

Policy Briefing Summary

City Council



Regarding:	Resolution for Extension of Charlottesville Supplemental Rental Assistance Program 7th Grant Amendment (i.e., Resolution #24-124) with Charlottesville Redevelopment and Housing Authority to December 15, 2025, Allowing for Eligible and Applicable Use of Carry-forward FY25 CSRAP Undrawn Funds in an Amount not to Exceed \$238,729.30
Staff Contact(s):	Madelyn Metzler, Housing Compliance Coordinator, Kellie Brown, Director of NDS
Presenter:	Madelyn Metzler, Housing Compliance Coordinator
Date of Proposed Action:	August 4, 2025

Issue

The Charlottesville Redevelopment and Housing Authority ("CRHA") is requesting an extension of the Seventh (7th) Amended Grant Agreement for the Charlottesville Supplemental Rental Assistance Program ("CSRAP") until December 15, 2025. This extension is necessary, because the Program is currently operating through a seventh (7th) annual extension to a Grant Agreement approved in 2017, allocating up to \$900,000 for FY2025.

This year, before requesting approval for an eighth (8th) Grant Agreement extension for another year of funding, the City and CRHA will be working in partnership to address identified systemic challenges in program administration, coordination, and customer service, and to implement comprehensive programmatic improvements before requesting approval for an annual extension through June 30, 2026.

This extension of the seventh (7th) annual extension to the Grant Agreement will provide adequate funds until December 15, 2025, at which time it is expected that issues with Program administration identified above will be resolved and an eighth (8th) annual extension to the Grant Agreement will be brought forward for requested approval.

Background / Rule

The City approved the CSRAP Council on June 19, 2017, and the Program began operations in April 2018. It provides essential rental assistance to Extremely Low-Income and Low-Income households, specifically those earning less than sixty percent (60%) of the Area Median Income in Charlottesville. Each year, the Program has consistently assisted an average of seventy (70) households, supporting the City's housing affordability goals.

Although CSRAP was designed as a transitional Program, internal reviews and stakeholder feedback have highlighted systemic challenges in its administration. Key issues include coordination between service providers and customer service. There is a recognized need to establish clearer policies regarding participant eligibility and tenure, implement formal exit timelines, and adopt a common administrative platform to enhance data management and improve communication between the CRHA and the City.

Analysis

This proposed extension addresses operational challenges within the CSRAP, ensuring the Program's long-term effectiveness as a transitional intervention. This extension provides the necessary timeframe to develop and integrate these essential programmatic adjustments. Specifically, this extension allows the City and CRHA to consider and implement critical changes, including a participant transition strategy, guidelines for Program tenure, and a shared administrative platform for better data tracking and coordination.

Financial Impact

For FY 2024-2025, the City has allocated \$900,000 for the CSRAP, with \$238,729.30 available for an extension through December 15, 2025. This request does not require additional City funding, as the funds are part of the Capital Improvement Program. The extension allows for the use of these committed funds for rental assistance subsidies by December 15, 2025.

Recommendation

City Staff recommends City Council adopt the attached Resolution approving the extension request for the Seventh (7th) Amended Grant Agreement for the CSRAP FY25 Program Year with CRHA, extending the agreement until December 15, 2025. This extension allows for the carry-forward of FY2025 and any previous undrawn allocations, not to exceed \$238,729.30. This extension is crucial for CRHA to implement the necessary programmatic improvements, enhance operational transparency, and ensure the continued effective delivery of rental assistance to eligible households.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Resolution extending Seventh (7th) Amendment to the Grant Agreement for CSRAP with CRHA, extending the Agreement until December 15, 2025, and allowing for the carry-forward of FY2025 and any previous undrawn allocations, not to exceed \$238,729.30, which may only be used for designated purposes by December 15, 2025; and the City Manager is authorized to execute this extension on behalf of the City."

Attachments

1. Attachment A_Resolution (#R-24-124) and Executed CSRAP 7th Grant Amendment
2. Attachment B_Extension Agreement to CSRAP 7th Grant Amendment
3. Attachment C_CSRAP Presentation