

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Approving the Eighth (8th) Amendment to the Grant Agreement for the Charlottesville Supplemental Rental Assistance Program</b>
<b>Staff Contact(s):</b>	Madelyn Metzler, Housing Compliance Coordinator, Kellie Brown, Director of NDS
<b>Presenter:</b>	<b>Madelyn Metzler, Housing Compliance Coordinator</b>
<b>Date of Proposed Action:</b>	December 1, 2025

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### Issue

Appropriation of FY 2026 allocated funds and approval for City Manager to execute the Eighth (8th) Amendment to the Grant Agreement for the Charlottesville Supplemental Rental Assistance Program ("CSRAP" or "Program").

### Background / Rule

The Council of the City of Charlottesville, Virginia ("City Council"), approved CSRAP on June 19, 2017, and the Program began operations in April 2018. CSRAP is administered by the Charlottesville Redevelopment and Housing Authority ("CRHA") and 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 ("AMI") in Charlottesville, Virginia ("City"). CSRAP currently serves sixty-eight (68) households, all of which have a household income at or below thirty percent (30%) AMI.

City Council approved an allocation of \$900,000 for CSRAP from the City's FY 2026 Capital Improvement Program ("CIP") and approved an extension of the Seventh (7th) Amendment to the Grant Agreement. During this extension, City Staff and CRHA collaborated to address Program administration and oversight challenges through development of the attached Eighth (8th) Amendment to the Grant Agreement CSRAP. City staff and CRHA also collaborated in development of a Work Plan to conduct a more comprehensive Program Evaluation over the course of the next six (6) months, with an aim to implement identified strategies for Program improvement during FY 2027 (see Attachment "C").

### Analysis

This proposed Eight (8th) Grant Agreement Amendment includes changes that begin to reduce the administrative challenges that the Program faces by revising rental assistance priorities and increasing the amount of Program funds that CRHA may retain for Program administration. The rental assistance priorities continue to include households that are homeless and/or enrolled in a local self-sufficiency program. However, the minimum and maximum numbers have been removed to improve the efficiency of moving participants through the waitlist. The amount that CRHA may retain for Program administration has increased from ten percent (10%) to twelve and a half percent (12.5%) to support the required staffing. CRHA has also requested to use a portion of the FY 2026 allocated funds to purchase software to use for CSRAP administration, which will greatly improve the processes for managing the waitlist and for quarterly reporting to the City. The Program Evaluation will focus on key areas, including Program goals, reporting requirements, the process for annual Program funding requests, and Program participant timelines.

**Financial Impact**

For FY 2026, the City has allocated \$900,000 for CSRAP. This request does not require additional City funding, as the funds are part of the City's CIP. Due to a shortened time for performance, it is unlikely that all the allocated funds will be used prior to June 30, 2026. Therefore, City Staff recommends that CRHA utilize up to \$20,000 of the FY 2026 allocation to purchase and implement software for CSRAP administration. The recommendations made through the Program Evaluation will include recommendations for how to use any additional funds that will not be spent by June 30, 2026.

**Recommendation**

City Staff recommends adoption of the attached Resolution authorizing the approval of the Eighth (8th) Amendment to Grant Agreement for CSRAP, and to appropriate the not-to-exceed amount of nine hundred thousand dollars (\$900,000) from the FY 2026 allocated funds.

**Recommended Motion (if Applicable)**

"I move to adopt the attached Resolution authorizing the approval of the Eighth (8th) Amendment to the Grant Agreement for the CSRAP, and approve the appropriation of the not-to-exceed amount of nine hundred thousand dollars (\$900,000) from the FY 2026 allocated funds."

**Attachments**

1. Attachment A\_ Resolution to approve the Eighth Amendment to Grant Agreement for the Charlottesville Supplemental Rental Assistance Program
2. Attachment B\_ Eighth Amended CSRAP Agreement
3. Attachment C\_ CSRAP Program Evaluation Work Plan