-income and Black homeowners

Service goals include:

- Serve 25 to 50 households with critical repair projects
- Invest an approximate average of \$5,000 (and no more than \$10,000) into each project
 - ↳ Program staff are ongoingly identifying and prioritizing who we will serve next and what we can do for them based on funding availability, urgency and magnitude of need, general demand for our services, risk to vulnerable household members (i.e., frail elderly residents or young kids in the house), and crew and subcontractor scheduling constraints.
 - ↳ Since we field calls and intake new clients on a rolling basis throughout the year, and since this program is set up to be a rapid-response program, we cannot pinpoint at this writing precisely how many projects we will complete or the exact project cost amount that will be expended. We address the spectrum of housing repair needs and don’t yet know what each new client will need from us—it could be a minor but urgent plumbing leak fix (\$200) or a collapsed roof (\$8,000).
 - ↳ In order to serve as many households as possible with these funds, we aim to keep the average CAHF investment at approximately \$5,000 per project and will not exceed \$10,000 for any given project.
 - ↳ We will layer private fundraising and in-kind support into this initiative to support direct program delivery and program management costs and direct construction costs.

► Program participants to be served

Given our rolling intake and the fact that we will not begin planning projects before any potential CAHF funds are awarded and in hand, we do not yet know who our clients will be and therefore do not have firm demographic data. However, there are certain eligibility constraints and program guidelines that are firm:

1. This program will serve owner-occupied households in the City of Charlottesville
2. This program will serve households that fall within the following income tiers:
 - 10 to 20 households up to 30 percent of AMI (\$100,000 of funding for this tier)
 - 10 to 20 households up to 60 percent of AMI (\$100,000 of funding for this tier)
 - 5 to 10 households up to 80 percent of AMI (\$50,000 of funding for this tier)
3. This program will prioritize:
 - households with lower incomes or those experiencing financial or other hardship
 - households with senior citizens, children, and/or people with disabilities or special health needs

The demographics of our city clients stay relatively consistent from year to year. Here is a snapshot of our city Critical Repair Program participants for both FY21 and FY22 (year-to-date), which will provide a good illustration of what we can expect for next fiscal year:

FY21 (July 1, 2020 – June 30, 2021):

- 48 people in 25 households
- 24% of households were home to kids under 18 (8 kids total)
- 64% of households were home to senior citizens (17 seniors total)
- 52% of households were home to family members with disabilities (15 individuals total)
- 17 of 25 households were Black (68%)
- 2 of 25 households were Hispanic (8%)
- Our clients' annual household incomes averaged 42% of the area median (just under \$32,000)

So far in FY22 (July 1, 2021 – February 18, 2022):

- 37 people in 20 households
- 30% of households are home to kids under 18 (7 kids so far)
- 70% of households are home to senior citizens (17 seniors so far)
- 27% of households are home to family members with disabilities (10 individuals so far)
- 16 of 20 households are Black (80%)
- So far, our clients' annual household incomes average 35% of the area median (just under \$25,000)

► **IRL: Case study of a Charlottesville homeowner and Critical Repair Program client**

Last July, Charlottesville's Director of Human Services connected us with a city property inspector who had fielded complaints from Rose Hill neighbors about a worsening sewage issue. The homeowner, Ms. J., knew her sewer line had failed and that the situation would only get worse, but being on a very low fixed income, she knew she could never cover the cost of fixing it. But AHIP could help.

We quickly reached out, verified her eligibility, and sent one of our rehab specialists to inspect. Twelve inches of sewage had backed up in the crawlspace from the broken sewer line and a damaged plumbing system that required immediate attention. We hired a subcontractor to pump it out and repair the plumbing. Phase 2 will involve additional important but not as urgent work: putting down lime and ground cover, cleaning joists, and installing brand-new insulation since everything had to be torn out and removed during clean-up. The Phase 2 work is on hold, awaiting new pending grant money. The cost of the fix amounted to what would be *double* her annual income.

There are countless stories like Ms. J's. We see firsthand how a family home confers stability on generations of occupants, and how easily this can be lost, especially as pressure increases on city neighborhoods. We believe that helping families preserve their homes through critical repair and rehab is one of the best and most tangible approaches we know: a cost-effective means of improving a family's health and well-being today while preserving their home for the future and serving as protection against involuntary displacement.

And we believe that something as humble as home repair plays an important role in making sure the people of Charlottesville can preserve their histories and continue their legacies in the homes they want to—and deserve to—stay in.



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 2: Demonstration of Need
February 2022

2. DEMONSTRATION OF NEED

AHIP fields calls year-round from prospective clients seeking assistance and also maintains a waiting list of homeowners who have called AHIP for help with a critical repair or set of repairs. As of this writing, there are 275 people in 97 low-income City households currently awaiting assistance. The number is always increasing as new calls come in.

Without assistance, or while they wait, families work around the issues. They make stopgap fixes and triage their emergencies, putting buckets down when it rains or using space heaters to stay warm. In the most severe and stressful cases, they find themselves with no choice but to leave.

Housing affordability in Charlottesville and the region continues to worsen, with median sale prices staying steadily high and beyond the affordability threshold for most city residents. In the fourth quarter of 2021, the median home sale price in the city reached \$399,000. Meanwhile, inventory is plummeting: by the end of the second quarter, there were only 35 active listings, which is down 38 percent from last year's level. Inventory in the region is currently among the lowest it has been in three decades.

All of this pushes prices even higher, speeding up gentrification of already-gentrifying neighborhoods, widening the homeownership and wealth gap between affluent and low-income and between white and Black, and homogenizing the City. The City neighborhoods where our clients live are relentlessly targeted by “postcard investors” who prey on stressed homeowners in lower-income neighborhoods, urging them to sell quickly for fast cash. But once these houses are gone from families and from the affordable housing stock, they are gone forever.

Local strategies and solutions to increase housing supply, increase affordability, strengthen household financial stability, and ensure access to capital are paramount. Preservation—ensuring that households are able to hold onto their homes and their wealth while keeping family members safe and healthy in their homes—is an essential part of this continuum.

► City of Charlottesville’s Housing Goals

Rehabilitation and preservation of Charlottesville’s affordable housing stock fits within Charlottesville’s goals and policies:

1. 2025 Goals for Affordable Housing: Supported Affordable Units

AHIP's work helps the city reach its 15 percent goal by preserving existing affordable units—and our work not only ensures that homeowners and their families can stay in their homes but often helps them live more affordably by reducing their energy bills.

For the proposed CAHF-funded Critical Repair Program, AHIP will secure projects with a promissory note (for projects that come in under \$1,000) or a deed of trust (for projects over \$1,000), with a term of one to five years. Through this mechanism, supported units are tracked and a portion of the invested funds return to the city should a homeowner sell or pass away with no heirs during the term.

2. Comprehensive Plan 2021 Housing Goals

AHIP's work supports the following goals:

- Goal 2: "Maintain and improve the City's existing housing stock for residents of all income levels." This is AHIP's core work, but we strictly focus on low-income residents.
- Goal 2.5: "Preserve and improve the quality and quantity of the existing housing stock through the renovation, rehabilitation, and/or expansion of existing units as a means of enhancing neighborhood stability." AHIP focuses on renovation and rehabilitation rather than expansion.

3. Charlottesville Strategic Plan Affordable Housing and Related Goals

AHIP's work supports the following goals:

- Goal 1.4: "Enhance financial health of residents." AHIP helps families reduce operating costs immediately, removes long-term burdens of costly stop-gap measures; and prevents more costly fixes of unchecked problems down the road.
- Goal 2.1: "Reduce adverse impact from sudden injury and illness and the effects of chronic disease." AHIP's work increases occupants' health and safety by addressing dangerous deficiencies and increasing building health. AHIP's work decreases occupants' stress and improves mental health.
- Goal 2.3: "Improve community health and safety outcomes by connecting residents with effective resources." AHIP delivers a critical resource to homeowners that allows them to improve the health and safety of their homes and families.



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 3: Demonstration of Equity
February 2022

3. DEMONSTRATION OF EQUITY

AHIP's strategic objective is to maximize and balance impact (how much we do for each household), reach (how many households we help), and capacity (what resources are available to support delivery of high-quality services) with dignity, empathy, and equity as guiding values. The majority of our clients and their relatives have been profoundly impacted by past and present discriminatory and harmful housing practices, buying a home—or living in a home that their parents or grandparents bought or built—against all odds. Part of our duty in our work is to honor that legacy and support them in preserving their health, protecting their wealth, and taking care of their biggest financial asset.

Programmatically, AHIP has sought to remedy the impacts of a hostile system—one that has widened income inequality, shredded the social safety net, and sustained generational poverty and deep racial disparities—by serving a diverse clientele and prioritizing the most vulnerable and impacted. Last year, Black households made up 67% of AHIP's served households in the City. All households were below 80 percent of the area median, with the average hovering around 42 percent.

Externally, AHIP advocates for resources that fund preservation as well as other housing affordability efforts along the local housing continuum. For us, promoting equity means keeping the community's investment focused on housing as a foundation. Equity will never truly exist if there continues to be an enormous gap in homeownership rates, housing stability, and cost burden between white and non-white and between affluent and non-affluent.

Internally, from the makeup and the involvement of our Board of Directors to how our organization in general and staff members specifically deliver our services into the community, the work to align our whole organization with sound equity and inclusion principles and our values of dignity, empathy, and respect is underway.

We have hired an outside consultant to help us assess our internal culture; facilitate learning sessions; set diversity, equity, and inclusion commitments and accountability measures; and identify strategies to get us there. For us, our stated guiding principles and values will only matter if our service delivery—how we treat people, whom we serve, how we communicate and manage conflict—genuinely embodies the words we use. And when it is time to recruit new staff members and new Board members, this work will ensure that we recruit equitably and create an inclusive and thriving workplace and boardroom.



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 4: Project Readiness
February 2022

4. PROJECT READINESS

AHIP's program is ongoing, and our internal structure and workflow are set up to move clients through our program pipeline from throughout the year and from year to year. We field intake calls continuously, and our two rehab specialists are simultaneously working in every stage: program enrollment and eligibility verification, conducting inspections, sending out bids, and developing scopes of work and estimates. Likewise, our construction manager is simultaneously in various phases of rehab and repair projects from scheduling to construction to closeout.

We are currently staffed—on the program management, program delivery, and construction fronts—to fold the proposed projects into our client pipeline and achieve the goals detailed in this proposal. As always, local subcontractors supplement our construction capacity when we need more hands or when we're seeking specialty work such as HVAC or insulation installation.

AHIP's home improvement work varies in terms of neighborhood, project size, funding constraints, and project scope, but this is the only work that we do and have done for more than 45 years. If awarded, this CAHF grant would allow us to seamlessly and immediately begin putting this funding to work, allowing us to help more City residents more efficiently and converting every dollar into critical home repairs for City homeowners.

► Process

Below is an outline of our Critical Repair Program process. Each program client would move through the following steps:

STEP 1: INTAKE

- **Preliminary screening**
 - Takes place via phone or in person and involves questions about housing conditions, repair emergencies, and household makeup
 - Clients self-refer and are also referred by neighbors, family members, city staff, social services providers, and other housing providers.
- **Entry into our database/waitlist or enrollment (depending on urgency, severity, and funding availability)**

STEP 2: ENROLLMENT

- **Eligibility verification and data collection**
 - Clients are assigned to one of AHIP's two Rehab Specialists, who verify income (through third-party verification) and other eligibility measures and get clients enrolled. Homeowners must be current on their real estate taxes (or have a payment plan in place) and have clear title to their homes. Residents who hold a life estate are eligible. AHIP will often work with the client, their family members, and community resources such as Legal Aid to help clients clear up tax or ownership issues.
- **Initial home inspection**
 - The Rehab Specialist meets with the clients to talk about their home and the issue(s) of concern and to conduct an initial walk-through.

STEP 3: PROJECT PLANNING

- **Inspections**
 - Depending on the types of repairs needed, the Rehab Specialist schedules general and/or specialty inspections. Other third-party specialty inspections may include LEAP, pest, chimney, and electrical.
- **Scope of work and estimate**
 - The Rehab Specialist finalizes a scope of work and estimate for each project and reviews it with the homeowners. We focus on health and safety issues and must follow the city's scope of work requirements but do our best to work with homeowners to cover items that are important to them. If there is an energy upgrade included, LEAP may help with developing the scope of work.
- **Contract signing**
 - AHIP's Construction Program Manager meets with each client to review project scope, costs, process, policies, and the contract. Once the contract is signed, AHIP schedules the work.

STEP 5: CONSTRUCTION

- **Project work**
 - AHIP crews, local subcontractors, and/or volunteers carry out the rehab and repair tasks.
- **Oversight, compliance, and quality assurance**
 - AHIP's Construction Supervisor and/or subcontractors secure proper work permits when required and our Crew Leaders and Construction Supervisor monitor each project as it proceeds.
 - All construction activities are subject to local, state, and federal laws and regulations, including the building code, contracting regulations, and HUD and OSHA rules. We follow city rules for liability insurance, adhere to industry standards on workers' compensation, and are subject to audits by NDS staff, HUD inspectors, DPOR inspectors, and OSHA inspectors.
 - All client-facing staff are currently required to mask while working indoors or meeting with clients in their homes.

- AHIP's Construction Program Manager is the point of contact for every client, reviewing progress during the project and addressing any concerns or questions.
- When the project is nearing completion, AHIP conducts a final walk-through with the client. The Construction Supervisor will create a punch list for any items that need to be addressed following the walk-through. Specialty inspectors will have their final inspections, and a final general inspection report verifies that all repairs and upgrades have been completed and are satisfactory.
- **Qualifications**
 - AHIP holds a Class A Contractor's license and is an EPA- and state-certified Lead Abatement Contractor. AHIP partners with Building Performance Institute (BPI)-certified building analysts at LEAP and WeatherSeal on all our energy-efficiency upgrade projects from pre-testing to closeout.
 - AHIP's programs meet a variety of industry standards, including HUD health and safety inspection guidelines; local property maintenance and building codes (based on state and national standards); and the BPI standards for best practices in energy efficiency. AHIP's third-party inspectors (plumbing, electrical, energy auditors, chimney, pest, etc.) or third-party building officials use HUD guidelines and/or building code or BPI standards to scope and evaluate our work.
- **Closeout and warranty**
 - With construction complete, AHIP's Construction Program Manager holds a meeting with the client to close out the project and sign all required documentation.
 - Client surveys provide feedback on the project, what impact it had on the household, and what could have been done to improve the process or the project outcomes.
 - All of AHIP's work is warrantied for one year, so if something goes wrong, AHIP staff will return to make it right at no additional cost to the client. And our staff are always available to answer past clients' questions, even outside of the official warranty window.



AHIP
Charlottesville Critical Repair Program
Project Narrative
Section 5: Project Budget
February 2022

5. PROJECT BUDGET

EXPENSES

Program delivery - staff costs (direct) 105,525

Intake, database management, eligibility verification/enrollment, inspections, estimating and scope of work development, bidding and procurement, construction management (planning, scheduling, supervision, quality control), client service, invoicing, cost tracking and reporting

Program delivery - construction costs (direct) 200,000

Hard costs: AHIP labor, subcontractors, materials
Soft costs: permits, 3rd-party inspections, recording fees, rentals, fuel, disposal, etc.

Program management - staff (direct) 22,636

Oversight, support, troubleshooting, recordkeeping, invoicing, payables and receivables, funding source allocations and tracking, program payroll management/cost allocations, project budget and impact reporting, invoicing, lien waiver/subcontractor coordination, program evaluation

Total direct program expenses 328,161

INCOME

City of Charlottesville - CAHF	250,000
Private foundation grants	25,000
Dominion Energy via LEAP	10,000
Safe at Home Campaign/Annual Fund	43,161

Total income 328,161



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 6: Project Schedule
February 2022

6. PROJECT SCHEDULE

If funded, the targeted time frame for this project would begin in April 2022 and run for approximately 12 months. Unlike construction of a discrete multifamily development, this effort comprises multiple construction projects in various stages of development—intake to estimating to construction—that run concurrently and consecutively throughout the year.

Critical repairs may take as little as a week from intake to completion, or could take longer depending on complexity of the issue and how many issues need to be addressed. Other current challenges that are slowing AHIP's pace down include labor shortage woes, permitting delays, extreme supply chain disruptions and delays, and highly scheduled local subcontractors (who are grappling with these very same issues themselves).



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 7: Experience
February 2022

7. EXPERIENCE

AHIP is an independent 501(c)(3) nonprofit organization that began working locally in 1976 and that began working in the City of Charlottesville in 1995. (Our sister organization, Charlottesville Housing Improvement Program, or CHIP, closed in 1995.)

From 1995 to 2008, AHIP utilized the city's federal HOME and CDBG funds to complete major rehabs for city households. In 2009, Neighborhood Development Services and City Council recognized a need to do more, and we began using newly dedicated housing funds to pilot an emergency and accessibility repair program. From there, more funding became available to expand the small repair program and begin completing more comprehensive rehab projects.

In 2011, we began partnering with LEAP to bring energy-efficiency upgrades to city clients and began planning for our first Block-by-Block Charlottesville effort, which rehabbed 40 homes in the 10th & Page neighborhood and won a Virginia Housing Award. From that point forward, we have worked closely with city staff and leaders to carry out a thriving effort that balances small repairs, energy upgrades, scattered-site projects, and target-area projects—bringing together city resources, private funds, partner organizations, and volunteers—to make sure that people can stay in their homes and stay safe in their homes.

AHIP is a state-licensed Class A Contractor and an EPA-certified lead abatement contractor. With more than 150 years of construction experience among our rehab program staff and more than 45 years of experience serving our community, AHIP has the expertise to continue to deliver critical rehabs and repairs to city homeowners. This is our mission and our reason for being.

► Key Staff

- **Cory Demchak, Director of Programs**, is responsible for day-to-day oversight of AHIP's rehab department, managing construction staff, program partnerships, subcontractors, project financing, financial oversight and compliance, and recordkeeping. Mr. Demchak joined AHIP in September of 2018.
- **Laurie Jensen, Intake Manager**, manages the intake, client database/waitlist, data collection, and client assignment process. She also manages special projects and works on target-area project planning. Ms. Jensen joined AHIP in 2015.
- **Len Wishart and Lee Miller, Rehab Specialists**, are in charge of conducting initial inspections, scheduling specialty and city inspections, estimating projects, and writing up scopes of work. They

also work with LEAP to estimate energy-efficiency tasks, folding them into the rehab estimating process and LEAP compliance processes (including pre- and post-testing coordination). Mr. Miller holds AHIP's plumbing and electrical license and Mr. Wishart manages AHIP's safety and lead training programs. Together, they bring more than 60 years of construction experience to the community.

- **George Herring, Construction Supervisor**, is responsible for scheduling crews and subcontractors, managing workflow and budgets, arranging final inspections, and overseeing the quality of all work completed. He works closely with the crew leaders and the rehab program staff.



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 8: Capacity
February 2022

8. CAPACITY

As mentioned, the project budget shows specific sources and uses of funds, average and projected costs per unit, and other public funds and private resources that will be leveraged to make this effort a success. Additionally, we are currently staffed—on the programmatic, planning, and the construction fronts—to carry out the goals of this effort.

Focusing on emergency repairs with any awarded CAHF funding also allows us to complete projects more quickly than rehab projects and ideally reach more neighbors in need of critical home repairs. As always, local subcontractors supplement our construction capacity.

Lastly, AHIP's impact and reach depend on strong and creative collaboration with a range of local partners. We would not be able to do this work on our own and are actively working with LEAP, CAAR, BRHBA, local businesses, and referring entities to make the program a success.



AHIP
Charlottesville Critical Repair Program
Project Proposal
Section 9: Metrics
February 2022

9. METRICS

Beyond our service goal of 25 to 50 households, we measure satisfactory completion of each project (as determined by our own quality control measures, independent inspection, and homeowner satisfaction) and the overall satisfaction and increase in well-being of the homeowner (as measured through a post-project survey). The level of inspection detail is commensurate with the complexity of the project.

In addition to regular inspections and contact with the client throughout the project, AHIP staff conducts a thorough post-project inspection and walk-through with the client to make sure all tasks are completed to the satisfaction of the homeowner and our construction supervisor. All parties—client, staff, subcontractor (if needed), and third-party inspectors (when applicable)—can see, evaluate, and document the work that was done to address outstanding health and safety issues and improve the home.

Generally, steps in the process include:

1. Initial conversations with the homeowner to understand their repair needs and goals, followed by inspections by AHIP staff, a city inspector (as required by the building code), LEAP technicians (for energy upgrades), and independent inspectors (if applicable)
2. Approval of the proposed scope of work by city Neighborhood Development Services (NDS) staff and the homeowner
3. Periodic inspections, reviews of the work, and check-ins with the client by AHIP staff throughout the project while checking in with the client. The city's building inspector also conducts periodic inspections as part of the permitting process
4. Final walk-through and inspection by AHIP staff and the client at the close of the project, to review all tasks and ensure that all work has been done properly. Any outstanding items or fixes are added to a punch list for follow-up. Final inspections also conducted by city and independent inspectors as needed. Final test-out by LEAP staff for all energy upgrades assesses efficiency gain
5. Sign-off by the homeowner that all work, and any punch list items, have been completed satisfactorily
6. Post-project questionnaire delivered to client assessing satisfaction, experience, critiques, and impact of the work. Client feedback may identify needed follow-up tasks and helps guides process and program improvements

7. Warranty period that lasts one year following completion of the project. Depending on the scope of work and the funding source(s), AHIP's work must meet the federal HUD Housing Quality Standards, the City of Charlottesville maintenance and building code, and/or LEAP standards. Additionally, AHIP follows the regulations set forth by the city's Housing Assistance Program Policies, Procedures, Protocols & Rehabilitation Standards Manual.

This year, AHIP is working on all of our client processes, including how to best communicate with clients throughout the process and measure satisfaction during and after the project is completed, and one of our key goals is to strengthen our evaluation tools and effectiveness.

Authorization:

Organization Name: Albemarle Housing Improvement Program (AHIP)

Project Title: Charlottesville Emergency Repair Program

I, Jennifer Jacobs, certify that I am authorized to (Authorized Organization Official) apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

Signature

Date

2/18/2022

City of Charlottesville
 Affordable Housing Fund (CAHF) Application
 (all items must be completed)

Applicant Information

Total Amount of CAHF funds requested: \$ 3,000,000

Check Tier Applying For	Amount of CAHF funds requested by Tier	Level of Funding	Typical Amount of Funding Available	Households Served
x	\$1,650,000	Tier 1	\$375,000	serving households with incomes up to 30% of Area Median Income (AMI)
x	\$1,350,000	Tier 2	\$225,000	serving households with incomes up to 60% of Area Median Income (AMI)
	\$0	Tier 3	\$150,000	serving households with incomes up to 80% of Area Median Income (AMI)

Organization name: Piedmont Housing Alliance

Contact name: Lindsay C. Chamberlain

Title: Development and Communications Manager

Organization Address: 682 Berkmar Dr

Phone: 434.422.4866

Email: lchamberlain@piedmonthousing.org

Project Information

Project Name: MACAA Development

Project Location: Macaa Dr.

Purpose of requested funding: (check all that apply)

New Construction

Acquisition

Rehabilitation

Rent Subsidy

Operating/Administration

Other: _____

Project type:(check all that apply)

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Acquisition
- Other: _____

Income restrictions on project (indicate number of units meeting each Area Median Income (AMI) category):

- 30 _____ Incomes less than 30% AMI
- _____ Incomes between 30% and 40% AMI
- 6 _____ Incomes between 40% and 50% AMI
- 30 _____ Incomes between 50% and 60% AMI
- _____ Incomes between 60% and 80% AMI
- _____ Unrestricted units (>80% AMI)
- 66 _____ Total Units

Term of Affordability (indicate number of units meeting each affordability term):

- _____ less than 2 years
- _____ 2-5 years
- _____ 5-10 years
- _____ 10-15 years
- _____ 15-20 years
- _____ 20-30 years
- 66 _____ more than 30 years
- 66 _____ Total Units

Project Proposal:

Please provide following information as separate attachments to the application:

1. Project Description—Provide a description of the proposed project. Include: project type and location, short and long-term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.

This project provides a diversity of affordable housing options for people experiencing low incomes within a high-opportunity neighborhood just one mile from a local job center in downtown Charlottesville and meets a critical need for affordable housing in the Charlottesville area. The project responds to the context of Locust Grove's tree-lined local streets with single-family dwellings by extending this neighborhood fabric into the site. The development plan addresses the primary goals of the Charlottesville Comprehensive Plan with particular respect to housing, community facilities, land use, and the environment. This project addresses the need for greater affordability within our community by infilling in an area where no affordable housing currently exists.

The proposal reflects a partnership between four organizations, all of which focus efforts on the support of people experiencing low-incomes as a central part of their mission. The four organizations are partnering on the redevelopment of the MACAA location to pursue an integrated spectrum of affordable rental housing, affordable homeownership opportunities, and a new modern early childhood center. . Piedmont Housing Alliance is acting as the lead developer overall as well as the lead developer of the affordable rental homes, aiming to partner with the Charlottesville Redevelopment and Housing Authority (CRHA) to dedicate a mixture of public housing units and project-based vouchers integrated within the rental buildings. MACAA, the current owner of the property, will develop classrooms in which to operate its Head Start program onsite. Habitat for Humanity of Charlottesville will build townhomes and duplexes on the site to provide affordable homeownership opportunities.

The redevelopment of the MACAA property on a prominent site between the North Downtown and Locust Grove neighborhoods provides a unique opportunity to address the City's affordable housing needs while taking advantage of the unique character of the grounds and sloping landscape on the site. This property will become an active and integrated extension of the adjacent neighborhoods while providing bike and pedestrian links to the broader community amenities by emphasizing connectivity and shared open spaces.

RENTAL HOUSING

The affordable rental portion of the project, for which this funding application would specifically apply, will include 66 rental homes, serving families between 30 and 60% AMI. The mix of 1-, 2-, and 3-bedroom apartment homes will be managed by the Piedmont Housing Alliance (PHA) through the Low Income Housing Tax Credit (LIHTC) program. Through a unique partnership proposal between Piedmont Housing Alliance and the CRHA, up to 45% of those rental homes would be targeted to families making at or below 30% AMI. This would be accomplished through the inclusion of Project Based Vouchers and integrated Public Housing units within the project and would far exceed the number of deeply affordable units in a typical LIHTC project. More critically, these units would address a significant area of need for a vulnerable portion of the Charlottesville community.

Regarding accessibility/adaptability for the affordable rental units, the code minimum number of fully accessible Section 504 units for the 66-unit MACAA development is *four (4)* units. Instead, the site will have *seven (7)* 504 units for residents with physical impairments and *two (2)* accessible units for residents with sensory impairments. The remaining rental homes are targeted to meet or exceed Universal Design standards – the gold standard for adaptability.

Regarding energy efficiency and sustainability, the rental homes will not only be certified under Enterprise Green Communities, the national standard for green-built affordable housing, but also will be aiming for DOE Zero Energy Ready Homes (ZERH) certification and Passive House certification under the PHIUS Multifamily protocol, an extremely stringent design, construction, and verification practice that ensures durability, excellent moisture management, and significant energy reductions through passive strategies, including increased insulation, robust air-sealing, thoughtful mechanical specifications, and attention to detail. Designing to these standards will provide

a higher quality building envelope and operational efficiencies that directly benefit residents through increased durability and reduced utility bills.

Piedmont Housing will also be pursuing funding for a solar panel installation on all roofs to further project sustainability goals and reduce utility costs for residents.

HOMEOWNERSHIP

By pursuing a variety of financing models and unit types, the project intends to meet the needs of a range of household incomes. Partner Habitat for Humanity of Greater Charlottesville's funding for the townhome and duplex portion of this project is separate from the rental housing development. And, yet, affordable homeownership will need parallel City funding to come to fruition. The Habitat funding application will come in a future CAHF round.

The homes will be sold to families experiencing low-income using a low- to no-interest mortgage and a repayment schedule appropriate to that family's income. Habitat typically serves families between 30-60% AMI, and Habitat for Humanity of Greater Charlottesville has helped families with an average AMI of 34% over the last three years.

2. Demonstration of Need -- Describe how the project contributes to the City of Charlottesville's housing goals.

The project provides housing choices that are not readily available within Charlottesville, namely affordable rental and homeownership opportunities. The project has been developed holistically, aiming to meet goals around affordability, sustainability, walkability, bikeability, and support of historical and natural landscapes. The project provides ranges of multifamily dwellings, townhouses, and duplexes, providing a variety of typologies along with a diversity of rental and ownership models. The homes provided are within a short distance from downtown and will have convenient access to a system of green spaces and other public amenities. The development will be constructed to a high level of quality -- the standards for Low Income Housing Tax Credit-funded developments such as the rental portion of the project far exceed market-rate building standards, and our partner in the project, Greater Charlottesville Habitat for Humanity, has a proven track record of constructing quality homes throughout the region.

3. Demonstration of Equity -- Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income residents in the City of Charlottesville.

In the last two years, both the City of Charlottesville and the Thomas Jefferson Planning District Commission have commissioned housing needs assessments. The resulting data are dire. Regionally, over 11,000+ households are housing-cost burdened, with the large majority living in the urban center of Charlottesville and Albemarle County. Of this number, over 2,000 households in the urban core are severely cost burdened, paying more than 50% of their incomes towards housing costs. This burden falls disproportionately on households with incomes below 50% AMI.

Designated by the city as a revitalization area, the MACAA site is in a part of Charlottesville where no current affordable housing exists. This project provides a spectrum of housing types for residents with a variety of family sizes and incomes and accommodates an integrated range of affordable rental and homeownership choices. The project also contributes to the City's larger housing affordability goals by contributing to the housing stock for people experiencing low income, one of the critical areas where more supply is most needed. The project creates a diversity of affordable housing options for families at a range of income levels from 30 to 60% of area median income, including affordable rental and affordable homeownership.

Given MACAA's organizational mission, the desire to include early childhood education as a priority in the neighborhood re-design has been part of the conversation. As a result, this project includes onsite childcare to integrate services that support working families. Registration for families will follow the model of the current Head

Start program that MACAA operates with prioritization given to residents in the site. Parents may confidently pursue educational and career opportunities knowing their children are thriving.

4. Project Readiness--Provide evidence of: organizational experience and capacity to manage the project; pursue and acquire land, site control, required zoning variance and permitting (if applicable); financial commitments for the projects; community engagement plan (if applicable); resident relocation plan (if applicable); plans for preparation and coordination of necessary public meetings (if applicable).

The coordinated planning process for the MACAA redevelopment has included residents, local governments, and strategic partners. Strong financial and community support, an experienced team, and a realistic project timeline will ensure completion in a timely manner. This project has passed through a successful rezoning process which included public meetings. These public meetings were held multiple times in the process of approving the rezoning. The land acquisition process will be finalized by Q2 2022.

Piedmont Housing Alliance's commitment to building strong financial and community support and developing realistic financial projections has been demonstrated in other projects, such as Friendship Court and Southwood Apartments. MACAA homes will benefit from this substantial experience, a similar community engaged design process, and a coordinated campaign for political support of regional affordable housing efforts.

As is the case with many publicly-approved and welcomed affordable housing developments, the city funding acts as a catalyst that unlocks the other sources. The funding sources listed in the budget hinge on the approval of funding from the City.

5. Project Budget—Provide a detailed description of the proposed project budget showing sources and uses and amounts of additional funding.

The budget below, and the CAHF request here, refer to the rental housing development (66 units) that Piedmont Housing Alliance is undertaking. However, the full project, including the homeownership units to be developed in partnership with Habitat for Humanity of Greater Charlottesville, will require additional subsidy to support Habitat's units. The CAHF application for Habitat's units will take place in a future CAHF cycle. After speaking with City staff, we decided to separate the applications over time because they have different time constraints. The rental housing, which needs LIHTC to bring to fruition, is constrained by the annual LIHTC application cycle – applications are due in March of every year. Habitat's sources are not constrained by the same application cycle.

MACAA - 66U - Combined Sources and Uses

Permanent Sources	COMBINED	
	66 Units	
	Sources	Avg. P U
Tax Credit Equity	\$12,717,791	\$192,694
First Mortgage	\$6,318,644	\$95,737
City of Charlottesville Funds	\$3,000,000	\$45,455
ASNH (VHTF, NHTF,HOME)	\$1,800,000	\$27,273
Other Loan	\$1,320,000	\$20,000
Seller Note	\$560,000	\$8,485
FHLB AHP	\$500,000	\$7,576
Deferred Developer Fee	\$64,790	\$982
Total Permanent	\$26,281,226	\$398,200
Summarized Uses	Uses	Avg. P U
Acquisition Costs	\$1,880,000	\$28,485
Construction Costs	\$19,993,050	\$302,925
Architecture and Engineering	\$708,750	\$10,739
Owner's Construction Costs	\$332,430	\$5,037
Professional Services	\$186,585	\$2,827
Financing Costs	\$1,280,230	\$19,397
Partnership Costs	\$70,350	\$1,066
Operating and Carrying Costs	\$73,500	\$1,114
Reserves and Escrows	\$456,331	\$6,914
Developer's Fee	\$1,300,000	\$19,697
Total Uses	\$26,281,226	\$398,200

6. Project Schedule—Indicate the proposed project schedule; timing of completed SAUs; pre-development, anticipated pursuit and acquisition timeline ,site control, zoning approval, financing and construction milestones (if applicable) to project completion.

The schedule below reflects our best estimation of timing based on known funding requirements driven by Virginia Housing and the Department of Housing and Community Development. Their closing processes constrain the gap in timing between LIHTC allocation and start of construction. More information can be provided if desired.

MACAA PSA finalized	May 2022
Site Plan Submission	Apr 2022
Site Plan Approval	Feb 2023
LIHTC Application Submitted to VH	Mar 2023
LIHTC Final Rankings Announced	Jun 2023
LIHTC Reservation Documents Executed	Jul 2023
Building Permit submitted	Jul 2023
Building Permit Issued	Oct 2023
Closing process/ Construction Start	Dec 2024
Construction Complete	May 2026
Lease Up Complete	Sep 2026

7. Experience—Provide a summary of similar activities completed by the organization and project team.

Piedmont Housing Alliance has been a leader throughout the Charlottesville region since 1983 in developing and managing affordable housing and offering pathways for struggling renters and aspiring homebuyers. Our work is guided by the core values of equity, opportunity, home, community and respect. Our continuum of services and resources has: assisted more than 1,000 low-income households purchase a home; supported thousands more through financial counseling services; backed the financing and construction of 100+ affordable single-family homes; financed the preservation, construction, and rehabilitation of nearly 1,000 affordable rental homes; and we currently manage over 600 affordable rental homes.

From 2014-2021, Piedmont Housing successfully leveraged \$18 million for new rental housing development and the rehabilitation of existing units; \$21 million for mortgage financing for low-income homeowners; and \$376,638 for economic development projects. In total, \$40 million has been deployed and leveraged for affordable housing in the region, serving thousands of low-income households.

Piedmont Housing Alliance has been a certified Community Housing Development Organization (CHDO) since 1997. In 2015, we provided \$1,079,029 for the rehabilitation of 30 rental units of affordable housing, reserved for seniors experiencing low-income, in the rural community of Crozet. In 2016, we provided \$950,000 as a development partner on a \$10.7 million housing project that created 54 units for seniors experiencing low-income. Piedmont Housing acted as a primary conduit for project financing for land acquisition as a CHDO and nonprofit partner to enable LIHTC financing. In 2017, \$6,273,332 was leveraged for the acquisition and rehabilitation costs for an additional 97 homes in Albemarle County. In total, 181 homes have been developed or rehabilitated in the past six years.

Since 2016, Piedmont Housing Alliance has also led the redevelopment planning for Friendship Court, deploying over \$800,000 for architectural and engineering design work, a facilitated master planning process, and preliminary site assessments. Plans detail a redevelopment strategy committed to zero displacement by building new units on available and open green space, transitioning 150 current households through a phased approach. The first phase of the redevelopment successfully secured a 9% tax credit award in 2019 and began construction last month. As a seasoned CDFI with experience as an affordable housing developer, Piedmont Housing has the track record and resources to successfully complete these projects. Further, the capacity to fulfill on this work is bolstered by the development experience of key personnel and the demonstrated experience of senior staff in leveraging the funding, resources, partnerships, and relationships necessary to bring projects to fruition.

KEY PERSONNEL

SUNSHINE MATHON, EXECUTIVE DIRECTOR: Sunshine joined Piedmont Housing Alliance as Executive Director in 2017 and leads the Real Estate Development team. He has 14 years of experience in affordable housing development including planning, leveraging resources, underwriting, pipeline development, relationship-building, and partnership management. Sunshine was specifically hired to oversee the Friendship Court redevelopment and to develop a strong pipeline of future projects, including finding public and private funding sources, and developing strong partnerships with elected officials, partner agency nonprofits, and planning agencies to successfully structure a complex, community-responsive, economically viable strategy for redevelopment. Prior to joining Piedmont Housing, Sunshine was Director of Real Estate Development for Foundation Communities in Austin, Texas. During his 10-year term, he oversaw of \$200 million in sustainable, affordable housing development including over 1,000 units. He is well-versed in gathering and supervising integrated teams of staff, architects, engineers, contractors, and consultants through all phases of development, and his management of contractors includes adherence to strict funding driven construction schedules and budget. Sunshine's experience also includes an inclusive community focus, as well as the development of services such as an early childhood center for affordable housing residents. He holds a Master of Architecture from the University of Texas, Austin.

ANDY MILLER, DIRECTOR OF REAL ESTATE DEVELOPMENT: Andy was hired in 2019 as part of Piedmont Housing Alliance's significant expansion in real estate development, bringing 16 years of affordable housing design and

development experience. Andy has primary oversight of project development: identifying and evaluating properties for future development; facilitating the planning process, including pre-development work such as architectural and engineering specifications, design schematics and pricing, design development, commercial construction bidding processes, and construction oversight; and managing the full range of the development process for complex affordable multi-family projects. Prior to joining Piedmont Housing Alliance, Andy was Senior Development Manager for Laurel Street, an affordable housing development firm in Charlotte, North Carolina. In that role, he managed over \$100 million in affordable and workforce housing development and oversaw the delivery of over 800 units. Past projects have ranged from new construction master planned communities to acquisition/rehab projects with financing from various sources including 4% tax credits, 9% tax credits, HUD Section 221(d)(4) loans, private equity funds, and various state and local resources. He has been responsible for day-to-day management of mixed income developments from initial concept through project stabilization, including project planning, finance structuring, pro forma analysis, due diligence, market analysis, negotiation and closing on financing, design team management, entitlements, construction review, marketing and lease-up. He holds a Master of Architecture from UC Berkeley and a Master of Science in Real Estate from UNC Charlotte.

MANDY BURBAGE, REAL ESTATE DEVELOPMENT MANAGER: Mandy joined Piedmont Housing in 2020 with 13 years of planning and development experience in the Charlottesville area. Mandy most recently managed land development and entitlement activities for Habitat for Humanity of Greater Charlottesville, including the successful rezoning of Southwood Mobile Home Park, a resident-led, master planned trailer park redevelopment with a commitment to resident non-displacement. Prior to Habitat, Mandy worked in the public sector as a senior land use planner gaining valuable insight into the community's long range planning goals and an understanding of the entitlement process. Mandy currently oversees due diligence, entitlement, design coordination, and permitting efforts on multiple projects.

8. Capacity –Provide a detailed description to demonstrate the applicant's ability to complete this project within 24 months.

Piedmont Housing's previously completed projects include leveraging \$7,344,361 in project costs for the rehabilitation of two affordable housing communities in Albemarle County: in 2015, Crozet Meadows, a 30-unit senior apartment building in Crozet, underwent a \$1,071,029 rehabilitation; and in 2017, Wood's Edge senior apartments underwent a \$6,273,322 acquisition and renovation of 97 homes.

Piedmont Housing Alliance recently broke ground on Phase I of the redevelopment of Friendship Court Apartments, a Project-Based Section 8 subsidized apartment complex serving 150 families in Charlottesville, Virginia. Phase I of redevelopment includes one-for-one replacement of 46 of the existing Project-Based Section 8 homes, as well as 60 additional new homes serving households ranging from 30-80% AMI. A LIHTC allocation and DHCD ASNH funding has been awarded for Phase I, which will complete construction in 2023. By the end of all four phases in 2027, all 150 existing Section 8 subsidized units will be replaced and an additional ~300 new units will be added to create a tiered-income community model serving households from below 30% AMI up to 80% AMI. All units will be protected with long-term affordability restrictions.

In March 2021, Piedmont Housing submitted a 9% LIHTC application for the development of a 71-unit affordable housing community, Southwood Apartments, and was successfully allocated credits in June. This is the first phase of a two-phase project that will include a total of 121 affordable units. The design is targeted to achieve Passive House and Enterprise Green Community certifications. The project is located in the larger Southwood Community redevelopment area, a community led redevelopment of a trailer park south of Charlottesville, which is being master planned and developed by Habitat for Humanity Charlottesville. Based on a successful LIHTC award, Southwood Apartments is anticipated to start construction in late 2022.

Also in March 2021, Piedmont Housing Alliance purchased the Red Carpet Inn. As part of the first phase of the Premier Circle redevelopment, in which the motel is functioning as non-congregate emergency shelter for people

experiencing homelessness, Piedmont Housing has overseen renovations for 94 homes. Phase II will consist of an 80-unit supportive housing project being developed by Virginia Supportive Housing. Piedmont Housing Alliance will develop Phase III of the redevelopment, Premier Apartments (final name TBD), consisting of approximately 60 affordable apartments for family and senior households with 30%-80% AMI incomes. Premier Apartments will be designed to Enterprise Green Communities and Passive House standards. The building(s) will provide direct benefits to residents through increased durability, healthy interiors, and reduced utility bills.

Piedmont Housing Alliance and Habitat for Humanity each demonstrate track records of successful development, combined they form an explosive combination. Once initiated, construction will be completed within 18 months, in May 2026. Construction can begin in 2024 once the site plan is approved, building permits are issued, and the Low Income Tax Housing Credit rankings are released in 2023.

9. Metrics –Provide a detailed description of the metrics used to measure success.

We will know the redevelopment of the MACAA property has been successful upon construction completion in partnership with Habitat for Humanity and Greater Charlottesville. We will know we have succeeded in providing 96 affordable homes, reactivating the underutilized space and integrating it as a Charlottesville neighborhood reserved for cost-burdened residents.

Our metrics for success will include delivering on seven fully accessible homes, and 59 homes targeted to meet or exceed Universal Design standards – the gold standard for adaptability, and building rental homes that will not only be certified under Enterprise Green Communities, the national standard for green-built affordable housing, but also DOE Zero Energy Ready Homes (ZERH) certification and Passive House certification under the PHIUS Multifamily protocol.


Authorization:

Organization Name: Piedmont Housing Alliance

Project Title: MACAA redevelopment

I, Lindsay C. Chamberlain certify that I am authorized to
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.



Signature

02/18/2022

Date

Lindsay C. Chamberlain

Print Name

Development and
Communications Manager

Title

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 21, 2022
Action Requested:	Consideration of a Rezoning Application, Special Use Permit, and a Critical Slope Waiver
Presenter:	Matt Alfele, AICP, City Planner
Staff Contacts:	Matt Alfele, AICP, City Planner
Title:	1613 Grove St. Ext. – ZM20-00003, SP21-00002, & P21-0023

Background:

Justin Shimp (Shimp Engineering, P.C., representing the owner, Lorven Investments, LLC) has submitted a Rezoning Application (ZM20-00003), a Special Use Permit Application (SP21-00002) and a Critical Slope Waiver request (P21-0023) to build a specific development at TMP 230133000, 230134000, and 230135000, together the Subject Properties. The applicant is proposing to change the existing zoning from R-2 (Residential Two-family) to R-3 (Residential Multifamily) with proffered conditions and a development plan. The applicant is also requesting to increase the density to forty-three (43) Dwelling Units per Acre (DUA) and disturb Critical Slopes on the site. All three request are need for the applicant to build four (4) apartment buildings with eight (8) one bedroom units and twenty (20) two bedroom units for a total of twenty-eight (28) units. The Subject Property has road frontage on Valley Road Extended and the unimproved section of Grove Street Extended. The Comprehensive Land Use Map for this area calls for Low Density Residential. Key elements of the development plan include: Four (4) low-rise apartment buildings with an allowable height of forty-five (45) feet, internal parking, and stabilization of Rock Creek. The applicant is also proposing the following proffers:

1. Prior to the issuance of certificate of occupancy from the City’s building official for the seventh (7th) dwelling unit on the Property, the Owner shall contribute Forty-Eight Thousand Dollars (\$48,000.00) to the City of Charlottesville’s Capital Improvement Program (CIP) as a cash contribution for construction of pedestrian improvements within the Fifeville Neighborhood.
2. Eight (8) of the twenty-eight (28) units will be affordable for no less than ten (10) years. See the attached proffer statement and Covenant for more detail.

Discussion:

The Planning Commission held a virtual joint Public Hearing with City Council on May 11 2021 on this matter. Traffic, density, stream restoration, and impacts to the surrounding neighborhood were discussed. The Planning Commission was also concerned that only one

affordable unit was being provided. The applicant requested and was granted a deferral to address some of Planning Commission concerns. Planning Commission was concerned with the impacts to the surrounding community and if Valley Road Extended could accommodate a development of this size. Planning Commission was also concerned with how the funds provided by the proffer would be used and how the affordable units would be enforced. The applicant agreed to make changes to the proffers so that the \$48,000 would be used to make any type of pedestrian improvements to areas around Valley Road Extended. The applicant also agreed to work with City staff to ensure the covenants enforcing the affordable units was satisfactory.

Alignment with City Council’s Vision and Strategic Plan:

If City Council approves the rezoning request, the project could contribute to **Goal 3: A Beautiful and Sustainable Natural and Built Environment, 3.1 Engage in robust and context sensitive urban planning and implementation**, and the City Council Vision of *Quality Housing Opportunities for All*.

Community Engagement:

On March 4, 2021 the applicant held a community meeting on Zoom from 6:00pm to 7pm. This meeting was well attended by the neighborhood and the following concerns were raised. The meeting was recorded and is available to the public through the developer.

- Rezoning to R-3 and building an apartment complex is not in character with the neighborhood.
- The project has too much density.
- Parking will be an issue.
- Traffic on Valley Road Extended is already a problem due to the narrowness and an apartment building will make thing worse.
- It would be nice to see the kudzu gone and Rock Creek improved.

On May 11, 2021 the Planning Commission held a virtual joint Public Hearing with City Council. Five (5) members of the public spoke and expressed the following:

- The proposed development is too dense for this location.
- R-3 zoning is not appropriate in an R-2 neighborhood.
- The City needs more homes and these units will help with that.
- Traffic and parking is already a problem on Valley Rd. Ext. and this will make it much worse.

On October 21, 2021 the Planning Commission held a virtual joint Public Hearing with City Council. Two (2) members of the public spoke and expressed the following:

- Valley Rd. Ext. is too narrow and cannot handle this development.
- Any proffered money should be used to fix the road.
- Even under the proposed new Land Use Map this development would not be allowed.

On March 8, 2022, the Planning Commission held a virtual joint Public Hearing with City Council. One (1) members of the public spoke and expressed the following:

- Traffic on Valley Rd. Ext.

Any emails received by staff regarding this project have been forwarded to Planning Commission and City Council.

Budgetary Impact:

This has no impact on the General Fund, but the applicant has proffered (proffer #1) \$48,000.00 to the City's Capital Improvement Program for infrastructure improvements.

Recommendations:

The Planning Commission took the following action:

Rezoning Application (ZM20-00003)

Mr. Stolzenberg moved to recommend approval of this application to rezone the Subject Property from R-2, to R-3, on the basis that the proposal would service the interests of the general public and good zoning practice.

Mr. Habbab seconded the motion

Mr. Lahendro, Yes

Mr. Solla-Yates, Yes

Mr. Stolzenberg, Yes

Mr. Karim Habbab, Yes

Mr. Mitchell, No

Ms. Liz Russell, No

Ms. Dowell, No

The motion passed 4 – 3 to recommend approval of the rezoning application to City Council.

Special Use Permit Application (SP21-00002)

Mr. Stolzenberg moved to recommend approval of this application for a Special Use Permit for Tax Map & Parcels 230133000, 230134000, and 230135000 (1613 Grove Street Extended) to permit residential density up to forty-three (43) DUA and adjusted yard requirements as depicted on the site plan dated September 29, 2021 with the following listed conditions.

Conditions recommended by staff

1. Up to 43 dwelling units per acre (DUA) are permitted on the Subject Properties with a maximum of two bedrooms per unit.
2. The restoration of Rock Creek as presented in the applicant's narrative dated July 14, 2020 and revised September 29, 2021.
3. Modifications of yard requirements to:

- a. Front yard: Twenty-five (25) feet.
- b. North Side yard: Five (5) feet.
- c. South Side yard: Fourteen (14) feet.
- d. Rear yard: Twenty-five (25) feet.

Mr, Habbab seconded the motion

Mr. Lahendro, Yes

Mr. Solla-Yates, Yes

Mr. Stolzenberg, Yes

Mr. Karim Habbab, Yes

Mr. Mitchell, No

Ms. Liz Russell, No

Ms. Dowell, No

The motion passed 4 - 3 to recommend approval of the Special Use Permit application to City Council.

Critical Slope Waiver (SP21-00023)

Mr. Stolzenberg moved to recommend approval of the critical slope waiver for Tax Map and Parcel 230135000, 230134000, and 230133000 as requested, with the conditions outlined in the staff report, based on a finding that

- The public benefits of allowing the disturbance outweigh the benefits afforded by the existing undisturbed critical slope, per Section 34-1120(b)(6)(d)(i)

Staff Conditions:

- 1) Site Plans (VESCP Plans) should include, at a minimum, 4 stages/phases of ESC controls. The first phase shall include "Initial/Preliminary Controls" and also include special consideration and provisions for how the 'creek'/'channel' will be crossed throughout the project and how concentrated flows will outfall to the channel/culvert. Ideally outfall and site access (culvert work/tie in) would be established with rigorous independent ESC controls prior to the establishment of a sediment trap and associated conveyances. Any channels/diversions that convey 'clear' water to the channel shall be stabilized with sod on the 'clear water' side immediately after installation. The sequence shall dictate that no 'benching', or any disturbance of the slopes can occur until after the establishment of the trap and conveyances (Stage/Phase III).
- 2) "Super Silt Fence" (chain linked backing) shall be installed where perimeter silt fence is specified.
- 3) Any disturbance occurring outside of conveyances to the trap, in either sequence or space, planned or unforeseen, shall be immediately stabilized with sod (for pervious areas, utilities should have other "same day stabilization").

Mr, Habbab seconded the motion

Mr. Lahendro, Yes

Mr. Solla-Yates, Yes

Mr. Stolzenberg, Yes
Mr. Karim Habbab, Yes
Mr. Mitchell, Yes
Ms. Liz Russell, No
Ms. Dowell, No

The motion passed 5 – 2 to recommend approval of the Critical Slope Waiver application to City Council.

Alternatives:

City Council has several alternatives:

- (1) by motion, take action to approve the attached ordinance and resolutions granting the Rezoning, Special Use Permit and Critical Slope Waiver as recommended by Planning Commission;
- (2) by motion, request changes to the attached ordinance and resolutions, and then approve the Rezoning Special Use Permit, and Critical Slope Waiver;
- (3) by motion, take action to deny the Rezoning, Special Use Permit, and Critical Slope Waiver; or
- (4) by motion, defer action on the Rezoning, Special Use Permit, and Critical Slope Waiver.

Attachments:

- A. Rezoning Ordinance
- B. Special Use Resolution
- C. Critical Slope Waiver Resolution
- D. Signed Proffer Statement

Link to the Public Hearing materials.

<https://charlottesvilleva.civicclerk.com/Web/Player.aspx?id=1099&key=-1&mod=-1&mk=-1&nov=0>

May 11, 2021 materials start on page 4.

<https://charlottesvilleva.civicclerk.com/Web/Player.aspx?id=1236&key=-1&mod=-1&mk=-1&nov=0>

October 21, 2021 materials start on page 87.

<https://charlottesvilleva.civicclerk.com/Web/Player.aspx?id=1393&key=-1&mod=-1&mk=-1&nov=0>

March 8, 2022 materials start on page 6.

**AN ORDINANCE
APPROVING A REQUEST TO REZONE THE PARCEL OF LAND
LOCATED AT 1613, 1611, AND 0 GROVE STREET, FROM R-2 (TWO FAMILY
RESIDENTIAL) TO R-3 (MULTIFAMILY RESIDENTIAL)**

WHEREAS, in order to facilitate a specific development project, Lorven Investments, LLC (“Landowner”), by its representative, Justin Shimp, has submitted rezoning application ZM20-00003, proposing a change in the zoning classification (“rezoning”) of certain land known as 1613, 1611, and 0 Grove Street Extended, identified within City tax records as Tax Map 23 Parcels 133, 134, and 135 (collectively, the “Subject Property”), from “R-2” to “R-3”, with said rezoning to be subject to several development conditions proffered by Landowner; and

WHEREAS, in connection with the Proposed Rezoning, the Applicants submitted: a site plan to create a specific low-rise multifamily development project along with proffered development conditions and

WHEREAS, a joint public hearing on the Proposed Rezoning was held before the Planning Commission and City Council on March 8, 2022, following notice to the public and to adjacent property owners as required by law; and

WHEREAS, on March 8, 2022, following the joint public hearing, the Planning Commission voted to recommend that City Council should approve the Proposed Rezoning; and

WHEREAS, City Council has considered the development proposal set forth within the Application, the Staff Report, comments received from the public, and the Planning Commission’s recommendation; and

WHEREAS, this Council finds and determines that the public necessity, convenience, general welfare and good zoning practice requires the Proposed Rezoning; that both the existing zoning classification (R-2) and the proposed R-3 zoning classification (subject to proffered development conditions) are reasonable; and that the Proposed Rezoning is consistent with the Comprehensive Plan; now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the Zoning District Map Incorporated in Section 34-1 of the Zoning Ordinance of the Code of the City of Charlottesville, 1990, as amended, be and hereby is amended and reenacted as follows:

Section 34-1. Zoning District Map. Rezoning from R-2 to R-3 the parcels of land designated on City Tax Map 23 as Parcels 133, 134, and 135 (1613, 1611, and 0 Grove Street Ext.), subject to the following Proffers, which were tendered by the Applicant in accordance with law and are hereby accepted by this City Council:

Approved Proffers

1. VALLEY ROAD EXTENDED SIDEWALK IMPROVEMENTS:

- a. Prior to the issuance of certificate of occupancy from the City's building official for the seventh (i11) dwelling unit on the Property, the Owner shall contribute Forty-Eight Thousand Dollars (\$48,000.00) to the City of Charlottesville's Capital Improvement Program (CIP) as a cash contribution for construction of infrastructure improvements that support public transit, cycling, walking, or ADA accessibility within the Fifeville Neighborhood. Infrastructure improvements may include, but are not limited to, bus stop improvements for public transit, construction of new sidewalks, or the installation of ADA accessible curb cuts at public street intersections.

2. AFFORDABLE HOUSING:

The Owner shall provide affordable housing within the Property, as follows:

- a. For the purposes of this Proffer, the term "For-Rent Workforce Affordable Dwelling Unit" means a dwelling unit where the monthly cost of rent, including any tenant paid utilities, does not exceed 125% of the Fair Market Rent by unit bedrooms for the Charlottesville MSA, the aforementioned Fair Market Rent is established annually by the federal Department of Housing and Urban Development (HUD).
 - i. For-Rent Workforce Affordable Dwelling Units shall be reserved for rental to low and moderate-income households having income less than 80 percent of the Area Median Income. Area Median income means the median income for Households within the Charlottesville, Virginia HUD Metropolitan FMR Area, as published annually by the U.S. Department of Housing and Urban Development.

- b. For the purposes of this Proffer, the term "For-Rent Affordable Dwelling Unit" means a dwelling unit where the monthly cost of rent, including any tenant paid utilities, does not exceed the Fair Market Rent by unit bedrooms for the Charlottesville MSA, the aforementioned Fair Market Rent is established annually by the federal Department of Housing and Urban Development (HUD).
 - i. For-Rent Affordable Dwelling Units shall be reserved for rental to low and moderate-income households having income less than 65 percent of the Area Median Income. Area Median income means the median income for Households within the Charlottesville, Virginia HUD Metropolitan FMR Area, as published annually by the U.S. Department of Housing and Urban Development.

- c. Fourteen percent (14%) of all dwelling units constructed within the area of the Property shall be For-Rent Workforce Affordable Dwelling Units and an additional fourteen percent (14%) of all dwelling units constructed within the area of the Property shall be For-Rent Affordable Dwelling Units (collectively, the "Required Affordable Dwelling Units") for a total of 28% of dwelling units constructed within the area of the Property provided as Required Affordable Dwelling Units. The Required Affordable Dwelling Units shall be identified on a layout plan, by unit, prior to the issuance of any certificate of occupancy for a residential unit within the Property ("Initial Designation"). The Owner reserves the right, from time to time after the Initial Designation, and subject to approval by the City, to change the unit(s) reserved as For-Rent Workforce-Affordable Dwelling Units and For-Rent Affordable Dwelling Units, and the City's approval shall not unreasonably be withheld so long as a proposed change does not reduce the number of Required Affordable Dwelling Units and does not result in an Affordability Period shorter than required by these proffers with respect to any of the Required Affordable Dwelling Units.
 - i. The Required Affordable Dwelling Units shall be reserved as such throughout a period of at least ten (10) years from the date on which the unit receives a certificate of occupancy from the City's building official ("Rental Affordability Period"). All Rental Affordable Dwelling Units shall be administered in accordance with one or more written declarations of covenants within the land records of the Charlottesville Circuit Court, in a form approved by the Office of the City Attorney.

ZM20-00003

- ii. On or before January 1 of each calendar year the then current owner of each Required Affordable Dwelling Unit shall submit an Annual Report to the City, identifying each Required Affordable Dwelling Unit by address and location, and verifying the Household Income of the occupant(s) of each Required Affordable Dwelling Unit.
- d. The land use obligations referenced in 2.c.i and 2.c.ii shall be set forth within one or more written declarations of covenants recorded within the land records of the Charlottesville Circuit Court, in a form approved by the Office of the City Attorney, so that the Owner's successors in right, title and interest to the Property shall have notice of and be bound by the obligations. The Required Affordable Dwelling Units shall be provided as for-rent units throughout the Rental Affordability Period.

**RESOLUTION GRANTING A SPECIAL USE PERMIT
FOR THE PROPERTY LOCATED AT 1613 GROVE STREET (TAX MAP 23,
PARCELS 133; 134; AND 135)**

WHEREAS Lorven Investments, LLC (“Landowner”) is the record owner of certain land identified on Tax Map 23 as Parcels 133, 134, and 135, collectively currently addressed as “1613, 1611, and 0 Grove Street Extended” (the “Property”), and, the Landowner, represented by Shimp Engineering, P.C. , is requesting a Re-Zoning of the property, a Special Use Permit, and a Waiver of the Critical Slopes requirements of City Code Sec. 34-1120(b)(6)(b) in connection with Landowner’s plan to construct four low-rise apartment buildings on the Property; and

WHEREAS; The Landowner seeks a Special Use Permit under City Code Sec. 34-420 to allow for residential density of up to forty-three (43) dwelling units per acre (“DUA”) and an amendment to the yard requirements of City Code Secs. 34-353(a) and 34-353(b)(4); and

WHEREAS the Planning Commission considered and recommended approval of this application at their March 8, 2022 meeting, subject to conditions set forth within the staff report prepared for that meeting;

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia, hereby approves a Special Use Permit for the Property, to allow construction of four low-rise apartment buildings by the Landowner, subject to the following conditions:

- (1) Up to 43 dwelling units per acre (DUA) are permitted on the Subject Properties with a maximum of two bedrooms per unit.
- (2) The restoration of Rock Creek as presented in the applicant’s narrative dated July 14, 2020 and revised September 29, 2021.
- (3) Modifications of yard requirements to:
 - Front yard: Twenty-five (25) feet.
 - North Side yard: Five (5) feet.
 - South Side yard: Fourteen (14) feet.
 - Rear yard: Twenty-five (25) feet.

**RESOLUTION GRANTING A CRITICAL SLOPE WAIVER
FOR THE PROPERTY LOCATED AT 1613, 1611, AND 0 GROVE STREET (TAX MAP
23, PARCELS 133; 134; AND 135)**

WHEREAS Lorven Investments, LLC (“Landowner”) is the record owner of certain land identified on Tax Map 23 as Parcels 133, 134, and 135, collectively currently addressed as “1613, 1611, and 0 Grove Street Extended” (the “Property”), and, the Landowner, represented by Shimp Engineering, P.C. , is requesting a Re-Zoning of the property, a Special Use Permit, and a Waiver of the Critical Slopes requirements of City Code Sec. 34-1120(b)(6)(b) in connection with Landowner’s plan to construct four low-rise apartment buildings on the Property; and

WHEREAS existing Critical Slopes located on the Property constitute 0.06 acres, or approximately 9 percent of the area of the parcels; and

WHEREAS the Planning Commission considered and recommended approval of this application at their March 8, 2022 meeting, subject to conditions set forth within the staff report prepared for that meeting;

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia, hereby approves a Waiver of the Critical Slopes requirements for the Property, to allow construction of four low-rise apartment buildings by the Landowner, subject to the following conditions:

(1) Site Plans (VESCP Plans) should include, at a minimum, 4 stages/phases of Erosion and Sediment (“E&S”) controls. The first phase shall include “Initial/Preliminary Controls” and also include special consideration and provisions for how the ‘creek’/‘channel’ will be crossed throughout the project and how concentrated flows will outfall to the channel/culvert. Ideally outfall and site access (culvert work/tie in) would be established with rigorous independent E&S controls prior to the establishment of a sediment trap and associated conveyances. Any channels/diversions that convey ‘clear’ water to the channel shall be stabilized with sod on the ‘clear water’ side immediately after installation. The sequence shall dictate that no ‘benching’, or any disturbance of the slopes can occur until after the establishment of the trap and conveyances (Stage/Phase III).

(2) “Super Silt Fence” (chain linked backing) shall be installed where perimeter silt fence is specified.

(3) Any disturbance occurring outside of conveyances to the trap, in either sequence or space, planned or unforeseen, shall be immediately stabilized with sod (for pervious areas, utilities should have other “same day stabilization”).

BEFORE THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA
IN RE: PETITION FOR REZONING (City Application No. ZM20-00003)
STATEMENT OF **FINAL** PROFFER CONDITIONS
For 1613 Grove Street Ext.

City of Charlottesville Tax Map 23 Parcels 133, 134, 135

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF CHARLOTTESVILLE

Lorven Investments, LLC is the owner (the "Owner") of Tax Parcels 230133000, 230134000, 230135000 (collectively, the "Property") which is the subject of rezoning application ZM20-00003, a project known as "1613 Grove Street Ext." (the "Project"). The Owner seeks to amend the current zoning of the Property subject to certain voluntary conditions set forth below. Each signatory below signing on behalf of the Owner covenants and warrants that it is an authorized signatory of the Owner for this Proffer Statement.

In furtherance of the Project, the Owner hereby proffers for City Council's consideration voluntary development conditions, which the Owner agrees are reasonable. The Owner agrees that, if the Property is rezoned as requested, the use and development of the Property will be subject to and in accordance with the following conditions:

1. Valley Road Extended Sidewalk Improvements:

- a. Prior to the issuance of certificate of occupancy from the City's building official for the seventh (7th) dwelling unit on the Property, the Owner shall contribute Forty-Eight Thousand Dollars (\$48,000.00) to the City of Charlottesville's Capital Improvement Program (CIP) as a cash contribution for construction of infrastructure improvements that support public transit, cycling, walking, or ADA accessibility within the Fifeville Neighborhood. Infrastructure improvements may include, but are not limited to, bus stop improvements for public transit, construction of new sidewalks, or the installation of ADA accessible curb cuts at public street intersections.

2. Affordable Housing:

The Owner shall provide affordable housing within the Property, as follows:

- a. For the purposes of this Proffer, the term "For-Rent Workforce Affordable Dwelling Unit" means a dwelling unit where the monthly cost of rent, including any tenant paid utilities, does not exceed 125% of the Fair Market Rent by unit bedrooms for the Charlottesville MSA, the aforementioned Fair Market Rent is established annually by the federal Department of Housing and Urban Development (HUD).
 - i. For-Rent Workforce Affordable Dwelling Units shall be reserved for rental to low and moderate-income households having income less than 80 percent of the Area Median Income. Area Median income means the median income for

Households within the Charlottesville, Virginia HUD Metropolitan FMR Area, as published annually by the U.S. Department of Housing and Urban Development.

- b. For the purposes of this Proffer, the term “For-Rent Affordable Dwelling Unit” means a dwelling unit where the monthly cost of rent, including any tenant paid utilities, does not exceed the Fair Market Rent by unit bedrooms for the Charlottesville MSA, the aforementioned Fair Market Rent is established annually by the federal Department of Housing and Urban Development (HUD).
 - i. For-Rent Affordable Dwelling Units shall be reserved for rental to low and moderate-income households having income less than 65 percent of the Area Median Income. Area Median income means the median income for Households within the Charlottesville, Virginia HUD Metropolitan FMR Area, as published annually by the U.S. Department of Housing and Urban Development.

- c. Fourteen percent (14%) of all dwelling units constructed within the area of the Property shall be For-Rent Workforce Affordable Dwelling Units and an additional fourteen percent (14%) of all dwelling units constructed within the area of the Property shall be For-Rent Affordable Dwelling Units (collectively, the “Required Affordable Dwelling Units”) for a total of 28% of dwelling units constructed within the area of the Property provided as Required Affordable Dwelling Units. The Required Affordable Dwelling Units shall be identified on a layout plan, by unit, prior to the issuance of any certificate of occupancy for a residential unit within the Property (“Initial Designation”). The Owner reserves the right, from time to time after the Initial Designation, and subject to approval by the City, to change the unit(s) reserved as For-Rent Workforce-Affordable Dwelling Units and For-Rent Affordable Dwelling Units, and the City’s approval shall not unreasonably be withheld so long as a proposed change does not reduce the number of Required Affordable Dwelling Units and does not result in an Affordability Period shorter than required by these proffers with respect to any of the Required Affordable Dwelling Units.
 - i. The Required Affordable Dwelling Units shall be reserved as such throughout a period of at least ten (10) years from the date on which the unit receives a certificate of occupancy from the City’s building official (“Rental Affordability Period”). All Rental Affordable Dwelling Units shall be administered in accordance with one or more written declarations of covenants within the land records of the Charlottesville Circuit Court, in a form approved by the Office of the City Attorney.
 - ii. On or before January 1 of each calendar year the then current owner of each Required Affordable Dwelling Unit shall submit an Annual Report to the City, identifying each Required Affordable Dwelling Unit by address and location,

and verifying the Household Income of the occupant(s) of each Required Affordable Dwelling Unit.

- d. The land use obligations referenced in 2.c.i and 2.c.ii shall be set forth within one or more written declarations of covenants recorded within the land records of the Charlottesville Circuit Court, in a form approved by the Office of the City Attorney, so that the Owner's successors in right, title and interest to the Property shall have notice of and be bound by the obligations. The Required Affordable Dwelling Units shall be provided as for-rent units throughout the Rental Affordability Period.

WHEREFORE, the undersigned Owner stipulates and agrees that the use and development of the Property shall be in conformity with the conditions hereinabove stated, and request that the Property be rezoned as requested, in accordance with the Zoning Ordinance of the City of Charlottesville.

By: 
Lorven Investments, LLC Manager/Member

Print Name: NARSIMHA SERI

Owner's Address: 4776 Walburn Ct., Chantilly, VA 20151