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 Work Session**
**City Council Chambers**
**Thursday, August 13th, 2026, at 6:00 pm**

## Agenda

| | | |
|---|---|---|
| I. | Call to Order<br>Roll Call of Commissioners<br>Moment of Silence | |
| II. | Revised Pet Policy | *Attachment A* |
| III. | Draft Policy-Education reimbursement | *Attachment B* |
| IV. | Draft Minimum Rent Policy | *Attachment C* |
| V. | Scope of work discussion | |
| VI. | Adjournment | |

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## Agenda

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

II. Closed Session:
**Personnel: Section 2.2-3711(A)(1)**

III. Revised Pet Policy *Attachment A*

IV. Draft Policy-Education reimbursement *Attachment B*

V. Draft Minimum Rent Policy *Attachment C*

VI. Scope of work discussion

VII. Adjournment

CHARLOTTESVILLE REDEVELOPMENT HOUSING AUTHORITY

# PET OWNERSHIP POLICY

## General

Pet ownership by tenants is allowed, subject to compliance with the requirements set forth in this policy.

## Applications

Residents wanting to keep pets must apply to the Housing Authority using the Pet Application Form. Applications will be processed within thirty (30) days, provided all required documentation is submitted.

Approval and denial of pet applications shall be in writing. Approval will be accompanied by a lease amendment the resident will be required to sign. Denials will include the reason for denial. Pets are not allowed to reside at sites and within units until the resident receives authorization from the Housing Authority.

## Types of Pets

Please see below for specific policies regarding small pets and large pets.

1. **Small Pets (pets kept in cages / aquariums such as hamsters, turtles, birds, and fish)**

   - There is a limit of one cage and / or one aquarium for each unit.
   - There is a maximum of two animals per cage / aquarium.
   - Aquariums are not to exceed 10-30 gallons.
   - Small pets shall be maintained in their cage / aquarium within the tenant's unit.
   - Pets / animals (except fish) left unattended for more than 24 hours are subject to removal and transfer to the proper authorities.
   - Residents should take adequate precautions to eliminate any pet odors within their unit and always maintain their unit in a sanitary condition.
   - Resident is responsible for all damages caused by their pets. Charges stemming from such damage will be levied on the resident at the time the damages occur or are identified by the Housing Authority.
   - For small pets, no pet deposit will be required with proper authorization

2. **Large Pets (dogs and cats)**

   - There is a limit of one large pet for each unit.
   - The breed of dog or cat cannot exceed 30 pounds in size at adulthood.
   - The Housing Authority reserves the right to deny any "animal" that has displayed vicious or intimidating behavior on a case-by-case basis.

- Large pets shall be maintained within the tenant's unit. When outside of the unit they must be kept on a leash or always carried under the control of the resident or other responsible individual.
- Residents shall not alter their unit, patio, or unit area to create an enclosure for an animal.
- Resident must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to, loud or continuous barking, howling, whining, biting, scratching or other such activities.
- Residents must agree to be present on the day of inspection or maintenance repairs to care for their pets or remove their pet from the unit, so the unit is vacant until the inspection or maintenance repair is completed.
- Pets / animals (except fish) left unattended for more than 24 hours are subject to removal and transfer to the proper authorities.
- Residents shall take adequate precautions to eliminate any pet odors within their unit and always maintain their unit in a sanitary condition.
- Resident is responsible for all damages caused by their pets. Charges stemming from such damage will be levied on the resident at the time the damages occur or are identified by the Housing Authority.
- A pet deposit of $150 shall be due and payable when the pet is authorized. Deposits will be refunded, less damage costs attributed to the pet, at the time the pet vacates the unit.
- Large pets must be spayed or neutered. Proof must be submitted with application for keeping the animal.
- For each large pet, the following must be attached to application for keeping the animal.
    a. Certificate signed by a licensed veterinarian or state / local authority that the animal has received all inoculations required by state or local law, and that the animal has no communicable disease(s) and is pest free.
    b. Current license for the animal in compliance with local ordinance and requirements. The pet license must always be visible.
    c. Photograph of the animal.
- Cats are to use litter boxes kept within the resident's unit and cleaned often. Resident is not allowed to let waste accumulate. Waste is to be placed in a plastic bag, closed and disposed of properly (by placing it in a sealed plastic bag and disposing of it in an outside trash bin).
- Dog owners are forbidden from permitting their animals to deposit waste on the property premises. If animal waste is deposited on the premises, the resident pet owner shall be responsible for the immediate removal from the premises of any / all waste deposited by their pet by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

## Resident violation of rules

- Residents who violate these rules are required to correct the violation or remove the animal from the dwelling unit within thirty (30) days' notice by the Housing Authority. The Housing Authority notice will contain a statement citing the policy violation. If the resident fails to correct the violation or remove the animal within thirty (30) days, the Housing Authority will begin the process of termination due to lease violations.

## Pets temporarily on premises

Pets which are not owned by a tenant will not be allowed. Residents are prohibited from feeding or harboring stray animals.

## Pet care

- No pet (excluding fish) shall be left unattended in any unit for a period more than twenty-four (24) hours.
- All resident pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for their pets.
- Resident pet owners must recognize that other residents may have chemical sensitivities or allergies related to animals or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

## Responsible parties

At the time application is made to keep a pet, the resident pet owner will be required to designate two responsible parties for the care of the animal if the health and safety of the animal is threatened by the death or incapacity of the owner; or by other factors that render the owner unable to care for the animal.

## Pet removal

If the health or safety of the animal is threatened by the death or incapacity of the owner, or by other factors that render the owner unable to care for the animal (including pets who are poorly cared for or have been left unattended for over twenty-four [24] hours), the situation will be reported to the responsible parties designated by the resident pet owner.

If the responsible party is unwilling or unable to care for the pet or if the Housing Authority, after reasonable efforts, cannot contact the responsible party the Housing Authority may contact the appropriate state or local agency and request the removal of the pet. Any cost to remove the animal will be a charge to the resident owner.

## Emergencies

The Housing Authority will take all necessary steps to ensure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate state or local entity authorized to remove such animals. Any cost to remove the animal will be a charge to the resident owner.

## Inspections

The Housing Authority may, after 24 notice to the tenant, enter and inspect the premises.

## Pet policy amendments

The Housing Authority reserves the right to amend the pet ownership policy, including the right to change or increase the required deposit.

## Public Housing Pet Ownership Policy
## Acknowledgement of Receipt and Agreement

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I have received a copy and understand the Public Housing Pet Ownership Policy and I agree to comply with all provisions of the Policy.

| | |
|---|---|
| Name of Resident | Address |
| Signature of Resident | Date |
| Signature of CRHA Representative | Date |

CHARLOTTESVILLE REDEVELOPMENT & HOUSING AUTHORITY

# PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY

## Objective

Charlottesville Redevelopment and Housing Authority encourages employees to enhance their skills and network with other professionals. This policy is intended to provide employees with professional development opportunities that enhance their knowledge and contributions to the organization. Providing professional development to our employees is an investment in their careers and the organization's future.

## Eligibility

Full-time regular employees are eligible for reimbursement of organization-approved education costs after six months of continuous employment, provided they are in good standing and are not on probation of any kind.

## Eligible Expenses

Employees are responsible for identifying courses and other training opportunities that support their career development, relate directly to their current role, and align with the organization's mission. Eligible professional development may include seminars, educational courses, webinars, exams, exam prep, credentialing, accredited courses and e-learning, workshops, conferences, and degree programs that help employees perform their essential job functions and increase their contributions to the organization.

Membership fees to professional organizations, subscriptions for scholarly journals, books and computer-based resources are also included.

## Procedure

To qualify for Professional Development Reimbursement, employees must submit a "CRHA Expense Report" to their immediate supervisor. The supervisor will forward the form to the Executive Director and Director of Finance for review. The request must include the applicable course of study, purpose, cost, dates and the name of the institution or training provider. If the request is approved, the employee and supervisor will be notified via email.

**The employee may incur expenses only after receiving approval from the Executive Director and their supervisor.**

Approval by the employee's supervisor for attendance to any training program that directly affects an employee's work schedule must be submitted **at least** a month in advance. Employees may attend one off-site seminar, conference, or workshop annually that is paid for by CRHA with prior approval by the Executive Director.

**Reimbursement**

Upon satisfactory completion of the training and/or coursework (i.e. ongoing classes), the employee must provide the documentation to support completion of the course and receipt to receive reimbursement if the courses have been pre-paid. All receipts should be submitted in a timely manner to the Executive Director and Director of Finance.

If an employee wishes to attend a short-study course, such as a seminar, workshop, professional exam, certificate program, or e-learning course, the employee must submit the required information to their supervisor at least **one month** in advance. If approved by the Supervisor and Executive Director, the supervisor may pay for the course using their company credit card, complete the "CRHA Expense Report," and forward the report to the Director of Finance.

Memberships in professional organizations and magazine subscriptions must have a direct relationship to the employee's job duties. The employee must provide supporting documentation outlining the benefits to CRHA and submit the request to their Supervisor and Executive Director for approval. If approved, the supervisor should complete the "CRHA Expense Report" and forward it to the Director of Finance.

The maximum reimbursement amount will be $1500.00 per calendar year. The amount does not roll into the next calendar year; it is forfeited if not used. Travel expenses may be permitted if the training is not available locally. See company travel policy for approval and reimbursement procedure.

For **degree programs**, the following criteria applies:

- Grade A = 100% reimbursement
- Grade B = 75% reimbursement
- Grade C = 50% reimbursement

Any grade less than a "C" is not eligible for reimbursement.

A **pass/fail course** is 100% reimbursable if passed successfully. CRHA will not pay for an employee to retake a training course.

**Payback Requirements**

As a matter of record, employees accepting the terms of this policy for a **degree program** will be required to sign a written agreement to remain with the organization for two years from the date of the educational reimbursement. If the employee terminates within this timeframe, he or she will be required to pay a monthly prorated amount to the organization.

**Highlights**

- Full-time regular employees may qualify after six months of continuous employment, if in good standing and not on probation

- Includes approved courses, seminars, webinars, exams, credentials, workshops, conferences, degree programs, professional memberships, journals, books, and computer-based resources.
- Employees and/or their supervisors must submit a CRHA Expense Report and receive approval **before** incurring expenses.
- Training that affects the work schedule must be requested at least **one month** (30 days) in advance.
- Employees may attend one CRHA-paid off-site seminar, conference, or workshop per year with prior approval.
- Employees must provide proof of completion **(for degree programs)** and receipts in a timely manner.
- Reimbursement is limited to **$1,500 per calendar year** and unused amounts do not roll over.
- Degree programs with a grade below a C are not reimbursable. Pass/fail courses are 100% reimbursable if successfully passed.
- CRHA does not pay for an employee to retake a training course.
- Employees reimbursed for a degree program must sign a two-year agreement or repay a prorated amount if they leave CRHA early.

**ACKNOWLEDGEMENT:**

By my signature below, I agree that I have received, read and understand the above-mentioned policy. I agree to abide by these guidelines and understand that failure to do so may result in disciplinary action. I also understand that this policy does not constitute an employment contract in any way.

_____ Date: _____

Employee

## DRAFT PART III: CALCULATING RENT

### 6-III.A. OVERVIEW OF INCOME-BASED RENT CALCULATIONS

The first step in calculating income-based rent is to determine each family's total tenant payment (TTP). Then, if the family is occupying a unit that has tenant-paid utilities, the utility allowance is subtracted from the TTP. The result of this calculation, if a positive number, is the tenant rent. If the TTP is less than the utility allowance, the result of this calculation is a negative number, and is called the utility reimbursement, which may be paid to the family or directly to the utility company by the CRHA.

**TTP Formula [24 CFR 5.628]**

HUD regulations specify the formula for calculating the total tenant payment (TTP) for a tenant family. TTP is the highest of the following amounts, rounded to the nearest dollar:

- 30 percent of the family's monthly adjusted income (adjusted income is defined in Part II)
- 10 percent of the family's monthly gross income (annual income, as defined in Part I, divided by 12)
- The welfare rent (in as-paid states only)
- A minimum rent between $0 and $50 that is established by the CRHA

The CRHA has authority to suspend and exempt families from minimum rent when a financial hardship exists, as defined in section 6-III.B.

*Welfare Rent [24 CFR 5.628]*

CRHA Policy

Welfare rent does not apply in this locality.

*Minimum Rent [24 CFR 5.630]*

CRHA Policy

The minimum rent for CRHA is $0.

## 6-III.B. FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT [24 CFR 5.630]

CRHA Policy

The financial hardship rules described below does NOT apply in this jurisdiction because the CRHA has established a minimum rent of $0.

**Overview**

If the CRHA establishes a minimum rent greater than zero, the CRHA must grant an exemption from the minimum rent if a family is unable to pay the minimum rent because of financial hardship.

The financial hardship exemption applies only to families required to pay the minimum rent. If a family's TTP is higher than the minimum rent, the family is not eligible for a hardship exemption. If the CRHA determines that a hardship exists, the TTP is the highest of the remaining components of the family's calculated TTP.

**HUD-Defined Financial Hardship**

Financial hardship includes the following situations:

(1) The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program. This includes a family member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

CRHA Policy

A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent.

For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.

(2) The family would be evicted because it is unable to pay the minimum rent.

CRHA Policy

For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent or tenant-paid utilities.

(3) Family income has decreased because of changed family circumstances, including the loss of employment.

(4) A death has occurred in the family.

CRHA Policy

In order to qualify under this provision, a family must describe how the death has created a financial hardship (e.g., because of funeral-related expenses or the loss of the family member's income).

(5) The family has experienced other circumstances determined by the CRHA.

CRHA Policy

The CRHA has not established any additional hardship criteria.