Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, October 27, 2025 at 6:00 pm
City Council Chambers

Minutes

The Board of Commissioners of the Charlottesville Redevelopment and Housing Authority (hereinafter "CRHA" or the "Housing Authority") held the Board Meeting at 6:00 p.m. on October 27th, 2025, at the City Council Chambers, with Chair O'Rourke presiding.

I. Call to Order

Commissioner Raudales called the Board Meeting to order at approximately 6:00 p.m. on October 27th, 2025.

Roll Call of Commissioners

	Present	Absent
O'Rourke, Chair		**X**
Raudales, Commissioner	**X**	
Rosenblith, Commissioner	**X**	
Payne, Commissioner	**X**	
Hicks, Commissioner	**X**	
Clavel, Commissioner	**X**	

Staff Present:

John Sales, Executive Director
Kathleen Glenn-Matthews, Deputy Director
Maria Carey, Executive Assistance
TerAna Banks (Virtual), Compliance Manager/ Interim Director of Property Management
Robert Harvey (Virtual), Director of Maintenance
Quentia Taylor (Virtual), Development Manager
TC Nichols, Controller
Michelle Crown (Virtual), Property Accountant/ Insurance Coordinator
Delphine Carnes: Delphine Carnes Law Group, PLC (CRHA Legal Counsel)
Brandon Collins (Virtual),

Moment of Silence: Commissioner Raudales called for a moment of silence.

General Announcements / Meeting Dates / Reminders

Safety Committee meeting: every second Wednesday at 12:00 pm
Resident Services Committee meeting: second Tuesday at 1:00 pm
CRHA Board Work Session: every second Thursday at 6:00 pm (at 6pm)
CRHA Board Regular Meeting: Every fourth Monday at 6:00 pm (at 6pm)

II. Public Comment/PHAR comment

- Sofie with PHAR:
  - The PHAR internship has started and is going well
  - A finance literacy event will take place at South First Street with Piedmont Housing Alliance
  - PHAR has a couple of different events taking place: Bingo at Westhaven/South First Street and Thursday night football at Crescent halls. Also, know your rights training will take place on site.
  - The fall feast will be on Saturday at 6th Street.

III. Approval of Board Minutes from September 22nd, 2025,

Commissioner Hicks motioned, and Commissioner Rosenblith seconded to approve the minutes of the Board of Commissioners meeting held on October 27th, 2025. The "Ayes" and "Nays" were as follows.

	Ayes	Nays	Abstain	Absent
O'Rourke, Chair				**X**
Raudales, Commissioner	**X**			
Rosenblith, Commissioner	**X**			
Payne, Commissioner	**X**			
Hicks, Commissioner	**X**			
Clavel, Commissioner	**X**			

IV. Annual Plan: Kathleen Glenn-Matthews

- The goals for the annual plan were revamped a few years ago and set high. There hasn't been much change to the plan.
- Part of the plan is to see if there are any significant policy changes, and if so, CRHA has a draft plan.
- Some of those changes include the admin plan, which includes admin documents for the voucher program, section 3, FSS action plan, and admissions/occupancy plan (policy for public housing).
- Some HUD forms must be completed when finalizing the plan, which neighborhood services and housing staff will review. The main goal is to ensure it aligns with the area conservation plan. There are forms for certification, the 5-year capital funds plan, and a section on civil rights. The Executive Director and the Board Chair must sign these documents. They are signed after the board approves the annual plan, and then they are submitted to HUD. All questions and responses are recorded in the document.
- The Annual Plan starts around July, and the 5-year plan starts in March.
- This is an excellent opportunity for the residents to have their voice heard and influence the housing authority.
- After the Annual Plan is submitted to HUD, it takes some months for approval.
- The Annual Plan and the 5-year plan can be revised if something significant occurs, and a draft will be available for another 45 days.
- The resolution for the Annual Plan will go before the Board at the December 11th special meeting.

V. Public Housing update: John Sales

- Tenant accounts receivable:
  - 72 nonpayment notices (paid after the 5th)
  - 24 UD's filled (more than 2 months of rent owed). $62,000 in total tenant accounts receivable and 10% of the rent charged for the entire year, while HUD's average is 3% or less.
  - 8 pending court cases
- If there is a hardship, there is language for them to include. (Housing and HCV)
- CRHA works with families on repayment agreements
- In the past, evictions have been halted, and that's why CRHA is here.
- A waitlist notice was sent to everyone to confirm their information is current and that they are still interested.
  - 2,400 on the waitlist
  - The waitlist is closed, but the number of responses received back will determine how that looks.
  - Individuals will be removed from the waitlist if they do not respond. Per HUD, a physical letter must be sent, but CRHA is looking to adjust that by using electronic means.

VI. HVC update: John Sales

- Not much change, still on the cusp of a shortfall

- 450 participants, total HAP of $496,000
- 1700 on waitlist
- 9 unleased units (many with vouchers)
- 37 on mainstream (voucher capacity of 3), but experiencing a shortfall with a net loss of 3 families due to significant rent hikes for the 37 families.
- PBV at Crescent Halls is at 49, 2 vouchers that need to be leased there
- South First Street 1 voucher
- The Crossings has 1 voucher available, with a waitlist of 1,239, and the waitlist is open and continues to grow.
- All other programs are steady.

VII. Finance update: TC Nichols

- It is budget season for the tax credit properties; they are due to VCDC on the 10th of November.
- EFT payments have started going out for the HCV department.
- Audit due ono NYE

VIII. Executive Director update: John Sales

- The government shutdown and its impact on CRHA are not yet known.
- Funding has not stopped (funds have been received for December)
- All the current projects will be moving forward
- The capital fund at CRHA has a $4 million project starting with a complete renovation at Michie, Madison, Riverside, and scattered sites.
- CRHA received the Emergency Safety Solutions Grant, which will be used to install security cameras and fences at Michie, Madison, and Riverside, following the redevelopment team's door-knocking and community engagement with residents to determine what they wanted.
- The contract for the cameras has stalled due to the government shutdown. A new agreement must be signed for the capital funds, and the annual plan must be amended to include those amounts.
- Redevelopment has two major projects at South First Street and 6th Street. Residents have been able to visit South First Street to observe the changes.
- The redevelopment department currently handles language access, as it is the primary user of the service.
- Public housing has some homeownership down payment assistance funds available, which will be spent out by the end of the fiscal year.

IX. Adjournment

Commissioner Raudales motioned to adjourn the meeting at 7:00 p.m.; Commissioner Clavel moved to adjourn the meeting, and Commissioner Rosenblith seconded.

	Ayes	Nays	Absent
O'Rourke, Chair			**X**

Raudales, Commissioner	**X**
Rosenblith, Commissioner	**X**
Payne, Commissioner	**X**
Hicks, Commissioner	**X**
Clavel, Commissioner	**X**

CHARLOTTESVILLE REDEVELOPMENT &
HOUSING AUTHORITY

P.O. BOX 1405

CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE/TTY/711: (434) 326-4672 FAX: (434) 971-4797

www.cvilleclha.com

Residents *FIRST*!

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Work Session
Thursday, October 9th, 2025, at 6:00 pm

Agenda

I. Call to Order
Roll Call of Commissioners
Moment of Silence

II. Annual Plan:
Kathleen Glenn-Matthews -Deputy Executive Director

III. PHAR Comments/ Public Comments

V. Adjournment

CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or union affiliations in any of its federally assisted programs and activities.

CHARLOTTESVILLE REDEVELOPMENT
& HOUSING AUTHORITY

P.O. BOX 1405
CHARLOTTESVILLE, VIRGINIA 22902

TELEPHONE: (434) 326-4672
www.cvillerha.com

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Board Meeting
Monday, October 27, 2025 at 6:00 pm

Agenda

Call to Order
Roll Call of Commissioners
Moment of Silence
General Announcements / Meeting Dates / Reminders

Public Comments followed by PHAR Comments

Updates from Commissioners and Discussion

I.	Approval of Board Minutes from 9/22/2025	Attachment A
II.	Annual Plan: Kathleen-Glenn Matthews Deputy Director	Attachment B
III.	Housing Director Update	Attachment C
IV.	HCV Program Manager Update	Attachment D
V.	Finance Update (verbal)	
VI.	Executive Director Update (verbal)	
VII.	Public Comments	

VIII. Adjournment

CRHA Meeting Announcements

CRHA Board Work Session: Thursday, November 13th, 2025, at 6:00 pm
CRHA Board Regular Meeting: Monday, November 24th , 2025, at 6:00 pm

Redevelopment Committee Meeting: Every 1st Thursday of the month, at 3:00 pm – 4:00 pm
Join Zoom Meeting: https://zoom.us/j/9588556349
Meeting ID: 958 855 6349

Safety Committee meeting: 12:00- 1:00 pm: October 29th at South 1st Street Phase 1 (on site), November 5th at Crescent Halls (on site)
Resident Services Committee: Every 2nd Tuesday of the month
at 1:00 pm

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 987-1267 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide 48 hours' notice so that proper arrangements may be made.

CRHA Annual Plan Overview for Board of Commissioners

October 27, 2025

6pm CRHA Board Session



Agenda

I. Overview of process

II. Next steps

III. Feedback, Q and A



Let’s get started

- An Annual Plan is a list of goals that an agency wants to achieve within the next year. It often includes ambitions with specific timelines and measurements. This short-term plan provides concrete goals to work towards and makes it possible to develop smaller goals to help achieve the larger goals on your five-year plan.
- A plan can significantly increase the likelihood that a Housing Authority will reach their goals. Creating a plan helps to clarify goals, ensure that they are specific and measurable and confirm that they are what you really want.



Plans developed by your housing authority contain a lot of information about your housing authority's rules. If changes are made before posting the draft, they get attached to the PHA Plan so that everything is in one place. These documents give more detail about specific issues. These can include:

- Admin Plan for the Voucher Program
- Section 3 Plan
- FSS Action Plan
- Admission and Occupancy Plan (ACOP)



HUD has forms that the housing authority follows when developing these Plans.

Each Plan has two parts:

The Annual Plan- talks about the next 12 months-Templates
(HUD-50075-ST, HUD-50075-HP, HUD-50075-SM, HUD-50075-HCV) The Annual Plan Template should be submitted by Standard, Troubled, Small, High Performing, and Section 8-only PHAs each year.

The 5-Year Plan- talks about long-term goals for your housing authority. Templates (HUD-50075-5Y)
The 5-Year Plan Template should be submitted by all PHAs (Standard, Troubled, Small, High Performing, Section 8-only, and qualified) once every 5 fiscal years. Ours currently runs FY 2024- 2029 so we will start working on it again at the beginning of 2028.

- The bulk of the document is the attachments.

Certifications

- **PHA Certifications of Compliance with PHA Plans and Related Regulations** (HUD-50077-CRT-SM, HUD-50077-ST-HCV-HP) (MS Word). These certifications are the standard certification PHAs submit indicating their compliance with PHA Plan, Civil Rights Certification, and related regulations.
- **Civil Rights Certifications** (HUD-50077-CR) (MS Word)
  Annually, qualified PHAs are required to make a civil rights certification of the public housing program in accordance with 5A of the Act, as amended by HERA.
- **Certification by State or Local Office of PHA Consistency with the Consolidated Plan** (HUD-50077-SL) (MS Word) The appropriate state or local officials must certify that the PHA Plan is consistent with its Consolidate Plan(s). If the PHA is located in more than one jurisdiction, it must include a certification from each appropriate official.



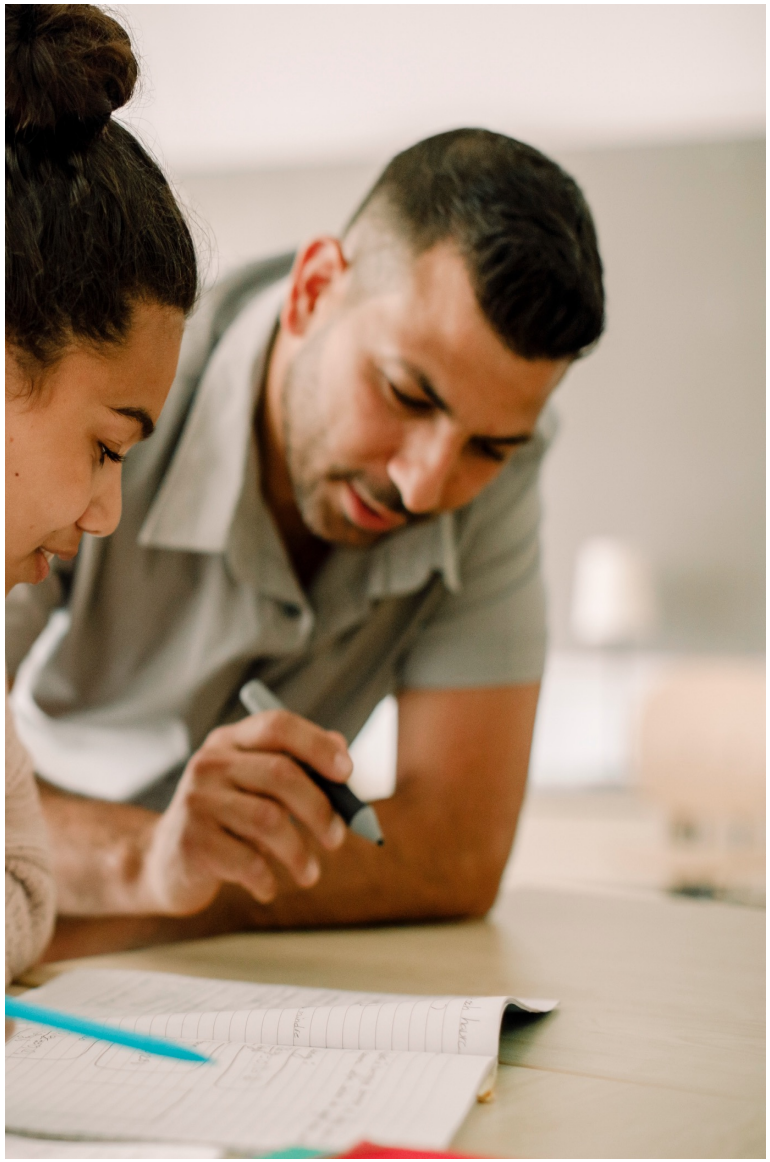
WHY ARE PHA PLANS IMPORTANT?

Your housing authority uses the PHA Plan to ask the government for money.

This money is called “capital fund” money. Capital funds pay for your development’s major repairs and upgrades. Each year, your housing authority has to decide how it wants to spend this money. Resident input is very important because residents know what needs to be fixed and what needs fixing now!

What we are going over today is the step-by-step process of writing out the Plan.

CRHA has to follow each step, every year. A big part of the process is resident participation. The annual PHA Plan process is your chance to get involved, ask questions, talk about important issues, and make your voice heard. You can say what you like and don’t like about your development. It is your chance to try to change and improve the rules.





The major steps of the process are:

1. The housing authority meets with the RAB to talk about and work on the the PHA Plan.
2. The housing authority asks the RAB for comments on the Plan and responds.
3. The housing authority holds public meetings followed by a public hearing on the PHA Plan. The housing authority's Board of Commissioners talks about the Plan and answers questions.
4. The housing authority sends the PHA Plan into HUD. HUD will approve it or send it back for more work.

The PHA Plan and Plan process help to make your housing authority accountable for the decisions it makes. These decisions affect public housing programs, the conditions of apartments, and the residents.

Residents can get involved by being a member of the RAB, talking to RAB members about the Plan and the comments, and going to the public hearing. Residents can always get a copy of the Plan—it is their right to read and review the document anytime they want.

You have the power to influence your housing authority's policies. You have the power to hold your housing authority accountable.





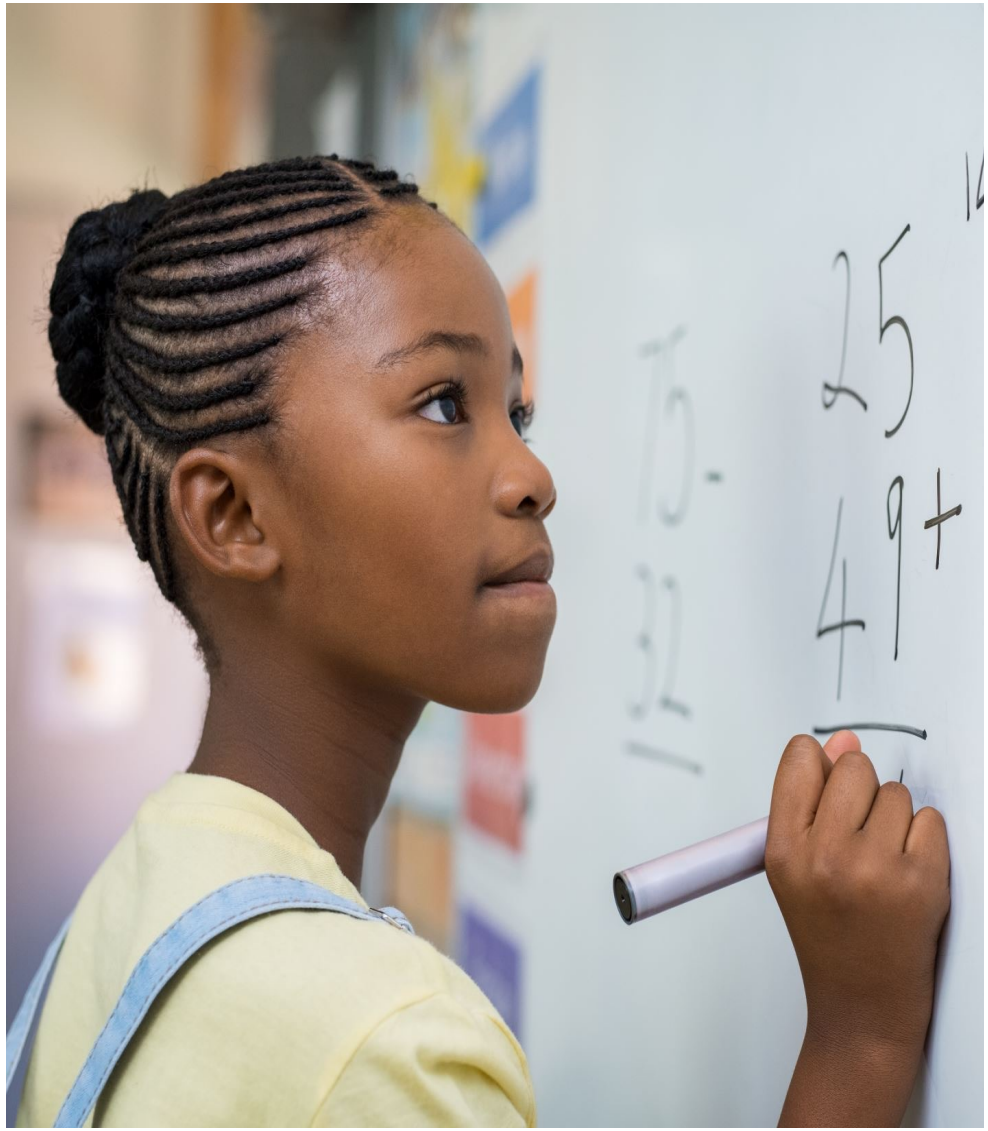
HOW LONG DOES THE PROCESS TAKE?

- **The CRHA's Fiscal Year (FY) is April 1st- March 31st**
- **Annual Plan:** Housing authority has to do every year. Generally, work for the annual plan starts around the end of the summer and wrap up with the submission to HUD around the end of the calendar year. beginning to end, the whole process takes about five months. Ask your housing authority, your Resident Council, or your Resident Advisory Board about when the process begins, how you can participate, and when the Plan is supposed to be finished.

- **Where to find all of this every year:**

- Posted October 24, 2025- for 45-day public review period prior to the board hearing and submission to HUD. Taking into consideration December board meeting is usually a week early. Hard copies can be checked out of CRHA offices by appointment by calling 434-326-4672.
- The majority of RAB Members have hard copies or access to them
- Available to view on the CRHA website www.cvillerha.com at http://www.cvillerha.com/key-documents/

- *On our website we also have last*
- *year's plan and our five-year plan.*





HOW CAN RESIDENTS GET INVOLVED?

There are many ways to get involved such as:

- Work with Resident Council to make comments on the PHA Plans.
- Try to become a member of housing authority's Board of Commissioners next time there is a vacancy. The Board of Commissioners oversees the housing authority.
- Meet with housing authority staff to comment on the PHA Plans.
- Attend the public hearing and make comments on the PHA Plans.

The Five-Year Plan is due in the 5th fiscal year (FY) following the PHA's last 5-Year Plan submission which is the latest a PHA can submit their new 5-Year plan.

However, PHAs may choose to update their 5-year Plans every year as good management practice by checking the box indicating a 'Revised 5-Year Plan Submission' on form HUD-50075-5Y.

Field Office reviewers must determine which PHA FYs are covered by the 5-Year Plan submission as this will inform when the next 5-Year PHA Plan is due. PHAs must ensure that a current 5-Year Plan is always in effect and new 5-Year Plans are submitted at least once every 5 fiscal years and no later than 75 days before the commencement of the PHA's FY.

- References: **24 CFR 903.5(a)(4)**

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

500 1st Street South
CHARLOTTESVILLE, VIRGINIA 22902
TELEPHONE: (434) 326-4748
www.crha.com

To: CRHA Program Participants, Staff, Board of Commissioner and Stakeholders
From: CRHA Administration
Date: October 24, 2025
Subject: Posting Draft FY 2026- 2027CRHA Annual Plan

The Charlottesville Redevelopment & Housing Authority (CRHA) will hold a Public Hearing regarding the FY 2026- 2027 Annual Plan, as required by HUD under Section 511 of the Quality Housing and Work Responsibility Act of 1998. The public hearing will be held as a hybrid event via an electronic meeting platform, Zoom and in person at the Westhaven Center at 801 Hardy Drive, Charlottesville, VA, on Wednesday December 10, 2025, at 5pm. On Thursday December 11, 2025 at 6pm there will be a Special CRHA Board of Commissioners Meeting to approve the Annual Plan. Members of the public may participate in person, by computer, tablet, or phone. Details for accessing this meeting will be included on CRHA's website. Individuals who need access to a printed or translated copy of the plan may do so by emailing matthewsk@cvillerha.com or calling 434-422-9298 and asking to set up a time to view or check-out a copy of the draft. Hardcopies will be posted for public review at the CRHA Offices at 500 1st Street S, 715 6th ST SE, 110 5th Street NE, 1050 1st ST S and at the at 801 Hardy Drive. An electronic copy can be found at https://www.cvillerha.com/key-documents/.

Written comments will be accepted through 5pm **December 9, 2025**, and should be submitted to Kathleen Glenn-Matthews, Deputy Executive Director via email or PO Box 1405, Charlottesville VA 22902 or to matthewsk@cvillerha.com.

Public Meetings on Annual Plan

1. 11/6/25 4pm hybrid public meeting at S 1st Street Community Center at 1050 1st ST S, Charlottesville, VA
2. 11/11/25 4pm hybrid public meeting at Westhaven Community Center 801 Hardy Drive, Charlottesville, VA
3. 11/11/25 5pm hybrid public meeting at 6th Street Youth Center at 709 B 6th ST SE, Charlottesville, VA
4. 11/13/25 noon hybrid public meeting at Crescent Halls Community Center 500 1st ST S, Charlottesville, VA
5. 12/10/25 5pm hybrid public hearing at Westhaven Community Center 801 Hardy Drive, Charlottesville, VA
6. 12/11/25 6pm Special CRHA Board of Commissioners meeting to approve the annual plan via resolution at City Hall Chambers, 605 E Main ST, Charlottesville

The virtual link to register for all of the meetings (with the exception of the 12/11/25 meeting in City Council Chambers which will be posted on the city website https://www.charlottesville.gov/zoom) is:

https://us06web.zoom.us/meeting/register/yHH5EdaKT7qcIPIip4sAFA

EQUAL HOUSING OPPORTUNITY

CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or union affiliations in any of its federally assisted programs and activities.

F. Board Resolution

CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY
500 1st Street South
CHARLOTTESVILLE, VIRGINIA 22902
TELEPHONE: (434) 326-4748
www.crha.com

CRHA RESOLUTION # _____

RESOLUTON APPROVING THE SUBMISSION OF CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY'S PROPOSED ANNUAL PLAN FY 2026- 2027.

WHEREAS, the Charlottesville Redevelopment and Housing Authority (CRHA or the Authority), after receiving public comments, has drafted a proposed Annual Plan for FY 2026- 2027; and WHEREAS, the CRHA is required to submit the proposed Annual Plan to the Richmond Field Office for the United States Department of Housing and Urban Development for review and approval. NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Charlottesville redevelopment and Housing Authority hereby approve the submission of the proposed CRHA Annual and Five Year Plan, as amended and authorizes the CRHA Executive Director to forward the proposed Annual and Five Year Plan to the Richmond Field Office for the United States Department of Housing and Urban Development for review and approval. RESOLVED THIS 11TH DAY OF DECEMBER 2025 BY THE CRHA BOARD OF COMMISSIONERS.

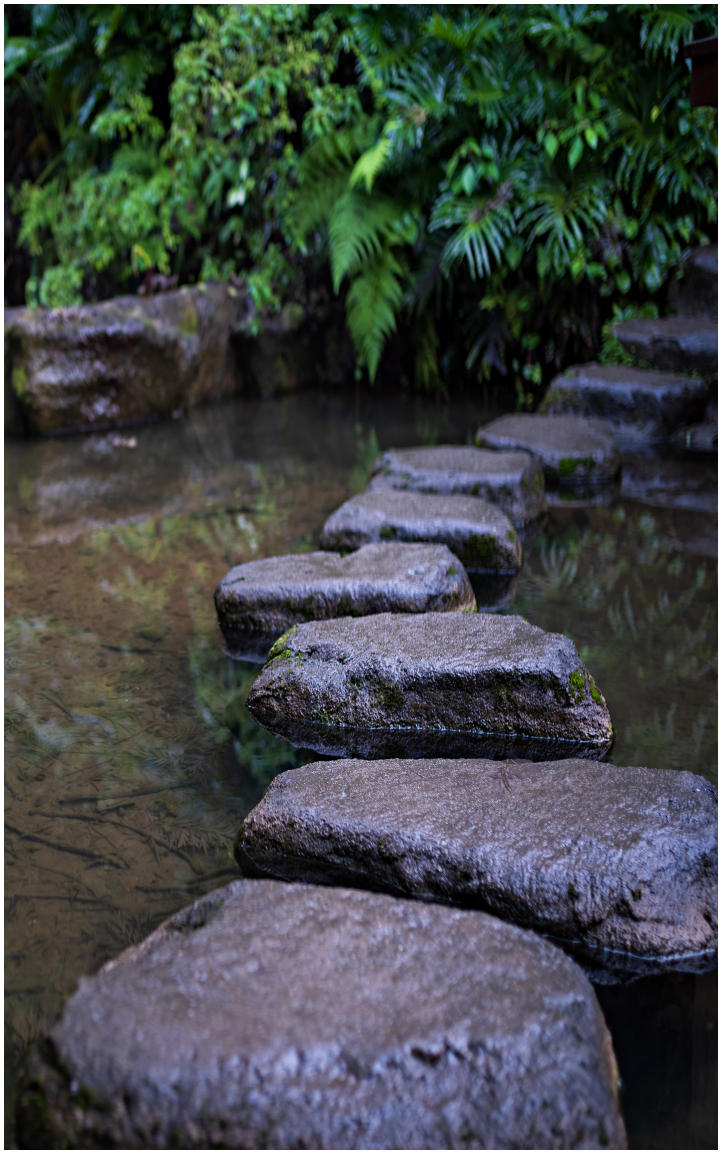
Bridget O'Rourke, CRHA Board Chair

John M. Sales, Secretary

EQUAL HOUSING OPPORTUNITY
CRHA does not discriminate on the basis of race, color, sex, age, religion, national origin, disability, veteran status, or union affiliations in any of its federally assisted programs and activities.

Draft Timeline

Month	Events	Notes
August 11, 2025 6pm	Monthly AP planning meetings RAB and CRHA	Review how process works
September 22, 2025? *11am*	Monthly AP planning meetings RAB and CRHA	• Review current goals • Get big item list from CRHA and PHAR • Consider tie-in with resident surveys
October 7, 2025 *10am*	• Monthly AP Planning Meetings RAB and CRHA • CRHA BOC Meeting on AP • **Draft Plan posted by 10/27/25**	• Discuss planning, dates and times for public meetings that will be posted • Send City Manager Draft and HUD 50077-SL to sign
November 2025	• Public Meetings on AP	Collect all feedback from public meetings and include in notes on AP draft
December 2025	• Public Meetings on AP • AP Hearing • AP Special Board of Commissioner Meeting for Approval 12/11/25	Get signed: • HUD 50077-SL from City Manager • Resolution for AP from BOC • HUD attachment forms signed
January 2026	AP submitted to HUD via portal by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.



Feedback, Q and A

Thank you for being here!

If you have any questions please contact Kathleen at matthewsk@cvillerha.com or 434-422-9298