

**Special Meeting of Commissioners  
Charlottesville Redevelopment and Housing Authority  
March 8, 2016 at 1:30 P.M.  
Second Floor Conference Room, City Hall**

**Agenda**

- I. Call to Order
- II. Roll Call of Commissioners
- III. **Resolution #1350** - Awarding and Authorizing the Execution of a Contract for Emergency Site Work at Westhaven
- IV. **Resolution #1351** – Authorizing Submission of the 2016 Capital Fund Program Grant and 5-Year Capital Fund Action Plan to HUD
- V. Other Business
- VI. Adjournment

**RESOLUTION NO. 1350**

**AWARD AND AUTHORIZE THE EXECUTION OF A CONTRACT BETWEEN THE  
CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY AND  
DOMINION ENGINEERING AND DESIGN, LLC FOR EMERGENCY SITE WORK AT  
WESTHAVEN**

**WHEREAS**, the Charlottesville Redevelopment and Housing Authority (CRHA) is seeking to remediate certain physical conditions posing a threat to the residents and property at the Westhaven development; and

**WHEREAS**, CRHA has completed all due diligence and procedures necessary to procure the services required to correct the hazardous conditions on an emergency basis, in accordance with applicable CRHA policy and federal and state law and regulations; and

**WHEREAS**, CRHA has capital funds available for this purpose;

**NOW, AND THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Charlottesville Redevelopment and Housing Authority that the Acting Director of Finance and Administration is hereby granted all necessary authorization to execute a contract with Dominion Engineering and Design, LLC, for the site work necessary to remediate the emergency conditions at Westhaven, in the amount of \$105,000, to be drawn from available capital funds.

Adopted this 8<sup>th</sup> day of March, 2016.

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Julie Jones, Chair

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Robin Munson, Acting Secretary

**MEETING DATE:** March 8, 2016

**TO:** Chair Julie Jones and the CRHA Board of Commissioners

**FROM:** Robin Munson, Acting Director of Finance and Administration

**SUBJECT: VOTE APPROVAL OF RESOLUTION NO. 1351, TO SUBMIT TO HUD THE 2016 CAPITAL FUND PROGRAM GRANT AND 5-YEAR CAPITAL FUND (CF) ACTION PLAN.**

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**ISSUE:**

The U.S. Housing Act of 1937 (Act), 42 U.S.C. 1437, which authorizes HUD to provide Capital Fund Program (CFPG) Grant awards for formula grants and, where applicable, Replacement Housing Factor (RHG) grants for Public Housing Agencies (PHAs) for Fiscal Year 2015, and requires the PHA to apply for the Capital Fund Program Grant and the 5-Year Capital Fund Action Plan to comply with the CFPG statute (section 9 of the Act, as amended and the regulations, including 24 CFR Parts 905, 941 and 968).

**DISCUSSION:**

Pursuant to the Act, HUD requires the submittal of the Annual Capital Fund Program Grant and the 5-Year Capital Fund Action Plan for the Charlottesville Redevelopment and Housing Authority in order to receive the 2016 formula grant award and to comply with the CFG statutes and regulations, including a signed Resolution by the Board of Commissioners approving the submittal by the Acting Director of Finance and Administration.

**RECOMMENDATION:**

That the CRHA Board of Commissioners approves the action of the Acting Director of Finance and Administration in submitting the 2016 Capital Fund and 5-Year CF Action Plan to HUD.

**FISCAL IMPACT:**

There is no fiscal impact.

**RESOLUTION NO. #1351**

**AUTHORIZE SUBMISSION OF THE 2016 CAPITAL FUND PROGRAM  
GRANT AND 5-YEAR CAPITAL FUND ACTION PLAN TO HUD**

**WHEREAS**, the Charlottesville Redevelopment and Housing Authority is required to submit to the HUD Secretary the Annual Capital Fund Program (CFP) Grant and the 5-Year CF Action Plan, for Public Housing Agencies (PHAs) for Fiscal Year 2016; and

**WHEREAS**, the CRHA is required to obtain Board approval prior to the submittal of the 2016 Annual Capital Fund Program (CFP) Grant and the 5-Year CF Action Plan; and

**WHEREAS**, CRHA has completed HUD requirements to submit the Annual Capital Fund Program (CFP) Grant and the 5-Year CF Action Plan; and

**WHEREAS**, HUD requires that the Annual Capital Fund Program (CFP) Grant and the 5-Year CF Action Plan be submitted on or before March 16, 2016; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Charlottesville Redevelopment and Housing Authority that the action of the Acting Director of Finance and Administration in submitting the 2016 Annual Capital Fund Program (CFP) Grant and the 5-Year Capital Fund Action Plan to HUD, is hereby ratified and approved.

Adopted this 8<sup>th</sup> day of March , 2016

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Julie Jones, Chair

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Robin Munson, Acting Secretary

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

Part I: Summary		Grant Type and Number		FFY of Grant: 2016	
PHA Name:		Capital Fund Program Grant No: VA36P01650116		FFY of Grant Approval:	
Charlottesville Redevelopment and Housing Authority		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant	Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account				Expended	
Line					
1	Total non-CFF Funds	0			
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	104,983			
3	1408 Management Improvements	73,488			
4	1410 Administration (may not exceed 10% of line 21)	52,491			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	3,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	25,000			
10	1460 Dwelling Structures	175,000			
11	1465.1 Dwelling Equipment—Nonexpendable	25,490			
12	1470 Non-dwelling Structures	25,495			
13	1475 Non-dwelling Equipment	39,967			
14	1485 Demolition	0			
15	1492 Moving to Work Demonstration	0			
16	1495.1 Relocation Costs	0			
17	1499 Development Activities <sup>4</sup>	0			

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
**Expires 06/30/2017**

Part I: Summary		FFY of Grant: 2016 FFY of Grant Approval:		
PHA Name: Charlottesville Redevelopment and Housing Authority Grant Type and Number: Capital Fund Program Grant No: VA36P01650116 Replacement Housing Factor Grant No: n/a Date of CFFP:				
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
		Original	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	0		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0		
19	1502 Contingency (may not exceed 8% of line 20)	0		
20	Amount of Annual Grant: (sum of lines 2 - 19)	524,914		
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Activities			
23	Amount of line 20 Related to Security - Soft Costs			
24	Amount of line 20 Related to Security - Hard Costs			
25	Amount of line 20 Related to Energy Conservation Measures			
Signature of Executive Director		Date	3/8/2016	Signature of Public Housing Director
				Date

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
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<b>Part II: Supporting Pages</b>		<b>Federal FFY of Grant: 2016</b>						
PHA Name: Charlottesville Redevelopment and Housing Authority		Grant Type and Number Capital Fund Program Grant No: VA36P01650116 CFFP (Yes/No): 2016 Replacement Housing Factor Grant No: n/a						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA Wide	Operations	1406	n/a	104,983				
PHA Wide	Mgt. Improvements	1408	n/a	73,488				
PHA Wide	Administration	1410	n/a	52,491				
PHA Wide	Fees & Costs (A&E, UPSCS, etc.)	1430	n/a	3,000				
PHA Wide	Site Improvements	1450	3	25,000				
PHA Wide	Dwelling Structures	1460	6	175,000				
PHA Wide	Dwelling equipment nonexpandable	1465	6	25,490				
PHA Wide	Non-dwelling structures	1470	n/a	25,495				
PHA Wide	Non dwelling equipment	1475	n/a	39,967				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

**2016 Capital Fund**

**Capital Fund Program  
(CFP) Amendment**

To The Consolidated Annual Contributions  
Contract (form HUD-53012)

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Whereas, (Public Housing Authority) Charlottesville Redev & Housing Authority VA016 (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) P-5513 dated 8/30/1996

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out development, capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ \$524,914.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number VA36P01650116  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number \_\_\_\_\_

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
7. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).  
(mark one):  Yes  No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By _____ Date: _____	PHA (Executive Director or authorized agent) By _____ Date: _____
Title _____	Title _____