

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Approving Amended Grant Agreement for the Charlottesville Supplemental Rental Assistance Program ("CSRAP")</b>
<b>Staff Contact(s):</b>	Madelyn Metzler, Housing Compliance Coordinator, Kellie Brown, Director of NDS
<b>Presenter:</b>	<b>Madelyn Metzler, Housing Compliance Coordinator</b>
<b>Date of Proposed Action:</b>	June 15, 2026

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### Issue

City Staff requests approval of a Resolution that provides for an extension to the Eighth (8th) Amended Grant Agreement for CSRAP through September 30, 2026. The extension allows City Staff and the Charlottesville Redevelopment and Housing Authority ("CRHA") to complete review of evaluation findings and develop programmatic changes for inclusion in the next annual Grant Agreement.

### Background / Rule

CSRAP provides rental assistance to "extremely low-income" and "low-income" households earning below sixty percent (60%) of Area Median Income ("AMI") and serves approximately sixty-eight (68) households annually. Recent evaluation work identified operational and administrative challenges requiring updates to eligibility policies, participant tenure expectations, transition strategies, and data and communication systems.

Data collection and analysis are complete, and findings are currently under review by City and CRHA stakeholders. The extension provides time for proper review and recommendation development before the next Grant Agreement is brought forward, consistent with the City's responsibility to ensure transparent and accountable program administration.

### Analysis

Extending the Grant Agreement supports key City housing goals by ensuring CSRAP remains an effective transitional assistance Program aligned with best practices and the City's strategic initiatives related to affordable housing, equity, and service coordination.

During the extension, City Staff and CRHA will:

- Review findings with internal and external stakeholders to confirm interpretation and prioritize needed changes.
- Develop updated policies addressing eligibility, Program tenure, transition planning, and administrative procedures.
- Assess and recommend improvements to data systems and communication processes to strengthen oversight and customer service.

The extension prevents the City from entering a new funding cycle without integrating necessary improvements or presenting City Council with actionable, evidence-based options. City Staff will return to City Council with final recommendations and a revised Grant Agreement informed by stakeholder engagement.

**Financial Impact**

No additional City funding is required. CSRAP is supported through existing City Capital Improvement Program allocations, and remaining funds are sufficient to maintain rental assistance throughout the extension period. The proposed action maintains service continuity for current participants.

**Recommendation**

City Staff recommends City Council adopt the attached Resolution extending the time for performance under the Eighth (8th) Amendment to the Grant Agreement for the FY26 CSRAP through September 30, 2026, and that CRHA is authorized to use eligible and applicable carry-forward FY26 CSRAP undrawn funds in an amount not to exceed \$545,731.20.

**Recommended Motion (if Applicable)**

"I make a Motion to adopt the attached Resolution extending the time for performance under the Eighth (8th) Amendment to the Grant Agreement for the FY26 CSRAP through September 30, 2026, and that CRHA is authorized to use eligible and applicable carry-forward FY26 CSRAP undrawn funds in an amount not to exceed \$545,731.20."

**Attachments**

1. RESOLUTION for Extension of CSRAP 8th Grant Amendment
2. Extension to CSRAP 8th Grant Amendment