EIGHTH AMENDMENT TO GRANT AGREEMENT
CHARLOTTESVILLE SUPPLEMENTAL RENTAL ASSISTANCE PROGRAM

THIS **EIGHTH AMENDMENT TO GRANT AGREEMENT** ("Amendment") provides the terms and conditions upon which the City of Charlottesville, Virginia ("City"), will provide funding to the Charlottesville Redevelopment and Housing Authority ("CRHA") for the purpose of administering the Charlottesville Supplemental Rental Assistance Program ("CSRAP" or "Program"). CSRAP represents a partnership between the City and CHRA. Approval of the Program to support CRHA's administration of CSRAP was provided by the Council of the City of Charlottesville, Virginia ("City Council") on October 16, 2017.

Section 1.   Time for Performance: December 16, 2025, through June 30, 2026.
Section 2.   City Funding Amount: $900,000 (FY 2026)
Section 3.   Conditions of City Funding

I.   PROGRAM'S PURPOSE

A.   City has authorized the transfer of carry forward Program funding, if any, and FY 2026 funding, to CHRA use within the Fiscal Year ending June 30, 2026, upon the following conditions:

(i)   The funding shall be used exclusively by CRHA to provide rental assistance subsidies to individuals who are part of Extremely Low-Income to Low-Income Households, defined as those households earning less than sixty percent (60%) of Area Median Income ("AMI") as determined by the US Department of Housing and Urban Development ("HUD") annually within the City, including, but not limited to, those who are homeless, elderly, and/or disabled individuals, or those enrolled in a self-sufficiency program; and

(ii)   The administration of this funding by CRHA shall be in accordance with the terms of this Amendment.

B.   The City is authorized by Virginia Code § 36-7 to provide money to a housing authority, to enable or assist the authority to carry out its purposes.

II.   FUNDING

CSRAP shall be funded through the City's Capital Improvement Program Fund.

III.   ADMINISTRATION

CSRAP represents a partnership between the City and CRHA. City and CRHA recognize that Program funding is required to cover the administrative burden associated with the Program.

CRHA agrees to administer CSRAP in a manner like the federal Housing Choice and the City's Housing Policy 1, as amended. Exceptions to the administration of the Program will be permitted to allow:

(i)   For single room housing that might not otherwise meet HUD rules and regulations, in limited circumstances.

(ii)   For rent rates up to one-hundred and twenty-five percent (125%) of the federally designated HUD fair market rents for units in the City; and up to one-hundred and ten percent (110%) of the federally- designated HUD fair market rents for units located in Albemarle County, Virginia ("Albemarle").

For purposes of administration of CSRAP, the term "Household" shall mean and include any one (1) or more individual(s) who comprise a single housekeeping unit.

IV.   ADMISSIONS/PREFERENCES AND THE WAITING LIST

A.   Eligible Households shall be selected and admitted from the CSRAP waiting list in accordance with HCVP rules and regulations established by CRHA for selection and admission for tenant-based housing assistance through CSRAP, unless specified otherwise in this Amendment. Only Households with incomes less than sixty percent (60%) AMI shall be issued CSRAP rental assistance subsidies. A Household can apply to participate in CSRAP, if an individual(s) within the Household lives or works within the City at the time of the application; however, CSRAP rental assistance shall be issued only to subsidize rental payments owed by a Household for rental of a dwelling unit located within the City, except as per the provision in Section V.B.(iii).

B.   CHRA shall issue CSRAP rental assistance according to the following priorities:

(i)   CSRAP rental assistance subsidies will be issued to Households who are homeless and/or Households enrolled in a local self-sufficiency program

(ii)   The remainder of CSRAP-funded rental assistance subsidies (*i.e.*, those not issued in accordance with Section IV.B.(i), above) shall be issued to eligible households, if the individual(s) within those Households live in the City and are on the CSRAP waiting list at the time of the issuance of a CSRAP voucher.

(iii)   In the administration and issuance of CSRAP-funded rental assistance subsidies described in Section IV.B.(ii) above, CRHA will ensure that vouchers will be issued to households with incomes less than sixty percent (60%) AMI.

C.   Households on CRHA's HCVP waiting list who accept CSRAP voucher(s) shall remain on the HCVP waiting list and shall retain their ranking on that list. If an individual or Household on the HCVP waiting list is selected by CRHA for the HCVP Program, CRHA shall offer that Household the opportunity to replace any CSRAP subsidy being received with an HCVP.

V. TENANT-BASED HOUSING ASSISTANCE

A.   CSRAP rental assistance subsidies shall be administered as tenant-based housing assistance in a manner similar to CRHA's HCVP rules and regulations.

B.   Notwithstanding any CRHA HCVP rule or regulation to the contrary, (*see* Section V.A., above), the following rules apply specifically to the CSRAP:

   (i)   Rental assistance subsidies shall not be eligible for portability as such term is defined and utilized in 24 C.F.R. §§ 982.351 and 982.353, as amended.

   (ii)   Households receiving a CSRAP voucher shall have sixty (60) days to locate, and lease, a rental housing unit within the City.

   (iii)   Should a Household be unable to locate a rental unit that it can afford (based on the thirty percent (30%) required contribution referenced in Subparagraph (iv), following below) within the City, within the initial sixty (60)-day CSRAP voucher term, the CRHA may grant one (1), one-hundred and twenty (120)-day extension, during which time the recipient household may continue to search for rental housing in the City or within Albemarle.

   (iv)   Households receiving a CSRAP voucher shall be required to contribute thirty percent (30%) of the monthly gross income of that Household toward rent each month. The Household's required rent contribution shall be determined at the time the Household is accepted into CSRAP, and thereafter shall not be increased more than once every twenty-four (24) months; regardless of whether or not the rent contribution is increased during any twenty-four (24)-month period, CRHA shall continue to verify and keep records as to the Household income, report income to the City, and comply with the requirements within this Amendment.

   (v)   CSRAP rental assistance shall be provided monthly. The monthly housing assistance payment shall be equal to the applicable HCVP payment standard for bedroom size for the Charlottesville area, as established annually by the Virginia Housing and Development Authority, minus the tenant's portion of the rent.

   (vi)   CRHA shall reexamine the income and family composition of each Household receiving CSRAP rental assistance, at least once every twenty-four (24) months. Any Household that experiences a decrease in income may request a reexamination and adjustment of the requirement for thirty percent (30%) monthly income participation (see Subparagraph (iv), above) at any time.

VI. CONTINUING ELIGIBILITY FOR CSRAP FUNDING

A.   Subject to the availability of CSRAP funds and the terms of this Amendment, CSRAP rental assistance may be issued to a Household, so long as the Household is in compliance with the CSRAP Program Rules.

B.   CSRAP-assisted Households shall be entitled to Informal Hearing Procedures for Applicants and Participants of the Housing Choice Voucher and Moderate Rehabilitation Programs as defined by 24 CPR § 982.54(d) (l2) and (13) as amended, as administered by CRHA.

VII.   PROGRAM FUNDING

A.   The City's Housing Division of Neighborhood Development Services ("Housing Division") has verified that funding in the amount of $900,000 is available and has been appropriated by City Council to support CSRAP. CSRAP will continue, so long as funds from the initial funding allocation of $900,000, plus carry forward program funds, if any, for support of CSRAP remain unencumbered or additional funding has been appropriated by City Council in amounts sufficient to support the continuation of the CSRAP in subsequent Fiscal Year(s).

B.   Each year, in accordance with a schedule established by the City's Budget Director, CRHA shall prepare and submit to the City an estimate of the amount of money needed during the ensuing Fiscal Year for CSRAP, based on the Households then participating in CSRAP at that time, and based on CRHA's estimate of any rent increases for those participating Households, and (at CRHA's option) CRHA's estimates of the cost of any desired expansion of CSRAP to additional participants during the ensuing Fiscal Year.

CRHA will be afforded at least thirty (30) days within which to prepare and submit such annual funding estimates. This Amendment may be renewed for succeeding Fiscal Years by written agreement of the parties, subject to the availability and appropriation of public funds.

C.   City shall retain the existing Program funding reserve of $292,500 as a Program reserve fund to ensure funding is available to cover any increases in rental assistance payments due to decreases in participant household income or increases in rent. All unused reserve funds shall be carried over into the next year's Program funding total.

D.   When the unencumbered funding balance within the Initial Operational Allocation reaches an amount equal to approximately one (1) month of maximum Program rental expenses (or not to exceed $80,000), CRHA shall request and City shall immediately disperse, from the funds appropriated to CSRAP in the City's Capital Improvement Program an additional amount equal to approximately three (3) months of maximum rental expenses (or not to exceed $240,000) to CRHA to provide ongoing support for the Program. In so doing, at all times during the tenure of CSRAP, CRHA will maintain an unencumbered program Operational Allocation balance of no less than $80,000, and no more than $240,000.

E.   CRHA may retain a portion of the Program funding to be used for the administration of the Program. Administrative costs shall be equal to twelve and one half percent (12.5%) of the annual Program funding allocated by City, or direct costs of administering the Program, if those costs exceed twelve and one half percent (12.5%).

CRHA shall request, and City shall disperse, an amount equal to one-fourth (1/4) of administrative costs submitted with the rental expenses identified in Paragraph (D) above, or on a quarterly basis. Administrative costs shall also be included in the Quarterly Report.

F.   **<u>Initial Reporting Requirements</u>**:

(i)   Upon determining that a Household is eligible to participate in CSRAP, CRHA shall make available to the City's Housing Division, Housing Program Manager, and/or designee the following:

(a)   A copy of the Household's Rental Assistance Subsidy Agreement, Lease Approval Form, Rent Portions Notice, Rental Unit Information (including address and monthly rent), Unit Inspection Report, and Household Information (including income, size, and composition); and

(b)   A copy of an Invoice or other Statement of Rent from the Household's landlord, identifying the monthly rental amount for that Household, at the time of initial Lease-up.

G.   **<u>Ongoing Reporting Requirements</u>:**

(i)   Thirty (30) days following the end of each calendar year quarter (specifically: on October 31, January 31, April 30, and July 31 of each calendar year), CRHA will submit to City, an itemized Quarterly Report, listing each recipient Household participating in CSRAP as of the date of such Report, and specifying the amount of monthly rent required for each Household (both Household rent portion and rental assistance amount) for the calendar year quarter next succeeding the date of the Quarterly Report. Each such Quarterly Report shall add up each of the amounts required for CSRAP for the upcoming quarter and shall give a total amount necessary to satisfy the Program commitments for that upcoming calendar year quarter.

G.   Each itemized Quarterly Report referenced in Paragraph (G)(i), above, shall be accompanied by the following information (in addition to the information required by Paragraph (D), above) and this information shall be presented in an Excel Spreadsheet, or other format mutually acceptable to both CRHA and the City's Housing Division, Housing Program Manager and/or designee. Each Quarterly Report shall provide Program and Household statistics, including, but not necessarily limited to:

- Date Voucher Issued
- Date Voucher Extended (if applicable)
- Date Unit Leased
- Name (Head of Household)
- Unit Address
- Total Monthly Rent
- Amount of Monthly Rental Assistance Provided
- Household Income
- % AMI
- Employment Status
- Number of Wage Earners

- Household Composition
- Number of Adults
- Number of Children
- Number of Children Under Five (5) years
- Number of Elderly (Sixty-Five (65) years+)
- Number of Disabled
- Race/Ethnicity
- Refugee status (if applicable)
- Compliance with Admissions Preference Priorities (as defined in Section IV.B.)
- Administrative Costs

(I)   Following the Initial Operational Allocation, no funds will be released to CRHA, unless and until all required reporting pursuant to Sections (E), (F), and (G) above have been properly completed and submitted to the Housing Division, Housing Program Manager and/or designee.

(J)   The Housing Division shall have fourteen (14) days from the date of report submittal to review and certify to CRHA that the reports provided meet CSRAP reporting standards defined in Sections (E), (F), and (G) above.   After fourteen (14) days following report submittal (unless otherwise notified), CRHA and the Housing Division will consider all reports submitted to be complete, proper, and certified.

(K)   All reports shall be submitted to the City's Housing Division.

        WITNESS, the following signatures and seals:

CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____

Print Name: _____

Its: _____

Date:_____

APPROVED AS TO FORM:

_____
J. Vaden Hunt, Esq.
Chief Deputy City Attorney

CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY

By: _____

Print Name: _____

Its: _____

Date:_____