CHARLOTTESVILLE REDEVELOPMENT
& HOUSING AUTHORITY

P.O. BOX 1405
CHARLOTTESVILLE, VIRGINIA 22902

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

Residents *FIRST*!

Charlottesville Redevelopment and Housing Authority
Board of Commissioners Work Session
City Council Chambers
Thursday, December 11, 2025, at 6:00 pm

Agenda

I.	Call to Order Roll Call of Commissioners Moment of Silence	
II.	Closed Session: Personnel	Attachment A
III.	Presentation of Annual Plan Resolution #1498	Attachment B
IV.	Adjournment	

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.

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CRHA RESOLUTION #1493

RESOLUTION ADOPTING REVISED CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY UTILITY ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM FY'S 2025-2026)

WHEREAS, the Charlottesville Redevelopment and Housing Authority (hereafter CRHA) operates the Section 8 Housing Choice Voucher Program within the guidelines set forth by the Department of Housing and Urban Development, and

WHEREAS, the CRHA has a duty to review agency-wide utility consumption and adopt utility allowance rates in accordance with the Code of Federal Regulations; the CRHA has reviewed the utility allowance schedules and has determined that best practices would be to follow the utility schedule set by the Virginia Housing Development Authority "VHDA"; which study and rate shall be used to calculate utility allowances for CRHA and any excess utility charges pursuant thereto.

CRHA has conducted an annual review of its agency-wide utility consumption and utility allowance rates in satisfaction of the requirements of the Code of Federal Regulations; NOW, THEREFORE, BE IT RESOLVED that CRHA, by and through its Officers, hereby adopts the attached utility schedules into the Section 8 Housing Choice Voucher Program effective December 1, 2025.

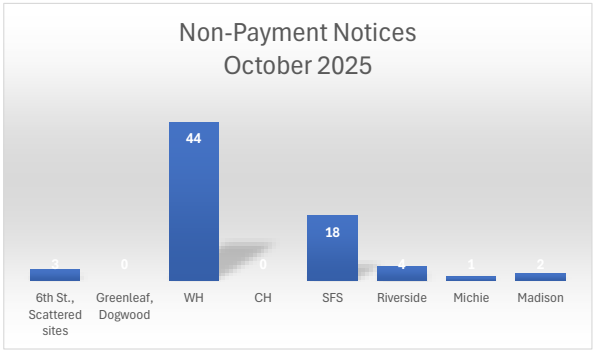
RESOLVED THIS TWENTY FOURTH DAY OF DECEMBER 2025 BY THE CRHA BOARD OF COMMISSIONERS.

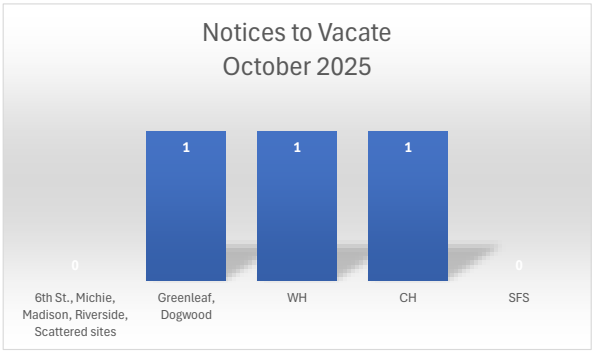
Brigid O'Rouke
CRHA Board Chair

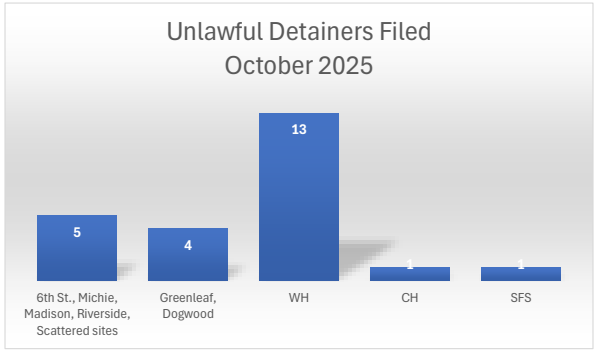
Mr. John M. Sales
Board Secretary

	Oct. 2025
Approved Applications	10
6th St., Michie, Madison, Riverside, Scattered sites	3
Greenleaf, Dogwood	2
WH	1
CH	4
SFS	0
Non-payment Notices	72
6th St., Scattered sites	3
Greenleaf, Dogwood	0
WH	44
CH	0
SFS	18
Riverside	4
Michie	1
Madison	2
Notices to Vacate	3
6th St., Michie, Madison, Riverside, Scattered sites	0
Greenleaf, Dogwood	1
WH	1
CH	1
SFS	0
Unlawful Detainers Filed	24
6th St., Michie, Madison, Riverside, Scattered sites	5
Greenleaf, Dogwood	4
WH	13
CH	1
SFS	1
Pending Court Dates	
6th St., Michie, Madison, Riverside, Scattered sites	2
Greenleaf, Dogwood	0
WH	0
CH	2
SFS	4
Trials Scheduled	6
6th St., Michie, Madison, Riverside, Scattered sites	2
Greenleaf, Dogwood	1
WH	0
CH	1
SFS	2
Pending Court Dates, Rent-related	6
6th St., Michie, Madison, Riverside, Scattered sites	1
Greenleaf, Dogwood	1
WH	0
CH	1
SFS	3









Pending Court Dates, Nonrent-related	2
6th St., Michie, Madison, Riverside, Scattered sites	1
Greenleaf, Dogwood	0
WH	1
CH	0
SFS	0

Pending Writs	6
6th St., Michie, Madison, Riverside, Scattered sites	0
Greenleaf, Dogwood	1
WH	4
CH	0
SFS	1

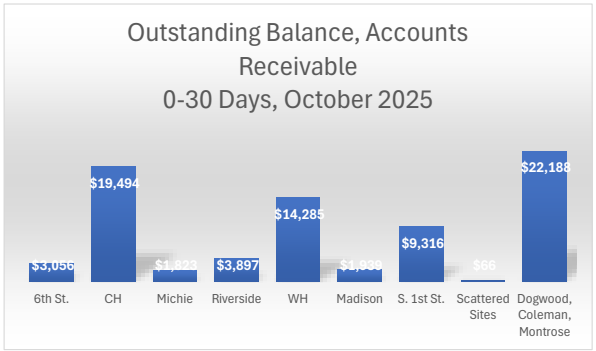
Purchases in Progress	0
6th St., Michie, Madison, Riverside, Scattered sites	0
Greenleaf, Dogwood	0
WH	0
CH	0
SFS	0

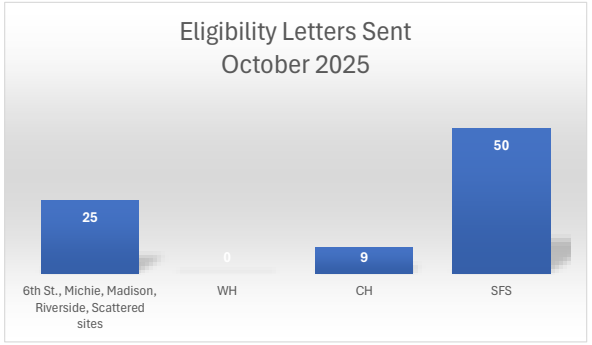
Outstanding Balance, Accounts Receivable, 0-30 days	$ 76,064
6th St.	$ 3,056
CH	$ 19,494
Michie	$ 1,823
Riverside	$ 3,897
WH	$ 14,285
Madison	$ 1,939
S. 1st St.	$ 9,316
Scattered Sites	$ 66
Dogwood, Coleman, Montrose	$ 22,188

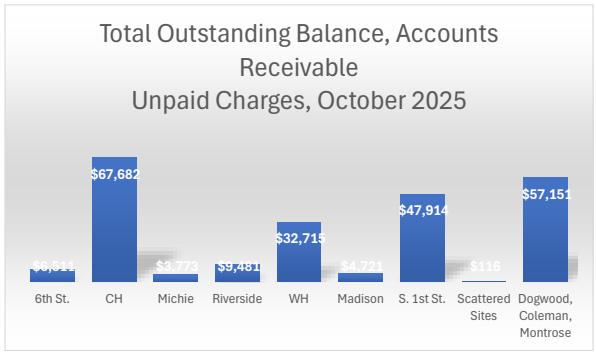
Total Outstanding Balance, Accounts Receivable, Unpaid Charges	$ 230,064
6th St.	$ 6,511
CH	$ 67,682
Michie	$ 3,773
Riverside	$ 9,481
WH	$ 32,715
Madison	$ 4,721
S. 1st St.	$ 47,914
Scattered Sites	$ 116
Dogwood, Coleman, Montrose	$ 57,151

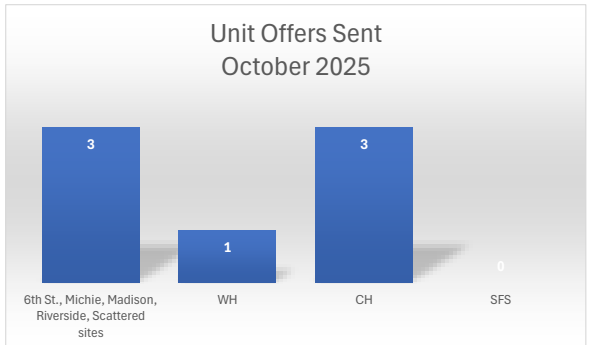
Eligibility Letters Sent	84
6th St., Michie, Madison, Riverside, Scattered sites	25
WH	0
CH	9
SFS	50

Unit Offers Sent	7
6th St., Michie, Madison, Riverside, Scattered sites	3
WH	1
CH	3
SFS	0









Number of Families Currently Waiting for Public Housing	2448
1 BR	1432
2 BR	360
3 BR	285
4 BR	202
5 BR	169

10.22.2025

NOTE: Finance staff continue to work with PM to clean up ledgers.

Traffic (Visitors to Offices) Total: 1473

SFS-195
Westhaven-160
6th St. – 159
Crescent Halls-959

Eviction Balance
120 Days
$37,938

Tentative Evictions
$62,315

Collection Efforts

Asset Collections Manager, with the help of PM staff and resident communication, was able to refer and collect $10,592 in rental assistance for residents.
Phone contact
We continue to encourage residents to apply for local funding that may be available.
Balance Due Letters Issued, 30 Day Non-Payment Issued, Meetings as requested, Unlawful Detainers filed monthly as needed.
Payment Agreements (if qualified)
EDP Program has been active for approximately 6 months with referrals for Non-Payment being extremely high. Other referrals are being made as well. Resident Services and Property Management continue to meet monthly and make adjustments to get be sure our families are getting best served by the program.

Pending Recertifications:

- Recertifications are being completed/caught up and letters go out on the 1st day of each month to give notifications at least 120 days prior to the due date of the due date. Additionally, 90. 60. 30-day, Termination notice until the recertification is completed.

Staff Training:

- In 2025 2 Team Members completed Certified Occupancy Specialist for Public Housing/2 Team Members completed training for Tax Credit Specialist
- Fair Housing Training was completed by the entire Property Management Team on August 13, 2025. Members of Resident Services Department and Maintenance attended the training as well.
- Nelrod – free weekly training will start in February & each member of PM staff will be assigned their 1st Certification training for the year based on beginning of the year assessments. To be completed in April.
- Effective 1/1/25, Senior Property Managers will be assigned peer training with other staff members in their area of expertise. All training will be documented in writing. This is ongoing.
- PM did a Lease Education Training on "Delinquency to Eviction" with PHAR in May 2025

Meetings:

- Safety Meeting (Once a month on 2nd Wednesday)
- Team/Compliance Meeting (Once/Twice a month based on needs)
- One on one compliance training regularly (weekly)
- Eviction Diversion Work Team- Once a month
- Site events are ongoing once a month on a rotating basis. We have had Community Days, Movie Nights, Ice Cream Socials just to name a few! Our team has dedicated thought and time to the different events and has been pleasantly surprised at the turnouts they have been getting!
- Summer Beautification Days are ongoing for the different sites.

Staff Update:

- Weekly one on one/cross training between team members to help serve our communities and keep "Residents First."
- Staff continue to distribute notices as needed with needed reminders and current information.
- Staff continue to be assigned and complete training applicable to industry updates themselves on community resources, available and newly announced, to provide up to date information to those in need of additional assistance in various situations.
- Asset Collections Rep along with site staff continues to pursue collections and continue the effort to TARS, however, we also continue the efforts to collect on them and make referrals for local funds that may be available to assist residents. We also continue to offer and initiate Repayment Agreements for those that qualify.
- Office hours are from 8:00 AM to 4:30PM, however, appointments are still preferred, for any person needing to have a one on one with their AM or other staff. This allows us to be prepared and manage our time to meet other duties and deadlines.

CRHA Board of Commissioners presentation on final Annual Plan Draft for FY 2026- 2027

December 11, 2025

6pm Hybrid at City Hall Chambers and via zoom





Agenda

I. Welcome

II. Overview of Process with Calendar

III. Document Review with Amendments

IV. RAB Comments and CRHA Response

V. Questions and Comments

VI. Next Steps

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298

Overview of Process with Calendar

Month	Events	Notes
August 11, 2025- 6pm	AP Meeting with RAB at PHAR Board meeting to kick-off process	Reviewed how process works
September 22, 2025- *11am*	Monthly AP planning meeting RAB and CRHA	• Reviewed current goals • Discussed public meeting rollout
October 7, 2025- *10am* October 27, 2025- *6pm*	• Monthly AP Planning Meetings RAB and CRHA • CRHA BOC Meeting on AP • **Draft Plan posted 10/24/25**	• Discuss planning, dates and times for public meetings that will be posted • Sent City Manager Draft and HUD 50077-SL to sign
November 6, 2025- 4pm November 10, 2025 -11am November 11, 2025- *4pm & 6pm* November 13, 2025- *noon*	• Public Meeting on AP Draft- SFS • AP Overview with PHAR Interns- LAJC • Public Meeting on AP Draft- WH & 6th ST • Public Meetings on AP Draft - CH	Collected all feedback from public meetings and include in notes on AP draft
December 10, 2025- 5pm December 11, 2025- 6pm	• Public Hearing on AP Draft- WH • Special Board of Commissioner Meeting for AP Approval- City Hall Chambers	Get signed: • HUD 50077-SL from City Manager • Resolution for AP from BOC • HUD attachment forms
January 2026	AP submitted to HUD by 1/12/26	The Annual Plan is due 75 days before the start of their fiscal year which 4/1/26.



Document Review with Amendments

Let’s look at the document!

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

DRAFT Annual PHA Plan
Annual Agency Plan for Fiscal Year 2026 - 2027



Posted: October 24, 2025
Approved:

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Translation contact:
matthewsk@cvillerha.com



RAB Comments and CRHA Response

It’s time to hear from you.

Do you have any questions or comments?

If you need assistance with translation please let Kathleen know at matthewsk@cvillerha.com or 434-422-9298



Next Steps

- 12/11/25 6pm Special CRHA BOC Meeting to Approve Annual Plan via a resolution- Hybrid via Zoom and at City Hall Chambers
- All signed forms and notes from meetings (such as today's)collected and inserted.
- Submitted to HUD by 1/13/26

Thank you for being here!

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

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