

**CITY COUNCIL AGENDA**  
**Monday, October 7, 2019**



**5:00 p.m.** **Closed session as provided by Section 2.2-3712 of the Virginia Code**  
*Second Floor Conference Room (Legal consultation; Personnel; Boards & Commissions)*

**6:30 p.m.** **Regular Meeting - CALL TO ORDER**  
*Council Chamber*

**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**  
**ANNOUNCEMENTS**  
**PROCLAMATIONS**

Domestic Violence Awareness Month

**1. CONSENT AGENDA\*** (Items removed from consent agenda will be considered at the end of the regular agenda)

- a. MINUTES: August 19 Regular meeting, September 3 Special and Regular meetings
- b. APPROPRIATION: Funding for Virginia Temporary Assistance to Needy Families Employment and Training (VTET) pilot program - \$50,000 (2<sup>nd</sup> reading)
- c. APPROPRIATION: Charlottesville/Albemarle Adult Drug Treatment Court Substance Abuse and Mental Health Services Administration Grant Award - \$300,548 (2<sup>nd</sup> reading)
- d. APPROPRIATION: Refund of Tax Payment to East Market Street LLC - \$16,173.30 (2<sup>nd</sup> reading)
- e. APPROPRIATION: Virginia Department of Historic Resources (VDHR) 2019-2020 Certified Local Government grant funding for 10th and Page Neighborhood Historic Resources Survey - \$31,590 (2<sup>nd</sup> reading)
- f. APPROPRIATION: Albemarle County funding for Albemarle County Resident Workforce Development Training - \$13,395 (2<sup>nd</sup> reading)
- g. APPROPRIATION: Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.) - \$240,642 (2<sup>nd</sup> reading)
- h. APPROPRIATION: Virginia Housing Solutions Program Grant Award - \$484,785 (2<sup>nd</sup> reading)
- i. RESOLUTION: Hedgerow Land Acquisition - \$37,500 (1<sup>st</sup> of 1 reading)
- j. ORDINANCE: PEG Bandwidth VA, LLC - Telecommunications Franchise (1<sup>st</sup> of 2 readings)
- k. ORDINANCE: Rental Relief for Elderly and Disabled (2<sup>nd</sup> reading)
- l. ORDINANCE: Changes to Real Estate Tax Relief Program for Elderly and/or Disabled (2<sup>nd</sup> reading)

**CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)**

**COMMUNITY MATTERS** Public comment is provided for up to 16 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 8 spaces, and pre-registered speakers are announced by noon the day of the meeting. The number of speakers is unlimited at the end of the meeting.

**2. PUBLIC HEARING/ORDINANCE:** Release of Portion of Sewer Easement – McIntire Plaza (1<sup>st</sup> of 2 readings)

**3. RESOLUTION\*:** Comprehensive Signage Plan for Hillsdale Place (1<sup>st</sup> of 1 reading)

**4. RESOLUTION\*:** 602-616 West Main Special Use Permit request for a mixed-use building (1<sup>st</sup> of 1 reading)

**5. RESOLUTION\*:** 503 Rugby Road Special Use Permit (1<sup>st</sup> of 1 reading)

**6. RESOLUTION\*:** Allocation of FY 2020 Charlottesville Affordable Housing Funds (1<sup>st</sup> of 1 reading)

**7. REPORT:** Food Equity presentation

**8. REPORT:** Estimates for staff costs for Equity & Inclusion Department

**OTHER BUSINESS**

**MATTERS BY THE PUBLIC**  
\*ACTION NEEDED

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## **COUNCIL CHAMBER - August 19, 2019**

### **ROLL CALL**

The Charlottesville City Council met in regular session on August 19, 2019, with the following members present: Mayor Nikuyah Walker, Vice Mayor Heather Hill, Ms. Kathy Galvin, and Mr. Mike Signer. Dr. Wes Bellamy arrived at 6:34 p.m.

Ms. Walker called the meeting to order at 6:31 p.m.

### **ANNOUNCEMENTS / PROCLAMATIONS**

Ms. Galvin shared a recent request for a letter in support of using the Ivy Landfill as the site for a solar panel installation, and she read a statement of principles compiled by herself.

Dr. Bellamy made an announcement regarding support for Council colleagues, despite moments of disagreement, in light of recent harsh public treatment of Councilors during a recent Council meeting.

Mr. Signer made a statement about recent personal attacks in Council Chamber and thanked Dr. Bellamy for his show of support.

Ms. Walker spoke of past disruptive meetings in which people were removed from Council Chamber and arrested for disorderly conduct. She advised that she is still weighing options as meeting president.

Dr. Bellamy thanked everyone who participated in Unity Days events and announced that the entertainer Wale will perform in Charlottesville on October 8<sup>th</sup>.

### **CONSENT AGENDA\***

Ms. Walker opened the floor for comments from the public regarding the consent agenda.

Mr. John Hall asked to speak about Items 1b, 1c, 1d and 1e. He read a message about the University of Virginia.

Clerk of Council, Kyna Thomas, read the consent agenda items into the record.

#### **a. MINUTES: June 17 Special meeting, June 17 Regular meeting, July 1 Special meeting**

Minutes - June 17, 2019 special DRAFT

Minutes - June 17, 2019 regular DRAFT

Minutes - July 1, 2019 special DRAFT

- b. APPROPRIATION: Charlottesville-Albemarle Adult Drug Treatment Court Grant Award - \$240,000 (carried)**

FY2020 Drug Court Appropriation \$240,000

- c. APPROPRIATION: FY 2019 - 2020 Virginia Department of Transportation (VDOT) Revenue Sharing Program Multi-Modal Improvements and Local Match Transfer - \$826,436 (carried)**

VDOT appropriation Revenue Sharing \$826,436

- d. APPROPRIATION: VDOT Revenue Sharing Program for West Main Streetscape Improvements Phase 1 (additional award) - \$163,478 (carried)**

VDOT appropriation West Main Streetscape Phase 1 - \$163,478

- e. APPROPRIATION: Bama Works Fund Fire Safety Trailer Grant - \$3,500 (carried)**

Bama Works Grant Appropriation \$3500

- f. APPROPRIATION: Virginia Juvenile Community Crime Control Act Grant (VJCCCA) -\$452,704 (2nd reading)**

FY20 VJCCCA Appropriation \$452,704

**APPROPRIATION  
Virginia Juvenile Community Crime Control Act Grant  
(VJCCCA)  
\$452,704**

**WHEREAS**, the City of Charlottesville has been awarded \$292,058 from the Virginia Department of Juvenile Justice; and

**WHEREAS**, this grant requires local maintenance of effort funds in the amount of \$52,231 from Albemarle County and \$108,415 from the City; and

**WHEREAS**, the grant award covers the period from July 1, 2019 through June 30, 2020.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$452,704 is hereby appropriated in the following manner:

**Revenue – \$452,704**

|           |           |                         |                     |
|-----------|-----------|-------------------------|---------------------|
| \$292,058 | Fund: 220 | Cost Center: 3523001000 | G/L Account: 430080 |
| \$52,231  | Fund: 220 | Cost Center: 3523001000 | G/L Account: 432030 |
| \$108,415 | Fund: 220 | Cost Center: 3523001000 | G/L Account: 498010 |
| \$53,075  | Fund: 220 | Cost Center: 3523001000 | G/L Account: 519999 |
| \$399,629 | Fund: 220 | Cost Center: 3523001000 | G/L Account: 530010 |

**Expenditures - \$452,704**

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$292,058 from Virginia Department of Juvenile Justice, and \$52,231 from Albemarle County.

**g. APPROPRIATION: VDOT Primary Extension Paving Project Funds - \$633,442  
(2nd reading)**

VDOT Primary Ext Paving Funds\_FY20\_ \$633,442 appropriation

**APPROPRIATION  
Primary Extension Paving Funds - \$633,442**

**WHEREAS**, the Virginia Department of Transportation and the City of Charlottesville desire to execute a standard Project Administration Agreement for a state-aided project, referenced as Virginia Department of Transportation Project Numbers 6029-104-355 (UPC 115268) and 0020- 104-356 (UPC 115270);

**WHEREAS**, the Virginia Department of Transportation has awarded the City of Charlottesville a Primary Extension Paving grant in the amount of \$633,442, with a required local match of \$8,364;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$633,442 is appropriated in the following manner:

**Revenue - \$625,078**

|           |                             |                     |
|-----------|-----------------------------|---------------------|
| Fund: 426 | WBS: P-00689-20-01 (SS-009) | G/L Account: 430120 |
|-----------|-----------------------------|---------------------|

**Expenditures - \$625,078**

|           |                             |                     |
|-----------|-----------------------------|---------------------|
| Fund: 426 | WBS: P-00689-20-01 (SS-009) | G/L Account: 599999 |
|-----------|-----------------------------|---------------------|

**Transfer From: \$8,364**

|           |             |                     |
|-----------|-------------|---------------------|
| Fund: 426 | WBS: SS-009 | G/L Account: 599999 |
|-----------|-------------|---------------------|

**Transfer To: \$8,364**

|           |                             |                     |
|-----------|-----------------------------|---------------------|
| Fund: 426 | WBS: P-00689-20-01 (SS-009) | G/L Account: 599999 |
|-----------|-----------------------------|---------------------|

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$625,078 from the Virginia Department of Transportation.

- h. APPROPRIATION: Thomas Jefferson Area Crisis Intervention Team Training Grant - \$20,708 (2nd reading)**

Crisis Intervention Team funding.FY2020 - \$20,708 appropriation

**APPROPRIATION**

**Department of Behavioral Health and Developmental Services, Thomas Jefferson Area Crisis Intervention Team Program Grant - \$20,708**

**WHEREAS**, the City of Charlottesville, through the Thomas Jefferson Crisis Intervention Team and the Charlottesville Police Department, has received from the Department of Behavioral Health and Developmental Services, funding to support the Crisis Intervention Team programs.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$20,708, received from the Department of Behavioral Health and Developmental Services is hereby appropriated in the following manner:

**Revenue**

\$ 20,708                      Fund: 209      IO: 1900225                      G/L: 430080 State Assistance

**Expenditure**

\$ 20,708                      Fund: 209      IO: 1900225                      G/L: 599999 Lump Sum

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$20,708 from the Department of Behavioral Health and Developmental.

- i. APPROPRIATION: Moving from Foster Care to Adulthood Rental Assistance Grant - \$300,000 (2nd reading)**

FY2020 Fostering Futures Rental Assistance Grant \$300,000

**APPROPRIATION**

**Moving from Foster Care to Adulthood Rental Assistance Grant \$300,000**

**WHEREAS**, The City of Charlottesville, through the Department of Human Services, has received the Moving from Foster Care to Adulthood Rental Assistance Pilot Award from the Virginia Department of Housing and Community Development in the amount of \$300,000;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$484,785 is hereby appropriated in the following manner:

|              |           |             |  |                                     |
|--------------|-----------|-------------|--|-------------------------------------|
| Revenues     |           |             |  |                                     |
| \$300,000    | Fund: 209 | IO: 1900336 |  | G/L: 430120 Federal Pass-Thru State |
| Expenditures |           |             |  |                                     |
| \$300,000    | Fund: 209 | IO: 1900336 |  | G/L: 530550 Contracted Services     |

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon receipt of \$300,000 in funds from the Virginia Department of Housing and Community Development.

- j. RESOLUTION: WTJU Sponsor Request - City Sponsorship of the Black Business Expo on Saturday, September 14, 2019 - \$2,000**

Black Business Expo Sponsorship resolution - \$2000

**RESOLUTION**

**WTJU Sponsor Request – City Sponsorship of the Black Business Expo on Saturday, September 14, 2019 - \$2,000**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$2,000 is hereby paid from currently appropriated funds in the Council Strategic Initiatives account in the General Fund to WTJU in support of the Black Business Expo taking place on September 14, 2019.

\$2,000      Fund: 105      Cost Center: 10110010000

- k. ORDINANCE: Amending Charlottesville City Code Section 26-29 - leaf collection (carried)**

Sec. 26-29 Code Amendment-leaf collection

- l. ORDINANCE: Amending and Re-enacting City Code Chapter 11, Article IV- Director of Finance (2nd reading)**

Finance Director Ordinance amendment

**AN ORDINANCE AMENDING SECTION 11-91 OF CHAPTER 11 (FINANCE),  
ARTICLE IV (DIRECTOR OF FINANCE) OF THE CHARLOTTESVILLE CITY CODE  
(1990)**

After the reading of the consent agenda, Ms. Walker clarified Item “1k” for the public. For Item “1j”, she asked that in the future, Council receive the proposal for sponsorship requests.

On motion by Ms. Hill, seconded by Ms. Galvin, Council by the following vote APPROVED the consent agenda: 5-0 (Ayes: Ms. Walker, Ms. Hill, Dr. Bellamy, Ms. Galvin and Mr. Signer. Noes: None.).

On motion by Ms. Hill, seconded by Dr. Bellamy, Council voted unanimously to appoint the following individuals to Boards and Commissions:

- Building Code Board of Appeals: Diane Caton, Charles Lewis, Kip White
- Community Development Block Grant: Olivia Gabbay
- Historic Resources Committee: Sally Duncan, Deirdre Smith, Jordy Yager
- JAUNT Board of Directors: Lucas Ames, Christine Appert, Lucas Ames
- Minority Business Commission: Andrea Copeland-Whitsett, Anthony LeCounte, Mark Menafee, Kaye Monroe, Tessa Thompson
- Personnel Appeals Board: Robert Woodside
- PLACE Design Task Force: Navarre Bartz, Cliff Fox
- Region Ten Community Services Board: Dawn Pryor
- Retirement Commission: Scott Hendrix
- Sister Cities Commission: Emily Martin
- Social Services Advisory Board: Janet Morrow
- Tree Commission: Anson Parker

**CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)**

Dr. Tarron Richardson provided responses to the following matters:

- In response to a request from Brandon Morsberger for lighting in the skate park, he advised that it would be funded in the future Capital Improvement Plan.

- In response to concerns about signaling at the 10th & Page Street intersection, he advised that it does not meet the criteria for installing a light and that options would continue to be considered.

- Regarding a request from Ms. Gloria Beard for someone to assist seniors, School Superintendent Dr. Rosa Atkins advised that the Schools could look into it. Dr. Richardson advised that he would follow up. Regarding Ms. Beard’s request for more evening senior citizen



activities, Dr. Richardson advised that the Parks and Recreation Department would work on providing an evening out for seniors.

- In response to Ms. Katrina Turner's request to follow up on complaints made against Chief Brackney, Dr. Richardson advised that recent complaints were found to have been made by Ms. Turner. He advised that he would hold follow-up meetings with Ms. Turner and Chief Brackney.

- In response to a request from a group of students to keep City pools open after Labor Day, he explained the challenge of staffing and advised that all pass types would be authorized to use at the indoor pools and that the spray park would also stay open past Labor Day.

Dr. Richardson made additional comments about funds set aside for public safety around the first anniversary of the Summer of Hate, advising that the \$1 Million was not exceeded. Funds were distributed between Police and Public Works for staffing and equipment related to public safety surrounding the anniversary; \$100,000 was transferred to Unity Days 2019; and other funds were expended for mutual aid. The remaining balance is over \$572,000 in that account. Dr. Bellamy asked for a future discussion of how the \$572,000 would be used.

## **COMMUNITY MATTERS**

Ms. Blair Williamson spoke about the general safety of the downtown mall, specifically in relation to vehicle entry to the mall at 2nd and 4th Streets. She made several suggestions for public safety and accessibility. She asked that representatives from Downtown businesses and design professionals be included to look at the big picture of accessibility.

Mr. Chris Farina spoke about recent development at West Main Street, and enhancing existing neighborhoods.

Ms. Megan Giltner, local business owner, spoke in opposition to a petition for closing downtown cross-streets. She advised that there are ways of improving the existing crossings without having to close the streets.

Nelson, Charlottesville resident, spoke about an ongoing issue he has with the Charlottesville Police Department.

Ms. Marta Keane, CEO at JABA, shared updates:

- Insurance counseling is about to begin.
- Thanks to a foundation grant, they will be opening additional counseling space on Allied Street, with a ribbon cutting on August 29 at 10:00 a.m.
- They will be providing presentations on assistive technology.
- They have a new Options counselor for the home delivered meals program.

Ms. Joan Fenton of the Downtown Business Association spoke in opposition to the petition for closing downtown mall cross-streets. She has started a counter-petition.

- Dr. Bellamy made comments about the 4<sup>th</sup> Street memorial to Heather Heyer.

- Dr. Richardson advised that he is working with a consultant and will present recommendations from the consultant regarding securing the Downtown Mall.

Ms. Karen Walker, downtown business owner, spoke in opposition to the potential closing of downtown cross-streets. She advised that she has not personally seen any accidents as a result of those crossings.

Ms. Gudrun Campbell, student, spoke about the special events Ordinance, sharing her experience as an organizer and participant of protests and demonstrations.

Mr. John Hall spoke about the overburdening of the court system, about solar power, and about Habitat for Humanity and the Landmark Hotel.

M.C. Blair spoke about the City Market and the need for prepared food vendors to source their meat and egg ingredients from fellow market vendors. He suggested a tax break for local sourcing.

Mr. Kevin Cox, City resident, spoke in support of keeping downtown cross-streets open, as a frequent walker on the downtown mall. He asked why it is possible to drive onto the downtown mall from the crossings, and will it be corrected?

Ms. Tanesha Hudson, City resident, thanked Communications Director Brian Wheeler and Office of Human Rights Manager Charlene Green for help with the recent Unity Days event. She advised that she would like for Council and staff to give more attention to concerns of the black community regarding traffic crossings in order to make every neighborhood a safe neighborhood.

Ms. Mary Carey, City resident, spoke in support of keeping the downtown cross-streets open. She spoke about Freedom of Speech in relation to City Councilors.

Ms. Robin Hoffman, City resident, encouraged people to sign up for CPA-TV. She advised that on Saturday, August 24, Calvin Tate would be signing up participants for 28-minute shows on CPA-TV. She spoke of a Home Energy Challenge signup.

Ms. Walker closed Community Matters and Council went into recess at 7:50 p.m.

The meeting reconvened at 8:10 p.m.

**PUBLIC HEARING/ APPROPRIATION: State Revenue Sharing and SmartScale funds for West Main Streetscape Improvements Phase 2 - \$4,009,265 (carried)**

West Main Phase 2 appropriation \$4,009,265

Ms. Jeanette Janiczek, Urban Construction Initiative Program Manager, made the presentation.

Ms. Walker opened the public hearing.

No one was present who wished to speak.

Mr. Signer addressed comments from Mr. Farina about gentrification earlier in the meeting. He advised that those matters were a major consideration in the beginning of West Main improvements planning.

Ms. Galvin gave additional comments about zoning in the area of the Drewary Brown Bridge as a direct response to community input.

Ms. Hill made comments about Drewary Brown Bridge requests for enhancement.

There were no objections to moving the item forward to the next consent agenda.

**PUBLIC HEARING/ ORDINANCE: Petition to close an alley off Charlton Avenue, next to 931 Charlton Avenue (carried)**

Ordinance-Alley Closure Charlton Ave

City Attorney John Blair introduced the item and gave background information regarding scoring. He advised that the item does not need to be referred back to the Planning Commission.

Ms. Walker opened the public hearing.

Reverend George Gohanna spoke on behalf of his mother who was the property owner at 931 Charlton Avenue. His mother passed away June 8, 2019. He mentioned that the alley has been closed since 1967. He advised that the alley has not been in use since that time, and the land was signed over to his mother. He asked why the change is being considered now, and opposed the closing of the alley.

Mr. Matt Murry, owner of 929 Charlton Avenue, advised that the house encroaches into the alley and is a defect to the deed on the property title. The house cannot be sold unless the City abandons the alley.

Ms. Galvin asked if there is another way to remedy the situation.

Mr. Blair explained the title loan and insurance requirements.

Discussion ensued about the City abandoning a portion of the alley, possibly splitting the alley between two property owners, and about how to handle the sewer easement.

Council agreed to move the item forward to the next consent agenda.

**RESOLUTION\*: Critical Slope waiver - 915 6th Street SE**

915 6th Street SE Critical Slope Waiver

Ms. Carrie Rainey, City Planner, presented the item, which was discussed at the May 14, 2019 Planning Commission meeting. The item came before City Council with a 3-2 recommendation for denial from the Planning Commission.

On motion by Ms. Galvin to deny the request, based on the Planning Commission recommendation, and seconded by Ms. Hill, Council by the following 4-1 vote DENIED the request (Ayes: Ms. Walker, Ms. Hill, Ms. Galvin and Mr. Signer. Noes: Dr. Bellamy).

**REPORT: Report and Recommendations from the City Manager's Advisory on Organizational Equity**

Equity Committee Final Report Recommendations

Mr. Mike Murphy, Deputy City Manager, presented the report. He thanked staff members for working on this effort. The report addressed the City's role in improving equity within the City organization, to better serve and meet the needs of citizens. He advised that diversity without equity and inclusion is meaningless.

Ms. Kaki Dimock shared recommendations from the Equity Committee:

- 1) Prepare the City staff for culture change, and
- 2) Create an Office of Diversity, Equity and Inclusion

Ms. Dimock spoke of intentional strategic goals around race and equity, and how services are delivered to the public. Included in this effort would be selecting a new Human Resources Director with experience in areas of diversity, equity and inclusion.

Dr. Bellamy thanked the committee members for the work on this effort, and the leadership of Mr. Murphy and Ms. Dimock.

Ms. Galvin asked about the equity impact assessment tool for informing Council decisions on development and other matters.

Ms. Walker asked about timeline for establishing an advisory team. Staff advised that the additional recommendations on cost will be forthcoming.

Council unanimously agreed to adopt the recommendations.

**OTHER BUSINESS**

Dr. Richardson asked Mr. Wheeler to correct information about a forthcoming event. Mr. Wheeler advised that the Community Meeting Center public open house would be on September 21<sup>st</sup> and that the August 24th event would be for the faith community to sign up for programming time slots.

Mr. Signer addressed comments about public gatherings brought up earlier in the meeting to clarify standard operating procedures versus ordinance.

**MATTERS BY THE PUBLIC**

Mr. John Hall directly addressed the mayor and advised that he has been psychoanalyzing her in regard to race relations. He asked for inclusion.

Ms. Shaun Harris spoke about being unsettled by actions within Council Chamber. Her comments were directed to the two African-American members of City Council, as firsts in their positions for the African-American community. She asked when being profane, undignified and uncouth became the new narrative.

The meeting adjourned at 9:16 p.m.

## **NOTICE OF SPECIAL MEETING**

A SPECIAL MEETING OF THE CHARLOTTESVILLE CITY COUNCIL WILL BE HELD ON Tuesday, September 3, 2019, AT 5:30 p.m. IN THE Second Floor Conference Room, City Hall, 605 E. Main Street, Charlottesville, Virginia.

THE PROPOSED AGENDA IS AS FOLLOWS:

Closed session as provided by Section 2.2-3712 of the Virginia Code  
(Personnel; Boards & Commissions; legal consultation)

BY ORDER OF THE CITY COUNCIL

BY Kyna Thomas

### **Second Floor Conference Room – September 3, 2019**

The Charlottesville City Council met on September 3, 2019, with the following members present: Mayor Nikuyah Walker, Vice Mayor Heather Hill, Ms. Kathy Galvin, and Mr. Mike Signer. Dr. Wes Bellamy arrived at 6:15 p.m.

Ms. Walker called the meeting to order at 5:35 p.m.

On motion by Ms. Hill, seconded by Ms. Galvin, Council voted (Ayes: Walker, Hill, Galvin and Signer. Noes: None. Absent: Bellamy) to meet in closed session as authorized by Va. Code sec. 2.2-3712, specifically:

- as authorized by Virginia Code Section 2.2-3711(A)(1) to discuss the performance of the Charlottesville City Manager and a specific employee of the Office of the Charlottesville Clerk of Council; and

- as authorized by Virginia Code Section 2.2-3711(A)(1) for the discussion and consideration of prospective candidates for appointment to the Charlottesville Minority Business Commission; and

- as authorized by Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel and staff members regarding specific legal matters related to insurance claims.

On motion by Ms. Hill, seconded by Dr. Bellamy, Council certified by the following vote (Ayes: Walker, Hill, Bellamy, Galvin, and Signer. Noes: None.), that to the best of each Council member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.

The meeting adjourned at 6:25 p.m.

**COUNCIL CHAMBER - September 3, 2019****ROLL CALL**

The Charlottesville City Council met in regular session on September 3, 2019, with the following members present: Mayor Nikuyah Walker, Vice Mayor Heather Hill, Dr. Wes Bellamy, Ms. Kathy Galvin, and Mr. Mike Signer.

Ms. Walker called the meeting to order at 6:30 p.m.

**ANNOUNCEMENTS/PROCLAMATIONS**

Ms. Hill read an announcement from Mr. Alex-Zan about CYM (Close Your Mouth) Day.

Dr. Bellamy announced Minority Business Week being held September 14-20.

Dr. Bellamy presented a Proclamation for the 60th anniversary of the integration of Charlottesville City Schools. Mr. Alex-Zan was present to accept the proclamation on behalf of the Charlottesville Twelve – the first twelve African-American students first attended previously all-white schools in Charlottesville. Mr. Alex-Zan gave remarks thanking City Council and the City of Charlottesville Human Rights Commission. He shared the names of the Charlottesville Twelve and honored their parents as pioneers also:

- Charles E. Alexander
- Raymond Dixon
- Regina Dixon
- Maurice Henry
- French Jackson
- Don Martin
- John Martin
- Marvin Townsend
- William Townsend
- Sandra Wicks
- Roland T. Woodfolk
- Ronald E. Woodfolk

He announced a commemoration reception to be held at Buford Middle School on September 28. Mr. Alex-Zan introduced Ms. Shantell Bingham of the Food Justice Network, who announced a project underway with ten students and interns to honor the Charlottesville Twelve with a sundial.

Ms. Galvin read a Proclamation for the 75th anniversary of the liberation of Besançon, France, a Charlottesville Sister City, on September 8.



**CONSENT AGENDA\***

Ms. Walker opened the floor for comments from the public regarding the consent agenda.

Mr. John Hall, resident, spoke in support of items “1b”, “1e” and “1f”.

Ms. Jeanne Chase, resident, spoke about Item 1k - leaf collection, and advised that residents should have a choice of disposal method. She guarded against storm drains becoming clogged, and advised that the option of bagged leaves should reside with the homeowner.

Ms. Margaret Murray Bloom spoke on behalf of the company Panorama Paydirt, which has been the sole recipient of the City's leaves for twenty years. Panorama Paydirt is a landscape supply and organics recycling company that turns locally sourced debris into high quality horticultural materials like compost. She stated that the company is neutral on the proposal, but that they are challenged by the bags, and the quality of their composted product has improved since the vacuum truck program was implemented.

Ms. Hilda Matos, with daughter, spoke in opposition to the ridding of bags because of storm drain clogging and leaves washing into her driveway. She distributed pictures to City Council.

Mr. Larry Jones, resident, spoke in favor of using a container similar to trash bins to collect leaves. He advised that the vacuum truck takes much more time and manpower.

With no others present who wished to talk about an item on the consent agenda, Clerk of Council Kyna Thomas read the following items into the record:

- a. **MINUTES: July 1 regular meeting, July 31 Council retreat, July 31 special meeting, August 5 special and regular meetings**
- b. **APPROPRIATION: FY 2020 Fire Programs Aid to Locality Funding (Firefund) - \$158,343 (carried)**
- c. **APPROPRIATION: Safe Routes to School Non-Infrastructure Grant Award - \$93,125 (carried)**
- d. **APPROPRIATION: Charlottesville-Albemarle Adult Drug Treatment Court Grant Award - \$240,000 (2nd reading)**

**APPROPRIATION - \$240,000**

**Charlottesville/Albemarle Adult Drug Treatment Court Grant Award**

**WHEREAS**, the Supreme Court of Virginia awarded the Supreme Court of Virginia Drug Treatment Court Docket Grant in the amount of \$240,000 for the Charlottesville/Albemarle Drug Court Treatment Court in order to fund salaries, benefits, and operating expenses; and

**WHEREAS**, the City of Charlottesville serves as the fiscal agent for this grant program; and

**WHEREAS**, the City of Charlottesville and Albemarle County both have dedicated local matches to this grant, totaling \$128,704; and

**WHEREAS**, the grant award covers the period July 1, 2019 through June 30, 2020.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$240,000, received as a grant from the Supreme Court of Virginia, is hereby appropriated in the following manner:

**Revenues**

\$240,000      Fund: 209      Internal Order: 1900337      G/L Account: 430120

**Expenditures**

\$240,000      Fund: 209      Internal Order: 1900337      G/L Account: 530550

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$240,000 from the Supreme Court of Virginia.

- e. **APPROPRIATION: FY 2019 - 2020 Virginia Department of Transportation (VDOT) Revenue Sharing Program Multi-Modal Improvements and Local Match Transfer - \$826,436 (2nd reading)**

**APPROPRIATION - \$826,436**

**FY 2019 & 2020 Revenue Sharing Program - Multi-Modal Improvements**

**WHEREAS**, a total of \$486,783 in state funds for the Revenue Sharing Program requires appropriation;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner:

**Revenues**

\$ 486,783      Fund: 426      WBS: P-01004      G/L Account: 430080

**Expenditures**

\$ 486,783      Fund: 426      WBS: P-01004      G/L Account: 599999

**WHEREAS**, a total of \$339,653 in matching city funds for the Revenue Sharing Program requires transferring;

**NOW, THEREFORE BE IT FURTHER RESOLVED** by the Council of the City of Charlottesville, Virginia that the following is hereby transferred in the following manner:

**Transfer From**

|                   |           |              |                     |
|-------------------|-----------|--------------|---------------------|
| <b>\$ 50,000</b>  | Fund: 426 | WBS: P-00697 | G/L Account: 599999 |
| <b>\$ 239,653</b> | Fund: 427 | WBS: P-00335 | G/L Account: 561426 |
| <b>\$ 50,000</b>  | Fund: 426 | WBS: P-00943 | G/L Account: 599999 |

**Transfer To**

|                   |           |              |                     |
|-------------------|-----------|--------------|---------------------|
| <b>\$ 100,000</b> | Fund: 426 | WBS: P-01004 | G/L Account: 599999 |
| <b>\$ 239,653</b> | Fund: 426 | WBS: P-01004 | G/L Account: 498010 |

- f. **APPROPRIATION: VDOT Revenue Sharing Program for West Main Streetscape Improvements Phase 1 (additional award) - \$163,478 (2nd reading)**

**APPROPRIATION - \$163,478**

**VDOT FY20 Revenue Sharing Program West Main Streetscape Improvements Phase 1**

WHEREAS, a total of \$163,478 in state funds for the Revenue Sharing Program requires appropriation;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner:

**Revenues**

|                   |           |              |                     |
|-------------------|-----------|--------------|---------------------|
| <b>\$ 163,478</b> | Fund: 427 | WBS: P-00336 | G/L Account: 430080 |
|-------------------|-----------|--------------|---------------------|

**Expenditures**

|                   |           |              |                     |
|-------------------|-----------|--------------|---------------------|
| <b>\$ 163,478</b> | Fund: 427 | WBS: P-00336 | G/L Account: 599999 |
|-------------------|-----------|--------------|---------------------|

- g. **APPROPRIATION: Bama Works Fund Fire Safety Trailer Grant - \$3,500 (2nd reading)**

**APPROPRIATION - \$3,500**

**Bama Works Fund of Dave Matthews Band at the Charlottesville Area Community Foundation – Fire Safety Trailer**

WHEREAS, the Bama Works Fund of Dave Matthews Band at the Charlottesville Area

Community Foundation has awarded a grant to the Fire Department, through the City of Charlottesville, specifically for fire service applications;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that a total of \$3,500 be appropriated in the following manner:

**Revenues - \$3,500**

\$3,500 Fund: 105 I/O: 2000152 G/L Account: 451020

**Expenditures - \$3,500**

\$3,500 Fund: 105 I/O: 2000152 G/L Account: 451020

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$3,500 from the Bama Works Fund of Dave Matthews Band at the Charlottesville Area Community Foundation.

**h. APPROPRIATION: State Revenue Sharing and SmartScale funds for West Main Streetscape Improvements Phase 2 - \$4,009,265 (2nd reading)**

**APPROPRIATION  
West Main Streetscape Improvements Phase 2**

**WHEREAS**, a total of \$2,000,000 in state funds for the Revenue Sharing Program requires appropriation;

**WHEREAS**, a total of \$2,009,265 in state funds for the SmartScale Program requires appropriation;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner:

**Revenues**

**\$ 2,000,000** Fund: 426 WBS: P-00336 G/L Account: 430080

**\$ 2,009,265** Fund: 426 WBS: P-00336 G/L Account: 430080

**Expenditures**

**\$ 2,000,000** Fund: 426 WBS: P-00336 G/L Account: 599999

**\$ 2,009,265** Fund: 426 WBS: P-00336 G/L Account: 599999

**i. RESOLUTION: Establishing new line of succession - City Manager**

**RESOLUTION**

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that its resolution of July 2, 2018 establishing the city's line of succession in local emergencies is hereby repealed.

**AND, BE IT FURTHER RESOLVED**, that in the event that the City Manager is absent, or is otherwise unavailable, the following City of Charlottesville employees may exercise the powers and duties conferred upon the City Manager by Charlottesville City Code Section 2-146 and Virginia State Code Section 44-146.21 in the following line of succession. If an individual in the line of succession is absent or otherwise unavailable to act, then the individual next in the line of succession may exercise such powers and duties:

Line of Succession:

1. Letitia Shelton, Deputy City Manager
2. Mike Murphy, Deputy City Manager
3. Paul Oberdorfer, Deputy City Manager

**AND, BE IT FURTHER RESOLVED**, that the July 2, 2018 Charlottesville City Council Resolution establishing a line of succession in local emergencies is hereby repealed.

**j. ORDINANCE: Amend Charlottesville-Albemarle Convention and Visitors Bureau Operating Agreement (carried)**

**k. ORDINANCE: Amending Charlottesville City Code Section 26-29 - leaf collection (2nd reading)**

**AN ORDINANCE AMENDING AND REORDAINING THE CODE OF THE CITY OF CHARLOTTESVILLE CHAPTER 26 (SOLID WASTE) ARTICLE II (CURBSIDE COLLECTION BY CITY) SECTION 26-29 (PREPARATION OF LEAVES FOR COLLECTION) TO DISCONTINUE LEAF-BAGGING PROGRAM**

**l. ORDINANCE: Petition to close a alley off Charlton Avenue, next to 931 Charlton Avenue (2nd reading)**

**AN ORDINANCE CLOSING, VACATING AND DISCONTINUING AN ALLEY OFF CHARLTON AVENUE**

Mr. Marty Silman, Interim Director of Charlottesville Public Works, offered clarification on item "1k". He advised that priorities are being set in areas with heavier leaf coverage and additional information would be shared online about where to place leaves for pickup. Mr. Signer suggested a hotline or the use of the MyCville app to identify problem areas. Ms. Walker

advised that citizens could also call the regular department number. Ms. Galvin asked what triggered the department to make the change. Mr. Silman gave a list of reasons including environmental and budget reasons. Ms. Hill asked about how the information is being communicated, and how accommodations can be made for those who still want to use bags. Public Works is looking into the entire solid waste program of which leaf disposal is a part.

Ms. Walker asked a question of Ms. Margaret Bloom about recycling. Ms. Bloom advised that all bags are hand-debagged at Panorama Paydirt and the type of bag has not made much difference in operations.

Mr. Jake Bolt, resident, spoke about item “1h”, advising that the West Main project is a gentrification project and should have public input.

- Ms. Galvin spoke about West Main, public engagement from years ago, reducing carbon in the air with treescape, sustainability, equity, and more surrounding the project.
- Mr. Signer shared that the intent of the project is not gentrification, but to be the City's "living room", inclusive of surrounding neighborhoods, also making multi-modal travel safer.
- Dr. Bellamy advised of considerable community engagement for the project.

Mr. Ikefuna gave further information about the funding for the West Main project.

Dr. Richardson advised that there would need to be further discussion about Phases 3 and 4, as project costs continue to escalate, while the promised \$5 Million from the University of Virginia has not yet been realized.

Ms. Walker requested to vote on “1f” and “1h” separately. She asked for clarification about item “1j” regarding County protocol for being able to purchase alcohol. Mr. Blair provided clarification.

On motion by Ms. Hill, seconded by Ms. Galvin, Council by the following vote APPROVED the Consent Agenda minus items “1f” and “1h”, which were voted on separately: 5-0 (Ayes: Walker, Hill, Bellamy, Galvin, Signer. Noes: None).

On motion by Ms. Hill, seconded by Ms. Galvin, Council by the following vote APPROVED Consent Agenda items “1f” and “1h” simultaneously: 4-1 (Ayes: Hill, Bellamy, Galvin, Signer. Noes: Walker). Ms. Walker advised that she is concerned about the City’s matching funds and that the issue with the statue at the location of the project has not been resolved.

## **CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)**

City Manager Tarron Richardson spoke about Downtown Mall security. He advised that within a couple of months, he will bring a presentation to City Council with results from the consultant.

Dr. Bellamy asked that Dr. Richardson place the information that he just shared onto social media for clarification to the public.

## **COMMUNITY MATTERS**

Mr. Avery Chenowith spoke on behalf of someone interested in purchasing the statues of Lee and Jackson. He asked to arrange a phone call to discuss. Mr. Blair advised that the Council could not take action to remove the statues and that it would need an opinion from the State legislature and that the court case has not yet concluded.

Nelson spoke about numerous issues with handicap parking enforcement.

Mr. John Hall proposed a Capital Improvement project for funding of solar panels and construction at the Old Landmark Hotel. He advised that no new affordable housing should be built until the City has taken care of existing affordable housing. He asked that dehumidifiers and small air conditioners be purchased for low income residents. He also spoke about STOP signs for Charlottesville Area Transit buses.

Ms. Tanesha Hudson spoke about the proclamation on respect, and addressed Ms. Galvin and Mr. Signer. She referenced the Dec 5, 2016 meeting. She also advised that historic markers along Main Street need to be enlarged so that people can read about the contributions of African-Americans to Main Street and Starr Hill, and the pedestrian walkway needs to be completed.

Mr. Kevin Cox shared thanks to the Parks and Recreation Department for the good job they do in keeping the Downtown Mall clean. He advised that a recent news story about volunteers cleaning the Downtown Mall could cause an incorrect perception that the area is not well-maintained.

Ms. Emerald Young, County resident, asked Council to disband the Civilian Review Board (CRB), advising that disparities are normal.

Mr. Harold Folley thanked Council for supporting the CRB. He advised that the community is anxious to see what the next steps are for City Council.

Mr. Don Gathers thanked the Police Chief for visiting the community at 7th and Knight Streets to offer an apology for the recent incident conducted by the Virginia State Police.

Ms. Walker added commentary about reform and the handling of the incident at 7th and Knight Streets.

The meeting recessed at 8:04 p.m.

The meeting reconvened at 8:22 p.m.

**PUBLIC HEARING/ORDINANCE: Release of Portion of a Gas Line Easement - Shops at Stonefield (carried)**

Ms. Lauren Hildebrand, Director of Utilities, presented the proposal.

Ms. Walker opened the public hearing.

With no one present who wished to speak, the public hearing was closed.

Councilors agreed unanimously to move the agenda to the September 16 Consent Agenda.

**PUBLIC HEARING/ORDINANCE: Valley Road, Monroe Avenue and Jefferson Park Avenue Easements (carried)**

Ms. Lauren Hildebrand, Director of Utilities, presented the proposal.

Ms. Walker asked why this information was not received at the time of Council voting on the Brandon Avenue project. She asked if this project would limit neighborhood access points. Ms. Hildebrand advised that the project would not limit neighborhood access points and that the neighborhood would be accessible.

Ms. Walker asked about the 40-year easement. Mr. Blair advised that per the Constitution of Virginia, the easement could not be granted for longer than 40 years and the City would be responsible for its repairs.

Ms. Walker opened the public hearing.

Mr. John Hall spoke of mismatched fiber optics.

Ms. Walker closed the public hearing.

Councilors agreed unanimously to move the agenda to the September 16 Consent Agenda.

**ORDINANCE: Amendment to the text of the City's Zoning Ordinance, City Code Section 34-896, to modify access requirements for various uses. (carried)**

Ms. Missy Creasy, Assistant Director of Neighborhood Development Services, presented the proposal, which was heard at a Planning Commission joint hearing with City Council in August. She shared some concerns of speakers at the public hearing. Ms. Creasy and Brennan Duncan, Traffic Engineer, were available to answer questions. Ms. Creasy advised that Fire Code would still impact final decisions on development requirements and access points.



Councilors agreed unanimously to move the agenda to the September 16 Consent Agenda.

## **OTHER BUSINESS**

Ms. Hill asked about an off-cycle funding request for a Diamonds & Curls sponsorship. Ms. Hill directed the requestor, Ms. Brown-Townes to present her request to the Budget Office. Mr. Signer expressed concern about funding a book tour for an author. Ms. Galvin suggested that staff make the presentations based on guidelines.

Ms. Hill asked Council about a request forwarded by the Clerk of Council regarding the African-American Teaching Fellows (AATF) Program Dinner support. Ms. Walker, Dr. Bellamy, Ms. Hill, and Mr. Signer expressed support.

Council discussed setting parameters for sponsorship of local events. Ms. Galvin suggested having a separate budget line item for sponsorships.

Ms. Walker shared information about a letter from The Charlottesville Winneba Foundation regarding the desire to conduct two trips to Winneba, Ghana, during 2020. Based on a successful trip in 2019 with 56 participants, the consideration is to take two smaller delegations. Ms. Walker asked if Council would be open to hearing a presentation from Nana Gharthey of the Winneba Foundation at the next Council meeting, with funds from the Equity Fund being used to support the trips. Ms. Galvin asked for drawdown information for the Council Equity Fund budget and advised that she would like to know what the strategic vision for the Equity Fund is. Council agreed to hear a future presentation from The Winneba Foundation.

## **MATTERS BY THE PUBLIC**

None.

Mayor Walker adjourned the meeting at 8:53 p.m.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |  |
|------------------|--|
| Agenda Date:     | September 16, 2019   |
| Action Required: | Approve appropriation  |
| Presenter:       | Diane Kuknyo, Director of Social Services  |
| Staff Contacts:  | Mary Jane Skidmore, Chief of Benefit Programs<br>Laura Morris, Chief of Administration   |
| <b>Title:</b>    | <b>Funding for Virginia Temporary Assistance to Needy Families<br/>Employment and Training (VTET) pilot program - \$50,000</b> |

**Background:**

The Charlottesville Department of Social Services (CDSS) has received \$50,000 in funding to serve as a pilot site for an initiative between the Department of Child Support Enforcement and the Virginia Department of Social Services.

**Discussion:**

The Division of Child Support Enforcement (DCSE) is collaborating with the Virginia Department of Social Services Temporary Assistance for Needy Families (TANF) program for an employment services pilot. The pilot initiative will be managed by the Virginia Initiative for Education and Work (VIEW) team at CDSS. This pilot program will serve certain noncustodial parents with a DCSE TANF case and current and/or past due child support obligation. Pilot participants will be identified and referred to the VIEW team at CDSS by DCSE staff.

Pilot participants will be offered the opportunity to receive employment and supportive services through the Virginia TANF Employment and Training (VTET) program. The pilot will be administered in Fairfax County, Charlottesville, and Norfolk beginning June 1, 2019, and will run for 18 months. DCSE district offices and the department of social services staff will work together to assist participants on working towards self-sufficiency, paying off child support debts, and paying child support on a consistent basis.

**Alignment with City Council's Vision and Strategic Plan:**

This pilot project aligns with the Council Vision for Economic Sustainability, and Strategic Plan Goal 1: An Inclusive Community of Self-sufficient Residents.

**Community Engagement:**

CDSS and the VIEW team are actively involved in the community and aware of the gap in employment services and support for non-custodial parents in TANF involved cases. This pilot

offers a resource to meet that longstanding need.

**Budgetary Impact:**

There are no general funds required or being requested for this program in FY 2020.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

If the appropriation is not approved, CDSS will not be able to participate in the pilot and the target local cohort will not be served.

**Attachments:**

Appropriation

**APPROPRATION**  
**Funding for Virginia Temporary Assistance to Needy Families Employment and Training**  
**(VTET) Pilot Program**  
**\$50,000**

**WHEREAS**, the Charlottesville Department of Social Services has received \$50,000 from the Virginia Department of Social Services to participate in the TANF Non-Custodial Parent Employment Pilot.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$50,000 is hereby appropriated in the following manner:

**Revenue-\$50,000**

Fund 212    Cost Center: 9900000000    G/L Account: 430080    \$50,000

**Expenditures-\$50,000**

Fund 212    Cost Center: 3333002000    G/L Account: 540060    \$50,000

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                         |   |
|-------------------------|---|
| <b>Agenda Date:</b>     | September 16, 2019  |
| <b>Action Required:</b> | Appropriation of grant funds  |
| <b>Presenter:</b>       | Susan Morrow, Offender Aid and Restoration  |
| <b>Staff Contact:</b>   | Ryan Davidson, Senior Budget and Management Analyst<br>Susan Morrow, Offender Aid and Restoration   |
| <b>Title:</b>           | Charlottesville/Albemarle Adult Drug Treatment Court Substance Abuse and Mental Health Services Administration Grant Award - <b>\$300,548</b> |

**Background:**

The City of Charlottesville, on behalf of the Charlottesville/Albemarle Adult Drug Treatment Court, has received a grant from the Substance Abuse and Mental Health Services Administration (hereinafter SAMHSA), a division of the U. S. Department of Health and Human Services, in the amount of \$300,548 for operations of the drug court program, which is operated by Offender Aid and Restoration (O.A.R.). The City of Charlottesville serves as fiscal agent for the Substance Abuse and Mental Health Services Administration Drug Treatment Court Grant.

**Discussion:**

In its twenty-first year of operation, the Charlottesville/Albemarle Adult Drug Treatment Court is a supervised 12 month drug treatment program that serves as an alternative to incarceration for offenders. Drug Court is a specialized docket within the existing structure of the court system given the responsibility to handle cases involving non-violent adult felony offenders who are addicted to drugs. The program uses the power of the court to assist offenders with moderate to severe substance use disorders to achieve recovery through a combined system of intensive supervision, drug testing, substance abuse treatment, and regular court appearances.

The SAMHSA grant will fund enhancements that are intended to close current gaps in the drug court treatment continuum, support consumer specific clinical needs and create a

supportive environment that connects participants with a broader, community-based system of services and support, bridging the gap between treatment and recovery communities. All of the new enhancements are evidence based and are expected to improve retention rates and graduation rates while reducing recidivism among drug court participants and graduates.

The total budget for the SAMHSA grant is \$300,548, and it does not require a local match.

### **Alignment with City Council Vision and Strategic Plan:**

This program supports the Council's Goal C2: Be a safe, equitable, thriving and beautiful community and Objective C2.1: Provide an effective and equitable public safety system. The drug court is a valuable, less expensive alternative to incarceration for certain substance dependent criminal offenders which utilizes a blend of court-ordered supervision, drug testing, drug and mental health treatment services, court appearances, and behavioral sanctions and incentives to reduce recidivism and drug use among participants beyond what is observed after incarceration alone.

### **Community Engagement:**

The Drug Treatment Court is a direct service provider and is engaged daily with non-violent criminal offenders with drug driven crimes who are at a high level of risk for reoffending due to active addictions and long standing patterns of criminal behavior. By collaborating with the Court system, Region Ten Community Services Board, and the Sheriff's department, the Drug Treatment Court provides these offenders with a highly structured, rigorously supervised system of treatment and criminal case processing that results in a significant reduction in recidivism rates for program participants and graduates. Participants gain access to the Drug Treatment Court through referrals from police, probation, magistrates, defense attorneys and other local stakeholders. Participants have active criminal cases pending in the Circuit Court. If they successfully complete the program which takes a minimum of 12 months and requires a minimum of 12 months substance free, participants may have their pending charges reduced or dismissed. If participants are unsuccessful and have to be terminated from the program, they return to court to face their original charges. Successful Drug Treatment Court participants return the community's investment in them by maintaining full time, tax paying employment, providing for and taking care of their children and families including paying off back child support, behaving as good role models in the community, and supporting the recovery community in Charlottesville.

### **Budgetary Impact:**

There is no budgetary impact to the City. All funds will be appropriated to the grants fund and no local match is required for the SAMHSA grant.



**Recommendation:**

Staff recommends approval and appropriation.

**Attachments:**

N/A

**APPROPRIATION**  
**Charlottesville/Albemarle Adult Drug Treatment Court Substance Abuse and**  
**Mental Health Services Administration Grant Award**  
**\$300,548**

**WHEREAS**, the Substance Abuse and Mental Health Services Administration, a division of the U. S. Department of Health and Human Services, in the amount of \$293,745 for the Charlottesville/Albemarle Drug Court Treatment Court in order to fund salaries, benefits, and operating expenses; and

**WHEREAS**, the City of Charlottesville serves as the fiscal agent for this grant program; and

**WHEREAS**, the grant award covers the period October 1, 2019 through September 30, 2020.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$300,548, received as a grant from the Substance Abuse and Mental Health Services Administration, is hereby appropriated in the following manner:

**Revenues**

\$300,548      Fund: 211      Internal Order: 1900335      G/L Account: 431110

**Expenditures**

\$300,548      Fund: 211      Internal Order: 1900335      G/L Account: 530550

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$300,548 from the Substance Abuse and Mental Health Services Administration.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |   |
|------------------|---|
| Agenda Date:     | September 16, 2019  |
| Action Required: | Approval of Refund of Tax Payment                                     |
| Presenter:       | Jason Vandever, City Treasurer  |
| Staff Contacts:  | Jason Vandever, City Treasurer<br>Jeffrey Davis, City Assessor        |
| Title:           | <b>Refund of Tax Payment to East Market Street, LLC - \$16,173.30</b> |

**Background:**

In 2014 a property transfer was incorrectly recorded at 0 10<sup>th</sup> St NE. The property record should have indicated that 923 East Market Street, LLC was the owner of the property, but instead the record indicated that the property was owned by East Market Street, LLC in error. At the time, neither party notified the City of the clerical error. Both parties have been notified of the error and the correct owner will be billed for the taxes that are due. As a result, the City owes East Market Street, LLC a refund of taxes paid from 2016-2019. However the correct property owner will be billed for these taxes resulting in no change in the real estate tax or stormwater fee revenue.

**Discussion:**

City Code requires Council approval for any tax refunds resulting from an erroneous assessment in excess of \$2,500 (City Code Sec. 30-6b). Payment of interest is required in accordance with Code of Virginia 58.1-3918. Code of Virginia 58.1-3990 limits refunds due to exonerations to the current tax year and three prior tax years. The refund has been approved for presentment to Council by the City Attorney, City Assessor, and City Treasurer. The total refund amount is \$16,173.30.

**Alignment with City Council's Vision and Strategic Plan:**

n/a

**Budgetary Impact:**

The refund will reduce Interest Revenue (GL 400030) by \$2,089.70. Because the assessments will be correctly billed to 923 East Market Street, LLC, there will be no change in the real estate tax or stormwater fee revenue upon payment of the taxes by the correct property owner.

**Recommendation:**

Approval of the tax refund.

**Alternatives:**

n/a

**Attachments:**

Interest Calculation  
Council Resolution

| Due Date     | Tax                 | Stormwater       | # of Days | Daily Interest Rate | Interest           |
|--------------|---------------------|------------------|-----------|---------------------|--------------------|
| 6/5/2016     | \$ 1,266.35         | \$ 115.20        | 1183      | \$ 0.35             | \$ 410.44          |
| 12/5/2016    | \$ 1,266.35         | \$ 115.20        | 1000      | \$ 0.35             | \$ 346.95          |
| 6/5/2017     | \$ 2,148.90         | \$ 115.20        | 818       | \$ 0.59             | \$ 481.59          |
| 12/6/2017    | \$ 2,148.90         | \$ 115.20        | 634       | \$ 0.59             | \$ 373.26          |
| 6/5/2018     | \$ 2,148.90         | \$ 115.20        | 453       | \$ 0.59             | \$ 266.70          |
| 12/5/2018    | \$ 2,148.90         | \$ 115.20        | 270       | \$ 0.59             | \$ 158.96          |
| 6/5/2019     | \$ 2,148.90         | \$ 115.20        | 88        | \$ 0.59             | \$ 51.81           |
| <b>Total</b> | <b>\$ 13,277.20</b> | <b>\$ 806.40</b> |           |                     | <b>\$ 2,089.70</b> |

Calculation Date 9/1/2019  
Tax Interest Rate 10%

**Grand Total \$ 16,173.30**

224 14th ST NW 22903

**RESOLUTION**  
**AUTHORIZING REFUND TO EAST MARKET STREET, LLC**  
**OF REAL ESTATE TAXES PAID FOR 2016-2019**  
**\$16,173.30**

**WHEREAS**, the City Assessor has determined that East Market Street, LLC was incorrectly identified as the owner of 0 10<sup>th</sup> St NE; and

**WHEREAS**, the real estate taxes for the Property for calendar years 2016-2019 were paid on time and as billed; and

**WHEREAS**, the City Assessor has certified that a refund of taxes paid and interest is due in the amount of \$16,173.30; and

**WHEREAS**, City Code Section 30-6(b) requires City Council approval for any tax refund exceeding \$2,500.00;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the City Council hereby authorizes the City Treasurer to issue a refund of \$16,173.30, payable to East Market Street, LLC.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |  |
|------------------|--|
| Agenda Date:     | September 16, 2019   |
| Action Required: | Appropriation of Funds   |
| Presenter:       | Jeff Werner, Preservation & Design Planner, Department of Neighborhood Development Services (NDS)  |
| Staff Contacts:  | Jeff Werner, Preservation & Design Planner, NDS<br>Alex Ikefuna, Director, NDS   |
| Title:           | <b>Virginia Department of Historic Resources (VDHR) 2019-2020 Certified Local Government grant funding for 10<sup>th</sup> and Page Neighborhood Historic Resources Survey</b> |

**Background:**

The City of Charlottesville through the Department of Neighborhood Development Services has been awarded \$21,060 from the VDHR 2019-2020 Certified Local Government (CLG) Subgrant program towards a historic survey of the 10th and Page neighborhood. In addition to the grant of \$21,060 from VDHR, there is a local match requirement, which will be met through the usage of \$31,590 in existing city funding for historic resources.

The project's estimated total cost is \$52,650.\* The city's share, \$31,590, is currently available in the Neighborhood Development Services New Historic Surveys fund (\$20,568) and in the Historic Resources Task Force fund (\$11,022). [\* Note: Prior information, including the attached, indicate a project cost of \$52,550. Amount is here revised by \$100 to correctly reflect the 60/40 split of city funding and CLG grant funding.]

**Discussion:**

This funding will provide a comprehensive, reconnaissance-level survey of approximately 350 properties, most of which have not been previously surveyed. It will also provide a Preliminary Information Form (PIF) based on the survey results, to determine if part or all of the neighborhood would qualify for future listing as a National Register historic district.

**Alignment with Council Vision Areas and Strategic Plan:**

- Council's *Vision 2025*:
  - Charlottesville cherishes and builds programming around the evolving research and interpretation of our *historic heritage and resources*.
- City *Strategic Plan*:
  - Goal 3.5: Protect historic and cultural resources.
- Additionally, from the recommendations of the BRC on Race, Memorials, & Public Spaces:
  - Highlighting and Linking Historic Places: [...] council provide financial and planning support for historic resource surveys of African American, Native American and local

labor neighborhoods and sites, seeking National Register listing and zoning and design guideline protection, where appropriate.

**Community Engagement:**

In July 2017, the 10th and Page Neighborhood Association expressed support for the historic survey. Following that, city staff reviewed the request with VDHR staff, who recommended the boundaries of the survey.

**Budgetary Impact:**

The city's share, \$31,590, is available in Neighborhood Development Services fund 426 for New Historic Surveys P-00484 (\$20,568) and in the Historic Resources Task Force fund 3901005000 (\$11,022).

**Recommendation:**

Staff recommends approval and appropriation of funds.

**Alternatives:**

The alternative is to not approve this project, which would be contrary to Comprehensive Plan Historic Preservation Goal 3 Incentives & Tools, 3.2: *Pursue National Register and Virginia Landmarks Register status for all future local historic districts.*

**Attachments:**

- Draft resolution
- Narrative from May 15, 2019 CLG Grant Request
- CLG Subgrant Agreement letter (signed by City August 12, 2019)

**APPROPRIATION**

**Virginia Department of Historic Resources  
2019-2020 Certified Local Government Grant Funding  
for 10th and Page Neighborhood Historic Survey  
\$52,650**

**WHEREAS**, the City of Charlottesville, through the Department of Neighborhood Development Services, has received from the Virginia Department of Historic Resources, funding to support a historic survey for the 10th and Page Neighborhood,

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$21,060 for the fiscal year 2019-2020 received from the Virginia Department of Historic Resources is hereby appropriated in the following manner:

**Revenue**

|           |           |             |  |
|-----------|-----------|-------------|--|
| \$ 21,060 | Fund: 209 | IO: 1900338 | G/L: 430120 (State/Fed Pass Thru)      |
| \$ 31,590 | Fund: 209 | IO: 1900338 | G/L: 498010 (Transfer from other fund) |

**Expenditure**

|           |           |             |  |
|-----------|-----------|-------------|--|
| \$ 52,650 | Fund: 209 | IO: 1900338 | G/L: 530670 (Other contractual services) |
|-----------|-----------|-------------|--|

**Transfer**

|          |           |                |                                  |
|----------|-----------|----------------|----------------------------------|
| \$20,568 | Fund: 426 | WBS: P-00484   | G/L: 561209 (Transfer to grants) |
| \$11,022 | Fund: 105 | CC: 3901005000 | G/L: 561209 (Transfer to grants) |

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$21,060 for the fiscal year 2019-2020 from the Virginia Department of Historic Resources.

Approved by Council  
September 16, 2019

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Clerk of Council

**2019-2020  
10th and Page Neighborhood Historic Survey  
Charlottesville, Virginia**

A proposal to the Commonwealth of Virginia Department of Historic Resources  
2019-2020 CLG Sub-grant Program



Submitted by  
The City of Charlottesville  
May 15, 2019



**CERTIFIED LOCAL GOVERNMENT SUB GRANT APPLICATION FY 2019-2020**

**Section B. Project Description**

**1. Proposed Project Type: (Check one that applies)**

- Archeological Project  Preservation Planning Project  National Register Nomination(s)
- Survey/Inventory Project  Historic Preservation Planning Project
- Construction/Development/Pre-Development Project  Preservation Training
- Education & Outreach  Design Guidelines  Other

Narrative Statement of Project Description and Design.

**2019-2020 10th and Page Neighborhood Historic Resources Survey, Charlottesville, Virginia**

Summary

The City of Charlottesville Department of Neighborhood Development Services (NDS) is requesting 2019-2020 Certified Local Government Local Grant funds toward a selective historic resources survey in the area of the City's 10th and Page neighborhood. The City's Comprehensive Plan recommends that this neighborhood be surveyed and its documentation will enable the City and its residents to better understand the architectural and historic significance of the neighborhood.

The 10th and Page neighborhood is rich with social and community value. Historically it was a working class community composed primarily of modest, single-family residences, with a majority of the houses constructed prior to 1929 and a few as early as the late 1800s. Portions of the neighborhood were once owned by John West. Formerly enslaved, upon emancipation West trained as a barber and began amassing real estate. Upon his death in 1927 West was one of the wealthiest people in the community. During his lifetime he subdivided much of his land and sold lots to African-American families, allowing them to obtain wealth and power in a time before Civil Rights.

This area has never been fully surveyed at the level required by the Department of Historic Resources (DHR) standards. In fact, it is only in the last decade that the City's traditionally African-American neighborhoods and sites have received the attention long given to historically white neighborhoods and sites. This survey will bring the City closer to a more complete inventory of its historic resources.

Fieldwork will include neighborhood outreach and preliminary discussions with DHR staff. Deliverables will include preparation and submittal of Virginia Cultural Resource Information System (V-CRIS) inventory forms and a survey report.

The total project cost is \$50,900. The City is requesting \$24,000 (nearly 50%) in matching CLG grant funding. (Note July 2019: Project cost revised to \$52,550; grant amount awarded is \$21,060.)

## Project Description

### Survey Area and Description

The proposed survey area is based roughly on the traditional boundaries of the 10th and Page neighborhood, with adjustments to account for an adjacent, related section that is of a later period of development. (Note: After discussions with DHR's Marc Wagner, Director, Eastern Region Preservation Office, it was decided to include the small area to the north of Grady Avenue.) The survey area appears to encompass one of the City's largest concentrations of buildings constructed in the first quarter of the 20<sup>th</sup> century.

The area of approximately 100 acres is bounded:

- on the west by 13th Street NW;
- on the south by the properties fronting Page Street (including a small segment of 10<sup>th</sup> Street NW);
- on the east by the railroad tracks;
- on the north by Preston Avenue, from the railroad tracks to a line just north of Rosser Avenue East.

### Objectives

The objectives of the 10th and Page neighborhood survey are:

- Satisfy the community's request to learn more about the significance of the history and buildings in a neighborhood that is associated with the history and culture of African Americans.
- Raise public awareness and understanding, thereby encouraging a greater commitment to the voluntary protection and preservation of historic resources.
- Provide a base level of information about the location and type of resources within the area to inform local planning decisions, including any potential future requests by the neighborhood for a local historic district.
- Determine the feasibility and boundaries of a possible future NRHP district that would allow tax credits to encourage rehabilitation.

### Properties in the Survey Area

There are approximately 480 parcels; 435 parcels have structures on them, with construction dates ranging from 1870 to 2016, per City tax data; 344 structures are dated prior to 1960. Of the pre-1960 buildings:

- 323 are single-family homes (over 230 of these are pre-1930);
- four are apartment buildings;
- 13 are commercial buildings; and
- four are places of worship.

Locally-designated properties:

- 134 10<sup>th</sup> Street NW, Coca-Cola Bottling
- 946 Grady Avenue, Monticello Dairy
- 1000 Preston Avenue, Southern Bakery Building
- 212 [also 0] Rosser Avenue East, Holy Temple Church

VLR/NRHP listed properties:

- 722 Preston Avenue, Coca-Cola Bottling Works in Charlottesville (104-5174)
- 1010 Preston Avenue, Rock House or Charles B. Holt House (104-5098)

The survey area is bounded almost entirely by neighborhoods that have been previously surveyed:

- To the west: the Rugby Road/University Corner Historic District (104-0133).
- To the south: West Main Street (104-0083) and Wertland Street (104-0136).
- To the east: the Starr Hill neighborhood (PIF in 2017).
- To the north: the Rose Hill neighborhoods (PIF in 2018).

Note: The 10<sup>th</sup> and Page neighborhood includes Westhaven, a 10-acre, 126-unit public housing complex constructed in the early 1960s, during Charlottesville’s period of “urban redevelopment.” This action included the razing of African-American neighborhoods at Vinegar Hill, Garrett Street, and, within 10<sup>th</sup> and Page, Cox’s Row. The Westhaven buildings and site have been documented and will not be surveyed with this work. However, Westhaven is a critical component of the neighborhood’s history, as well as the City’s, and the historical narrative from this survey will include that impact.

Scope of Work (See detailed summary in the attachments)

- To manageably and effectively complete a reconnaissance-level documentation of such a large area, the project will employ a selective survey of only those properties with structures dating prior to 1960.\* Included will be 106 properties surveyed by City interns between 2012 and 2016. Six properties are locally designated; two are listed on the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP). (\*Note: 88 buildings are listed as being constructed in 1920. Maps and other information suggest earlier construction dates. See comments in the attachments.)
- Schedule: All work to be completed by June 2020. (See attached *Section C*.)
- Phasing:
  - Task 1 – Kickoff Project/Engage Neighborhood (106 Group, NDS Staff)
  - Task 2 – Research (106 Group)
  - Task 3 – Conduct Fieldwork (106 Group)
  - Task 4 – Process Data/V-CRIS Entry (106 Group)
  - Task 5 – Draft Survey Report **and PIF** (106 Group) (**Revised July 2019**)
  - Task 6 – Draft Survey Report **and PIF** Review (NDS Staff, DHR) (**Revised July 2019**)
  - Task 7 – Review V-CRIS Form (DHR)
  - Task 8 – Prepare Deliverables (106 Group)
  - Task 9 – Present findings (NDS Staff)
- Deliverables:
  - A DHR inventory form for all properties in the project area, submitted digitally via V-CRIS, and one (1) final hard copy version of each form will be submitted to DHR and to the City of Charlottesville (including a digital version compiled on a CD).
  - Digital color photos of each property will be saved to a CD and submitted to the City of Charlottesville, as well as uploaded to an FTP site for submittal to DHR.
  - A brief survey report will be prepared. One (1) final hard copy and one (1) final digital copy of the final survey report will be submitted to the City of Charlottesville and DHR.

City Qualifications and Project Support

The City of Charlottesville adopted its first local district ordinance in 1959 and adopted a Historic Preservation Plan in 1993. The City’s 2013 Comprehensive Plan updated previous plans with a Historic Preservation chapter that includes nine historic preservation goals. The 10th and Page Neighborhood Historic Survey proposal will support the achievement of at least four of the nine goals:

- GOAL 2. Educate property owners and potential property owners of historic resources about the significance of their properties;
- GOAL 3. Continue to identify and make available incentives to encourage historic preservation;
- GOAL 4. Systematically inventory and evaluate all historic resources in the City and develop context narratives that provide the historical and architectural basis for evaluating their significance and integrity;
  - Objective 4.1 states, “Work with the following neighborhoods to develop interest and participation in documentation of neighborhood buildings and history through architectural and historic surveys: 10th & Page, Starr Hill, and North Belmont.”
- GOAL 6. Provide effective protection to the City of Charlottesville’s historic resources.

The City's efforts to survey and protect historic properties have accelerated in recent years in anticipation of, and in reaction to, increased development and associated demolitions. In 2003 Charlottesville adopted a new zoning ordinance designed to encourage increased density and mixed-use development. At the same time, it recognized the need to further protect its historic resources. Since 2003, the City has designated five new local districts, expanded two existing districts, and added twelve individually designated properties. In all, approximately 1,400 properties are now protected by local regulation. In addition, seven new districts have been listed on the VLR and NRHP; the City's total now exceeds 2,000 contributing sites and structures.

As with prior surveys, City staff will provide assistance to the consultant, including GIS data/mapping, access to City records and documents, and taking the lead on community outreach and engagement. Through the Preservation and Design Planner and other NDS staff, the City has successfully managed multiple historic resource surveys, as summarized above. These projects are programmed into our annual work plan. Currently underway is a survey of the Little High neighborhood and, as a result of the 2018 survey of the Rose Hill neighborhood and with overwhelming local support, the City has retained a consultant to prepare the nomination for VLR and NRHP listing of the Burley School.

## **Project Design**

### Historical Context

Although segregated within its boundaries--with the white homes all but exclusively located east of 10th Street and north of Page Street—10<sup>th</sup> and Page was initially a diverse neighborhood. Through the 1930s and 1940s it transitioned to predominantly African-American and remained so late into the century. A number of families have connections to individual properties that span generations and several families have owned and lived in the same house for half a century or more.

A temporal snapshot of the community is available from the 1930 US Census, when almost 500 households were registered within the survey area. More than half are black (275) and of these 156 (57%) owned their homes—slightly higher than the nearby white households. Of the 252 occupations listed for black heads of household, over two-thirds are listed as either Servant (37), Laborer (33), Janitor (28), Waiter (25), Laundress (19), Chauffeur (13), or Cook (13). Only 14 report professional occupations, which include one dentist, one doctor, and three ministers.

Of the 122 white households listed, 56% own their homes. While one-quarter of the heads of household have professional occupations, the remainder are service related. However, in contrast with the black households, there are only four Laborers, one Janitor, and none employed as a Servant, Waiter, Laundress, Chauffeur, or Cook.

Interestingly, the 1930 Census identifies 20 men as military veterans. Of the 19 who reported service in World War I, twelve are black and seven are white. The other individual is Civil War veteran William Garrison of 909 Anderson Street. Born in 1848, at age 17 he served a mere four months in the Albemarle Light Artillery Battery before Lee's surrender at Appomattox.

In the survey area north of Grady Avenue is a collection of small, simple, concrete-block dwellings constructed mid-century for African-American families. Here—and in other parts of the City--Reverend Charles H. (C.H.) Brown worked with local civil rights leader Drewary Brown to help African-American families acquire property and secure the financing to construct their own homes. In 1947, C.H. built the church at the corner of 12<sup>th</sup> Street and Rosser and in 1953, at 706 12<sup>th</sup> Street NW, built what would be the first of many of his signature concrete-block houses. (Reverend Brown, whose family lived at 354 10-1/2 Street NW, formed the C.H. Brown Construction Company that from the 1950s through the 1970s would build for African-American families an estimated 150 of these homes throughout the City.)



### Threats and Stewardship Needs

The City of Charlottesville has a wealth of historic resources, both grand and vernacular. The City has long had a goal of systematically surveying all of its historic buildings. Charlottesville is also committed to providing protection for its historic buildings, through both VLR and NRHP listings and local designation. While completing a neighborhood survey does not necessarily lead to VLR, NRHP, or local designation, that documentation serves a valuable purpose: It raises public awareness of the neighborhood's history and historic resources. That awareness leads to interest in the tools and incentives available to protect those resources. A historic survey also provides the City and its residents the information needed to plan for the preservation and wise use of historic and cultural resources.

To date, the architectural history of the 10th and Page area has been surveyed for less than one-third of the neighborhood's pre-1960 structures, and very little of that work has been entered into V-CRIS

The City is currently reviewing its Comprehensive Plan (last updated in 2013). Public comments repeatedly include concerns about the loss of the historic buildings in older neighborhoods and the encroachment of new development, particularly into the historically black neighborhoods north and south of West Main Street, like 10th and Page. Since 2000 alone, within the proposed survey area, no less than 36 pre-1960s structures have been razed, primarily houses: 24 were pre-1920; 12 constructed in the 1920s to 1950s. Also since 2000, on these cleared lots and others that were vacant, 38 new houses have been built. Given this vulnerability, and the recent escalation of property values in all City neighborhoods, a historic survey is needed to document existing resources before they are replaced or remodeled, and to help ensure that the character of this neighborhood will be maintained as the areas around it are more intensively developed.

Among the lost resources:

- A small, single-story, neighborhood grocery store once stood at the corner of 10th Street NW and Paoli Street. Constructed prior to 1920, all that remains today are its concrete steps.
- The Cox Row Houses were constructed in the late 1800s by the Cox brothers. Built to meet the need for worker housing, over fifty of these modest, wood-framed, two-story units—each unit serving two families—once stood along Page Street and what was known as Cox's Row. Today only five remain—824, 836, 838, 903, and 905 Page Street.

### Benefits

Charlottesville's Comprehensive Plan recommends three neighborhoods for historic resources surveys: Starr Hill (completed in 2017), North Belmont (completed in 2017), and the 10<sup>th</sup> and Page neighborhood.

The 10<sup>th</sup> and Page Neighborhood Historic Resources Survey will address the following statewide priorities:

- Provide broad-based survey coverage of an area that has been only partially surveyed.
- Survey an area that is under threat or endangered, that is under-documented, and for which its historic context is not well understood.
- Identify and document resources associated with Virginia's culturally diverse history.

In March 2001, DHR staff met with Charlottesville city planners to look at CDBG neighborhoods. At that time, 10th and Page was recommended for survey by DHR staff. In 2003, a CLG grant request to support a survey of a portion of this area was declined due to limited available funds and because the request lacked clarity on the proposed work. Subsequently, between 2012 and 2016 NDS interns completed a limited inventory of the area.

Completing this survey will move the City closer to a more complete inventory of its traditionally African-American neighborhoods and sites, which only in the past decade (list below) have received the attention long given to historically white neighborhoods and sites.

- Fifeville-Tonsler (104-0213), surveyed 2008;

- Daughters of Zion Cemetery (104-5153), surveyed 2010;
- Starr Hill, surveyed 2017;
- Rose Hill, surveyed 2018.

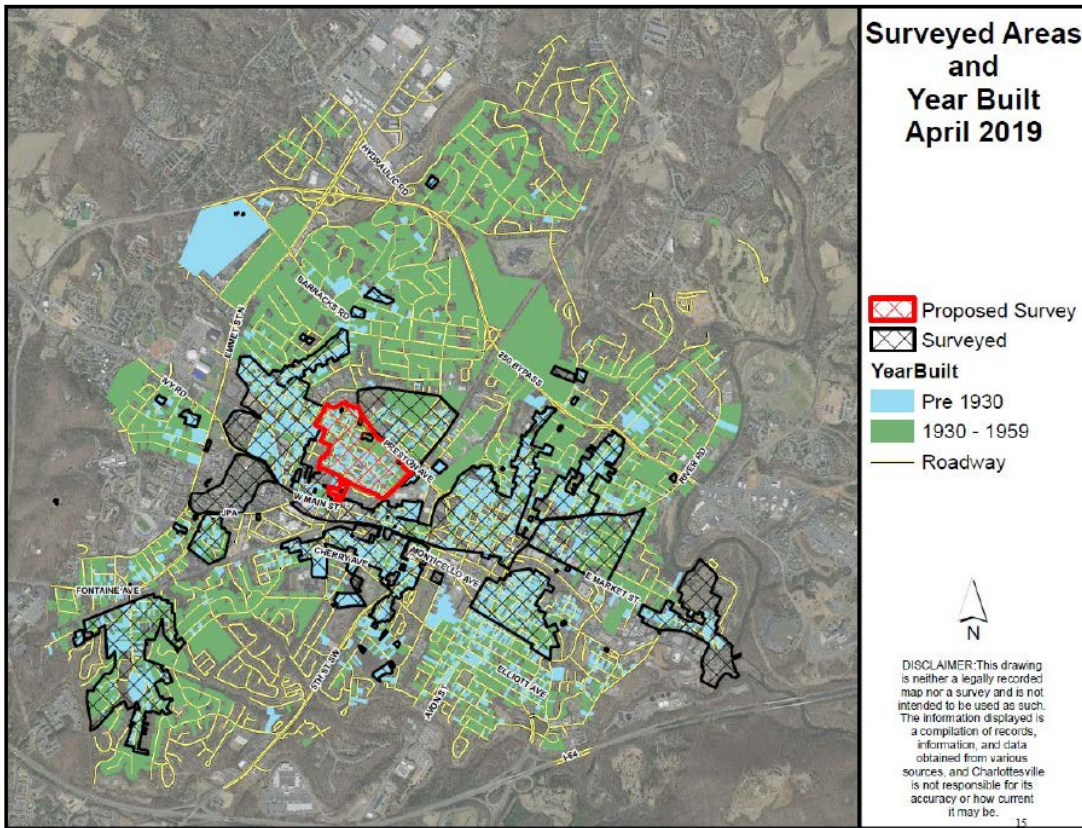
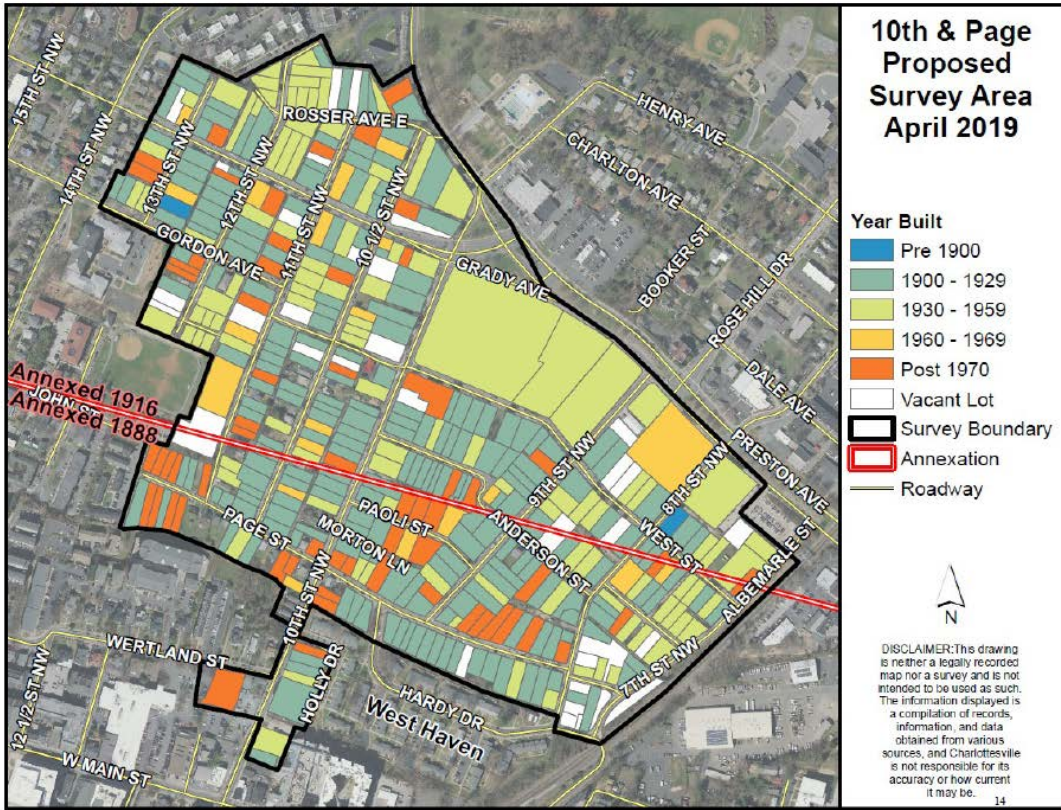
Additionally, this survey will support the recommendations of the City's *Blue Ribbon Commission on Race, Memorials, and Public Spaces*, a 2016 report that included a unanimous recommendation that the City "provide financial and planning support for historic resource surveys of African American, Native American and local labor neighborhoods and sites, seeking National Register listing and zoning and design guideline protection, where appropriate." (See attachment for full text.)

Information from the survey will be shared with the community through neighborhood meetings and be made available on-line through the City's historic preservation page. Part of the 2012-2016 work by NDS interns was interviewing several 10<sup>th</sup> and Page residents and collecting photos and other information. Through the public engagement process for this survey we plan to again invite residents to share their stories, adding valuable context to the physical inventory of the neighborhood.

#### Schedule and Capacity

The 10<sup>th</sup> and Page Neighborhood Historic Resources Survey will commence in late-summer 2019, including neighborhood meeting and initial documentary research. Field work and documentation will occur in late 2019, followed by drafting of the report and V-CRIS entry in early 2020, and project completion with deliverables by mid-spring 2020.

Groups who provide support and assistance on projects of this nature include the City's Historic Resources Committee, the Jefferson School African American Heritage Center, the Charlottesville Center for History and Culture [formerly the Albemarle County Historical Society], the Central Virginia History Researchers, and Preservation Piedmont. Among the residents of the 10<sup>th</sup> and Page Neighborhood are two members of the City's Board of Architectural Review and one member of the City's Planning Commission.





# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Matt Strickler  
*Secretary of Natural Resources*

Julie V. Langan  
*Director*

Tel: (804) 367-2323  
Fax: (804) 367-2391  
[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

July 24, 2019

Jeff B. Werner  
Historic Preservation and Design Planner  
P.O. Box 911  
Charlottesville, VA. 22902

RE: 2019-2020 CLG Grant Agreement

Dear Mr. Werner:

I am pleased to enclose an agreement for your 2019-2020 CLG Grant for \$21,060 to complete a selective survey and Preliminary Information Form(PIF) for the 10<sup>th</sup> and Page Neighborhood. Congratulations and we look forward to working with you on this project.

Please sign the agreement and return it to **Aubrey Von Lindern, Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519** in the next ten days. If you have any questions, you are welcome to contact Aubrey at (540) 868-7029.

Sincerely,

A handwritten signature in cursive script that reads "Julie V. Langan".

Julie V. Langan  
Director  
Virginia Department of Historic Resources

Eastern Region Office  
2801 Kensington Avenue  
Richmond, VA 23221  
Tel: (804) 367-2323  
Fax: (804) 367-2391

Western Region Office  
962 Kime Lane  
Salem, VA 24153  
Tel: (540) 387-5443  
Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
PO Box 519  
Stephens City, VA 22655  
Tel: (540) 868-7029  
Fax: (540) 868-7033



**CERTIFIED LOCAL GOVERNMENT SUBGRANT AGREEMENT  
2019-2020**

**PROJECT TITLE:** 10<sup>th</sup> and Page Neighborhood Historic Survey

**PROJECT DESCRIPTION:** The City of Charlottesville proposes to utilize grant funds for a selective historic resources survey in the area of the 10<sup>th</sup> and Page Neighborhood. The scope of work will also include completion of a Preliminary Information Form.

**GRANT IDENTIFICATION:** HPF-VACLG-CHAR-2019

**FEDERAL FUNDING AGENCY:** U.S. Department of Interior National Park Service (NPS)

**GRANT:** State Historic Preservation Fund (HPF) Grant to Virginia – Fiscal Year 2019

**CFDA:** #15.904, HISTORIC PRESERVATION FUND GRANTS-IN-AID

**FEDERAL AWARD IDENTIFICATION NUMBER:** P19AF00006

**FEDERAL AWARD AUTHORIZATION DATE TO DEPT OF HISTORIC RESOURCES (DHR):** 05/16/2019

**OTHER IDENTIFYING NUMBER ASSIGNED BY DHR, THE PASS THROUGH ENTITY:** 0000114687

**SUBGRANTEE NAME AND DUNS#** City of Charlottesville, 074745829

**RESEARCH & DEVELOPMENT:** NO

**AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION:** \$21,060

**TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED:** \$21,060

**TOTAL AMOUNT OF AWARD INCLUDING MATCHING SHARE:** \$52,550

**GRANT AMOUNT: \$21,060**  
**GRANT SHARE: 40%**

**MATCHING SHARE: \$31,490**  
**MATCH SHARE: 60%**

**TOTAL PROJECT COST: \$52,550**  
**GRANT/MATCH RATIO: 40%/60%**

**SUBGRANT PERIOD: July 15, 2019\* through August 31, 2020**

\* Actual Start Date is the Date of full execution of agreement

This agreement entered into the 24<sup>th</sup> day of July, 2019, by the Commonwealth of Virginia, Department of Historic Resources (DHR), and the **City of Charlottesville**, the Certified Local Government (CLG), WITNESS that DHR and the CLG, in consideration of the mutual covenants, promises, and agreements herein contained, agree that the grant awarded by DHR to the CLG shall be described below:



**The Subgrant Agreement Incorporates the Following Documents plus Restatements and/or Clarifications of certain General and Special Provisions:**

- (1) This signed form;**
- (2) DHR Request for Applications – 2019-2020 CLG Subgrant Program, dated March 01, 2019;**
- (3) Grant Application from the City of Charlottesville dated May 15, 2019 detailing CLG Project Description, signed Assurances, and approved Final Budget attached herein;**
- (4) Certified Local Government Grant Manual including the OMB Circulars and Federal Regulations referenced therein. Full text of Codes of Federal Regulations can be found at <https://www.ecfr.gov> and/or other websites. See 2CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. For additional reference, the National Park Service’s Historic Preservation Fund (HPF) Grants Manual can be found at <http://www.nps.gov/preservation-grants>.**
  
- (5) Indirect Costs, whether applied directly or by indirect cost rate, will not be allowable charges against the award unless specifically included as a line item(s) in the approved budget incorporated into this subgrant agreement. A proposed Indirect Cost Rate (IDCR) must meet the requirements of 2CFR Part 200 including its Appendixes as applicable. If the subgrantee has never had a Federally-Approved, Negotiated Indirect Cost Rate Agreement it may request approval to charge a 10% de minimis rate as defined in 2 CFR 200.414 paragraph (f). If chosen, this methodology once elected must be used consistently for all Federal awards until the subgrantee chooses to negotiate for an approved federally recognized indirect cost rate with the Federal Government. A Federally Negotiated IDCR Agreement or De Minimis IDCR Certification must be submitted to DHR if a rate is applied to this subgrant; otherwise, indirect costs applied by a IDCR will be disallowed. If the subgrantee so chooses, it may voluntarily waive federal indirect cost recovery to allow a greater share of the HPF CLG Subaward funds to be used for direct program costs.**
  
- (6) Retention and Access Requirements for Records – All subgrantee financial and programmatic records, supporting documents, and other grant-related records must be retained for a period of three years from the date of submission of the final expenditure report. Subgrantee will give NPS, the Inspector General, the Comptroller General of the United States, DHR, or any of their authorized representatives, access to and the right to examine any documents, papers, or other records of the subgrantee which are pertinent to the Federal award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. Retention and Access requirements are in accordance with 2CFR Part 200.333-200.337 and the Historic Preservation Fund Grants Manual.**



**(7) Audit Requirements** – Subgrantees that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and 2CFR Part 200, Subpart F – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subgrantees that expend less than \$750,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of NPS, DHR and the General Accounting Office.

If applicable, the audit must be completed and then both the data collection form and reporting package (described in 2CFR Part 200.512 paragraphs (b) and (c) respectively) must be submitted to the Federal Audit Clearinghouse (FAC) within the earlier of the thirty calendars days after receipt of the auditor’s report or nine months after the end of the audit period. See 2CFR 200.36 for FAC details.

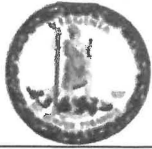
**(8) Any Negotiated modifications thereto**, all of which are referenced below:

- a. Any publications produced with grant funds must include the language concerning NPS financial assistance and nondiscrimination as shown below:

This publication has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the view or policies of the U.S. Department of the Interior. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

**(9) Quarterly Progress Reports** are a requirement of the subgrant as they aid DHR in the monitoring of project process or delays. Quarterly Progress Reports, using Attachment S as a guide, must be submitted on or before:

- ❖ **10/15/2019** for Reporting Period 07/15/2019 thru 09/30/2019
- ❖ **01/15/2020** for Reporting Period 10/01/2019 thru 12/31/2019
- ❖ **04/15/2020** for Reporting Period 01/01/2020 thru 03/31/2020
- ❖ **07/15/2020** for Reporting Period 04/01/2020 thru 06/30/2020
- ❖ **FINAL REPORT** to be submitted with Final Product and Final Reimbursement Request on or before **August 30, 2020**, grant end date.



**(10) Project Schedule and Availability of Funds** – For projects funded in this grant cycle, all work must be performed and costs incurred between July 15, 2019 and August 30, 2020. Per HPF Federal Regulations applicable to DHR, under the overall HPF grant or CLG projects undertaken within the grant, funds not expended for costs incurred prior to September 30, 2020 “expire” and are no longer allowable to draw down from the federal award. **Not completing projects timely may adversely impact the dollar amount of DHR’s future HPF federal awards; which, in turn, may adversely impact future evaluations of the subgrantee’s risk of noncomplying with Federal statutes, regulations and the terms and conditions of subsequent CLG subgrants. Per Federal Regulations, DHR may impose additional conditions and remedies on subgrantees that are regarded a risk or noncompliant; see 2CFR 200.338 and 2CFR 200.207 Specific Conditions on a Subaward.**

Subgrantees shall inform DHR’s CLG Coordinator of any significant problems, delays, or adverse conditions, actual or anticipated, **as soon as they become known** if they might materially affect the products or cause the project to fall behind schedule. The subgrantee should report the situation in the following progress report. Any proposed changes to the project’s scope of work must be submitted to DHR in writing and must be approved in advance by DHR to be considered valid. DHR reserves the right to de-obligate project funds and reallocate them to another CLG, pending NPS approval, in order to ensure their expenditure prior to HPF grant end.

**(11) Termination** – This agreement may be terminated with applicable termination provisions found in 2CFR 200.339 through 200.342.

**(12) Reimbursement Requests** may be submitted quarterly along with Quarterly Progress Reports. See sample Invoice Form and Quarterly Report attached. The CLG must both incur and pay project costs prior to requesting reimbursement from DHR; see CLG Grant Manual Reimbursement Guidelines for supporting documentation requirements, etc. Note the Federal and Match Share funds are to be spent concurrently, meaning each time the grantee requests reimbursement from DHR the financial documentation submitted reflects both the federal and matching shares. The federal share of the CLG’s budgeted grant/match ratio will be applied to the total actual documented project expenditures submitted that quarter to calculate the federal funds dispersed to the CLG. Quarterly reimbursement requests are encouraged and accepted; but note until the final product(s) is received and approved by DHR, no final grant reimbursement will be issued.





**(13) Final Product Submissions** are deliverables/publications that include, but are not limited to grant projects reports; books, pamphlets and magazines; event documentation including programs and photos, websites, exhibits, interpretive signs, etc. NPS deliverables submission guidelines require an index for DHR's Product Submission. Please provide the following in a Word Document or email for each electronic deliverable submitted:

- ❖ Title of Product
- ❖ Filename (Name to suit your needs; file will be renamed per NPS requirement prior to submission)
- ❖ Product Creator (Give full names and their roles in creating the product)
- ❖ Date Completed
- ❖ Extent (pages, length, etc; use when applicable)
- ❖ Description

**Sample Index for a Document**

*-Title: Intensive Survey of East Walters Street, Lafayette, Colorado*  
*-Filename: SHPO\_16\_WI\_CityofLafayette\_IntensiveSurveyofEastWaltersStreet.pdf*  
*-Creator: Clyde Banks(historian), William Laurence(historian), Laurence/Banks Architectonics(organizations).*  
*- Date Completed: July 18, 2017*  
*- Extent: 96 pages*  
*- Description: Report on an intensive architectural survey of 31 properties along East Walters Street is divided into four sections: an introductory historic context; a chapter on methodology; a summary of the survey's findings; and an appendix of detailed information for each property found eligible for designation. The survey found that 65 were eligible for local designation, 14 eligible for state designation, and 12 eligible for national designation.*



**(14) Rights in Data** – The subgrantee must grant the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce, use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this Agreement by the subgrantee, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.



**DHR** | Virginia Department of Historic Resources

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed, intending to be bound thereby.

**CERTIFIED LOCAL GOVERNMENT**

**COMMONWEALTH OF VIRGINIA DEPT. OF HISTORIC RESOURCES.**

SIGNATURE: 

SIGNATURE: 

NAME: ~~Michael Murphy~~ Dr. Tarran Richardson

NAME: Julie V. Langan

TITLE: ~~Interim~~ City Manager

TITLE: Director

DATE: 8.12.19

DATE: 7/30/19

City of Charlottesville

| <b>Section D. Budget</b>   |                      |                          |                  |
|--|----------------------|--------------------------|------------------|
| <b>Activity (e.g personnel, equipment, supplies, Consultant/Contract Services, travel, Volunteers, Other) Describe other in lower right hand corner.</b> | <b>Federal Share</b> | <b>Non-Federal Share</b> | <b>Subtotal</b>  |
| Professional Consultant: Research & Prep   | \$ 1,628             | \$ 2,434                 | \$ 4,062         |
| Professional Consultant: Survey  | \$ 6,857             | \$ 10,254                | \$ 17,111        |
| Professional Consultant: Deliverables  | \$ 12,285            | \$ 18,370                | \$ 30,655        |
| Professional Consultant: Meetings  | \$ 290               | \$ 432                   | \$ 722           |
| <b>Totals</b>  | <b>\$ 21,060</b>     | <b>\$ 31,490</b>         | <b>\$ 52,550</b> |
| <b>Amount of Grant Request</b>   | <b>\$ 21,060</b>     | <b>Other:</b>            |                  |
| <b>Non-Federal Matching Share</b>  | <b>\$ 31,490</b>     |                          |                  |
| <b>Total Project Cost</b>  | <b>\$ 52,550</b>     |                          |                  |

- Attach Documentation (resumes, vitae, certifications) for all staff that will be associated with this project.
- A 30% Matching share is required. CLGS that can offer a 50% cash match will receive bonus points during the evaluation process.

**Section D. Budget Sources of Matching Share**

|                               | <b>DONOR</b>              | <b>SOURCE</b>                                 | <b>AMOUNT</b>             |
|-------------------------------|---------------------------|---|---------------------------|
| <b>CASH*</b>                  | City of Charlottesville   | New Historic Surveys<br>P-00484 Fund 426      | \$ 20,568.05              |
|                               | City of Charlottesville   | Historic Resources Task<br>Force (3901005000) | \$ 10,921.95              |
|                               | Click here to enter text. | Click here to enter text.                     | Click here to enter text. |
| <b>IN KIND<br/>SERVICES**</b> | Click here to enter text. | Click here to enter text.                     | Click here to enter text. |
|                               | Click here to enter text. | Click here to enter text.                     | Click here to enter text. |
|                               | Click here to enter text. | Click here to enter text.                     | Click here to enter text. |
| <b>VOLUNTEER<br/>TIME</b>     | Click here to enter text. | Click here to enter text.                     | Click here to enter text. |
|                               | Click here to enter text. | Click here to enter text.                     |                           |

\* General Funds not previously appropriated for in-kind services

\*\* Funds appropriated for salaries, fringe benefits, supplies, etc.

**CERTIFICATION:**

I certify that the matching share identified above is available, is a necessary and reasonable contribution to achieving the scope of work proposed and documentation of the expenses will be provided to support the reimbursement request.

Signature: 

Title: City Manager Date: 7.15.19

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                  |  |
|------------------|--|
| Agenda Date:     | September 16, 2019   |
| Action Required: | Approval of Appropriation  |
| Presenter:       | Hollie Lee, Chief of Workforce Development Strategies  |
| Staff Contacts:  | Hollie Lee, Chief of Workforce Development Strategies  |
| Title:           | <b>Albemarle County funding for Albemarle County Resident Workforce Development Training - \$13,395.00</b> |

**Background:**

In the fall of 2017, staff from Albemarle County Economic Development contacted the City of Charlottesville Office of Economic Development (OED) about partnering to allow non-City residents to participate in the City's GO Driver workforce development program in an effort to train these individuals to become bus drivers for Albemarle County Public Schools (ACPS). OED staff provided a proposal to the County for such training on a cost per participant basis. As part of the first partnership, the OED trained four, non-City residents through the GO Driver program from February to March of 2018, thus resulting in a total training cost of \$4,432.50.

Due to the success of this partnership, in FY 2019, Albemarle County once again allocated funding in the amount of \$13,500.00 for Albemarle County residents to participate in GO training programs. During FY 2019, the OED trained six County residents in the following programs: GO Cook 3, GO Cook 4, GO Solar, and GO Tech. The cost for this training was \$13,395.00. The County has remitted payment to the OED for the training, and this needs to be appropriated to the Workforce Investment Fund (P-00385) in the Capital Improvement Program Fund.

**Discussion:**

In 2014, the OED piloted the Growing Opportunities (GO) Driver jobs-driven workforce development training program in partnership with Charlottesville Area Transit (CAT). During the 160 hour, six-week training program, participants get a Class B Commercial Driver's License Learner's Permit, a Passenger Sensitivity and Security certificate, a CPR/First Aid certificate, and over 40 hours of workplace readiness and customer service training. Upon successful completion of the program, participants are then eligible for employment with CAT and/or City Pupil Transportation. Since 2014, the OED and CAT have graduated eleven GO Driver cohorts, and 75 individuals have been placed into employment with local transit agencies as a result of their participation in the program.

Due to the success of GO Driver, several other GO programs have been created using the same jobs driven workforce development training model. Some of these include: GO Cook, GO Solar, GO Tech, GO Utilities, GO Electric, etc. The funding that Albemarle County is providing is for County

residents to go through any of these programs that will ultimately result in jobs paying a self-sufficient wage.

**Alignment with Council Vision Areas and Strategic Plan:**

This effort supports City Council’s “Economic Sustainability” vision and aligns directly with the SAT’s *Growing Opportunity* report that was approved by City Council in 2013.

It also contributes to the following goals and objectives in the City’s Strategic Plan:

Goal 1: An Inclusive Community of Self-sufficient Residents

- Objective 1.2: Prepare residents for the workforce

Goal 4: A Strong, Creative and Diversified Economy

- Objective 4.1: Develop a quality workforce

It aligns with Chapter 3 on Economic Sustainability in the Comprehensive Plan, and more specifically Goal 6, which focuses on workforce development and being an effective partner in creating a well-prepared and successful workforce.

**Community Engagement:**

Like practically all of the City’s workforce development efforts, its employment training programs are supported by numerous community agencies and organizations. For this particular initiative, the OED was able to continue its partnership with Albemarle County Economic Development and work more closely with the Albemarle Department of Social Services.

**Budgetary Impact:**

There is no impact to the General Fund. Funds will be appropriated into the Capital Improvement Program Fund.

**Recommendation:**

Staff recommends approval and appropriation of the funds.

**Alternatives:**

If funds are not appropriated, the City will have to cover the cost of training for the six, Albemarle County residents who participated in the GO training programs during FY 2019.

**Attachments:**

- Invoice to Albemarle County Economic Development for the participation of six, County residents in GO training programs from July 2018 to June 2019.



**APPROPRIATION**  
**Albemarle County funding for Albemarle County Resident Workforce Development**  
**Training**  
**\$13,395.00**

**WHEREAS**, the City of Charlottesville has received funds from Albemarle County in the amount of \$13,395.00; and

**WHEREAS**, the funds will be used to support workforce development training programs provided by the Office of Economic Development;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$13,395.00 is hereby appropriated in the following manner:

**Revenue – \$13,395.00**

|           |              |             |
|-----------|--------------|-------------|
| Fund: 425 | WBS: P-00385 | G/L: 432030 |
|-----------|--------------|-------------|

**Expenditures - \$13,395.00**

|           |              |             |
|-----------|--------------|-------------|
| Fund: 425 | WBS: P-00385 | G/L: 599999 |
|-----------|--------------|-------------|



# INVOICE

**Invoice From:**

City of Charlottesville Office of Economic Development  
 P.O. Box 911  
 Charlottesville, VA 22902  
 434-970-3117

**DATE:** June 4, 2019  
**INVOICE #** 116  
**FOR:** GO Program  
 Albemarle County  
 Participants - FY2019

**Bill To:**

Albemarle County Economic Development Office  
 401 McIntire Road  
 Charlottesville, VA 22902  
 434-972-4016

| DESCRIPTION   | UNIT | AMOUNT              |
|---|------|---------------------|
| GO Cook 3 - March 2019  |      |                     |
| <i>Timothy Brown - 103 Providence Rd., Charlottesville (Applebee's)</i>         | 1    | \$2,400.00          |
| <i>Nicole Cobbs - 4303 Burton Ln., North Garden (Brixx)</i>                     | 1    | \$2,400.00          |
| <i>Mildred Cowherd - 1805 Avon St. Ext, Charlottesville (Texas Roadhouse)</i>   | 1    | \$2,400.00          |
| GO Solar - March 2019   |      |                     |
| <i>Adrian Walton - 2075 Commonwealth Dr., Charlottesville (Sun Tribe Solar)</i> | 1    | \$2,014.00          |
| GO Tech - March 2019  |      |                     |
| <i>Alhena Cleveland - 1723 Wickham Way, Charlottesville (Goodwin Williams)</i>  | 1    | \$1,781.00          |
| GO Cook 4 - May 2019  |      |                     |
| <i>Ryan East - 7091 Burnt Mountain Rd., Afton (Darden/Pippen Hill)</i>          | 1    | \$2,400.00          |
| <b>TOTAL</b>  |      | <b>\$ 13,395.00</b> |

**Contact Hollie Lee at 434-970-3117 with questions.**

**Please remit payment to:**

City of Charlottesville Office of Economic Development  
 ATTN: Hollie Lee  
 P.O. Box 911  
 Charlottesville, VA 22902

**THANK YOU**

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |  |
|------------------|--|
| Agenda Date:     | September 16, 2019   |
| Action Required: | Approval and Appropriation   |
| Presenter:       | Kaki Dimock, Director, Human Services  |
| Staff Contacts:  | Kaki Dimock, Director, Human Services  |
| Title:           | <b>Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.):<br/>\$240,642</b> |

**Background:**

The Department of Human Services in coordination with the Thomas Jefferson Area Coalition for the Homeless (T.J.A.C.H.) and the Service Provider Council (S.P.C.), applied for and received a grant from the Virginia Department of Housing and Community Development. The Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.) award is \$240,642 and is a renewal contract for the program from Housing and Urban Development (H.U.D.) for July 1, 2019 – June 30, 2020.

**Discussion:**

The City of Charlottesville has staff from Human Services and Social Services taking leadership roles in the governance of T.J.A.C.H. H.O.P.W.A. is an important resource in our community's efforts to end homelessness. The grant provides services in four key areas.

1. **Tenant-Based Rental Assistance (TBRA):** The Thomas Jefferson Health District (T.J.H.D.) partners with The Haven to provide T.B.R.A. to eligible participants. The T.J.H.D. screens participants for eligibility and inspects the proposed property to ensure that it meets H.U.D. requirements. Upon successful screening, The Haven contacts the landlord to arrange monthly rent payment, similar to rapid re-housing.
2. **Short-term Rental, Mortgage and Utility Assistance:** T.J.H.D. screens eligible participants for short-term assistance including emergency utility payments to avoid shut-off. .
3. **Supportive Services:** T.J.H.D. provides supportive services including crisis intervention, case management and service referrals.
4. **Homeless Management Information System(H.M.I.S.):** The City of Charlottesville as the award recipient will ensure that H.M.I.S. data is complete through an agreement with T.J.A.C.H. to have the Executive Director ensure data quality. Our Continuum of Care(C.O.C.) has a well-populated database for individuals experiencing homelessness. HMIS collaboration provides real-time monitoring of the needs and progress of

individuals and households facing homelessness. Collaborative use of H.M.I.S. among T.J.A.C.H. C.o.C. Service Providers expedites communication and reduces the need to interface disparate documentation systems.

5. **Administration:** The City of Charlottesville as the award recipient is eligible for an administrative fee. Staff proposes that we pass these dollars through to T.J.H.D. & The Haven to support the supervision of assigned staff.

**Community Engagement:**

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for T.J.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (IMPACT).

**Alignment with City Council's Vision and Strategic Plan:**

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of enhancing the self sufficiency of our residents. Specifically, it will facilitate the objective of increasing affordable housing options. This item primarily aligns with Council's vision for Quality Housing Opportunities for All. Outcomes will demonstrate a coordinated assessment process, individuals and families linked to housing and other resources, and the length of time homelessness was experienced. This grant also fosters the ideals of Community of Mutual Respect and Economic Sustainability by providing services to vulnerable citizens and promoting self-sufficiency.

**Budgetary Impact:**

This grant will be entirely State, and Federal pass-through funds. No local match is required. There is no budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

**Recommendation:**

Staff recommends approval and appropriation of grant funds.

**Alternatives:**

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing a housing crisis while managing AIDS/H.I.V.: short-term rental assistance, utility assistance, rapid rehousing, H.M.I.S., and administration.

**Attachments:**

Sub Grant agreement and amendment are attached.

**APPROPRIATION**  
**H.O.P.W.A. Grant \$240,642**

**WHEREAS**, The City of Charlottesville, through the Department of Human Services, has received the H.O.P.W.A. Grant from the Virginia Department of Housing and Community Development in the amount of \$240,642;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$240,642 is hereby appropriated in the following manner:

**Revenues**

\$240,642      Fund: 209      IO: 1900339 (H.O.P.W.A.)      G/L: 430120 Federal Pass-Thru State

**Expenditures**

\$240,642      Fund: 209      IO: 1900339 (H.O.P.W.A.)      G/L: 530550 Contracted Services

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon receipt of \$240,642 in funds from the Virginia Department of Housing and Community Development.

**SUB-GRANT AGREEMENT  
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM  
U.S. Department of Housing and Urban Development**

**HOPWA Project 20-HW-303  
(July 1, 2019 to June 30, 2021)**

This Sub-grant Agreement is made by and between the **Virginia Department of Housing and Community Development (DHCD)** and the project sponsor, **City of Charlottesville (Sub-grantee)**. The Sub-grant, which is the subject of this Agreement, is authorized by the Governor of the Commonwealth under a Grant Agreement, executed by and between the U.S. Department of Housing and Urban Development (HUD), and the State of Virginia, the Recipient.

The Sub-grantee was identified as part of the community's emergency response system to homelessness in the 2018-2020 Homeless and Special Needs Housing (HSNH) Housing Opportunities for Persons With AIDS (HOPWA) application submitted by the lead agency (or designee) of the continuum of care (CoC) or balance of state local planning group (LPG). Activities funded through this grant will be provided at the Grantee location(s) identified in DHCD's Centralized Application Management System (CAMS).

The Sub-grant is comprised of an allocation from the United States Department of Housing and Urban Development (HUD) authorized under the Housing Opportunities for Persons With AIDS Grant for federal fiscal year 2019; the federal grant number is VAH19F999 and the Catalog of Federal Domestic Assistance (CFDA) number is 14.241. The Sub-grant is subject to the following terms (as they from time to time may be amended): AIDS Housing Opportunity Act, 42 USC Sec. 12901 et. seq. (the Act); the Housing Opportunities for Persons With AIDS (HOPWA) program rule, 24 CFR 50 and 574 as amended; and the Consolidated Plan rule, 24 CFR 91 as amended; all of which are incorporated herein as part of this Agreement. The Sub-grant is subject to the terms, guidelines and regulations set forth in the 2018-2020 Homeless and Special Needs Housing Guidelines document including the Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines section, any subsequent amendments, the CoC/LPG proposal as amended through negotiations with DHCD, the DHCD approved Sub-grantee budget, which are incorporated by reference as part of this Agreement, the laws of the Commonwealth of Virginia and federal law.

**I. Scope of Services**

The funding provided through this sub-grant must be used to carry out activities as specified in the 2018-2020 Homeless and Special Needs Housing Guidelines document including the Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines section, and any subsequent amendments to the guidelines. Sub-grantee must adhere to the DHCD approved budget and all specified cost category limits as outlined in the guidelines.

| <b>HOPWA Cost Category Limits *</b>                             |   |
|---|---|
| <b><i>Cost Category</i></b>                                     | <b><i>Limits as Percentage of Total Award</i></b> |
| Administration  | 7 percent or less                                 |
| Housing Information Services                                    | 3 percent or less                                 |
| <i>* See guidelines for details related to cost categories.</i> |   |

## II. Conditions

### A. Service Provision

Sub-grantee is responsible for coordination of HSNH HOPWA activities with other HSNH HOPWA Sub-grantees and mainstream resources. Sub-grantee must assure non-duplication of services with other HSNH HOPWA Sub-grantees.

### B. Disbursement of Funds

DHCD agrees to provide **\$240,642** to the Sub-grantee to undertake the approved project activities described in the Sub-grantee 2018-2020 Homeless and Special Needs Housing - Housing Opportunities for Persons With AIDS (HOPWA) application for the July 1, 2018 through June 30, 2020 program years. The Sub-grantee must submit, for approval by DHCD, a program budget for the 2019-2020 allocation. Funds must be expended per the approved budget. The Sub-grantee agrees to provide HOPWA funds to non-entitlement localities and to coordinate the provision of services with other HOPWA project sponsors.

Funds are disbursed on a reimbursement basis. Sub-grantees must be able to provide documentation that the work, services, or cost occurred within the grant period and the expenses were paid appropriately by the Sub-grantee. Program funds shall be disbursed to the Sub-grantee on a monthly or bi-monthly reimbursement schedule determined by the Sub-grantee. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

The Sub-grantee must request approval from DHCD for all changes which affect the scope of the project, including but not limited to addition or deletion of an activity, location of services, service area, objectives, timing of activity, and expenditures that will exceed the budget cost category.

DHCD reserves the right to de-obligate and reallocate funds at any point during the contract term.

### C. Reporting

Sub-grantees must submit the following reports:

#### Year-End Report

Year-end reports must be submitted as instructed by DHCD. No future funds will be disbursed until all required reports for the previous fiscal year are submitted to DHCD.

### D. Continuum of Care Participation

Sub-grantees must actively participate in the Homeless Management Information System or comparable system (as defined in the HSNH-HOPWA Guidelines) and regional continuum of care or balance of state local planning groups.

### E. Accounting

The Sub-grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Sub-grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Sub-grantee shall record in its accounting system all grant payments received pursuant to the



grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the sub-grantee.

**F. DHCD Notification**

Sub-grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, sub-grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act.

Sub-grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the sub-grantee, the de-obligation of current funding and the preclusion of future funding.

**G. Audit**

All grantees, sub-grantees, CHDOs, and sub-recipients, localities, developers, or any other organizations that receive funding during a specific program year are required to submit one of the following financial documents: Financial Statement\*\*, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an 2 CFR 200 Subpart F Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

| Threshold Requirement   | Document  |
|---|---|
| Total annual expenditures ≤\$100,000 – regardless of source                     | Financial Statement prepared by organizations**   |
| Total annual expenditure between \$100,001 and \$300,000 – regardless of source | Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA) |
| Total annual expenditures >\$300,000 – regardless of source                     | Audited Financial Statement prepared by an Independent CPA                                |
| Federal expenditures ≥\$750,000   | 2 CFR 200 Subpart F Audit - prepared by an Independent CPA                                |

\*\*Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement,

Audited Financial Statement, and 2 CFR 200 Subpart F Audit only) -whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:  
[http://www.dhcd.virginia.gov/images/DHCD/DHCD\\_Audit\\_Policy.pdf](http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf).

**H. Compliance**

Sub-grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

**I. Maintenance of Records**

Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, the records shall be retained until such action is resolved.

**J. Costs Incurred Prior To Grant Agreement Execution**

No costs incurred prior to the start date of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.

**K. Expenditure Review**

DHCD will monitor expenditure rates to ensure resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate as deemed appropriate within the CoC/LPG or statewide based on compliance, performance, need and available funding.

**L. Termination, Suspension, Conditions**

This Sub-grantee Agreement shall remain in effect from the date of the signing of the grant agreement until June 30, 2021. Either party shall have the right to cancel this agreement for any reason with a 30 days written notice.

If through any cause, the Sub-grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Sub-grantee, DHCD may request that all or some of the grant funds be returned, even if the Sub-grantee has already expended the funds. The Sub-grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

**M. Subsequent Contracts**

The Sub-grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for

the undertaking of all or part of the activities for which the Grant assistance is being provided to the Sub-grantee.

The Sub-grantee agrees to ensure that any contractor or subcontractor who is not the Sub-grantee shall comply with all the lawful requirements of the Sub-grantee necessary to insure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Sub-Grantee's Assurances and Certifications.

**N. Default**

A default is any unapproved use of grant funds. Upon due notice to the Sub-grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

(1) direct the Sub-grantee to submit progress schedules for completing approved activities;

(2) issue a letter of warning advising the Sub-grantee of the default, establishing a date by which corrective actions must be completed and putting the Sub-grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;

(3) direct the Sub-grantee to suspend, discontinue or not incur costs for the affected activity;

(4) require the Sub-grantee to reimburse DHCD for costs inappropriately charged to the program;

(5) other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Sub-grantee default.

**O. Conflict of Interest**

Sub-grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the sub-grantee, a parent organization, or subsidiary. Sub-grantees, parent organizations, or subsidiaries may not administer HOPWA assistance and use the assistance for households residing in units owned by the Sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

**P. Religious Influence**

The Grantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HOPWA. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under HOPWA and participation must be voluntary for program participants.

**III. Additional Assurances**

A. Sub-grantee will give the Virginia Department of Housing and Community Development, the Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.

B. In accordance with federal law, sub-grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

**IV. Additional Certifications:**

The Sub-grantee certifies that it will comply with the following:

(a) Freedom of Information Act (5 U.S.C 552), Virginia Freedom of Information Act;

(b) Virginia Fair Employment Contracting Act;

(c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:

- 24 CFR 100 (discriminatory conduct under Fair Housing Act);
- Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
- 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
- Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability);

(d) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing:

- 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

(e) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);

(f) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);

(g) Adhere to Executive Orders 11625, 12432, and 12138, that the Sub-grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities;

- Encourage participation of locally-owned enterprises in connection with funded activities;

(h) Assist in carrying out 24 CFR 58 and 58.5 (National Environmental Policy Act [NEPA] of 1069 and other provisions of federal law)

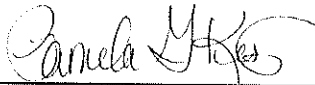
(i) McKinney-Vento Homeless Assistance Program Regulations;

(j) Anti-lobbying Certification;

(k) Drug Free Workplace.

The Grant Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

**Virginia Department of Housing and Community Development**



\_\_\_\_\_  
Pamela G. Kestner, Deputy Director

July 2, 2019

\_\_\_\_\_  
Date

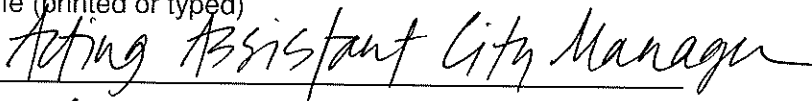
**City of Charlottesville**



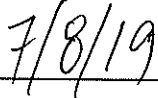
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Title



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Date

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |   |
|------------------|---|
| Agenda Date:     | September 16, 2019  |
| Action Required: | Approval and Appropriation  |
| Presenter:       | Kaki Dimock, Director, Human Services                             |
| Staff Contacts:  | Kaki Dimock, Director, Human Services                             |
| Title:           | <b>Virginia Housing Solutions Program Grant Award (\$484,785)</b> |

**Background:**

The Department of Human Services in coordination with the Thomas Jefferson Area Coalition for the Homeless (T.J.A.C.H.) and the Service Provider Council (S.P.C.), applied for and received a grant from the Virginia Department of Housing and Community Development. The Virginia Housing Solutions Program award is \$484,785 and is a renewal contract for the program for July 1, 2019 – June 30, 2020.

**Discussion:**

The City of Charlottesville has staff from City Manager's Office, Human Services and Social Services, all taking a leadership role in the governance of T.J.A.C.H. V. H. S P. is an important resource in our community's efforts to end homelessness. The grant provides services in several points along the local continuum of services:

1. **Coordinated Assessment:** The Haven serves as the physical front door to the homelessness system of care, using an evidence-based tool for determining priority access to available resources.
2. **Emergency Low Barrier Shelter** P. A. C. E. M. provides a low-barrier shelter for adults using rotating local churches for support.
3. **Rapid Re-Housing & Housing Navigation:** The Haven screens and administers rapid re-housing assistance and housing navigation to households experiencing homelessness.
4. **Case Management:** The Haven provides supportive services including crisis intervention, case management and service referrals.
5. **Homeless Management Information System(H.M.I.S.):** The City of Charlottesville as the award recipient will ensure that H.M.I.S. data is complete through an agreement with T.J.A.C.H. to have the Executive Director ensure data quality. Our Continuum of Care(C.O.C.) has a well-populated database for individuals experiencing homelessness. HMIS collaboration provides real-time monitoring of the needs and progress of individuals and households facing homelessness. Collaborative use of H.M.I.S. among T.J.A.C.H. C.o.C. Service Providers expedites communication and reduces the need to

interface disparate documentation systems.

6. **Coalition Coordination:** The Thomas Jefferson Area Coalition for the Homeless provides leadership and coordination for the required local homelessness continuum of care.
7. **Administration:** The City of Charlottesville as the award recipient is eligible for an administrative fee. Staff proposes that we pass these dollars through to T. J. A. C. H.

### **Community Engagement:**

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for T.J.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (IMPACT).

### **Alignment with City Council's Vision and Strategic Plan:**

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of an inclusive community of self-sufficient residents. Specifically, it will facilitate the objective of increasing affordable housing options.

### **Budgetary Impact:**

This grant will be entirely State, and Federal pass-through funds. No local match is required. There is no budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

### **Recommendation:**

Staff recommends approval and appropriation of grant funds.

### **Alternatives:**

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing a housing crisis: Emergency low-barrier shelter, coordinated assessment, rapid rehousing, H.M.I.S., coalition coordination and administration.

### **Attachments:**

Sub Grant agreement and amendment are attached.



**APPROPRIATION**  
**V. H. S. P. Grant \$484,785**

**WHEREAS**, The City of Charlottesville, through the Department of Human Services, has received the V. H. S. P. Grant from the Virginia Department of Housing and Community Development in the amount of \$484,785;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the sum of \$484,785 is hereby appropriated in the following manner:

Revenues

|           |           |             |                                     |
|-----------|-----------|-------------|-------------------------------------|
| \$386,545 | Fund: 209 | IO: 1900340 | G/L: 430110 State Grant             |
| \$98,240  | Fund: 209 | IO: 1900340 | G/L: 430120 Federal Pass-Thru State |

Expenditures

|           |           |             |                                 |
|-----------|-----------|-------------|---------------------------------|
| \$484,785 | Fund: 209 | IO: 1900340 | G/L: 530550 Contracted Services |
|-----------|-----------|-------------|---------------------------------|

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon receipt of \$484,785 in funds from the Virginia Department of Housing and Community Development.

**GRANT AGREEMENT  
VIRGINIA HOMELESS SOLUTIONS PROGRAM  
Program Year 2019-2020**

**20-VHSP-008**

This Grant Agreement is made by and between the **Virginia Department of Housing and Community Development (“DHCD”)**, and **City of Charlottesville (“Grantee”)** for the period **July 1, 2019 to June 30, 2020** in the amount of **\$484,785**. Included in the amount is **\$386,397** in state general funds to be expended for outreach, emergency shelter operations, targeted prevention activities, rapid re-housing activities, centralized/coordinated entry, CoC planning, HMIS, and/or administration as indicated in the DHCD approved budget. Also included is **\$98,388** in federal funds to be expended for rapid re-housing and/or administration expenses incurred July 1, 2019 – March 31, 2020. Rapid re-housing activities are to be divided according to the chart below.

| <b>Rapid Re-housing</b>  | <b>Allocation</b> |
|--------------------------|-------------------|
| State Rapid Re-housing   | <b>\$93,760</b>   |
| Federal Rapid Re-housing | <b>\$98,240</b>   |

The Grantee was identified as part of the community’s emergency response system to homelessness in the 2018-2020 Homeless and Special Needs Housing (HSNH) Virginia Homeless Solutions Program (VHSP) application submitted by the lead agency (or designee) of the continuum of care (CoC) or balance of state local planning group (LPG). Activities funded through this grant will be provided at the Grantee location(s) identified in DHCD’s Centralized Application Management System (CAMS).

DHCD administers the Commonwealth of Virginia’s homeless services resources through the VHSP. The Grant, which is the subject of this Agreement, is comprised of state funds through State General Fund appropriations and an allocation from the United States Department of Housing and Urban Development (HUD) authorized under the Emergency Solutions Grant for federal fiscal year 2019; the federal grant number is E19DC510001 and the Catalog of Federal Domestic Assistance (CFDA) number is 14.231. The Grant is subject to the terms, guidelines and regulations set forth in the 2018-2020 Homeless and Special Needs Housing Guidelines document, any subsequent amendments, the CoC/LPG proposal as amended through negotiations with DHCD, the DHCD approved Grantee budget, HUD regulations 24 CFR Part 576, as amended, which are incorporated by reference as part of this Agreement, the laws of the Commonwealth of Virginia and federal law.

**I. Scope of Services**

The VHSP goals are to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. This funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households becoming homeless, and the overall rate of formerly homeless households returning to homelessness.

VHSP funds may be used for one or more of the following activities as detailed in the HSNH guidelines and must coincide with the year one request submitted by the CoC/LPG lead agency and approved by DHCD:

- Outreach
- Centralized or Coordinated Assessment/Entry System
- Targeted Prevention
- Emergency Shelter Operations
- Rapid Re-housing
- CoC Planning
- HMIS
- Administration

## **II. Conditions**

### **A. Service Provision**

The Grantee is responsible for coordination of VHSP activities with other CoC/LPG VHSP Grantees and mainstream resources. The Grantee must assure non-duplication of services with other VHSP Grantees.

### **B. Reimbursement**

Funds are disbursed on a reimbursement basis. Grantees must submit remittances in DHCD's CAMS and be able to provide documentation that the work, services, or cost occurred within the grant period and the expenses were paid appropriately by the Grantee.

Grantees may elect to submit remittances on a monthly or bi-monthly basis. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

### **C. Reporting**

Grantees must submit reports as required by DHCD. Such reports may include, but are not limited to, outcomes and performance reports. Any required reports and their due dates will be announced by DHCD along with any relevant instruction. Submission of reports implies approval from the executive director and is considered final. DHCD reserves the right to withhold reimbursement payments if the Grantee fails to submit the reports.

#### **Year-End Report**

The Grantee must submit a year-end report no later than the fifth day of July 2020.

### **D. Continuum of Care Participation**

Grantees must actively participate in the Homeless Management Information System (HMIS) and regional continuum of care or balance of state local planning groups. In addition, Grantees must assure full participation in annual point-in-time and housing inventory counts.

### **E. Accounting**

The Grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Grantee shall record in its accounting system all grant payments received pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the grantee.

**F. DHCD Notification**

Grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, Grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act.

Grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the Grantee, the de-obligation of current funding and the preclusion of future funding.

**G. Audit**

All grantees, sub-grantees, CHDOs, and sub-recipients, localities, developers, or any other organizations that receive funding during a specific program year are required to submit one of the following financial documents: Financial Statement\*\*, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an 2 CFR 200 Subpart F Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

| Threshold Requirement   | Document  |
|---|---|
| Total annual expenditures ≤\$100,000 – regardless of source                     | Financial Statement prepared by organizations**   |
| Total annual expenditure between \$100,001 and \$300,000 – regardless of source | Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA) |
| Total annual expenditures > \$300,000 – regardless of source                    | Audited Financial Statement prepared by an Independent CPA                                |
| Federal expenditures ≥\$750,000   | 2 CFR 200 Subpart F Audit - prepared by an Independent CPA                                |

\*\*Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and 2 CFR 200 Subpart F Audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:  
[http://www.dhcd.virginia.gov/images/DHCD/DHCD\\_Audit\\_Policy.pdf](http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf).

**H. Compliance**

Grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

**I. Maintenance of Records**

Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, the records shall be retained until such action is resolved.

**J. Costs Incurred Prior To Grant Agreement Execution**

No costs incurred prior to the start of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.

**K. Expenditure Review**

DHCD will monitor expenditure rates to ensure state resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate as deemed appropriate within the CoC/LPG or statewide based on compliance, performance, need, and available funding.

**L. Termination, Suspension, Conditions**

If through any cause, the Grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date of termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Grantee, DHCD may request that all or some of the grant funds be returned, even if the Grantee has already expended the funds. The Grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

**M. Subsequent Contracts**

The Grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Grantee.

The Grantee agrees to ensure that any contractor or subcontractor who is not the Grantee shall comply with all the lawful requirements of the Grantee necessary to ensure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Grantee's Assurances and Certifications.

**N. Default**

A default is any unapproved use of grant funds. Upon due notice to the Grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Grantee of the default, establishing a date by which corrective actions must be completed and putting the Grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;
- (3) direct the Grantee to suspend, discontinue or not incur costs for the affected activity;
- (4) require the Grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including , but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Grantee default.

**O. Conflict of Interest**

Grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the grantee, the sub-grantee, a parent organization, or subsidiary. Grantees/sub-grantees, parent organizations, or subsidiaries may not administer rapid re-housing or prevention assistance and use the assistance for households residing in units owned by the grantee/sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the grantee or sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

**P. Religious Influence**

The Grantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under VHSP. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under VHSP and participation must be voluntary for program participants.

**III. Additional Assurances**

- A.** Grantee will give the DHCD, the Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.
- B.** In accordance with federal law, grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

**IV. Additional Certifications:**

The Grantee certifies that it will comply with the following:

- (a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;
- (b) Virginia Fair Employment Contracting Act;

(c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:  
- 24 CFR 100 (discriminatory conduct under Fair Housing Act);  
- Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);  
- 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);  
- Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability)

(e) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:

- 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

(f) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);

(g) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);

(h) Adhere to Executive Orders 11625, 12432, and 12138, that Grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities;

- Encourage participation of locally-owned enterprises in connection with funded activities;

(i) McKinney-Vento Homeless Assistance Program Regulations;

(j) Anti-lobbying Certification;

(k) Drug Free Workplace.

If requested by DHCD:

1. A Grantee that is a unit of local government agrees to assume the status of a responsible Federal official under the National Environmental Policy Act (NEPA) of 1969 and other provisions of Federal law as specified at 24 CFR 58 and 58.5 and agrees to comply with these NEPA regulations.
2. All Grantees that are not units of local government agree to assist DHCD in carrying out 24 CFR 58 and 58.5.



The Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

**Virginia Department of Housing and Community Development**



\_\_\_\_\_  
Pamela G. Kestner, Deputy Director

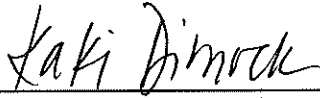
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June 25, 2019

Date

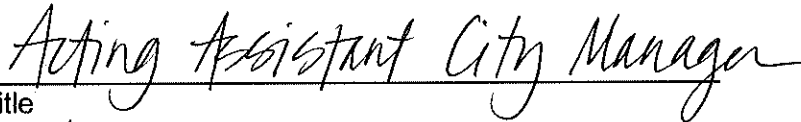
**City of Charlottesville**



\_\_\_\_\_  
Signature



\_\_\_\_\_  
Name (printed or typed)



\_\_\_\_\_  
Title



\_\_\_\_\_  
Date

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                         |   |
|-------------------------|---|
| <b>Agenda Date:</b>     | Oct 7, 2019                                     |
| <b>Action Required:</b> | Resolution of support for TAP grant application |
| <b>Presenter:</b>       | Brian Daly - - Director of Parks and Recreation |
| <b>Staff Contacts:</b>  | Chris Gensic – Park and Trails Planner          |
| <b>Title:</b>           | <b>Hedgerow Land Acquisition - \$37,500</b>     |

**Background:**

The City of Charlottesville, through the Parks and Recreation Department, was awarded up to \$600,000 in funding from the US Department of Agriculture (USDA) to acquisition of ~144 acres of undeveloped forested land adjacent to the Ragged Mountain Reservoir property. The grant covers up to 50% of the acquisition cost of the property. The landowner is willing to donate the other 50% of the property value as match.

When the grant was awarded, it was assumed based on market values, that the land was worth over \$2,000,000 and the city would not have to provide any match.

**Discussion:**

The property appraised for 1,125,000, so the USDA grant can only provide \$562,500, which is 50% of the land value. In order to meet the full \$600,000 requested by the landowner, the City will need to provide the additional \$37,500 from the parkland acquisition account.

USDA will allow the city to reimburse 50% of legal fees such as appraisal costs, title report, etc., which totaled \$10,350, so the City can expect to recover an additional ~\$5,175 from USDA.

**Alignment with City Council’s Vision and Strategic Plan:**

Preservation of the property will further the council vision statement of being a Green City with an extensive natural trail system, along with healthy rivers and streams, and further Strategic Plan objective 3.4 “Be responsible stewards of natural resources”.

**Community Engagement:**

The master plan for Ragged Mountain has a primary element related to preservation of forest and water resources. This acquisition opportunity will further the preservation goal and expand recreation opportunities. This will also provide for environment education opportunities for City

and County elementary, secondary, and college students due to the property's proximity to so many schools.

**Budgetary Impact:**

No new funding is being requested. The \$37,500 in supplemental funding for this project will come from previously appropriated funding in the parkland acquisition account in the City's Capital Improvement Program (CIP) fund.

**Recommendation:**

Staff recommends approval of the use of CIP Parkland Acquisition funding to supplement the USDA grant and acquire the property.

**Alternatives:**

If the local funds are not approved for this use, the acquisition will most likely not go forward.

**Attachments:**

Map  
Resolution

**RESOLUTION**  
**Allocation of Parkland Acquisition Funds for Hedgerow Land Acquisition**  
**\$37,500**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$37,500 be allocated from previously appropriated funds in the Parkland Acquisition account to the Hedgerow Holding LLC for the purpose of providing supplemental funds for the purchase of ~144 acres of undeveloped forested land adjacent to the Ragged Mountain Reservoir property.

\$37,500

Fund: 426

Project: P-00534

G/L Account: 530670

**RESOLUTION  
APPROVING THE ACQUISITION OF LAND NEAR  
RAGGED MOUNTAIN RESERVOIR  
FOR EXPANSION OF THE CITY PARKS AND TRAIL SYSTEM**

**WHEREAS**, Hedgerow Holdings I, LLC and Hedgerow Holdings VI, LLC (“Hedgerow”), the owner of a tract of land identified on Albemarle County Tax Map 75 as Parcels 47B, 58, 62, 62A, 63B and 63C, hereinafter the “Property”, has indicated a willingness to convey the Property to the City of Charlottesville for parkland and greenbelt trail purposes; and

**WHEREAS**, the City has been awarded a grant of \$600,000 from the U.S. Department of Agriculture for the purchase of the Property; and

**WHEREAS**, the Property is comprised of six (6) separate parcels of land, collectively assessed at approximately \$2.4 million; and

**WHEREAS**, acquisition of the Property will preserve forestland, extend the City’s greenbelt trail system, and expand the riparian zone at Ragged Mountain Reservoir; and

**WHEREAS**, the City’s Parks and Recreation Department seeks the endorsement of City Council to proceed with the purchase of the above-described land at a purchase price of \$600,000.00, which is well below the Albemarle County Assessor’s valuation of the land, with the remaining value of the Property being donated to the City by Hedgerow; and

**WHEREAS**, a Real Estate Purchase and Sale Agreement for the conveyance of said land has been reviewed and approved by the City Attorney’s Office; now, therefore,

**BE IT RESOLVED** that this Council hereby authorizes the purchase of a tract of land (approximately 142 acres) located near Ragged Mountain Reservoir in the County of Albemarle for expansion of the City’s parkland and greenbelt trail system. The City Manager is hereby authorized to execute a purchase agreement, in form approved by the City Attorney or his designee, and the City Attorney’s Office shall take whatever actions are necessary to effect the acquisition of the above-described Property, pursuant to the terms and conditions, including receipt of the grant funds, set forth in the aforementioned purchase agreement.

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**

|                  |   |
|------------------|---|
| Agenda Date:     | October 7, 2019   |
| Action Required: | Ordinance Approval (Consent Agenda – 1st of 2 readings)     |
| Staff Contacts:  | Sebastian Waisman, Assistant City Attorney                  |
| Presenter:       | John C. Blair, II, City Attorney                            |
| <b>Title:</b>    | <b>PEG Bandwidth VA, LLC - Telecommunications Franchise</b> |

**Background:**

PEG Bandwidth VA, LLC (“PEG”), which is a subsidiary of Uniti Fiber, LLC that is authorized to operate in the Commonwealth of Virginia, requested a new franchise agreement to allow it to take over the existing fiber lines and equipment formerly held by Intellifiber Networks, LLC (“Intellifiber”), which has gone into bankruptcy. Intellifiber has had a franchise agreement with the City since 2015. The current franchise agreement expires October 19, 2020, but Intellifiber will cease to exist as an independent corporate entity before that time.

**Discussion:**

The proposed franchise ordinance contains substantially the same terms as the model Telecommunications Franchise ordinance developed by the City Attorney’s Office and used in other franchises granted by the City. The purpose of the franchise will not change. In accordance with the franchise terms, PEG is prepared to comply with the bonding and insurance requirements set forth in the agreement.

**Budgetary Impact:**

The proposed franchise has no anticipated budget impact. However, the franchise agreement reserves the right to impose a public right-of-way use fee as allowed by Virginia law through the passage of an ordinance providing for such fee. Previously, Council has declined to adopt such a fee.

**Recommendation:**

Approve the renewal of the franchise agreement. **Suggested motion: I move to adopt the Ordinance granting a telecommunications franchise to PEG Bandwidth VA, LLC as set forth within the written franchise included with the October 7, 2019 Council agenda materials.**

**Alternatives:**

Council may decline to adopt the ordinance and decline to allow PEG to take over the fiber lines and equipment previously held by Intellifiber,

**Attachments:** Proposed PEG Bandwidth VA, LLC Franchise Agreement Ordinance



**AN ORDINANCE  
GRANTING A TELECOMMUNICATIONS FRANCHISE TO  
PEG BANDWIDTH VA, LLC, ITS SUCCESSORS AND ASSIGNS  
TO USE THE STREETS AND OTHER PUBLIC PLACES  
OF THE CITY OF CHARLOTTESVILLE, VIRGINIA  
FOR ITS POLE, WIRES, CONDUITS, CABLES AND FIXTURES,  
FOR A PERIOD OF FIVE (5) YEARS**

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that PEG Bandwidth VA, LLC, a Delaware limited liability company (the “Company”), its successors and assigns, is hereby granted a telecommunications franchise for a period of five (5) years from the effective date hereof be and is hereby authorized and empowered to erect, maintain and operate certain telephone lines and associated equipment, including posts, poles, cables, wires and all other necessary overhead or underground apparatus and associated equipment on, over, along, in, under and through the streets, alleys, highways and other public places of the City of Charlottesville, Virginia (the “City”) as its business may from time to time require; provided that:

**ARTICLE I**

**SECTION 101 PURPOSE AND SCOPE**

To provide for the health, safety and welfare of its citizens and to ensure the integrity of its roads and streets and the appropriate use of the Public Rights-of-Way, the City strives to keep the right-of-way under its jurisdiction in a state of good repair and free from unnecessary encumbrances.

Accordingly, the City hereby enacts this Ordinance relating to a telecommunications right-of-way franchise and administration. This Ordinance imposes regulation on the placement and maintenance of Facilities and equipment owned by the Company currently within the City’s Public Rights-of-Way or to be placed therein at some future time. The Ordinance is intended to complement, and not replace, the regulatory roles of both state and federal agencies. Under this Ordinance, when excavating and obstructing the Public Rights-of-Way, the Company will bear financial responsibility for their work to the extent provided herein. Finally, this Ordinance provides for recovery of the City’s reasonable out-of-pocket costs related to the Company’s use of the Public Rights-of-Way, subject to the terms and conditions herein.

**SECTION 102 AUTHORITY TO MANAGE THE RIGHT OF WAY**

This Ordinance granting a telecommunications franchise is created to manage and regulate the Company’s use of the City’s Public Rights-of-Way along city roads pursuant to the authority granted to the City under Sections 15.2-2015, 56-460, and 56-462(A) of the Virginia Code and other applicable state and federal statutory, administrative and common law.

This Ordinance and any right, privilege or obligation of the City or Company hereunder, shall be interpreted consistently with state and federal statutory, administrative and common law, and such statutory, administrative or common law shall govern in the case of conflict. This Ordinance shall not be interpreted to limit the regulatory and police powers of the City to adopt and enforce other general ordinances necessary to protect the health, safety, and welfare of the public.

## **SECTION 103 DEFINITIONS**

- 103.1** **CITY** means the City of Charlottesville, Virginia, a municipal corporation.
- 103.2** **COMPANY** means PEG Bandwidth VA, LLC, a Delaware limited liability company, including its successors and assigns.
- 103.3** **DIRECTOR** means the Director of Public Works for the City of Charlottesville.
- 103.4** **FACILITY** means any tangible asset in the Public Rights-of-Way required to provide utility service, which includes but is not limited to; cable television, electric, natural gas, telecommunications, water, sanitary sewer and storm sewer services.
- 103.5** **PATCH** means a method of pavement replacement that is temporary in nature.
- 103.6** **PAVEMENT** means any type of improved surface that is within the Public Rights-of-Way including but not limited to any improved surface constructed with bricks, pavers, bituminous, concrete, aggregate, or gravel or some combination thereof.
- 103.7** **PUBLIC RIGHTS-OF-WAY** or **PROW** means the area on, below, or above a public roadway, highway, street, cartway, bicycle lane, and public sidewalk in which the City has an interest, included other dedicated rights-of-way for travel purposes and utility easements of the City, paved or otherwise. This definition does not include a state highway system regulated pursuant to the direction of the Commonwealth Transportation Board.

## **ARTICLE II**

### **SECTION 201 INITIAL INSTALLATION**

The initial installation of equipment, lines, cables or other Facilities by the Company shall be a mixture of overhead and underground in Public Rights-of-Way as depicted in Exhibit A, attached hereto, and as may have been or may hereafter be modified, and incorporated by reference.

### **SECTION 202 SUBSEQUENT INSTALLATION**

- 202.1** **SUBSEQUENT INSTALLATION MADE PURSUANT TO AN APPROVED PROW PLAN:** Additional Facilities installed within the PROW may be placed overhead or underground pursuant to an approved request by the Company made pursuant to Article III, and in accordance with such generally applicable ordinances or regulations governing such installations that have been adopted by the City from time to time.
- 202.2** **GENERAL PREFERENCE FOR UNDERGROUND FACILITIES:** As a matter of policy, the City prefers that the installation of any Facility within the PROW occur underground. Notwithstanding this preference, the City recognizes that in some circumstances the placement of Facilities underground may not be appropriate.

- 202.3 INSTALLATION OF OVERHEAD FACILITIES:** Where a subsequent PROW plan is approved for overhead installation, the Company shall use its existing Facilities, or those of another utility where available. If the PROW plan calls for overhead installation and existing Facilities cannot accommodate the proposed installation, the Company will clearly indicate in the PROW plan its intended placement of new Facilities for the Director's review and consideration pursuant to Article III.
- 202.4 FUTURE ORDINANCES:** Nothing herein shall be construed to limit the authority of the city to adopt an ordinance that will restrict the placement of overhead lines for all utilities using the PROW within a defined area of the City.
- 202.5 CONDITIONS FOR RELOCATING UNDERGROUND:** The Company agrees that if, at some future time, the telephone and other utility lines on the posts, poles, and other overhead apparatus upon which the Company has placed some or all of its Facilities in the City's PROWs are relocated underground, the Company will also, at such time, relocate its Facilities on those posts, poles, and other overhead apparatus underground at its expense. Notwithstanding the foregoing, the City shall reimburse Company for any such relocation expense if such reimbursement is required by Section 56-468.2 of the Code of Virginia, or other applicable law.

### **SECTION 203 INSPECTION BY THE CITY**

The Company shall make the work-site available to the City and to all others as authorized by law for inspection at all reasonable times, during the execution of, and upon completion of, all work conducted pursuant to this Ordinance.

### **SECTION 204 AUTHORITY OF THE CITY TO ORDER CESSATION OF EXCAVATION**

At the time of inspection, or any other time as necessary, the City may order the immediate cessation and correction of any work within the Public Rights-of-Way which poses a serious threat to the life, health, safety or well-being of the public.

### **SECTION 205 LOCATION OF POSTS, POLES, CABLES AND CONDUITS**

In general, all posts, poles, wires, cables and conduits which the Company places within the Public Rights-of-Way pursuant to this Ordinance shall in no way permanently obstruct or interfere with public travel or the ordinary use of, or the safety and convenience of persons traveling through, on, or over, the Public Rights-of-Way within the City of Charlottesville.

### **SECTION 206 OBSTRUCTION OF THE PROW**

Generally, any obstruction of the PROW is limited to the manner clearly specified within an approved PROW plan.

- 206.1 REMOVAL OF OBSTRUCTIONS:** Obstructions of the PROW not authorized by an approved PROW plan shall be promptly removed by the Company upon receipt of notice from the City. The City's notice of the Obstruction will include a specified

reasonable amount of time determined by the Director for the Company's removal of the obstruction, given the location of the obstruction and its potential for an adverse effect on the public's safety and the public's use of the PROW. If the Company has not removed its obstruction from the PROW within the time designated within the notice, the City, at its election, will make such removal and the Company shall pay to the City its reasonable costs within thirty (30) days of billing accompanied by an itemized statement of the City's reasonable costs. If payment is not received by the City within the thirty (30) day period, the City Attorney may bring an action to recover the reasonable costs of the removal and reasonable attorney's fees in a court of competent jurisdiction pursuant to Section 56-467 of the Virginia Code. Reasonable costs may include, but are not limited to administrative, overhead mobilization, material, labor, and equipment related to removing the obstruction.

**206.2 NO OBSTRUCTION OF WATER:** The Company shall not obstruct the PROW in a manner that interferes with the natural free and clear passage of water through the gutters, culverts, ditches tiles or other waterway.

**206.3 PARKING, LOADING AND UNLOADING OF VEHICLES SHALL NOT OBSTRUCT THE PROW:** Private vehicles of those doing work for the Company in the PROW must be parked in a manner that conforms to the City's applicable parking regulations. The loading or unloading of trucks must be done in a manner that will not obstruct normal traffic within the PROW, or jeopardize the safety of the public who use the PROW.

### ARTICLE III

#### SECTION 301 ADMINISTRATION OF THE PUBLIC RIGHTS OF WAY

The Director is the principal City official responsible for the administration of this Ordinance granting a telecommunications franchise to the Company and any of its PROW Plans. The Director may delegate any or all of the duties hereunder to an authorized representative.

#### SECTION 302 SUBMISSION OF PROW PLAN

At least thirty (30) days before beginning any installation, removal or relocation of underground or overhead Facilities, the Company shall submit detailed plans of the proposed action to the Director for his or her review and approval, which approval shall not unreasonably be withheld, conditioned, or delayed.

#### SECTION 303 GOOD CAUSE EXCEPTION

**303.1 WAIVER:** The Director, at his or her sole judgment, is authorized to waive the thirty (30) day requirement in Section 302 for good cause shown.

**303.2 EMERGENCY WORK:** The Company shall immediately notify the Director of any event regarding its facilities that it considers to be an emergency. The Company will proceed to take whatever actions are necessary to respond to the emergency, or as directed by the Director.

If the City becomes aware of an emergency regarding the Company's facilities, the City will attempt to contact the Company's emergency representative as indicated in Section 1202. In any event, the City shall take whatever action it deemed necessary by the Director to make an appropriate and reasonable response to the emergency. The costs associated with the City's respond shall be borne by the person whose facilities occasioned the emergency.

#### **SECTION 304 DECISION ON PROW PLAN BY THE DIRECTOR**

**304.1 DECISION:** The Director, or his or her authorized representative, shall, within thirty (30) days, either approve the Company's plans for proposed action as described in Section 302 or inform the Company of the reasons for disapproval. The Company shall designate a responsible contact person with whom officials of the Department of Public Works can communicate on all matters relating to equipment installation and maintenance.

**304.2 APPEAL:** Upon written request within thirty (30) days of the Director's decision, the Company may have the denial of a PROW Plan reviewed by the City Manager. The City Manager will schedule its review of the Director's decision within forty-five (45) days of receipt of such a request. A decision by the City Manager will be in writing and supported by written findings establishing the reasonableness of its decision.

#### **SECTION 305 MAPPING DATA**

Upon completion of each project within the Public Rights-of-Way pursuant to this Ordinance, the Company shall provide to the City such information necessary to maintain its records, including but not limited to:

- (a) location and elevation of the mains, cables, conduits, switches, and related equipment and other Facilities owned by the Company located in the PROW, with the location based on (i) offsets from property lines, distances from the centerline of the Public Rights-of-Way, and curb lines; (ii) coordinates derived from the coordinate system being used by the City; or (iii) any other system agreed upon by the Company and the City;
- (b) the outer dimensions of such Facilities; and
- (c) a description of above ground appurtenances.

### **ARTICLE IV**

#### **SECTION 401 COMPLIANCE WITH ALL LAW AND REGULATIONS**

Obtaining this telecommunications franchise shall in no way relieve the Company of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by any applicable state or federal rule, law or regulation. The Company shall comply with and fulfill all generally applicable laws and regulations, including ordinances, regulations and requirements of the City, regarding excavations and any other work in or affecting the Public Rights-of-Way. The Company shall perform all work in conformance with all applicable codes and established rules

and regulations, and it is responsible for all work conducted by the Company, another entity or person acting on its behalf pursuant to this Ordinance in the Public Rights-of-Way.

## **ARTICLE V**

### **SECTION 501 RELOCATION OF COMPANY FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY**

Upon written notice from the Director of a planned and authorized improvement or alteration of City sidewalks, streets or other property, or of a proposed relocation of any City-owned utilities that necessitate relocation of some or all of the Facilities owned by the Company and lines to accommodate same, the Company shall relocate at its own expense any such Facilities within one hundred eighty (180) days of receipt of the notice. At Company's request, the city may consent to a longer period, such consent not to be unreasonably or discriminatorily withheld, conditioned or delayed. Notwithstanding the foregoing, the City shall reimburse Company for any such relocation expense if such reimbursement is required by Section 56-468.2 of the Code of Virginia, or other applicable law.

### **SECTION 502 RIGHTS-OF WAY PATCHING AND RESTORATION**

**502.1 RESTORATION STANDARD:** Where the Company disturbs or damages the Public Rights-of-Way, the Director shall have the authority to determine the manner and extent of the restoration of the Public Rights-of-Way, and may do so in written procedures of general application or on a case-by-case basis. In exercising this authority, the Director will consult with any state or federal standards for rights-of-way restoration and shall be further guided by the following considerations:

- (a) the number, size, depth and duration of the excavations, disruptions or damage to the Public Rights-of-Way;
- (b) the traffic volume carried by the Public Rights-of-Way; the character of the neighborhood surrounding the right-of-way;
- (c) the pre-excavation condition of the Public Rights-of-Way and its remaining life expectancy;
- (d) the relative cost of the method of restoration to the Company balanced against the prevention of an accelerated deterioration of the right-of-way resulting from the excavation, disturbance or damage to the Public Rights-of-Way; and
- (e) the likelihood that the particular method of restoration would be effective in slowing the depreciation of the Public Rights-of-Way that would otherwise take place.

**502.2 TEMPORARY SURFACING:** The Company shall perform temporary surfacing patching and restoration including, backfill, compaction, and landscaping according to standards determined by, and with the materials determined by, the Director.

- 502.3 TIMING:** After any excavation by the Company pursuant to this Ordinance, the patching and restoration of the Public Rights-of-Way must be completed promptly and in a manner determined by the Director.
- 502.4 GUARANTEES:** The Company guarantees its restoration work and shall maintain it for twenty-four (24) months following its completion. The previous statement notwithstanding, the Company will guarantee and maintain plantings and turf for twelve (12) months. During these maintenance periods, the Company shall, upon notification by the City, correct all restoration work to the extent necessary, using the method determined by the Director. Such work shall be completed after receipt of notice from the Director, within a reasonably prompt period, with consideration given for days during which work cannot be done because of circumstances constituting force majeure. Notwithstanding the foregoing, the Company's guarantees set forth hereunder concerning restoration and maintenance, shall not apply to the extent another company, franchisee, licensee, permittee, other entity or person, or the City disturbs or damages the same area, or a portion thereof, of the Public Rights-of-Way.
- 502.5 DUTY TO CORRECT DEFECTS:** The Company shall correct defects in patching, or restoration performed by it or its agents. Upon notification from the City, the Company shall correct all restoration work to the extent necessary, using the method determined by the Director. Such work shall be completed after receipt of the notice from the Director within a reasonably prompt period, with consideration given for days during which work cannot be done because of circumstances constituting force majeure.
- 502.6 FAILURE TO RESTORE:** If the Company fails to restore the Public Rights-of-Way in the manner and to the condition required by the Director pursuant to Section 502.5, or fails to satisfactorily and timely complete all restoration required by the Director pursuant to the foregoing, the City shall notify the Company in writing of the specific alleged failure or failures and shall allow the Company at least ten (10) days from receipt of the notice to cure the failure or failures, or to respond with a plan to cure. In the event that the Company fails to cure, or fails to respond to the City's notice as provided above, the City may, at its election, perform the necessary work and the Company shall pay to the City its reasonable costs for such restoration within thirty (30) days of billing accompanied by an itemized statement of the City's reasonable costs. If payment is not received by the City within the thirty (30) day period, the City Attorney may bring an action to recover the reasonable costs of the restoration and reasonable attorney's fees in a court of competent jurisdiction pursuant to Section 56-467 of the Virginia Code. Reasonable costs may include, but are not limited to, administrative, overhead mobilization, material, labor, and equipment related to such restoration.
- 502.7 DAMAGE TO OTHER FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY:** The Company shall be responsible for the cost of repairing any Facilities existing within the Public Rights-of-Way that it or the Facilities owned by the Company damage. If the Company damages the City's Facilities within the Public Rights-of-Way, such as, but not limited to, culverts, road surfaces, curbs and gutters, or tile lines, the Company shall correct the damage within a prompt period after receiving written notification from the City. If the Company does not correct the City's damaged Facilities pursuant to the

foregoing, the City may make such repairs as necessary and charge all of the reasonable costs of such repairs within thirty (30) days of billing accompanied by an itemized statement of the City's reasonable costs. If payment is not received by the City within such thirty (30) day period, the City Attorney may bring an action to recover the reasonable costs of the restoration and reasonable attorney's fees in a court of competent jurisdiction pursuant to Section 56-467 of the Virginia Code. Reasonable costs may include, but are not limited to, administrative, overhead mobilization, material, labor, and equipment related to such repair.

**502.8 DIRECTOR'S STANDARD:** All determinations to be made by the Director with respect to the manner and extent of restoration, patching, repairing and similar activities under the franchise granted by this Ordinance, shall be reasonable and shall not be unreasonably conditioned, withheld, or delayed. The Company may request additional time to complete restoration, patching, repair, or other similar work as required under the franchise granted by this Ordinance, and the Director shall not unreasonably withhold, condition, or delay consent to such requests.

## ARTICLE VI

### SECTION 601 INDEMNIFICATION AND LIABILITY

**601.1 SCOPE OF INDEMNIFICATION:** Subject to the following, the Company agrees and binds itself to indemnify, keep and hold the City council members, Board and its employees free and harmless from liability on account of injury or damage to persons, firms or corporations or property growing out of or directly or indirectly resulting from:

- (a) the Company's use of the streets, alleys, highways, sidewalks, rights-of-way and other public places of the City pursuant to the franchise granted by this Ordinance;
- (b) the acquisition, erection, installation, maintenance, repair, operation and use of any poles, wires, cables, conduits, lines, manholes, facilities and equipment by the Company, its authorized agents, subagents, employees, contractors or subcontractors; or
- (c) the exercise of any right granted by or under the franchise granted by this Ordinance or the failure, refusal or neglect of the Company to perform any duty imposed upon or assumed by the Company by or under the franchise granted by this, Ordinance.

**601.2 DUTY TO INDEMNIFY, DEFEND AND HOLD HARMLESS:** If a suit arising out of subsection (a), (b), (c) of Section 601.1, claiming such injury, death, or damage shall be brought or threatened against the City, either independently or jointly with the Company, the Company will defend, indemnify and hold the City harmless in any such suit, at the cost of the Company, provided that the City promptly provides written notice of the commencement or threatened commencement of the action or proceeding involving a claim in respect of which the City will seek indemnification hereunder. The Company shall be entitled to have sole control over the defense through counsel of its



own choosing and over settlement of such claim provided that the Company must obtain the prior written approval of City of any settlement of such claims against the City, which approval shall not be unreasonably withheld or delayed more than thirty (30) days. If, in such a suit, a final judgment is obtained against the City, either independently or jointly with the Company, the Company will pay the judgment, including all reasonable costs, and will hold the City harmless therefrom.

## **SECTION 602 WAIVER BY THE CITY**

The City waives the applicability of these indemnification provisions in their entirety if it:

- (a) elects to conduct its own defense against such claim;
- (b) fails to give prompt notice to the Company of any such claim such that the Company's ability to defend against such claim is compromised;
- (c) denies approval of a settlement of such claim for which the Company seeks approval; or
- (d) fails to approve or deny a settlement of such claim within thirty (30) days of the Company seeking approval.

## **SECTION 603 INSURANCE**

**603.1** The Company shall also maintain in force a comprehensive general liability policy in a form satisfactory to the City Attorney, which at minimum must provide:

- (a) verification that an insurance policy has been issued to the Company by an insurance company licensed to do business in the State of Virginia, or a form of self insurance acceptable to the City Attorney;
- (b) verification that the Company is insured against claims for personal injury, including death, as well as claims for property damage arising out of (i) the use and occupancy of the Public Rights-of-Way by the Company, its agents, employees and permittees, and (ii) placement and use of Facilities owned by the Company in the Public Rights-of-Way by the Company, its officers, agents, employees and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground Facilities and collapse of property;
- (c) verification that the City Attorney will be notified thirty (30) days in advance of cancellation of the policy or material modification of a coverage term;
- (d) verification that comprehensive liability coverage, automobile liability coverage, workers compensation and umbrella coverage established by the City Attorney in amounts sufficient to protect the City and the public and to carry out the purposes and policies of this Ordinance; and

- (e) verification that the policy has a combined single limit coverage of not less than two million dollars (\$2,000,000).

The policy shall include the City as an additional insured party, and the Company shall provide the City Attorney with a certificate of such coverage before beginning installation of any lines, cable or equipment.

**603.2** The Company shall also require similar indemnification and insurance coverage from any contractor working on its behalf in the public right-of-way.

#### **SECTION 604 NEGLIGENCE AND INTENTIONAL ACTS**

Nothing herein contained shall be construed to render the Company liable for or obligated to indemnify the City, its agents, or employees, for the negligence or intentional acts of the City, its Council members, its Board, its agents or employees, or a permittee of the City.

### **ARTICLE VII**

#### **SECTION 701 GENERAL REQUIREMENT OF A PERFORMANCE BOND**

Prior to the Effective Date of this Ordinance, the Company has deposited with the City a Performance Bond made payable to the city in the amount of one hundred thousand dollars (\$100,000). The Performance Bond is to guarantee that the project is done in a proper manner without damage to the PROW. The bond shall be written by a corporate surety acceptable to the City and authorized to do business in the Commonwealth of Virginia. Upon completion of construction of the Facilities, the Company may reduce the Performance Bond to the amount of twenty-five thousand dollars (\$25,000) and made payable to the City, and the Performance Bond shall be maintained at this amount through the term of this Agreement.

#### **SECTION 702 CHANGED AMOUNT OF THE PERFORMANCE BOND**

At any time during the Term, the City may, acting reasonably, require or permit the Company to change the amount of the Performance Bond if the City finds that new risk or other factors exist that reasonably necessitate or justify a change in the amount of the Performance Bond. Such new factors may include, but not be limited to, such matters as:

- (a) material changes in the net worth of the Company;
- (b) changes in the identity of the Company that would require the prior written consent of the City;
- (c) material changes in the amount and location of Facilities owned by the Company;
- (d) the Company's recent record of compliance with the terms and conditions of this Ordinance; and

- (e) material changes in the amount and nature of construction or other activities to be performed by the Company pursuant to this Ordinance.

### **SECTION 703 PURPOSE OF PERFORMANCE BOND**

The Performance Bond shall serve as security for:

- (a) the faithful performance by the Company of all terms, conditions and obligations of this Ordinance;
- (b) any expenditure, damage or loss incurred by the City occasioned by the Company's failure to comply with all rules, regulations, orders, permits and other directives of the City issued pursuant to this Ordinance;
- (c) payment of compensation required by this Ordinance;
- (d) the payment of premiums for the liability insurance required pursuant to this Ordinance ;
- (e) the removal of Facilities owned by the Company from the Streets at the termination of the Ordinance, at the election of the City, pursuant to this Ordinance;
- (f) any loss or damage to the Streets or any property of the City during the installation, operation, upgrade, repair or removal of Facilities by the Company;
- (g) the payment of any other amounts that become due to the City pursuant to this Ordinance or law;
- (h) the timely renewal of any letter of credit that constitutes the Performance Bond; and
- (i) any other costs, loss or damage incurred by the City as a result of the Company's failure to perform its obligations pursuant to this Ordinance.

### **SECTION 704 FEES OR PENALTIES FOR VIOLATIONS OF THE ORDINANCE**

**704.1 FEE OR PENALTY:** The Company shall be subject to a fee or a penalty for violation of this Ordinance as provided for in applicable law.

**704.2 APPEAL:** The Company may, upon written request within thirty (30) days of the City's decision to assess a fee or penalty and for reasons of good cause, ask the City to reconsider its imposition of a fee or penalty pursuant to this Ordinance unless another period is provided for in applicable law. The City shall schedule its review of such request to be held within forty-five (45) days of receipt of such request from the Company. The City's decision on the Company's appeal shall be in writing and supported by written findings establishing the reasonableness of the City's decision.

During the pendency of the appeal before the City or any subsequent appeal thereafter, the Company shall place any such fee or penalty in an interest-bearing escrow account.

Nothing herein shall limit the Company's right to challenge such assessment or the City's decision on appeal, in a court of competent jurisdiction.

## **ARTICLE VIII**

### **SECTION 801 COMPENSATION/PROW USE FEE.**

The City reserves the right to impose at any time on the Company consistent with Section 253(c) of the Communications Act of 1934, as amended:

- (a) a PROW Use Fee in accordance with Section 56-468.1(G) of the Code of Virginia, and/or
- (b) any other fee or payment that the City may lawfully impose for the occupation and use of the Streets.

The Company shall be obligated to remit the PROW Use Fee and any other lawful fee enacted by the City, so long as the City provides the Company and all other affected certificated providers of local exchange telephone service appropriate notice of the PROW Use Fee as required by Section 56-468.1(G) of the Code of Virginia. If the PROW Use Fee is eliminated, discontinued, preempted or otherwise is declared or becomes invalid, the Company and the City shall negotiate in good faith to determine fair and reasonable compensation to the City for use of the Streets by the Company for Telecommunications.

### **SECTION 802 FRANCHISING COSTS**

Prior to the execution of this Ordinance, the City incurred costs for the services of third parties (including, without limitation, attorneys and other consultants) in connection with the award of this telecommunications Franchise. Within thirty (30) days after receipt from the City of an invoice for such costs, the Company shall pay at such time and in such manner as the City shall specify to the City or, at the direction of the City, to third parties an amount equal to the costs the City incurs for the services of such third parties. Payment by Company of such franchising costs shall not in any way be offset nor deducted from applicable PROW use fees required pursuant to Section 801 herein. In the event of any renewal, renegotiations, transfer, amendment or other modification of this Ordinance or the Franchise, the Company will reimburse the City in the same manner for such third party costs, if any are incurred. The Company's obligations under this Section shall not exceed two thousand five hundred dollars (\$2500.00).

### **SECTION 803 NO CREDITS OR DEDUCTIONS**

The compensation and other payments to be made pursuant to Article VIII: (a) shall not be deemed to be in the nature of a tax, and (b) except as may be otherwise provided by Section 56468.1 of the Code of Virginia, shall be in addition to any and all taxes or other fees or charges that the Company shall be required to pay to the City or to any state or federal agency or authority, all of which shall be separate and distinct obligations of the Company.

**SECTION 804 REMITTANCE OF COMPENSATION/LATE PAYMENTS, INTEREST ON LATE PAYMENTS**

(1) If any payment required by this Ordinance is not actually received by the City on or before the applicable date fixed in this Ordinance, or (2), in the event the City adopts an ordinance imposing a PROW Use Fee, if such Fee has been received by the Company from its customers, and has not been actually received by the City on or before the applicable date fixed in this Ordinance or thirty (30) days after receipt of the PROW Use Fee from its customers, whichever is later, then the Company shall pay interest thereon, to the extent permitted by law, from the due date to the date paid at a rate equal to the rate of interest then charged by the City for late payments of real estate taxes.

**ARTICLE IX**

**SECTION 901 RESERVATION OF ALL RIGHTS AND POWERS**

The City reserves the right by ordinance or resolution to establish any reasonable regulations for the convenience, safety, health and protection of its inhabitants under its police powers, consistent with state and federal law. The rights herein granted are subject to the exercise of such police powers as the same now are or may hereafter be conferred upon the City. Without limitation as to the generality of the foregoing the City reserves the full scope of its power to require by ordinance substitution of underground service for overhead service, or the transfer of overhead service from the front to the rear of property whenever reasonable in all areas in the City and with such contributions or at such rates as may be allowed by law.

Notwithstanding anything herein to the contrary, nothing herein shall be construed to extend, limit or otherwise modify the authority of the City preserved under Sections 253 (b) and (c) of the Communications Act of 1934, as amended. Nothing herein shall be construed to limit, modify, abridge or extend the rights of the Company under the Communications Act of 1934, as amended.

**SECTION 902 SEVERABILITY**

If any portion of this Ordinance is for any reason held to be invalid by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

**ARTICLE X**

**SECTION 1001 MAINTENANCE OBLIGATION**

The Company will maintain the poles, wires, cable, conduits, lines, manholes, equipment and other Facilities it owns within the City's PROW in good order and operating condition throughout the term of the franchise granted by this Ordinance.

**SECTION 1002 TREE TRIMMING**

Should the Company install any overhead lines, it shall have the authority to trim trees upon or overhanging the streets, alleys, walkways or Public Rights-of-Way to prevent the branches of such

trees from interfering with its lines or other Facilities. However, all such trimmings shall be performed in a safe and orderly manner under the general direction of the Director of Public Works or his or her designee and in compliance with the pruning standards of the National Arborists Association as currently in effect.

## **ARTICLE XI**

### **SECTION 1101 INITIAL TERM OF TELECOMMUNICATIONS FRANCHISE**

The term of the franchise granted by this Ordinance shall be for a period of five (5) years from the effective date of this Ordinance.

### **SECTION 1102 APPLICATION FOR NEW TELECOMMUNICATIONS FRANCHISE**

If the Company wishes to maintain its equipment within the City and to continue the operation of the system beyond the term of the franchise granted by this Ordinance, it shall give written notice to the City at least one hundred twenty (120) days before expiration of the franchise granted by this Ordinance, stating that it wishes to apply for a new franchise. Such application shall include a report of the location of the Facilities owned by the Company within the City's PROW, and a statement as to whether the Company has complied with the provisions of this Ordinance.

### **SECTION 1103 OPERATION OF FACILITIES OWNED BY THE COMPANY WHILE RENEWAL IS PENDING**

Upon a timely request by the Company prior to the expiration of its initial franchise, the Company shall be permitted to continue operations of the Facilities owned by the Company within the City under the terms of the franchise granted by this Ordinance until the City acts. Nothing herein shall be construed to grant the Company a perpetual franchise interest.

## **ARTICLE XII**

### **SECTION 1201 NOTICE**

All notices, except for in cases of emergencies, required pursuant to the franchise granted by this Ordinance shall be in writing and shall be mailed or delivered to the following address:

**To the Company:**

PEG Bandwidth VA, LLC  
10802 EXECUTIVE CENTER DR.  
BENTON BLDG., SUITE 300  
LITTLE ROCK AR72211

**To the City:**

City of Charlottesville  
Attn: City Manager  
605 East Main Street  
Charlottesville, VA 22902

**With a copy to:**

With a copy to:  
City Attorney's Office  
P.O. Box 911  
Charlottesville, VA 22902

All correspondences shall be by registered mail, certified mail or regular mail with return receipt

requested; and shall be deemed delivered when received or refused by the addressee. Each Party may change its address above by like notice.

## **SECTION 1202 EMERGENCY NOTIFICATION**

Notices required pursuant to Section 303.2 shall be made orally and by facsimile to the following:

To the Company: Michael McCarty  
251-214-7793 (telephone)

24/7 Global Network Operations Center:  
877.652.2321(telephone)

To the City:

Gas Dispatchers

(434) 970-3800 (office)

Emergency (434)293-9164 (leaks)

(434) 970-3817 (facsimile)

Paul Oberdorfer, Director of Public Works

(434) 970-3301 (office)

(434) 970-3817 (facsimile)

(434) 971-6645 (home)

## **SECTION 1203 REGISTRATION OF DATA**

The Company, including any subleasee or assigns, must keep on record with the City the following information:

- (a) Name, address and e-mail address if applicable, and telephone and facsimile numbers;
- (b) Name, address and e-mail address if applicable, and telephone and facsimile numbers of a local representative that is available for consultation at all times. This information must include how to contact the local representative in an emergency; and
- (c) A certificate of insurance as required under Article VI, Section 603 of this telecommunications franchise, and a copy of the insurance policy.

The Company shall keep update all of the above information with the City within fifteen (15) days following its knowledge of any change.

## **ARTICLE XIII**

### **SECTION 1301 TERMINATION OF TELECOMMUNICATIONS FRANCHISE**

The franchise granted by this Ordinance may be terminated:

- (a) by the Company, at its election and without cause, by written notice to the City at least sixty (60) days prior to the effective date of such termination; or

- (b) by either the Company or the City, after thirty (30) days written notice to the other party of the occurrence or existence of a default of the franchise granted by this Ordinance, if the defaulting party fails to cure or commence good faith efforts to cure, such default within sixty (60) days after delivery of such notice.

Notwithstanding the provisions of this Section, the terms and conditions of the franchise granted by this Ordinance pertaining to indemnification shall survive a termination under this Section.

#### **ARTICLE XIV**

##### **SECTION 1401 REMOVAL OF FACILITIES FROM THE PUBLIC RIGHTS-OF-WAY**

The Company shall remove all Facilities owned by the Company from the streets, alleys and public places of the City at the expense of the Company within six (6) months after the termination, abandonment, or expiration of this franchise granted by this Ordinance, or by such reasonable time to be prescribed by the City Council, whichever is later. No such removal will be required while any renewal requests as provided for in Section 1102 and Section 1103, are pending before the City. If such renewal request is denied, the six (6) month period provided above shall commence on the date of denial or expiration, whichever is later. The City reserves the right to waive this requirement, as provided for in Section 1402 herein. The City shall grant the Company access to the Public Rights-of-Way in order to remove its telecommunications Facilities owned by the Company pursuant to this paragraph.

##### **SECTION 1402 ABANDONMENT OF FACILITIES OWNED BY THE COMPANY IN THE PUBLIC RIGHTS-OF-WAY**

The telecommunications Facilities owned by the Company may be abandoned without removal upon request by the Company and approval by the City. This Section survives the expiration or termination of this franchise granted by this Ordinance.

#### **ARTICLE XV**

##### **SECTION 1501 PRIOR WRITTEN CONSENT FOR ASSIGNMENT**

The franchise granted by this Ordinance shall not be assigned or transferred without the expressed written approval of the City, which shall not be unreasonably or discriminatorily conditioned, withheld or delayed.

In addition, the City agrees that nothing in this Ordinance shall be construed to require Company to obtain approval from the City in order to lease any Facilities owned by the Company or any portion thereof in, on, or above the PROW, or grant an indefeasible right of use (“IRU”) in the Facilities owned by the Company, or any portion thereof, to any entity or person. The lease or grant of an IRU in such Facilities owned by the Company, or any portion or combination thereof, shall not be construed as the assignment or transfer of any franchise rights granted under this Ordinance.



**SECTION 1502 SUCCESSORS AND ASSIGNS**

Notwithstanding Section 1501, the Company may assign, transfer, or sublet its rights, without the consent of the City, to any person or entity that controls, is controlled by or is under common control with the Company, any company or entity with which or into which the Company may merge or consolidate, to any lender of the Company provided the City is advised of the action prior to enactment. Any successor(s) of the Company shall be entitled to all rights and privileges of this franchise granted by this Ordinance and shall be subject to all the provisions, obligations, stipulations and penalties herein prescribed.

**ARTICLE XVI**

**SECTION 1601 NONEXCLUSIVE FRANCHISE**

Nothing in the franchise granted by this Ordinance shall be construed to mean that this is an exclusive franchise, as the City Council reserves the right to grant additional telecommunications franchises to other parties.

**ARTICLE XVII**

**SECTION 1701 ALL WAIVERS IN WRITING AND EXECUTED BY THE PARTIES**

Subject to the foregoing, any waiver of the franchise granted by this Ordinance or any of its provisions shall be effective and binding upon the Parties only if it is made in writing and duly signed by the Parties.

**SECTION 1702 NO CONSTRUCTIVE WAIVER RECOGNIZED**

If either Party fails to enforce any right or remedy available under the franchise granted by this Ordinance, that failure shall not be construed as a waiver of any right or remedy with respect to any breach or failure by the other Party. Nothing herein shall be construed as a waiver of any rights, privileges or obligations of the City or the Company, nor constitute a waiver of any remedies available at equity or at law.

**ARTICLE XVIII**

**SECTION 1801 NO DISCRIMINATION**

The Company's rights, privileges and obligations under the franchise granted by this Ordinance shall be no less favorable than those granted by the City to and shall not be interpreted by the City in a less favorable manner with respect to any other similarly situated entity or person or user of the City's Public Rights-of-Way.

**ARTICLE XIX**

**SECTION 1901 FORCE MAJEURE**

Neither the Company nor the City shall be liable for any delay or failure in performance of any

part of the franchise granted by this Ordinance from any cause beyond its control and without its fault or negligence including, without limitation, acts of nature, acts of civil or military authority, government regulations embargoes, epidemics, terrorist acts, riots insurrections, fires, explosions, earthquakes, nuclear accidents, floods, work stoppages, equipment failure, power blackouts, volcanic action, other major environmental disturbances, or unusually severe weather conditions.

**ARTICLE XX**

**SECTION 2001 EFFECTIVE DATE**

This Ordinance shall be effective upon its passage.

Adopted by the Council of the City of Charlottesville on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Kyna Thomas, Clerk of Council

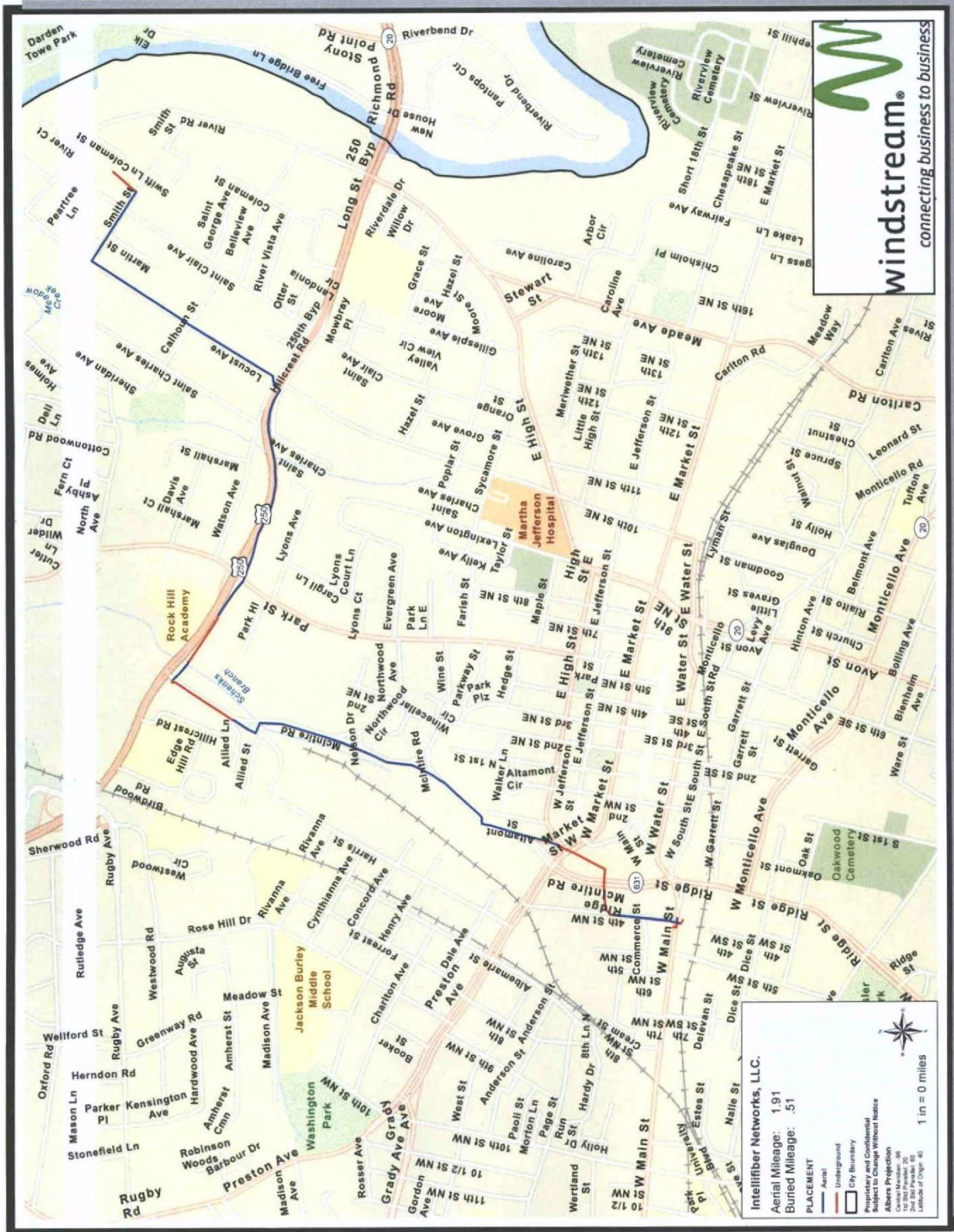
ACCEPTED: This Franchise is accepted, and we agree to be bound by its terms and conditions.

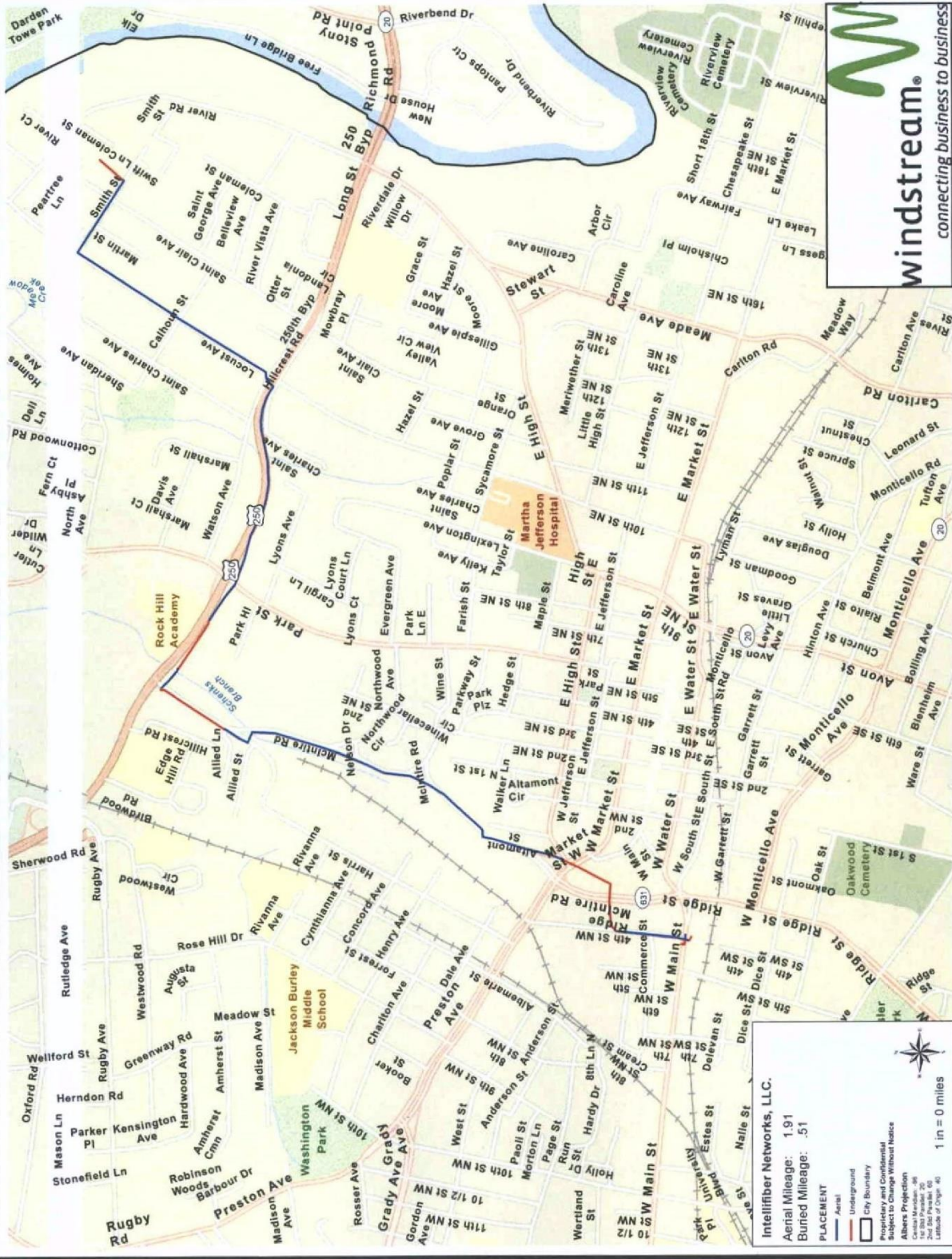
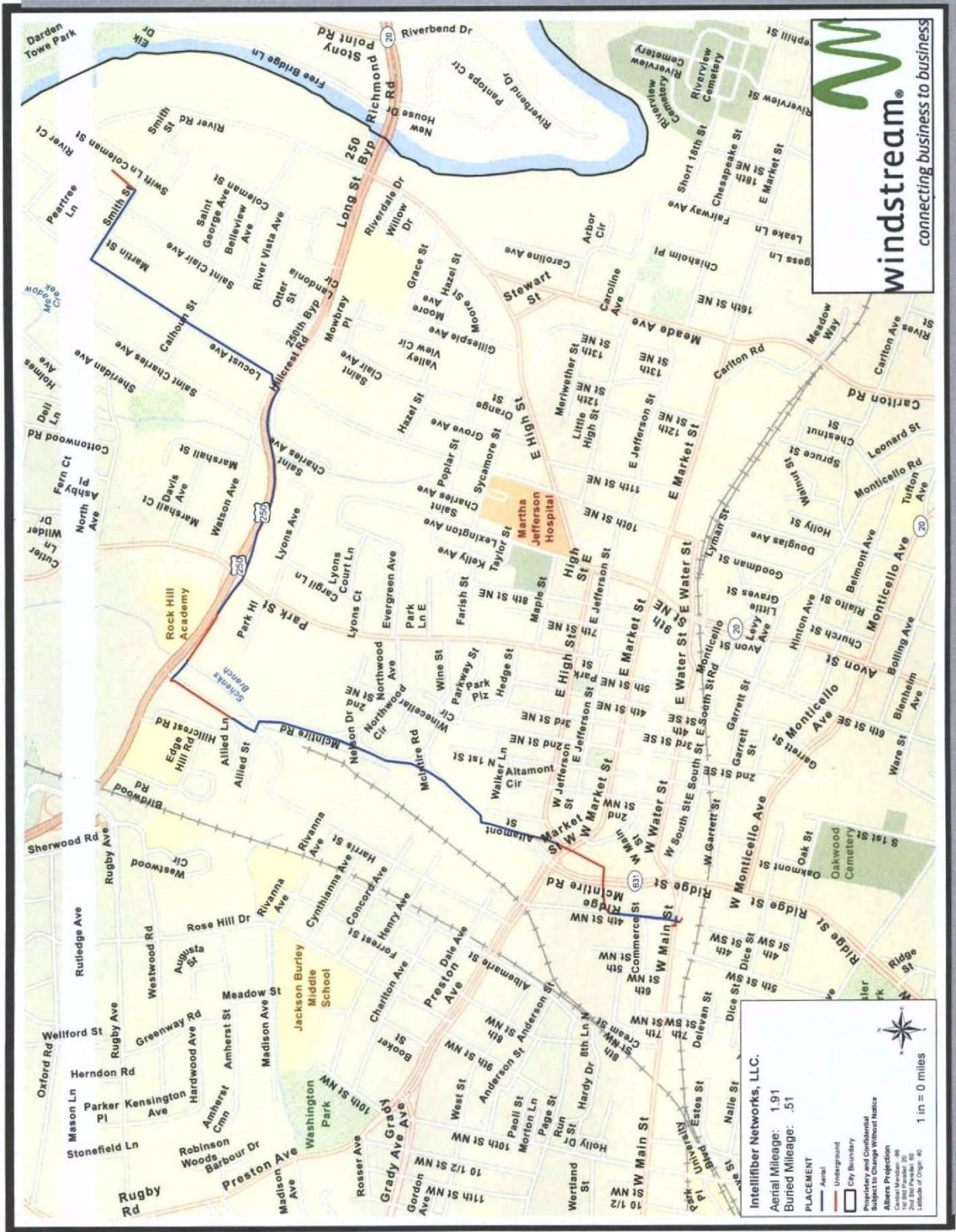
PEG BANDWIDTH VA, LLC

Date: \_\_\_\_\_, 2019

By: \_\_\_\_\_

Its: \_\_\_\_\_





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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |  |
|------------------|--|
| Agenda Date:     | September 16, 2019   |
| Action Required: | Adopt Amendments to Chapter 25 (Social Services), Article III (Rental Relief for the Elderly and Disabled Persons) |
| Presenter:       | Todd D. Divers, Commissioner of the Revenue  |
| Staff Contacts:  | Todd D. Divers, Commissioner of the Revenue  |
| Title:           | <b><u>Changes to Rental Relief Program for Elderly and/or Disabled</u></b>   |

**Background:**

Attached is a proposed ordinance for Council’s consideration that codifies changes to the Rental Relief Program for the Elderly and Disabled Persons that were approved by Council during their FY2020 budget deliberations. The program provides for the payment of grants to qualified tenants residing in the city who are not less than 65 years of age or are permanently and totally disabled and who are otherwise eligible.

**Discussion:**

Per Sec. 25-57 of the City Code: “The city council finds and declares that persons qualifying for such grants are deemed to bear an extraordinary burden in rent costs, and thereby indirectly an extraordinary real estate tax burden, in relation to their income and financial worth. Such persons are deemed thus to qualify for general relief as provided in Code of Virginia, § 63.1-106, which general relief shall be in the form of the grants provided pursuant to this article.”

The method for calculating the grant amount as set out in Sec. 25-61 of the City Code is as follows:

$$G = .25 \times (R - (.24 \times I))$$

G = GRANT AMOUNT

R = the lesser of the actual amount of rent paid OR \$6,000.00

I = GROSS COMBINED INCOME

During this year’s budget discussions, Council approved the following changes to the Rent Relief Program:

1. Increase the maximum allowable rent that an applicant can claim in the reimbursement formula. Previously, applicable rents were capped at \$6,000. We propose increasing that to \$12,000. Applicants can pay more than \$12,000 in rent per year, but they only get credit for \$12,000 in the formula.

2. Cap the annual benefit at \$1,500. Presently there is no benefit cap, per se. However, capping allowable rents at \$6,000 creates a de facto benefit cap of \$1,500. Adjusting the allowable rents to \$12,000 without capping the annual benefit would create a de facto cap of \$3,000.

These changes must be codified by Council in order for them to take effect.

**Alignment with City Council's Vision and Priority Areas:**

This aligns with the City Council's Vision "...to be flexible and progressive in anticipating and responding to the needs of our citizens."

**Budgetary Impact:**

There would be no net budgetary impact as the FY2020 budget anticipates these proposed changes. Cost of this program is funded with the annual budget appropriation for Fiscal Year 2020 previously approved by Council.

**Recommendation:**

Approve proposed ordinance

**Attachments:**

Proposed Ordinance

**AN ORDINANCE  
AMENDING AND REORDAINING SECTIONS 25-58 AND 25-61  
OF ARTICLE III OF CHAPTER 25 (SOCIAL SERVICES)  
OF THE CHARLOTTESVILLE CITY CODE, 1990, AS AMENDED,  
RELATING TO RENT RELIEF FOR THE ELDERLY AND DISABLED PERSONS.**

**BE IT ORDAINED** by the Council for the City of Charlottesville, Virginia, that Sections 25-58 and 25-61 of Article III (Rental Relief for the Elderly and Disabled Persons) of Chapter 25 (Social Services), are hereby amended and reordained, as follows:

**CHAPTER 25. SOCIAL SERVICES  
ARTICLE III. RENTAL RELIEF FOR THE ELDERLY AND DISABLED PERSONS**

**Sec. 25-56. Definitions.**

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section, unless another meaning shall clearly appear from the context:

*Affidavit* means the rental relief grant affidavit.

*Dwelling* means the full-time residence of the person applying for a grant; provided, however, that the fact that a person who is otherwise qualified for a grant under this article is residing in a hospital, nursing home, convalescent home or other facility for physical or mental care for an extended period of time shall not be construed to mean that the location for which rental relief is claimed ceases to be the dwelling of such person during such period of other residence, so long as the rented premises in question are not occupied by, or leased to, others for consideration.

*Grant* means the financial assistance payment allowable to a qualifying elderly or permanently and totally disabled person pursuant to the requirements of this article.

*Grant year* means the calendar year for which a grant is sought.

*Permanently and totally disabled*, as applied to a person seeking a grant under this article, means a person furnishing the certification or medical affidavits required by section 30-99 of this Code, and who is found by the commissioner of revenue to be unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment or deformity which can be expected to result in death or can be expected to last for the duration of the person's life.

*Rent* means the monetary consideration paid for the right to occupy the dwelling unit.

*Tenant* means one residing in a dwelling by virtue of a leasehold interest, for which rent is paid.

**Sec. 25-57. Purpose of article.**

It is hereby declared to be the purpose of this article to provide for the payment of grants to qualified tenants residing in the city who are not less than sixty-five (65) years of age or are permanently and totally disabled and who are otherwise eligible according to the provisions of this article. The city council finds and declares that persons qualifying for such grants are deemed to bear an extraordinary burden in rent costs, and thereby indirectly an extraordinary real estate tax burden, in relation to their income and financial worth. Such persons are deemed thus to qualify for general relief as provided in Code of Virginia, section 63.2-802, which general relief shall be in the form of the grants provided pursuant to this article.



**Sec. 25-58. Qualifications for grant.**

Grants pursuant to this article shall be made to persons complying with the following provisions:

- (1) The applicant has paid rent for his/her dwelling within the city during the grant year and was a resident of the city on December thirty-first of the grant year;
- (2) The applicant, or his/her spouse if they reside together, is sixty-five (65) years of age or older, or permanently and totally disabled, as of December thirty-first of the grant year;
- (3) The dwelling for which the rental relief grant is sought was occupied as of December thirty-first of the grant year as the sole dwelling place of the applicant;
- (4) The gross combined income during the grant year from all sources of such applicant and all relatives of the applicant living in such dwelling does not exceed the sum of fifty thousand dollars (\$50,000.00); provided that the first seven thousand five hundred dollars (\$7,500.00) of any income, (a) received by the applicant, or the applicant's spouse if they reside together, and classified as permanent disability compensation, or (b) received by any applicant who is at least sixty-five (65) years of age, is permanently and totally disabled, and can show that he or she did receive permanent disability compensation for at least twenty-four (24) consecutive months immediately prior to his or her sixty-fifth birthday, shall be excluded from such total; and provided, that the first eight thousand five hundred dollars (\$8,500.00) of income of each relative other than spouse of such applicant who is living in such dwelling and does not qualify for rent relief shall be excluded from such total. If the applicant has been a resident of the city for less than the full grant year, the gross combined income for such year and the maximum allowable income shall be prorated for the period of actual residency.
- (5) The net combined financial worth of such applicant and relatives of such applicant living in such dwelling as of December thirty-first of the grant year does not exceed one hundred twenty-five thousand dollars (\$125,000.00). Net combined financial worth shall include all assets, including equitable interests.

**Sec. 25-59. Claimant's affidavit.**

(a) Annually, and not later than May first of the year following the grant year, the person claiming a grant shall file with the commissioner of revenue of the city, a rental relief grant affidavit. The date for filing such an affidavit by an applicant may be extended by the commissioner of the revenue to July first of the year following the grant year for a first-time applicant and to July first of each year following the grant year in a hardship case in which the commissioner of the revenue determines that the applicant was unable to file by May first of the year following the grant year because of illness of the applicant or confinement of the applicant in a nursing home, hospital, or other medical facility or institution; provided, that such rental relief grant affidavit is accompanied by a written statement of one (1) medical doctor licensed to practice medicine in the commonwealth.

(b) The affidavit shall set forth the names of the related persons occupying the dwelling for which rental relief is claimed, and the total combined net worth and gross combined income, as defined in this article, together with the amount of rent paid for such dwelling during the grant year. The form of such affidavit shall be determined by the commissioner of the revenue and approved by the city manager and shall contain such other information as may be necessary adequately to determine compliance with section 25-58. The affidavit of any person less than sixty-five (65) years of age who is claiming an exemption under this article shall be accompanied by certification or medical affidavits meeting the requirements of section 30-99 of this Code.

**Sec. 25-60. Inquiries by commissioner of revenue.**

The commissioner of revenue may make such inquiry of applicants, requiring answers under oath and the production of certified tax returns, as may be reasonably necessary to determine eligibility for a grant under this article.

**Sec. 25-61. Calculation of amount of grant.**

(a) For qualifying applicants, the amount of the grant shall be the lesser of fifteen hundred dollars (\$1,500.00), or twenty-five (25) percent of the amount determined by subtracting twenty-four (24) percent of gross combined income, as defined by section 25-58(4), from the lesser of:

- (1) The actual amount of rent paid; or
- (2) ~~Six~~ Twelve thousand dollars (~~\$6,000.00~~). (\$12,000.00).

(b) If the applicant was a resident of the city for less than the full grant year, the actual rent paid or maximum rent allowable shall be prorated for the period of actual residency.

**Sec. 25-62. Certification of eligibility for and payment of grant.**

The commissioner of revenue, after audit and investigation of affidavits submitted under this article, shall certify a list of the persons qualifying for grants and the amounts thereof to the director of finance and the city treasurer who shall pay forthwith to each applicant the amount of the grant for which he or she is eligible as determined pursuant to this article.

**Sec. 25-63. False claims.**

Any person falsely claiming a grant under this article shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense.

**Secs. 25-64—25-85. Reserved.**

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                  |   |
|------------------|---|
| Agenda Date:     | September 16, 2019  |
| Action Required: | Adopt Amendments to Chapter 30 (Taxation)   |
| Presenter:       | Todd D. Divers, Commissioner of the Revenue   |
| Staff Contacts:  | Todd D. Divers, Commissioner of the Revenue   |
| Title:           | <b><u>Changes to Real Estate Tax Relief Program for Elderly and/or Disabled</u></b> |

**Background:**

Attached is a proposed ordinance for Council’s consideration that conforms the income eligibility parameters for the Real Estate Tax Relief Program for the Elderly and Disabled (RETR) to those of the recently adjusted Homeowner Tax Relief grant program (also known as the Charlottesville Housing Affordability Program, or CHAP) for low-and moderate-income homeowners. The RETR program offers eligible elderly or disabled homeowners a percentage reduction in their first and second half real estate tax bills. The percentage awarded is based on a combination of the applicant’s annual income and net worth. The CHAP program is entirely income-based and allows the owners of eligible homeowner-occupied properties grant amounts applied to real estate taxes due for the second half of a calendar year (and in some cases a reimbursement check to cover a portion of the first half).

The proposed ordinance also adjusts language requiring an “affidavit” to language requiring a “written statement or certification” as allowed by Virginia Code § 58.1-3213.

**Discussion:**

Enabling language for the CHAP Program is found in Sec. 50.7 of the City’s Charter, which requires the City to apply the income guidelines issued by the Virginia Housing and Development Authority (VHDA) for use in its single-family mortgage loan program to determine who are “low and moderate income persons.” Those guidelines also contain limitations on the value of the home in question. Current VHDA guidelines stipulate a maximum income threshold of \$90,000 and a maximum home value of \$375,000. During this year’s budget discussions, Council adjusted the grant and income parameters for the 2019 CHAP Program as follows (after a similar adjustment for 2018):

| <b>CHAP IN PRIOR YEARS</b> |                |                     |
|----------------------------|----------------|---------------------|
| Applicant Income           | \$0 - \$25,000 | \$25,001 - \$50,000 |
| Grant Amount               | \$525          | \$375               |

| 2018 CHAP        |                |                     |                     |
|------------------|----------------|---------------------|---------------------|
| Applicant Income | \$0 - \$20,000 | \$20,001 - \$35,000 | \$35,001 - \$50,000 |
| Grant Amount     | \$1000         | \$750               | \$500               |

| 2019 CHAP        |                |                     |                     |                     |
|------------------|----------------|---------------------|---------------------|---------------------|
| Applicant Income | \$0 - \$25,000 | \$25,001 - \$35,000 | \$35,001 - \$45,000 | \$45,001 - \$55,000 |
| Grant Amount     | Full Relief    | \$1000              | \$750               | \$500               |

Maximum value for a qualifying home increased in CY2018 from \$365,000 to \$375,000 and remains at that level for 2019. Maximum allowable income for the CHAP program increased for CY2019 from \$50,000 per year to \$55,000 per year.

RETR authorization is found in Chapter 32 of Title 58.1 of the Code of Virginia. Currently, in Charlottesville, in order to qualify an elderly or disabled applicant must have a household income of \$50,000 or less per year and a total net worth (excluding the value of the home) of \$125,000 or less.

The real estate tax exemption percentage granted pursuant to this program for the applicable taxable year is calculated according to the following scale:

|                       |                   | NET COMBINED FINANCIAL WORTH |                   |                   |                    |                     |
|-----------------------|-------------------|------------------------------|-------------------|-------------------|--------------------|---------------------|
|                       |                   | \$0-\$25,000                 | \$25,001-\$50,000 | \$50,001-\$75,000 | \$75,001-\$100,000 | \$100,001-\$125,000 |
| GROSS COMBINED INCOME | \$0-\$12,500      | 100%                         | 80%               | 60%               | 40%                | 20%                 |
|                       | \$12,501-\$25,000 | 80%                          | 64%               | 48%               | 32%                | 16%                 |
|                       | \$25,001-\$37,500 | 60%                          | 48%               | 36%               | 24%                | 12%                 |
|                       | \$37,501-\$50,000 | 40%                          | 32%               | 24%               | 16%                | 8%                  |

The adopted FY2020 budget already assumes an increase to the RETR upper income threshold to \$55,000 in order to align with the similar CHAP amendment. This increase must be codified by Council in order to take effect.

### Problem #1

The Commissioner of the Revenue anticipates a large number of former RETR applicants switching to the CHAP program because its new grant formula will offer a much more generous benefit. The FY2020 funding proposals submitted and adopted for these programs reflect this expected “immigration” of RETR applicants to CHAP.

However, such a change does not come without consequences:

1. CHAP applicants must pay the first half real estate bill on their own. The grant is applied to the second half FIRST, and only if there is a grant balance remaining will a check be sent to the taxpayer to reimburse for the first half. We expect that this arrangement will pose a hardship for some of our elderly/disabled applicants, forcing them to remain in the RETR program even though the CHAP program currently offers a better deal.

2. Some RETR recipients qualify for free trash stickers from the Treasurer’s Office. The relief percentage needed to qualify for this benefit varies from year to year depending on the number of applicants and budget availability. Currently, qualifying applicants receiving 60% relief or greater get free trash stickers. This is a significant benefit that does not come with the CHAP program.
3. The application periods for these programs are staggered over the year, allowing our office to efficiently handle the flow of applicants with minimal impact on our constitutionally mandated tax assessment functions. A mass exodus of RETR applicants to the CHAP program could pose significant administrative problems.
4. The Treasurer’s Office will likewise be impacted as it will likely see a substantial uptick in applications for payment plans and reimbursement checks needing to be mailed out.

**Solution to Problem #1**

The Commissioner of the Revenue proposes adjusting the RETR income qualification and award parameters to match the CHAP program as closely as possible. We propose adjusting the RETR eligibility scale contained in the City Code to the following:

|                             |                   | NET COMBINED FINANCIAL WORTH |                |                |                 |                  |
|-----------------------------|-------------------|------------------------------|----------------|----------------|-----------------|------------------|
|                             |                   | \$0-\$25K                    | \$25,001-\$50K | \$50,001-\$75K | \$75,001-\$100K | \$100,001-\$125K |
| GROSS<br>COMBINED<br>INCOME | \$0-\$25,000      | 100%                         | 100%           | 100%           | 100%            | 100%             |
|                             | \$25,001-\$27,500 | 80% or \$1000                | 64% or \$1000  | 48% or \$1000  | 32% or \$1000   | 16% or \$1000    |
|                             | \$27,501-\$35,000 | 60% or \$1000                | 48% or \$1000  | 36% or \$1000  | 24% or \$1000   | 12% or \$1000    |
|                             | \$35,001-\$41,250 | 60% or \$750                 | 48% or \$750   | 36% or \$750   | 24% or \$750    | 12% or \$750     |
|                             | \$41,251-\$45,000 | 40% or \$750                 | 32% or \$750   | 24% or \$750   | 16% or \$750    | 8% or \$750      |
|                             | \$45,001-\$55,000 | 40% or \$500                 | 32% or \$500   | 24% or \$500   | 16% or \$500    | 8% or \$500      |

Under this rubric, the qualified RETR applicant would receive the better option (percentage or flat grant amount) of any given income/asset scenario.

For instance, an applicant with a gross combined income of \$26,000 and a net worth of \$40,000 would qualify for either a 64% reduction in their real estate tax bill or up to \$1,000 (not to exceed the annual tax bill), whichever is greater.

**Problem #2**

Currently, applicants for the City’s RETR program are required to submit a notarized affidavit attesting to the accuracy of information provided. CHAP applicants, on the other hand, need only submit a signed statement or certification attesting to the accuracy of information provided. This small distinction can pose a significant problem for our homebound or institutionalized RETR applicants or an administrative burden on our office because an applicant must have access to a notary in order to apply, OR a notary from our office must come out to where the applicant lives.

## **Solution to Problem #2**

State Code § 58.1-3213 allows either an affidavit or a written statement or certification. We propose adjusting our local ordinance to the latter option - a written statement or certification.

### **Alignment with City Council's Vision and Priority Areas:**

This aligns with the City Council's Vision "...to be flexible and progressive in anticipating and responding to the needs of our citizens."

### **Budgetary Impact:**

There would be no net budgetary impact as the FY2020 budget anticipates former RETR applicants switching to CHAP in order to gain the higher benefit. This proposed change allows those applicants to stay in RETR and receive the same benefit as if they had switched. The cost of this program is funded with the annual budget appropriation for Fiscal Year 2020 previously approved by Council.

### **Recommendation:**

Approve proposed changes as reflected in the attached ordinance.

### **Attachments: Proposed Ordinance**

**AN ORDINANCE AMENDING AND REORDAINING SECTIONS 30-96,  
30-99, AND 30-101 OF CHAPTER 30 OF THE CODE OF THE  
CITY OF CHARLOTTESVILLE, 1990, AS AMENDED, RELATING  
TO CHANGES IN THE REAL ESTATE TAX RELIEF PROGRAM  
FOR THE ELDERLY AND/OR DISABLED**

**BE IT ORDAINED** by the Council for the City of Charlottesville, Virginia, that Sections 30-96, 30-99 and 30-101 of Article IV of Chapter 30 (Taxation) of the Charlottesville City Code, 1990, as amended, are hereby amended and reordained, as follows:

**CHAPTER 30. TAXATION**

**ARTICLE IV. REAL ESTATE TAX RELIEF FOR THE ELDERLY AND  
DISABLED PERSONS**

**Sec. 30-96. Definitions.**

.....

Certification means a signed written statement or affidavit attesting to the accuracy of information provided by the applicant.

.....

**Sec. 30-97. Purpose of article.**

...

**Sec. 30-98. Qualifications for exemption.**

...

**Sec. 30-99. Applicant's certification of disability.**

(a) Annually, and not later than March first of each taxable year, every person claiming an exemption or deferral under this article shall file a real estate tax exemption or deferral certification with the commission of the revenue of the city. The date for filing such certification by an applicant may be extended by the commissioner of revenue to July first of a taxable year for a first-time applicant and to July first of each taxable year in a hardship case in which the commissioner of the revenue determines that the applicant was unable to file by March first of the particular taxable year because of illness of the applicant or confinement of the applicant in a nursing home, hospital, or other medical facility or institution; provided, that such real estate tax exemption or deferral certification is accompanied by a sworn affidavit of one (1) medical doctor licensed to practice medicine in the commonwealth.

(b) The certification shall set forth the names of the related persons occupying the real estate for which exemption or deferral is claimed and the total combined net worth and combined income of such persons as defined in this article. The form of such certification shall be determined by the commissioner of revenue and approved by the city manager, and shall contain such other information as may be required adequately to determine compliance with the provisions of section 30-98.

(c) If the person filing an ~~affidavit~~ certification under this section is under sixty-five (65) years of age, the ~~affidavit~~ certification shall have attached thereto proper documentation by the Social



Security Administration, veteran’s administration or the railroad retirement board that the person has been certified as being permanently or totally disabled as defined by those agencies, or if such person is not eligible for certification by any of these agencies, a sworn affidavit by two (2) medical doctors licensed to practice medicine in the commonwealth, to the effect that the person is permanently and totally disabled, as defined in section 30-96. The affidavit of at least one (1) of the doctors shall be based upon a physical examination of the person by such doctor. The affidavit of one (1) of the doctors may be based upon medical information contained in the records of the civil service commission which is relevant to the standards for determining permanent and total disability as defined in section 30-96.

(d) In addition, the commissioner of revenue may make such further inquiry of persons seeking to claim exemptions or deferrals requiring answers under oath and the production of certified tax returns, as may be deemed reasonably necessary to determine eligibility for an exemption or deferral.

**Sec. 30-100. Certification by commissioner; deductions from real estate tax.**

...

**Sec. 30-101. Calculation of amount of exemption.**

The amount of the exemption or deferral granted pursuant to this article shall be a percentage of the real estate tax assessed for the applicable taxable year in accordance with the following scale:

|                                      |                          | <u>NET COMBINED FINANCIAL WORTH</u> |                          |                          |                          |                          |
|--------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                      |                          | <u>\$0-\$25K</u>                    | <u>\$25,001-\$50K</u>    | <u>\$50,001-\$75K</u>    | <u>\$75,001-\$100K</u>   | <u>\$100,001-\$125K</u>  |
| <u>GROSS<br/>COMBINED<br/>INCOME</u> | <u>\$0-\$25,000</u>      | <u>100%</u>                         | <u>100%</u>              | <u>100%</u>              | <u>100%</u>              | <u>100%</u>              |
|                                      | <u>\$25,001-\$27,500</u> | <u>80% or<br/>\$1000</u>            | <u>64% or<br/>\$1000</u> | <u>48% or<br/>\$1000</u> | <u>32% or<br/>\$1000</u> | <u>16% or<br/>\$1000</u> |
|                                      | <u>\$27,501-\$35,000</u> | <u>60% or<br/>\$1000</u>            | <u>48% or<br/>\$1000</u> | <u>36% or<br/>\$1000</u> | <u>24% or<br/>\$1000</u> | <u>12% or<br/>\$1000</u> |
|                                      | <u>\$35,001-\$41,250</u> | <u>60% or<br/>\$750</u>             | <u>48% or<br/>\$750</u>  | <u>36% or<br/>\$750</u>  | <u>24% or<br/>\$750</u>  | <u>12% or \$750</u>      |
|                                      | <u>\$41,251-\$45,000</u> | <u>40% or<br/>\$750</u>             | <u>32% or<br/>\$750</u>  | <u>24% or<br/>\$750</u>  | <u>16% or<br/>\$750</u>  | <u>8% or \$750</u>       |
|                                      | <u>\$45,001-\$55,000</u> | <u>40% or<br/>\$500</u>             | <u>32% or<br/>\$500</u>  | <u>24% or<br/>\$500</u>  | <u>16% or<br/>\$500</u>  | <u>8% or \$500</u>       |

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                  |  |
|------------------|--|
| Agenda Date:     | October 7, 2019  |
| Action Required: | Yes (Public Hearing and First Reading of Ordinance)                        |
| Presenter:       | Lauren Hildebrand, Director of Utilities                                   |
| Staff Contacts:  | Roy Nester, Public Utilities<br>Lisa Robertson, Chief Deputy City Attorney |
| <b>Title:</b>    | <b>Release of Portion of Sewer Easement – McIntire Plaza</b>               |

**Background:** In 2015 the City was granted a 20’ wide sanitary sewer easement (“**Proposed Vacated Easement**”) across property now known as McIntire Plaza, a new commercial development at the end of Allied Street, designated as City Tax Map Parcel 340090200. The development is owned by C-ville Business Park, LLC (“Owner”), and a subdivision plat showing utility line easements was recorded in 2015 as Instrument #2015000246 in the Charlottesville Circuit Court Clerk’s Office. A plat showing the Proposed Vacated Easement is attached.

**Discussion:** The Utilities Department and Neighborhood Development Services have confirmed that neither the Proposed Vacated Easement nor any existing line(s) within the area are needed for public use. Currently, the Proposed Vacated Easement contains a manhole into which a line carrying sewerage from the buildings within the development is routed, and sewerage from that line is then carried to a public main, with the entry point at public manhole #08-018, within the Allied Street right-of-way (close to the center of the cul-de-sac). This existing line provides the service connection from the public main to the buildings within the development, and the owner(s) of the land within the development own the line and are responsible for maintaining the entire length of it—from the connection to each building all the way to the public main in Allied Street.

The Owner has requested release of the subject easement area in order to place improvements (a large sign structure) within the area. If City Council approves vacation of this easement, the City Attorney’s Office will draft a Deed of Vacation of Easement (substantially the same as the attached deed) to release the City’s rights in the Proposed Vacated Easement area and quitclaiming any interest in existing line(s) located within that area.

**Community Engagement:** A public hearing is required by law to give the public an opportunity to comment on the proposed conveyance of a property interest. Notice of such public hearing was advertised in the local newspaper in accordance with Va. Code Sec. 15.2-2272(2).

**Alignment with City Council’s Vision and Priority Areas:** Not applicable.

**Budgetary Impact:** None.

**Recommendation:** Approve the ordinance vacating a portion of a sanitary sewer easement, subject to the condition that any existing sanitary sewer line(s) currently located within the Proposed Vacated Easement are the property of the owner(s) of the land within McIntire Plaza and said owner(s) are responsible for maintaining the existing line(s), from connection(s) to each building within the development all the way to the public main (manhole #08-018) within Allied Street.

**Attachments:** Proposed Ordinance; Deed and Plat

**AN ORDINANCE  
AUTHORIZING THE RELEASE OF  
A PORTION OF A SANITARY SEWER EASEMENT  
GRANTED TO THE CITY ACROSS PROPERTY  
ON ALLIED STREET (McINTIRE PLAZA)**

**WHEREAS**, in 2015 the City acquired a permanent easement for installation of sanitary sewer line facilities (“2015 Sewer Easement”) across property currently owned by C-ville Business Park, LLC, designated as City Tax Map Parcel 340090200 (“Subject Property”); and

**WHEREAS**, the subdivision plat showing the 2015 Sewer Easement is of record as Instrument #2015000246 in the Charlottesville Circuit Court Clerk’s Office; and

**WHEREAS**, the Directors of Utilities and Neighborhood Development Services have reviewed the request to vacate a portion of the 2015 Sewer Easement, shown as a shaded area on the attached plat, and labeled “Portion of 20’ City of Charlottesville Sanitary Sewer Easement (Instr. #2015000246, Pages 4 Thru 15 Plat) Hereby Extinguished”, after determining that the City no longer has a need for that portion of the subject easement; and

**WHEREAS**, in accordance with Virginia Code Sec. 15.2-2272(2), a public hearing was held to give the public an opportunity to comment on the partial release of the 2015 Sewer Easement; now, therefore,

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute a Deed of Vacation of Easement, in form approved by the City Attorney, to release the above-described portion of the 2015 Sewer Easement granted to the City, and quitclaiming any and all right, title, and interest in and to any existing sewer lines which pass through the vacated easement area and connect to public manhole #08-018 within Allied Street.

Prepared by Lisa A. Robertson (VSB #32486)  
Charlottesville City Attorney's Office, P.O. Box 911, Charlottesville, VA 22902

Tax Map Parcel 340090200  
Consideration: \$0

*This deed is exempt from recordation tax imposed by Va. Code Sec. 58.1-802  
Pursuant to Va. Code Sec. 58.1-811(C)(4)*

**THIS DEED OF VACATION OF EASEMENT** ("Deed") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia ("City"), Grantor, and **C-VILLE BUSINESS PARK LLC**, a Virginia limited liability company, Grantee, whose address is 224 14<sup>th</sup> Street, N.W., Charlottesville, Virginia 22903.

**WITNESSETH:**

WHEREAS, Grantee owns certain real property in the City of Charlottesville, Virginia, designated as Parcel 90.2 on City Real Estate Tax Map 34; and

WHEREAS, by Boundary Line Adjustment Plat, dated January 14, 2014, last revised November 24, 2014, of record in the Charlottesville Circuit Court Clerk's Office as Instrument No. 2015000246, a sanitary sewer easement was established and dedicated to the City as a public utility easement, and further affirmed as a public utility easement by Deed of Easement dated \_\_\_\_\_, 2019, of record in the aforesaid Clerk's Office as Instrument No. 201900\_\_\_\_\_; and

WHEREAS, Grantee requested vacation and release of a portion of the subject sewer line easement by the City, described as follows:

A portion of the sanitary sewer line easement dedicated to the City as a public easement by the above-referenced recorded instruments (Instrument Nos. 2015000246 and 201900\_\_\_\_\_), shown as a shaded area on a plat entitled "Plat Showing a Portion of 20' City of Charlottesville Sanitary Sewer Easement on T.M. 34-90.2 Hereby Extinguished, the Property of C-ville Business Park LLC Located on Allied Street, City of Charlottesville, Virginia", dated August 1, 2019 attached hereto, said easement being labeled "Portion of 20' City of Charlottesville Sanitary Sewer Easement (Instr. #2015000246, Pages 4 Thru 15 Plat) Hereby Extinguished"; and

WHEREAS, C-ville Business Park LLC requested the City to vacate a portion of the Subdivision Plat pursuant to Virginia Code Sec. 15.2-2272(2), by way of adoption of an ordinance; and

WHEREAS, by ordinance adopted \_\_\_\_\_, 2019, City Council authorized the City Manager to execute this Deed of Vacation of Easement;

NOW, THEREFORE, for and in consideration of TEN DOLLARS (\$10.00), cash in hand paid, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City does hereby VACATE, RELEASE and EXTINGUISH that portion of the sanitary sewer easement shown on the attached Plat and further, the City does hereby REMISE, RELEASE and forever QUITCLAIM all right, title and interest whatsoever, both at law and in equity, in and to the lands and premises hereby released, and all improvements and sewer line(s) therein located and which pass through the lands and premises hereby released for connection to any public main(s) within the adjacent right-of-way for Allied Street.

IN WITNESS WHEREOF, the Mayor of the City of Charlottesville, Virginia, has signed this Deed pursuant to an ordinance adopted \_\_\_\_\_, 2019.

WITNESS the following signatures and seals.

**CITY OF CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_  
Nikuyah Walker, Mayor

COMMONWEALTH OF VIRGINIA  
City of Charlottesville, Virginia

The foregoing instrument was acknowledged before me, a Notary Public in and for the aforesaid City and Commonwealth, by Nikuyah Walker, Mayor of the City of Charlottesville, Virginia, on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

Registration #: \_\_\_\_\_

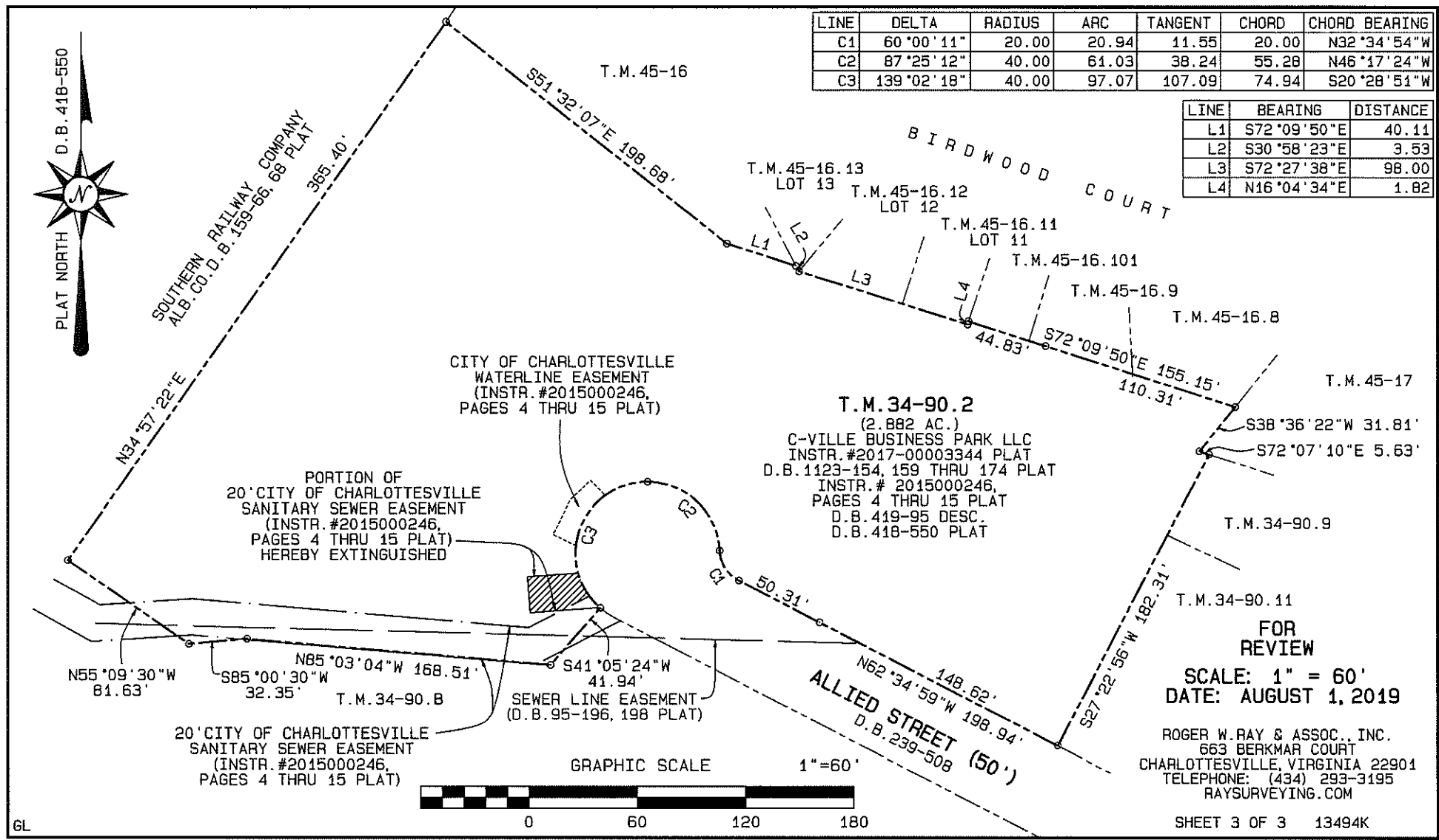
*Approved as to form:*

\_\_\_\_\_  
*John C. Blair, II, City Attorney*



| LINE | DELTA      | RADIUS | ARC   | TANGENT | CHORD | CHORD BEARING |
|------|------------|--------|-------|---------|-------|---------------|
| C1   | 60°00'11"  | 20.00  | 20.94 | 11.55   | 20.00 | N32°34'54"W   |
| C2   | 87°25'12"  | 40.00  | 61.03 | 38.24   | 55.28 | N46°17'24"W   |
| C3   | 139°02'18" | 40.00  | 97.07 | 107.09  | 74.94 | S20°28'51"W   |

| LINE | BEARING     | DISTANCE |
|------|-------------|----------|
| L1   | S72°09'50"E | 40.11    |
| L2   | S30°58'23"E | 3.53     |
| L3   | S72°27'38"E | 98.00    |
| L4   | N16°04'34"E | 1.82     |



FOR REVIEW  
 SCALE: 1" = 60'  
 DATE: AUGUST 1, 2019

ROGER W. RAY & ASSOC., INC.  
 663 BERKMAR COURT  
 CHARLOTTESVILLE, VIRGINIA 22901  
 TELEPHONE: (434) 293-3195  
 RAYSURVEYING.COM

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |   |
|------------------|---|
| Agenda Date:     | October 7, 2019   |
| Action Required: | Approval of Comprehensive Signage Plan for Hillsdale Place  |
| Presenter:       | Jeff Werner, Preservation and Design Planner  |
| Staff Contacts:  | Alex Ikefuna, NDS Director<br>Jeff Werner, Preservation and Design Planner<br>Read Brodhead, Zoning Administrator |
| Title:           | Comprehensive Signage Plan for Hillsdale Place  |

**Background:**

This report outlines Comprehensive Signage Plan (CSP) for the Hillsdale Place retail development at the intersection of Route 29 and Hydraulic Road. The CSP will be applied to the signage for the ten anticipated tenants and includes three monument signs. On September 10, 2019 the Entrance Corridor Review Board (ERB) and Planning Commission reviewed the CSP and, with modifications, recommended approval.

Per City Code Sec. 34-1045, applicants for a development that is subject to Site Plan review and design review may request approval of a CSP, defined as “a written plan detailing the type, quantity, size, shape, color, and location of all signs within the development that is the subject of the plan, where the number, characteristics and/or locations of the signs referenced within the plan do not comply with the requirements of the [sign regs].”

City council may approve a comprehensive signage plan, upon a determination that:

- (1) There is good cause for deviating from a strict application of the requirements of this division, and
- (2) The comprehensive signage plan, as proposed, will serve the public purposes and objectives set forth within section 34-1021 of this division at least as well, or better, than the signage that would otherwise be permitted for the subject development.

**Discussion:**

The proposed CSP is attached. That document, dated September 12, 2019, represents the plan as reviewed by the Planning Commission on September 10, 2019 with the Commission’s requested modifications.

### **Alignment with City Council's Vision and Strategic Plan:**

Approval of this CSP aligns with Council's vision for *Economic Sustainability* [excerpt]:

- The City has facilitated significant mixed and infill development within the City.

### **Community Engagement:**

As with other actions related to the project's design review, abutting property owners were notified prior to the meeting. There were no public comments at the September 10, 2019 meeting.

### **Budgetary Impact:**

Approval of this CSP will have no budgetary impact.

### **Recommendation:**

The ERB and Planning Commission reviewed this item at the September 10, 2019 meeting and provided the following recommendation.

Commissioner Solla-Yates moved for approval with the inclusion of staff's first three recommendations (below) and a maximum aggregate signage area of 1,050 square feet for all wall signs, canopy signs, projecting signs, and under canopy signs (seconded by Mr. Lahendro). Mr. Lahendro added clarification [referencing the table in the staff report] that the maximum aggregate signage area for tenant 1 be 300 square feet, tenants 2 through 9 to be 75 square feet per tenant, and tenant 10 to be 150 square feet, and that the maximum signage area for each sign type be as indicated in the column labeled *CSP* (seconded by Mr. Solla-Yates).

Staff recommended conditions:

- Revise CSP to clarify condition that allows no more than three monument signs above 20-feet, but not higher than 28-feet, and that those three signs may be located in any of the five locations noted.
- Revise CSP conditions regarding sandwich [board] signs (on sheet 5) to indicate that, while such signs will not require permits, they must still comply with provisions of Section 34-1038(g) items 1 through 6.
- Revise CSP, sheet 3, under General Tenant Sign Criteria, to include by reference the following components of Division 4, Section 34 to be applied by reference, unless specifically stated otherwise:
  - 1024. Definitions
  - 1025. Permit requirements—generally
  - 1026. Public liability insurance
  - 1027. Signs permitted in all districts without permits
  - 1028. Signs placed by public authority
  - 1029. Prohibited signs
  - 1030. Noncommercial signs.

- 1034. Illumination

Vote: 6-0 for approval. (Lahendro, Solla-Yates, Dowell, Heaton, Stolzenberg, Mitchell)

Staff Note: Applicant's revised CSP, dated September 19, 2019, incorporates the approved conditions.

- Signage area constraints are in the table on sheet 3.
- Signage height clarification is on sheet 1.
- Sandwich sign clarification is on sheet 5.
- Code references are on sheet 3.

### **Alternatives:**

City Council may approve the CSP with modification/conditions or deny the CSP. If the CSP is denied, the applicant may either revise and resubmit the CSP or proceed with all signage being subject to the strict provisions of Section 34 of the City Code.

Approval with modifications and/or conditions: I move to approve the Hillsdale Place comprehensive signage plan per the submittal dated September 12, 2019 and with the following modifications/conditions....

Denial: For the following reasons, I move to deny the Hillsdale Place comprehensive signage plan per the submittal dated September 12, 2019...

### **Attachments:**

- Proposed Resolution: Resolution Approving Comprehensive Signage Plan for Hillsdale Place
- Planning Commission staff report, dated September 10, 2019  
<https://www.charlottesville.org/home/showdocument?id=66591> (beginning on page 90)
- *Hillsdale Place: Comprehensive Signage Plan*, dated September 12, 2019 (Bignell-Watkins-Hasser Architects for Riverbend Development. Sheets 1 through 10.)

**RESOLUTION**  
**APPROVING COMPREHENSIVE SIGNAGE PLAN**  
**FOR HILLSDALE PLACE**  
**(Application No. OT19-00186)**

**WHEREAS**, on September 10, 2019, the City's Entrance Corridor Review Board and the City's Planning Commission reviewed the Comprehensive Signage Plan proposed for Hillsdale Place, and recommended approval of the plan if certain modifications were to be made; and

**WHEREAS**, the applicant has indicated that the modifications recommended by the Planning Commission are acceptable, and has incorporated those modifications into a revised Comprehensive Signage Plan for Hillsdale Place (rev. September 12, 2019) for review and approval by City Council; and

**WHEREAS**, in accordance with City Code Sec. 34-1045(c), City Council has determined that:

- (1) There is good cause for deviating from a strict application of the requirements of Section 34-1020, et seq. (City Code Chapter 34, Article IX, Division 4 – Signs), and
- (2) The comprehensive signage plan, as proposed, with the modifications recommended by the Planning Commission, will serve the public purposes and objectives set forth within City Code Section 34-1021 at least as well, or better, than the signage that would otherwise be permitted for the subject development; now, therefore

**BE IT RESOLVED** by the Council for the City of Charlottesville, Virginia, that this Council hereby approves the Comprehensive Signage Plan for Hillsdale Place (rev. September 12, 2019).

# Hillsdale Place : Comprehensive Sign Plan

## Introduction

Hillsdale Place is a retail development that includes an existing Whole Foods Market and a proposed retail center that will replace an existing vacant 'big box' retail store at the intersection of Route 29 and Hydraulic Road within the Entrance Corridor District. It is the intent of these guidelines to ensure that all of the signage within the Hillsdale Place retail center provides safe, harmonious and visually compelling context for visitors, shoppers, and the surrounding entrance corridor district. The guidelines propose appropriate limitations on signage areas and heights to be visually proportional to the size and orientation of the building and in accordance with the goals of Division 4 of the Charlottesville Zoning Ordinance. Any deviations from Division 4 included in these guidelines are specific to the project's unique conditions and are outlined below for clarity.

**Signage Height:** These guidelines include three specific areas where signage is allowed above twenty (20) feet above grade, but no more than twenty-eight (28) feet. These three signs may be located in any of the five locations noted on Sheet 7 and 8. Two of these areas are located at either end of the building where a single large tenant will be occupying the respective spaces and the height of the architecture lends itself aesthetically to higher signage. The third location is at the central architectural feature, where the center's branding location shall be placed (no individual tenant sign above twenty feet). The proportions of the architecture at these areas and the fact that the site is located as much as fifteen (15) feet below the elevation of adjacent Route 29 makes the site appropriate for a minimal amount of signage exceeding twenty (20) feet in height.

All other signage shall not exceed a height of twenty (20) feet per Div.4 Sec. 34-1038 (i)(4).

**Signage Area:** These guidelines include two specific locations where the aggregate signage area is allowed to exceed 75 SF per tenant and the area of a single wall sign shall be allowed to exceed fifty (50) SF. These locations are at either end of the building where a single large tenant will be occupying the respective spaces and the proportions of the architecture and length of frontage lends itself aesthetically to larger signage. The total signage for these tenants shall not exceed 300 SF and 150 SF, respectively. Therefore, the total signage area for all tenants shall not exceed 1050 SF which is equal to less than 0.80 SF of signage per linear foot of total frontage. This total of 1050 SF exceeds the by-right allowance by only three hundred (300) SF (given that, by-right, 10 tenants are allowed a total of 750 SF, 75 SF per tenant). Given the 10.63 acre size of the site and the large amount of frontage, this should provide a total maximum signage area that is consistent with the intent of the ordinance and comparable to similar centers in the Entrance Corridor.

See sheet 4 for further information.

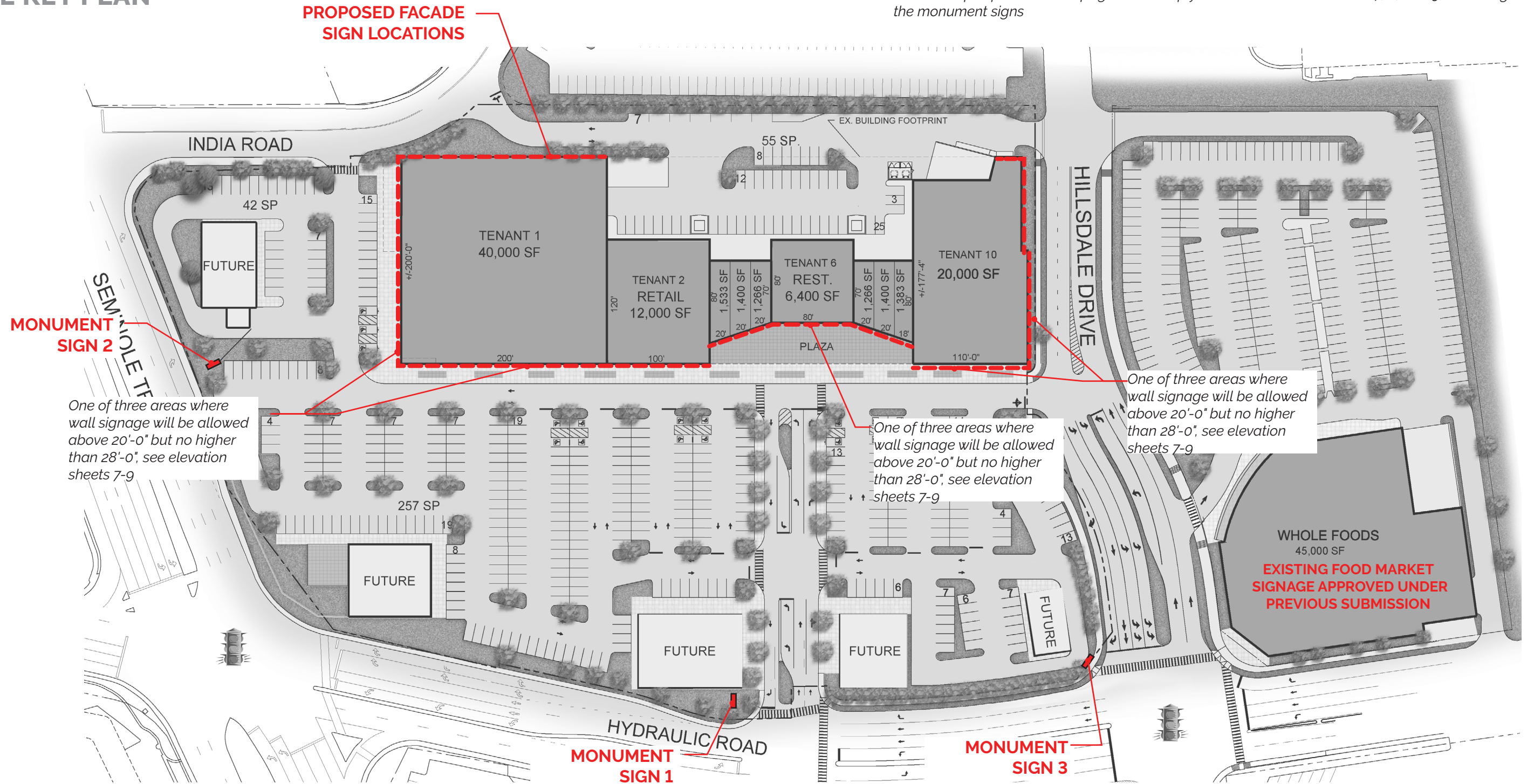
Note: The Whole Foods Market has existing signage based on criteria included in a previous Comprehensive Signage Plan (CSP) approved on 03/04/11 that will remain in place. Any future modifications to the Whole Foods Market building signage shall comply with that approved CSP. A Whole Foods signage shall be included in the proposed monument sign design per sheet 6.

Should there be any conflicting text or illustrations within this CSP, the most stringent of the conditions shall be applied.

*References to City Code shall be interpreted to be the code as of August 29, 2019.*

# SITE KEY PLAN

Note: The specific locations of signs will comply with elevations on Sheets #7, 8, and 9, excluding the monument signs



**NOTE: ONE (1) MONUMENT SIGN PER ENTRANCE ALLOWED BY RIGHT.**

**NOTE: Signage requirements for future outparcel buildings must be established by amendments of the CSP.**

SITE PLAN  
SCALE: 1" = 100'

# GENERAL CRITERIA

The CSP must cover all intended signage. If it is not addressed in the CSP, it is not allowed. There is no default to the city code.

## General Notes

The Whole Foods Market signage has been approved under a previous submission. This CSP shall be understood to allow area for the Whole Foods Market on any monument signs within the Hillsdale Place development.

Alternative signage or signage not consistent with this CSP will require amendment of the CSP.

## General Tenant Sign Criteria

Permitted signage shall comply with the CSP.

All signs shall be related directly to the business, services, or products offered within the premises.

No flashing action or other mechanical animation will be allowed on signs.

All illuminated signs shall be illuminated with LED lighting, see page 4 for further information.

## List from Section 34-1038 General Sign Regulations:

- A. Awning or canopy. Note: Allowed per CSP. See sheets 4 and 5. (Canopy Mounted and Under Canopy)
- B. Freestanding signs. Note: As defined by 34-1038, not included in CSP; not permitted.
- C. Marquee signs. Note: As defined by 34-1038, not included in CSP; not permitted.
- D. Monument signs. Note: Three monument signs per CSP. See sheets 2 and 6.
- E. Pole mounted signs. Note: As defined by 34-1038, not included in CSP; not permitted.
- F. Projecting signs. Note: Allowed per CSP. See sheet 5.
- G. Sandwich board signs. Note: Allowed per CSP. See sheet 5.
- H. Temporary signs. Note: Not included in CSP. Allowed if they comply with Division 4 Section 34-1027, Section 34-1028, and section 34-1029.
- I. Wall signs. Note: Allowed per CSP. See sheets 4,7,8, and 9.

Division 4, Section 34 to be applied by reference to all signage, unless specifically stated otherwise:

- o 1024. Definitions
- o 1025. Permit requirements—generally
- o 1026. Public liability insurance
- o 1027. Signs permitted in all districts without permits
- o 1028. Signs placed by public authority
- o 1029. Prohibited signs
- o 1030. Noncommercial signs.
- o 1034. Illumination



| Proposed Signage (excluding Monument Signs and Sandwich Board Signs) |   |                           |  |                |                    |                      |   |
|--|---|---------------------------|--|----------------|--------------------|----------------------|---|
| Tenant   | Max # of Signs (Wall, Canopy, Projecting, Under Canopy) | Max # of Projecting Signs | Maximum Aggregate Area: Sign Type per Tenant (Square Feet) |                |                    |                      |   |
|  |   |                           | Wall Sign(s)   | Canopy Sign(s) | projecting Sign(s) | Under Canopy Sign(s) | Combined Wall, Canopy, Projecting, and Under Canopy |
| Tenant #1:   | 5   | 1                         | 300  | 0              | 30                 | 4                    | 300   |
| Tenant #2:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #3:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #4:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #5:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #6:   | 3   | 1                         | 50   | 0              | 30                 | 4                    | 75  |
| Tenant #7:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #8:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #9:   | 3   | 1                         | 50   | 20             | 30                 | 4                    | 75  |
| Tenant #10:  | 5   | 1                         | 150  | 20             | 30                 | 4                    | 150   |
| <b>Aggregate All Tenants</b>   | <b>17</b>   | <b>10</b>                 |  |                |                    |                      | <b>1050</b>   |
| <b>Central Tower Sign</b>  | <b>1</b>  |                           | <b>128</b>   |                |                    |                      | <b>1178</b>   |



# TENANT SIGNS

## Wall Mounted Tenant Signs

Type and Mounting: Signs shall consist of individual channel letters or logo shapes mounted directly to the wall. Wall mounted primary tenant signs shall be mounted parallel to the wall on which they are mounted.

| Wall Signage: Maximum Aggregate Area per Tenant (Square Feet = SF) |        |             |        |
|--|--------|-------------|--------|
| Tenant #1:   | 300 sf | Tenant #2:  | 50 sf  |
| Tenant #3:   | 50 sf  | Tenant #4:  | 50 sf  |
| Tenant #5:   | 50 sf  | Tenant #6:  | 50 sf  |
| Tenant #7:   | 50 sf  | Tenant #8:  | 50 sf  |
| Tenant #9:   | 50 sf  | Tenant #10: | 150 sf |
| Shopping Center Wall Sign  |        |             | 100 sf |

Note: The Code allows by-right: 50 SF per tenant.

Quantity: The maximum quantity of individual wall mounted signs for the entire building shall not exceed 18.

Location: Signs shall be located within the areas designated on the building elevations within this plan. Alternative signage or signage not consistent with this CSP will require amendment of the CSP.

Lighting: Wall Mounted Signs may be internally lit, halo lit, or externally lit with gooseneck or straight-arm sign lights. Internally lit signs shall have an opaque background. Gooseneck and straight-arm sign light fixtures shall have lamps that comply with the 'full cutoff' requirements of Div.4 Sec. 34-1034 and 34-1000. All lit signage shall appear to be lit 'white' at night. When exposed incandescent lamps are used to illuminate signs, they shall be equipped with gooseneck reflectors or other devices arranged so as to concentrate the illumination upon the area of the sign and to prevent glare. Special attention shall be given to illumination so as to avoid glare upon adjoining properties and/or streets.

Colors: Illuminated sign faces may consist of a maximum of 2 colors. Alternative signage or signage not consistent with this CSP will require amendment of the CSP. Sign returns shall be painted black, silver, or a color harmonious with the surface on which the sign is mounted. All lit signage shall appear to be lit 'white' at night.

## Canopy Mounted Tenant Signs

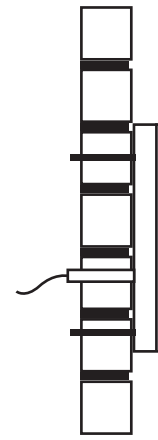
Type and Mounting: Signs shall consist of individual channel letters or logo shapes standing on or mounted to the fascia of a canopy. Canopy Mounted signs may incorporate a raceway provided that the raceway is painted to match the color of the canopy.

Size: Up to 1 square foot per linear foot of canopy per tenant.

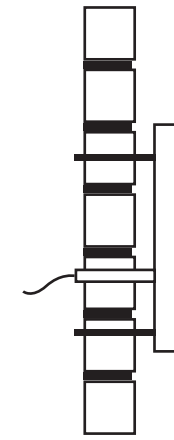
Location: Signs shall be located within the areas designated on the building elevations within this plan.

Lighting: Internally lit or halo lit. All lit signage shall appear to be lit 'white' at night.

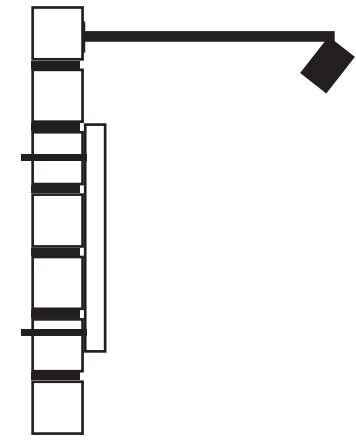
Colors: Sign faces may consist of a maximum of 2 colors. Alternative signage or signage not consistent with this CSP will require amendment of the CSP. Sign returns shall be painted a color harmonious with the surface on which the sign is mounted. All lit signage shall appear to be lit 'white' at night.



Individual Flush-Mount Channel Letter

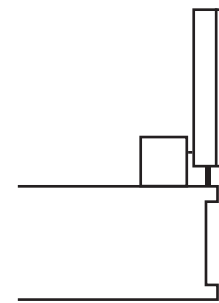


Individual Reverse/Halo Channel Letter

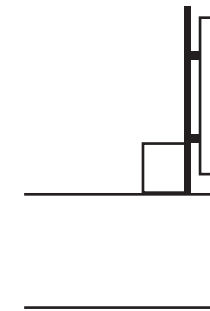


Externally Lit Channel Letter

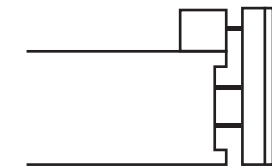
## Example Wall Mounted Sign Diagrams NTS



Individual Channel Letter Standing on Canopy Edge



Individual Halo Lit Channel Letter with Background Panel



Individual Channel Letter Mounted to Fascia

External Sign Light BK Denali Series Sign Star, Style L



## Example Canopy Mounted Sign Diagrams NTS

| Canopy Signage: Maximum Aggregate Area per Tenant (Square Feet = SF) |                       |             |                       |
|--|-----------------------|-------------|-----------------------|
| Tenant #1:   | 0 sf; No canopy noted | Tenant #2:  | 20 sf                 |
| Tenant #3:   | 20 sf                 | Tenant #4:  | 20 sf                 |
| Tenant #5:   | 20 sf                 | Tenant #6:  | 0 sf; No canopy noted |
| Tenant #7:   | 20 sf                 | Tenant #8:  | 20 sf                 |
| Tenant #9:   | 18 sf                 | Tenant #10: | 20 sf                 |

Note: The Code allows by-right: (1) square foot per linear foot of canopy, maximum of (20) square feet.

Note: Per Section 34-1034 - Illumination: Each outside lighting installation and each illuminated sign shall be controlled by a time switch.

# TENANT SIGNS

## Projecting Signs

Type and Mounting: Projecting Signs shall be mounted perpendicular to the building wall and shall be double sided. Signs shall be fabricated of metal and may incorporate dimensional plastic or metal graphics. Signage must be located on exterior wall space associated with that tenant.

Size: 30 SF Maximum, and projecting no more than 3'-6" beyond the facade of the building to which it is attached.

Location: No part of a projecting sign shall be lower than 8' above grade or higher than 20' above grade

Lighting: Projecting signs may incorporate internal lighting or external lighting and illuminated letters. All lit signage shall appear to be lit 'white' at night.

Colors: Signs may consist of a maximum of 2 colors. Additionally, corporate logos are allowed with a max of 4 colors. Alternative signage or signage not consistent with this CSP will require amendment of the CSP. Colors shall be harmonious with surface to which the sign is mounted.

## Under Canopy Signs

Type and Mounting: Under Canopy Signs shall be hung from the bottom of a projecting canopy. Signs shall be fabricated of metal and may incorporate dimensional plastic or metal graphics.

Size: 4 SF Maximum per tenant. Maximum of (1) sign per tenant. Under canopy signs shall be located only within areas indicated on the elevations for Canopy Signs.

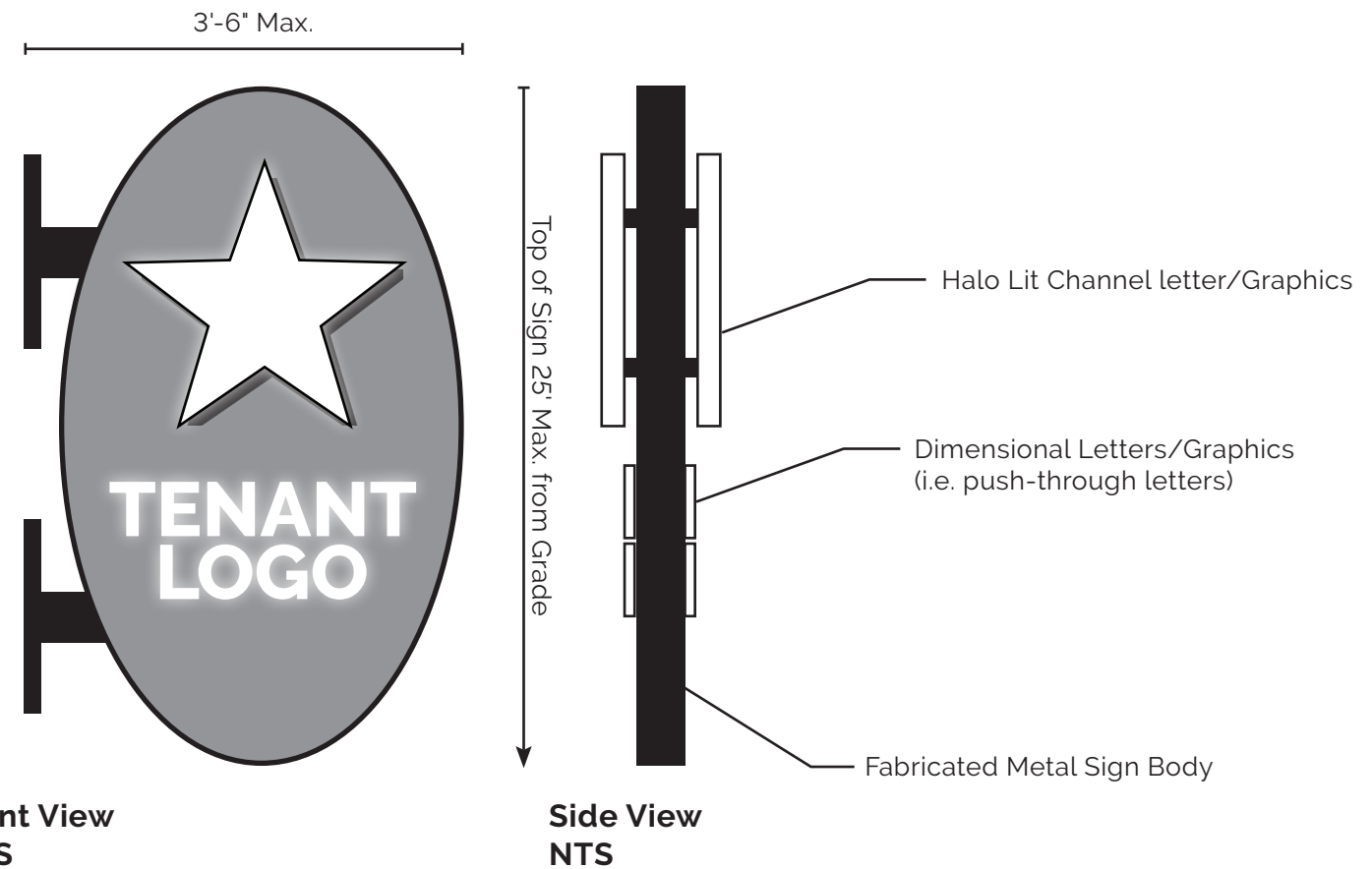
Location: No part of an Under Canopy Sign shall be lower than 8' above grade or higher than 20' above grade or higher than area indicated on elevations for Canopy Signs.

Lighting: Under Canopy Signs may incorporate internal lighting and illuminated letters. All lit signage shall appear to be lit 'white' at night.

Colors: Signs may consist of a maximum of 2 colors. Additionally, corporate logos are allowed with a max of 4 colors. Alternative signage or signage not consistent with this CSP will require amendment of the CSP. Colors shall be harmonious with surface to which the sign is mounted.

## Sandwich Signs

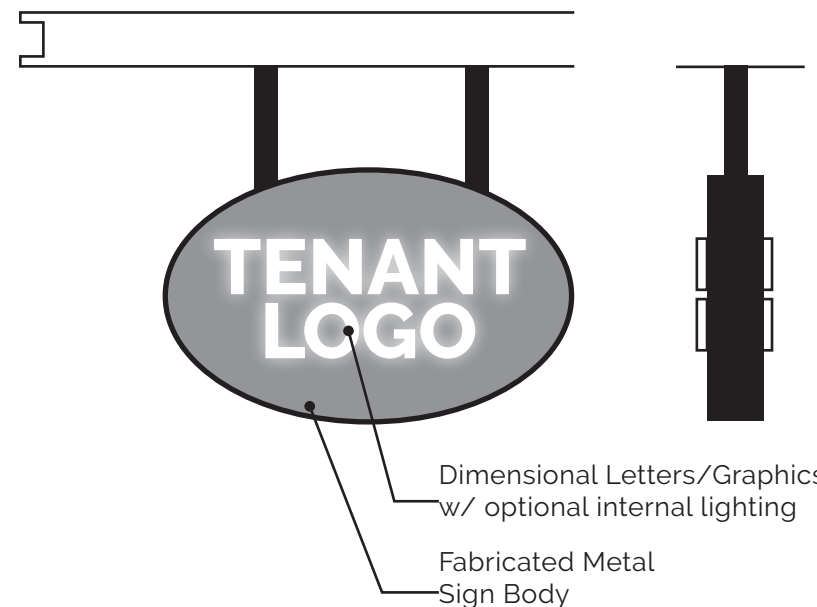
Sandwich signs are allowed with owner's approval, but may be placed only on the concrete walk at the storefronts and must be removed after hours. Sandwich board signs will not require permits, but they must comply with provisions of Section 34-1038(g) items 1 through 6.



Front View  
NTS

Side View  
NTS

## Example Projecting Sign Diagrams NTS



Front View  
NTS

Side View  
NTS

## Example Under Canopy Sign Diagrams NTS

| Projecting Signage: Maximum Aggregate Area per Tenant (Square Feet - SF) |       |            |       |
|--|-------|------------|-------|
| Tenant #1:   | 30 sf | Tenant #2  | 30 sf |
| Tenant #3  | 30 sf | Tenant #4  | 30 sf |
| Tenant #5  | 30 sf | Tenant #6  | 30 sf |
| Tenant #7  | 30 sf | Tenant #8  | 30 sf |
| Tenant #9  | 30 sf | Tenant #10 | 30 sf |

Note: The Code allows by-right: No projecting sign shall exceed an area of (30) square feet.

| Under Canopy Signage: Maximum Aggregate Area per Tenant (Square Feet - SF) |      |            |      |
|--|------|------------|------|
| Tenant #1:   | 4 sf | Tenant #2  | 4 sf |
| Tenant #3  | 4 sf | Tenant #4  | 4 sf |
| Tenant #5  | 4 sf | Tenant #6  | 4 sf |
| Tenant #7  | 4 sf | Tenant #8  | 4 sf |
| Tenant #9  | 4 sf | Tenant #10 | 4 sf |

Note: The Code does not specifically limit "Under-Canopy" signage.

**Note:** For illustration only.  
Sign designs to be provided by tenants.

# MONUMENT SIGNS

Quantity: 3

Size: 24 SF maximum sign area. 6' tall maximum.

Location: See Site Key Plan

Lighting: Internally lit. All lit signage shall appear to be lit 'white' at night.

Materials: Aluminum sign cabinet with push-through style letters. Accent materials may include phenolic panel or materials to match the building facade.

Finishes: Building finishes per Sheet 19 of drawings approved for Entrance Corridor CoA, 5 August 2019.

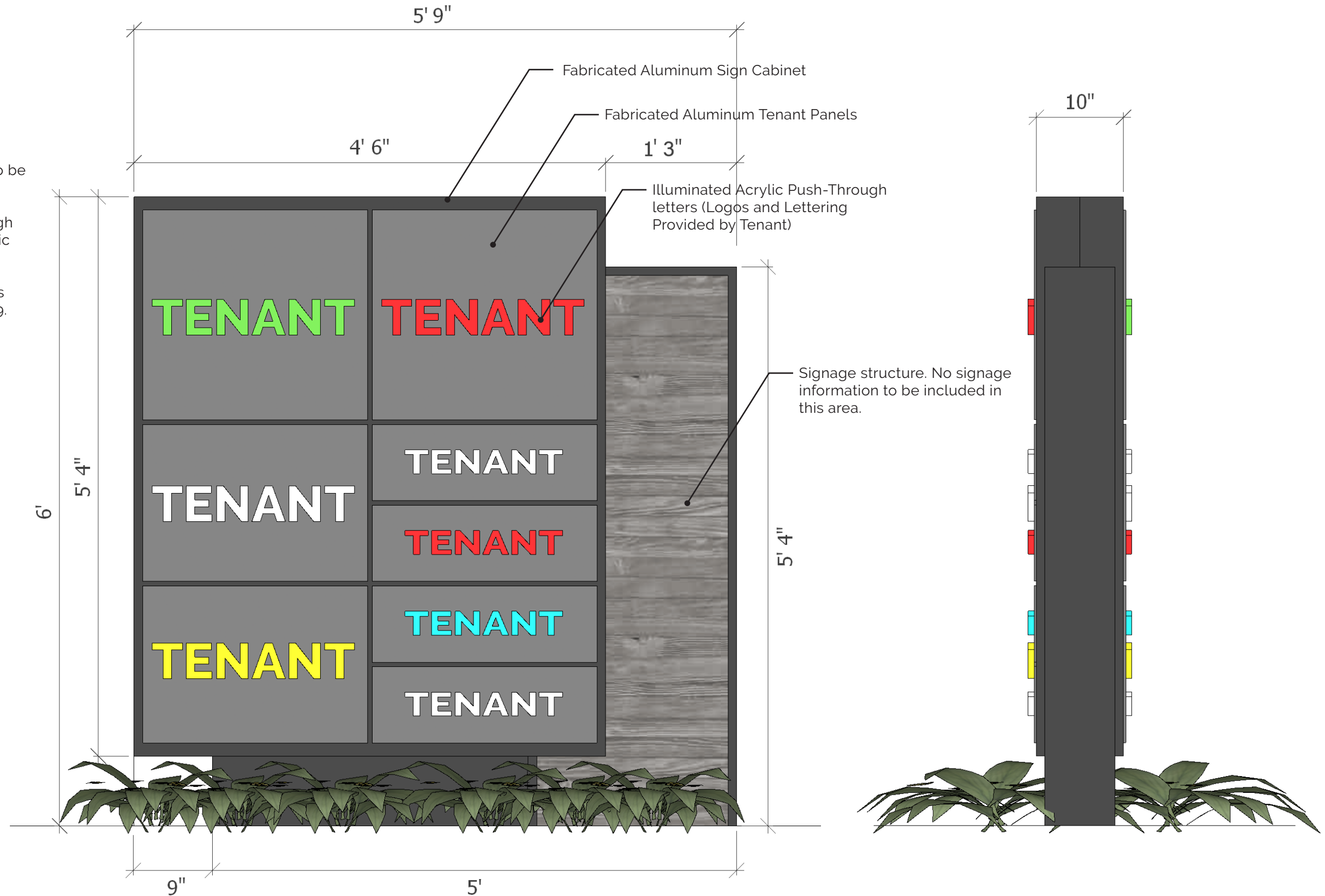
Landscaping:



Shrubs (+/- 5'-0" from typical monument sign)  
Dwarf Inkberry Holly, 24"-30" Height



Trees (+/- 15'-0" from typical monument sign)  
White Oak, 10'-12' Height



**Monument Sign** (For Illustration Only, Design Subject to Change)

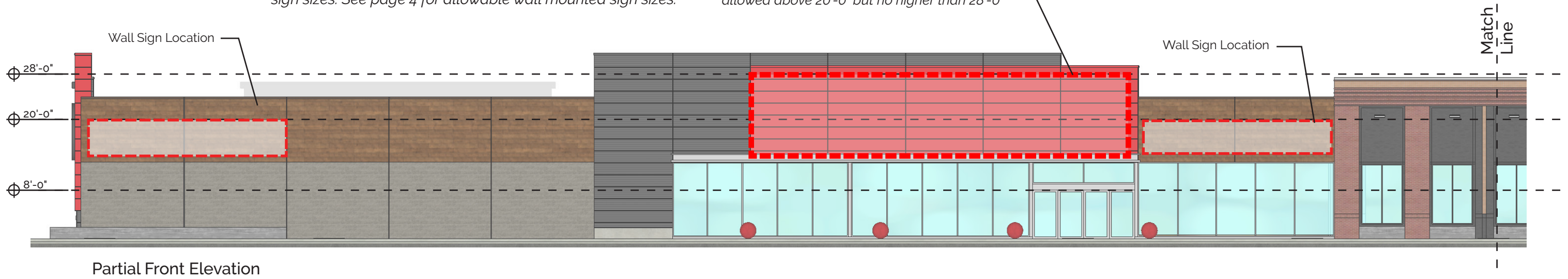
1"=1'

Note: Tenant panel layout is conceptual and may be altered as necessary within the maximum allowable signage area of 24 SF.

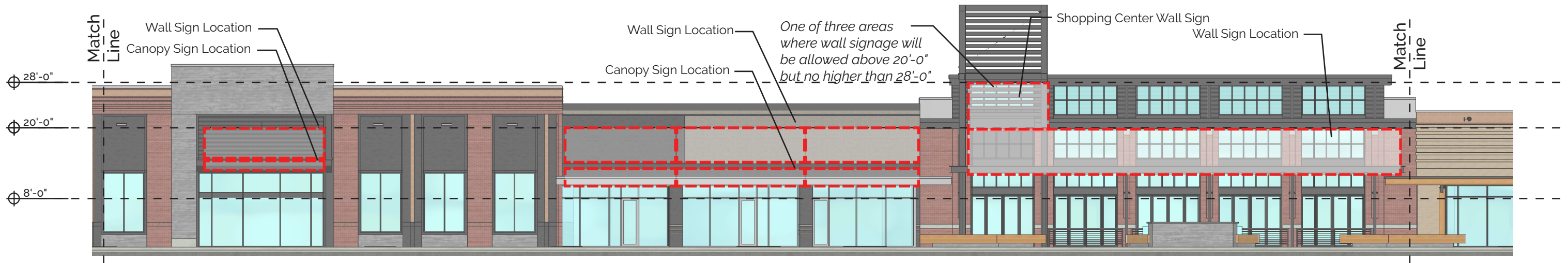
# SIGN LOCATIONS

Areas shown represent acceptable locations for signs, not actual sign sizes. See page 4 for allowable wall mounted sign sizes.

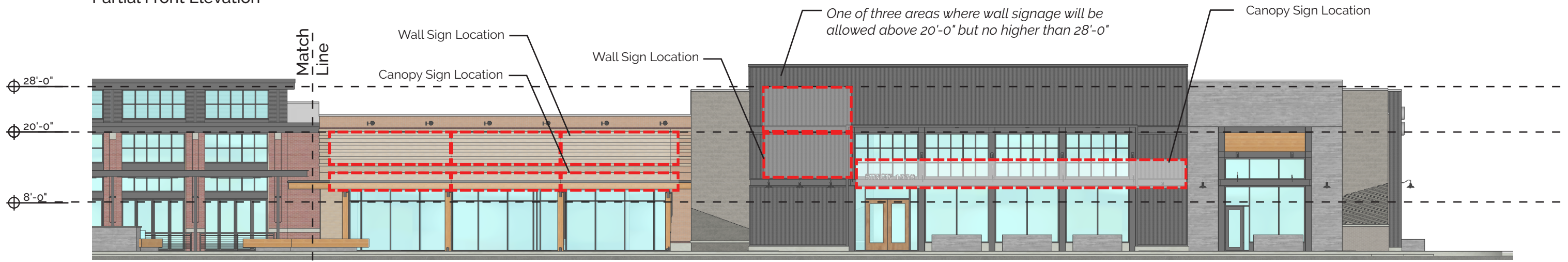
One of three areas where wall signage will be allowed above 20'-0" but no higher than 28'-0"



Partial Front Elevation



Partial Front Elevation

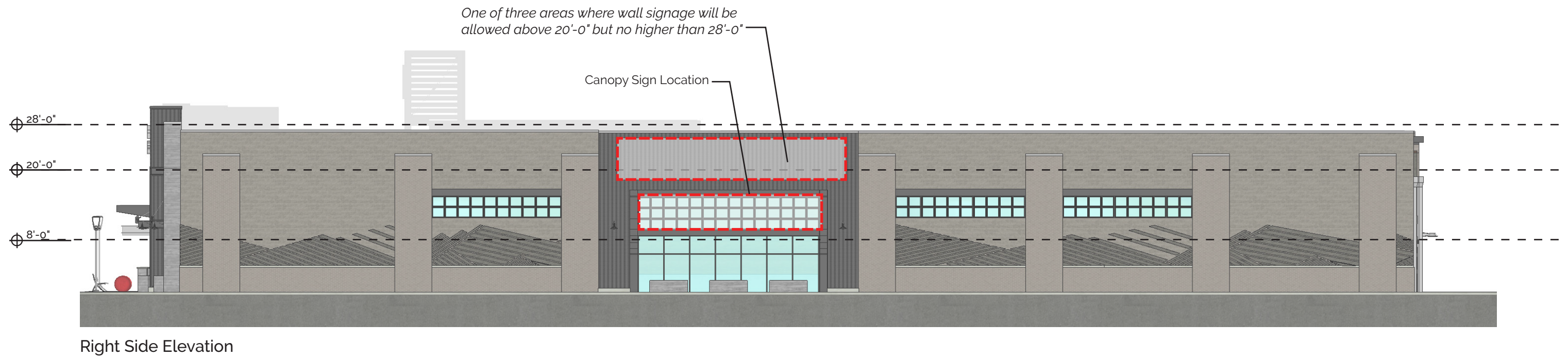
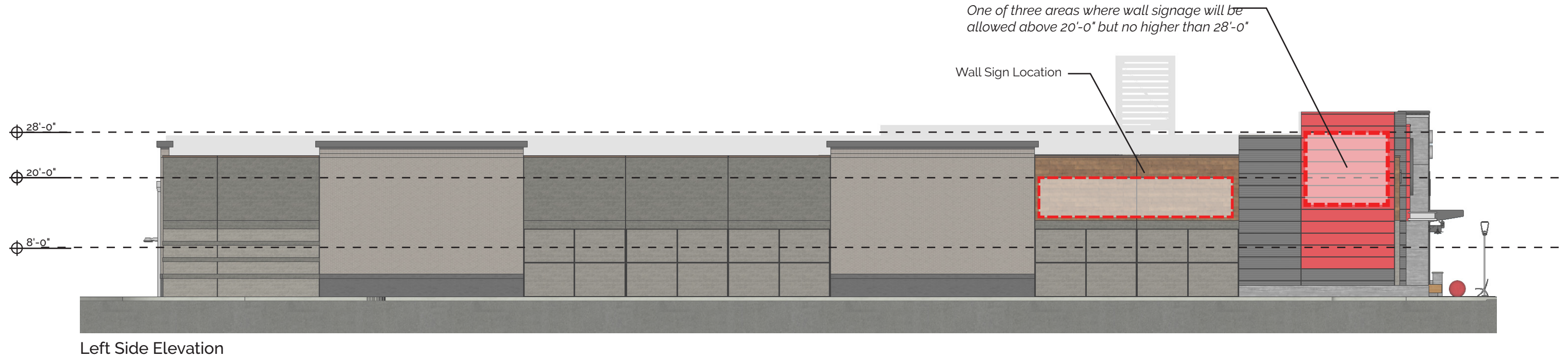


Partial Front Elevation

Note: Signs shall be located within the areas designated on the building elevations within this plan. Sign Locations shown do not represent the proposed or mandatory location for any sign. Elevations are for conceptual illustration only and are subject to change.

# SIGN LOCATIONS

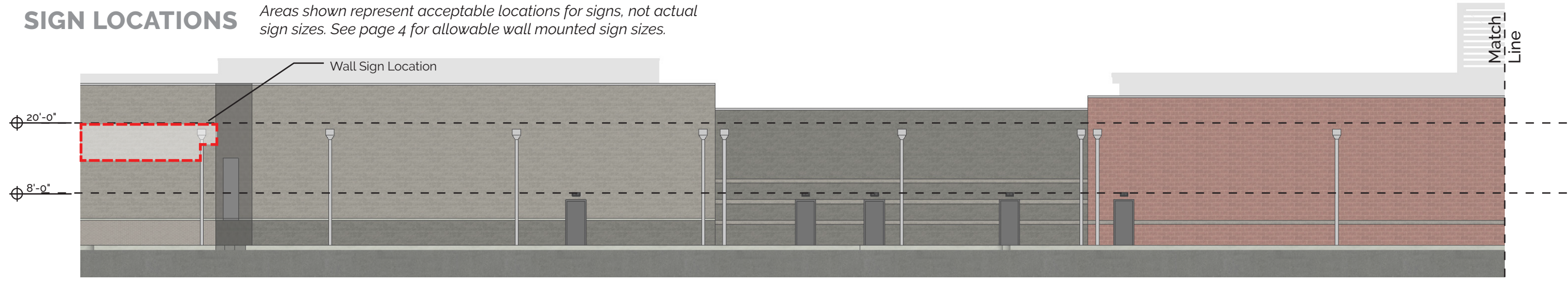
Areas shown represent acceptable locations for signs, not actual sign sizes. See page 4 for allowable wall mounted sign sizes.



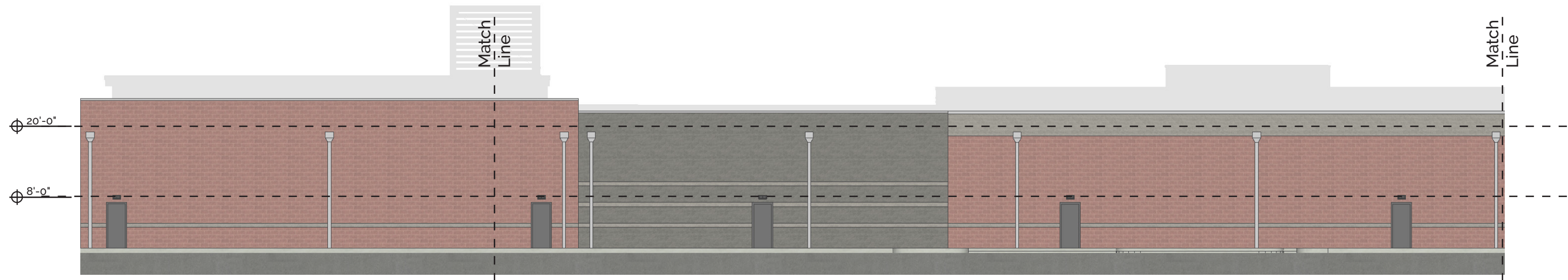
Note: Signs shall be located within the areas designated on the building elevations within this plan. Sign Locations shown do not represent the proposed or mandatory location for any sign. Elevations are for conceptual illustration only and are subject to change.

# SIGN LOCATIONS

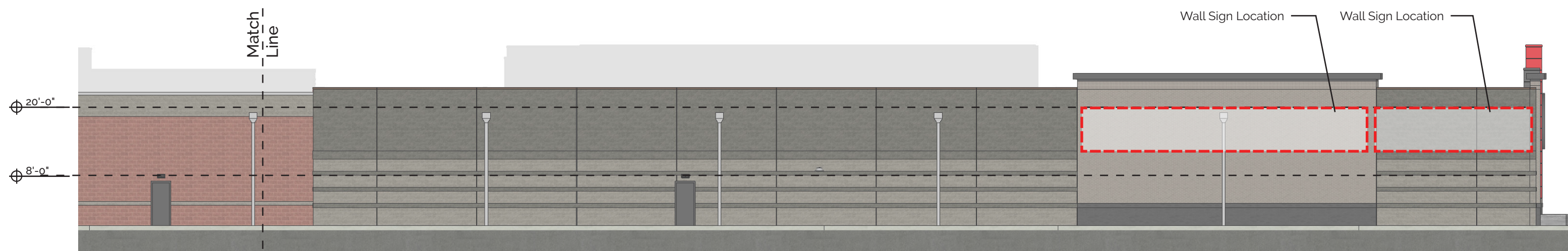
Areas shown represent acceptable locations for signs, not actual sign sizes. See page 4 for allowable wall mounted sign sizes.



Partial Rear Elevation



Partial Rear Elevation



Partial Rear Elevation

Note: Signs shall be located within the areas designated on the building elevations within this plan. Sign Locations shown do not represent the proposed or mandatory location for any sign. Elevations are for conceptual illustration only and are subject to change.

# ADJACENT PROPERTIES - EXISTING SIGNAGE



Whole Foods (East of Hillsdale Dr.)



Kroger (South of Hydraulic Rd.)



Seminole Square (East of Seminole Trail)



Shops at Stonefield (West of Seminole Trail)

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                  |   |
|------------------|---|
| Agenda Date:     | October 7, 2019   |
| Action Required: | Consideration of an application for a Special Use Permit                                  |
| Presenter:       | Brian Haluska, Principal Planner  |
| Staff Contacts:  | Brian Haluska, Principal Planner  |
| Title:           | <b>SP19-00003 – 602-616 West Main Special Use Permit request for a mixed-use building</b> |

**Background:**

L.J. Lopez of Milestone Partners, acting as agent for Heirloom West Main Street Second Phase, LLC (owner) has submitted an application seeking approval of a Special Use Permit (SUP) for the property located at 602-612 West Main Street with approximately 163 feet of road frontage on West Main Street. The proposal requests additional residential density up to 120 dwelling units per acre (DUA), pursuant to City Code Section 34-641.

The applicant's proposal shows a new mixed-use building on the entire development site (0.455 acres). The property is further identified on City Real Property Tax Map 29 Parcel 3 ("Subject Property"). The Subject Property is zoned West Main East Mixed-Use Corridor with West Main Street Architectural Design Control District Overlay and Parking Modified Zone Overlay. The site is approximately 0.455 acres or 19,819 square feet.

**Discussion:**

The Planning Commission considered this application at their meeting on August 13, 2019, but decided to table the item after directing staff to revise the proposed condition regarding the monitoring of the adjacent historic building.

The Planning Commission continued their deliberation on the request at their September 10, 2019 regular meeting. The discussion centered on the proposed condition that the applicant provide 53 parking spaces on-site. The applicant indicated their opposition to this condition, but the Commission ultimately recommended the condition as written.

The staff report and supporting documentation presented to the Planning Commission can be found starting at page 53 at the following link:

<https://www.charlottesville.org/home/showdocument?id=66591>

### **Alignment with City Council's Vision and Strategic Plan:**

The City Council Vision of Economic Sustainability states that "The City has facilitated significant mixed and infill development within the City."

The City Council Vision of Quality Housing Opportunities for All states that "Our neighborhoods retain a core historic fabric while offering housing that is affordable and attainable for people of all income levels, racial backgrounds, life stages, and abilities. Our neighborhoods feature a variety of housing types, including higher density, pedestrian and transit-oriented housing at employment and cultural centers."

### **Community Engagement:**

Per Sec. 34-41(c)(2), the applicant held a community meeting on June 20, 2019 (a City Planner attended as a NDS representative). Neighborhood concerns gathered from the community meeting are listed below.

- Parking impact in the surrounding neighborhood. Several residents noted that when parking demand exceeds supply on West Main Street, the on-street parking spaces on residential streets around West Main are frequently filled to capacity, which can create difficulties navigating those streets.
- Residents asked about the rental rates of the proposed units.
- Several residents asked about the potential tenants in the commercial space.

The Planning Commission held a joint public hearing with City Council on this matter on August 13, 2019. Three members of the public spoke on the matter, and raised concerns regarding:

- The demand on on-street parking spaces within the surrounding neighborhood that has been increasing with increased activity along West Main Street, especially during construction projects.
- The safeguarding of the adjacent historic building at 620 West Main Street during construction.
- The maintenance of access to the alley between the Subject Property and 620 West Main Street.
- The impact of construction noise on the surrounding properties.

### **Budgetary Impact:**

No direct budgetary impact is anticipated as a direct result of this special use permit.

### **Recommendation:**

Staff recommends the application be approved.

The Planning Commission voted 4-2 to recommend the application be approved. Commissioner Mitchell recused himself from the proceedings.

**Alternatives:**

City Council has several alternatives:

- (1) by motion, take action to approve the attached resolution (granting an SUP as recommended by the Planning Commission);
- (2) by motion, request changes to the attached Resolution, and then approve an SUP in accordance with the amended Resolution;
- (3) by motion, defer action on the SUP, or
- (4) by motion, deny the requested SUP.

**Attachments:**

- (1) Proposed Special Use Permit, containing the conditions recommended for the approval of SP19-00003 by the Planning Commission on September 10, 2019.

**RESOLUTION  
APPROVING A SPECIAL USE PERMIT  
TO ALLOW HIGH DENSITY RESIDENTIAL DEVELOPMENT  
FOR PROPERTY LOCATED AT  
602-616 WEST MAIN STREET**

**WHEREAS**, landowner Heirloom West Main Street Second Phase, LLC is the current owner of a lot identified on 2019 City Tax Map 29 as Parcel 3 (City Parcel Identification No. (290003000) (the “Subject Property”), and pursuant to City Code §34-641, the landowner proposes to redevelop the Subject Property by constructing a mixed use building on the Subject Property (“Project”), containing residential dwelling units at a density of up to 120 dwelling units per acre (“DUA”); and

**WHEREAS**, the Project is described within the Applicant’s application materials dated May 14, 2019 submitted in connection with SP19-00003, including, without limitation, a narrative statement dated May 14, 2019, and a preliminary site plan dated May 13, 2019, as required by City Code §34-158 (collectively, the “Application Materials”); and

**WHEREAS**, the Planning Commission reviewed the Application Materials, and the City’s Staff Report, and subsequent to a joint public hearing, duly advertised and conducted by the Planning Commission and City Council on August 13, 2019, the Planning Commission voted to recommend that the City Council should approve the requested special use permit, to allow residential density up to 120 dwelling units per acre (DUA), subject to certain suitable conditions and safeguards recommended by the Planning Commission; and

**WHEREAS**, upon consideration of the comments received during the joint public hearing, the Planning Commission’s recommendation, and the Staff Reports discussing this application, as well as the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the proposed Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that, pursuant to City Code §§ 34-641, a special use permit is hereby approved and granted, subject to the following conditions:

1. The specific development being approved by this special use permit (“Project”), as described within the site plan exhibit required by City Code §34-158(a)(1), shall have the following minimum attributes/ characteristics:
  - a. Not more than one building shall be constructed on the Subject Property (the “Building”). The Building shall be a Mixed Use Building.
  - b. The Building shall not exceed a height of four (4) stories.
  - c. The Building shall contain no more than 55 dwelling units.

- d. The Building shall contain space to be occupied and used for retail uses, which shall be located on the ground floor of the Building facing West Main Street. The square footage of this retail space shall be at least the minimum required by the City's zoning ordinance.
    - e. Underground parking shall be provided within a parking garage structure constructed underneath the Building, which shall provide at least 53 parking spaces serving the use and occupancy of the Building. No direct access shall be provided into the underground parking from the Building's street wall along West Main Street.
  2. The mass of the Building shall be broken down to reflect the multi-parcel massing historically on the site, as well as the West Main Street context, using building modulation. The Building and massing refer to the historic buildings on either side.
  3. There shall be pedestrian engagement with the street with an active, transparent, and permeable façade at street level.
  4. The Landowner (including, without limitation, any person who is an agent, assignee, transferee or successor in interest to the Landowner) shall prepare a Protective Plan for the Rufus Holsinger Building located on property adjacent to the Subject Property at 620-624 West Main Street ("Holsinger Building" or "Adjacent Property"). The Protective Plan shall provide for baseline documentation, ongoing monitoring, and specific safeguards to prevent damage to the Holsinger Building, and the Landowner shall implement the Protective Plan during all excavation, demolition and construction activities within the Subject Property ("Development Site"). At minimum, the Protective Plan shall include the following:
    - a. *Baseline Survey*—Landowner shall document the existing condition of the Holsinger Building ("Baseline Survey"). The Baseline Survey shall take the form of written descriptions, and visual documentation which shall include color photographs and/or video recordings. The Baseline Survey shall document the existing conditions observable on the interior and exterior of the Holsinger Building, with close-up images of cracks, staining, indications of existing settlement, and other fragile conditions that are observable.

The Landowner shall engage an independent third party structural engineering firm (one who has not participated in the design of the Landowner's Project or preparation of demolition or construction plans for the Landowner, and who has expertise in the impact of seismic activity on historic structures) and shall bear the cost of the Baseline Survey and preparation of a written report thereof. The

Landowner and the Owner of the Holsinger Building (“Adjacent Landowner”) may both have representatives present during the process of surveying and documenting the existing conditions. A copy of a completed written Baseline Survey Report shall be provided to the Adjacent Landowner, and the Adjacent Landowner shall be given fourteen (14) days to review the Baseline Survey Report and return any comments to the Landowner.

- b. *Protective Plan*--The Landowner shall engage the engineer who performed the Baseline Survey to prepare a Protective Plan to be followed by all persons performing work within the Development Site, that may include seismic monitoring or other specific monitoring measures of the Adjacent Property if recommended by the engineer preparing the Protective Plan, and minimally shall include installation of at least five crack monitors. Engineer shall inspect and take readings of crack monitors at least weekly during ground disturbance demolition and construction activities. Reports of monitor readings shall be submitted to the city building official and Adjacent Landowner within two days of inspection. A copy of the Protective Plan shall be provided to the Adjacent Landowner. The Adjacent Landowner shall be given fourteen (14) days to review the Report and return any comments to the Landowner.
- c. *Advance notice of commencement of activity*--The Adjacent Landowner shall be given 14 days’ advance written notice of commencement of demolition at the Development Site, and of commencement of construction at the Development Site. This notice shall include the name, mobile phone number, and email address of the construction supervisor(s) who will be present on the Development Site and who may be contacted by the Adjacent Landowner regarding impacts of demolition or construction on the Adjacent Property.

The Landowner shall also offer the Adjacent Landowner an opportunity to have meetings: (i) prior to commencement of demolition at the Development Site, and (ii) at least fourteen (14) days prior to commencement of construction at the Development Site, on days/ times reasonably agreed to by both parties. During any such preconstruction meeting, the Adjacent Landowner will be provided information as to the nature and duration of the demolition or construction activity and the Landowner will review the Protective Plan as it will apply to the activities to be commenced.

- d. *Permits*--No demolition or building permit, and no land disturbing permit, shall be approved or issued to the Landowner, until the Landowner provides to the department of neighborhood development services: (i) copies of the Baseline Survey Report and Protective Plan, and NDS verifies that these documents satisfy the requirements of these SUP Conditions, (ii) documentation that the Baseline Survey Report and Protective Plan were given to the Adjacent Landowner in accordance with these SUP Conditions.

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                         |  |
|-------------------------|--|
| <b>Agenda Date:</b>     | October 7, 2019  |
| <b>Action Required:</b> | Consideration of a Special Use Permit Application      |
| <b>Presenter:</b>       | Joey Winter, City Planner – NDS                        |
| <b>Staff Contacts:</b>  | Joey Winter, City Planner – NDS                        |
| <b>Title:</b>           | <b>SP-19-00004 – 503 Rugby Road Special Use Permit</b> |

**Background:**

Ms. Erin Hannegan of Mitchell/Matthews Architects, on behalf of Kappa Kappa Gamma, has submitted a Special Use Permit application for a sorority house at 503 Rugby Road (“Subject Property”). The Subject Property is zoned R-3H and is approximately 0.3440 acres. The General Land Use Plan calls for High Density Residential development. The Subject Property lies in the Rugby Road-University Circle-Venable Neighborhood Architectural Design Control District.

A Special Use Permit is being requested for a renovated sorority house with up to 37 residents, one resident more than the previously approved quantity of 36 residents allowed by a Special Use Permit for the Subject Property granted by City Council on February 21, 1978. In addition, modifications to front and side yard regulations are being requested.

**Discussion:**

The proposed use (sorority house) is generally appropriate for the neighborhood. The Subject Property directly abuts the University of Virginia campus and there are at least 15 fraternities or sororities within 1000 feet. The Subject Property has already been in use as a sorority house for 35+ years. Reasonable conditions have been recommended by the Planning Commission to mitigate any adverse impacts the proposed use will have on the neighborhood.

The proposed modifications to front and side yard regulations are generally appropriate. Modifications to front and side yard regulations are being requested to (1) permit ornamental features, roof overhangs, and covered porches; AND (2) permit the front wall and north side wall of the building to remain in their current locations. It is important to note that the requested modifications are NOT for increased density. The Charlottesville Board of Architectural Review recommends that modifications to front and side yard regulations will not have an adverse impact on the Rugby Road-University Circle-Venable Neighborhood Architectural Design Control District.



### **Alignment with City Council's Vision and Strategic Plan:**

The project aligns with **Charlottesville City Council Vision - 2025** by enhancing the City as *A Center for Lifelong Learning*. The project also aligns with **Strategic Plan Goal 3: Beautiful Environment - Objective 3. Engage in robust and context sensitive urban planning and implementation.**

### **Community Engagement:**

The applicant held a Community Meeting for this application on August 6, 2019, at the Subject Property (503 Rugby Road) as required by Sec. 34-41(c)(2). The two neighborhood residents in attendance spoke in favor of this application.

On August 20, 2019, the Board of Architectural Review held a hearing on this application. Several sorority alumni spoke in favor of this application. A representative of the developer for the apartment building under construction at 513 Rugby Road spoke in favor of this application.

On September 10, 2019, the Planning Commission held a joint Public Hearing with City Council. Several sorority alumni and current members public spoke in favor of this application and no members of the public spoke against this application.

Staff received one email from a nearby property owner in favor of this application.

### **Budgetary Impact:**

This has no impact on the General Fund.

### **Recommendation:**

The Planning Commission took the following action:

Ms. Green moved to recommend approval of SP-19-00004 subject to the following conditions:

1. The sorority house shall have a maximum of thirty-seven (37) residents. Any expansion of the sorority house beyond thirty-seven (37) residents will require an amendment to this Special Use Permit.
2. For the building and use described above, modifications of generally-applicable yard regulations (City Code 34-353) are approved, as follows:
  - (a) The following side yards shall be required:
    - i. North Side Yard abutting TMP 5-53: A side yard of five (5) feet, minimum will be required instead of one (1) foot of side yard per every two (2) feet of building height with a minimum of ten (10) feet.
    - ii. South Side Yard Corner, street side abutting Lambeth Lane: A side yard of fifteen (15) feet, minimum will be required instead of twenty (20) feet, minimum.
  - (b) The following front yard shall be required:

- i. East Front Yard abutting Rugby Road: A front yard of twenty-five (25) feet, minimum will be required instead of the average depth of the existing front yards within five hundred (500) feet.
3. Except as specifically modified within condition (2), buildings and structures, and the uses thereof, located on the Subject Property shall be in accordance with the provisions of City Code Sec. 34-353 and any other applicable provision of Chapter 34 (Zoning) of the Code of the City of Charlottesville.
4. On-site parking will be provided in the general location and configuration shown within the preliminary site plan dated 07/16/2019. The final site plan shall demonstrate compliance with all of the following:
  - (a) All on-site parking shall be used exclusively by residents of the sorority house and their guests. No selling or leasing of on-site parking for off-site functions is permitted.
  - (b) Additional signing and pavement markings, including both lane lines and text, may be required by the City's Traffic Engineer to designate the travel ways and specify the direction of traffic in parking area(s).
5. All trash receptacles must be hidden from view when not set out for curbside pickup.

Mr. Solla-Yates seconded the motion.

Mr. Lahendro, Yes  
Mr. Solla-Yates, Yes  
Ms. Dowell, Yes  
Mr. Heaton, Yes  
Mr. Stolzenberg, Yes  
Ms. Green, Yes  
Mr. Mitchell, Yes

The motion passed 7 – 0 to recommend approval of the SUP application to City Council.

### **Alternatives:**

City Council has several alternatives following a public hearing:

- (1) By motion, approve the requested SUP as recommended by the Planning Commission;
- (2) By motion, request changes to the attached resolution, and then approve the SUP; or
- (3) By motion, take action to deny the SUP; or
- (4) By motion, defer action on the SUP.

### **Attachments:**

- A. Resolution
- B. Link to the Staff Report and background information from the September 10, 2019 Planning Commission meeting:  
<https://www.charlottesville.org/home/showdocument?id=66591>  
(Staff Report begins on page 26)

**RESOLUTION  
AUTHORIZING A SORORITY HOUSE  
AT 503 RUGBY ROAD FOR UP TO 37 OCCUPANTS**

**WHEREAS**, pursuant to City Code §34-420 and §34-162, landowner Epsilon Sigma House Corporation/ Kappa Kappa Gamma Sorority has submitted an application seeking a special use permit to authorize a “boarding, fraternity and sorority house”, as defined within City Code §34-1200, to be used as a place of room and board for up to thirty-seven (37) members of a fraternity or sorority, and a modification of certain yard requirements (the proposed “Special Use”); and

**WHEREAS**, the proposed Special Use will be located at 503 Rugby Road (the “Subject Property”), which is further identified on 2019 City Tax Map 5 as Parcel 52 (City Parcel ID No. 050052000) and is located within the City’s R-3 zoning district, and the area proposed to be subject to the proposed Special Use Permit will be 0.3440 acre, or approximately 14,985 square feet; and

**WHEREAS**, previously, on February 21, 1978, City Council granted a special use permit to authorize a sorority house with thirty-six (36) rooms on the Subject Property, and the Subject Property has been used as such since that time; and

**WHEREAS**, the proposed Special Use is generally described within written materials submitted in connection with SP19-00004, including: (i) the application materials dated July 13, 2019 and related narrative, as revised September 6, 2019; and (ii) a proposed preliminary site plan submitted July 16, 2019 as required by City Code §34-158 (collectively, the “Application Materials”); and

**WHEREAS**, the Planning Commission reviewed the Application Materials, and the City’s Staff Report pertaining thereto, and then, following a joint public hearing duly advertised and conducted by the Planning Commission and City Council on September 10, 2019, the Planning Commission voted to recommend that City Council should approve this proposed Special Use, subject to certain conditions; and

**WHEREAS**, upon consideration of the comments received during the joint public hearing, the Planning Commission’s recommendation, and the Staff Report, as well as the factors set forth within Sec. 34-157 of the City’s Zoning Ordinance, this Council finds and determines that granting the proposed Special Use subject to suitable conditions would serve the public necessity, convenience, general welfare or good zoning practice; now, therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that, pursuant to City Code Sec. 34-480, the proposed Special Use is granted, subject to the following conditions:

1. The “*boarding, fraternity and sorority house*” use approved by this special use permit shall have a maximum of thirty-seven (37) rooms.

2. For the building containing the use referenced in ¶(1), above:
  - (a) The following side yards shall be required:
    - i. North Side Yard abutting TMP 5-53: A side yard of five (5) feet, minimum will be required instead of one (1) foot of side yard per every two (2) feet of building height with a minimum of ten (10) feet.
    - ii. South Side Yard Corner, street side abutting Lambeth Lane: A side yard of fifteen (15) feet, minimum will be required instead of twenty (20) feet, minimum.
  - (b) The following front yard shall be required:
    - i. East Front Yard abutting Rugby Road: A front yard of twenty-five (25) feet, minimum will be required instead of the average depth of the existing front yards within five hundred (500) feet.
3. On-site parking will be provided, in the general location and configuration shown within the preliminary site plan dated July 16, 2019. The final site plan shall demonstrate compliance with the following: (a) on-site parking shall be used exclusively by residents of the sorority house and their guests (no sale or leasing of on-site parking for off-site functions is permitted) and (b) signage and pavement markings, including both lane lines and text, may be required by the City's Traffic Engineer, in order to designate travel ways and specify the direction of traffic in on-site parking area(s).
4. All trash receptacles must be hidden from view when not set out for curbside pickup.
5. The "boarding, fraternity or sorority house" use approved by this special use permit, and (except as specifically modified within condition (2), above), all buildings and structures located on the Subject Property, shall comply with the provisions of City Code Sec. 34-353 and all other applicable provisions of Chapter 34 (Zoning) of the Code of the City of Charlottesville.

**BE IT FURTHER RESOLVED THAT** the Special Use Permit approved by this Resolution amends and supersedes the special use permit approved by resolution dated February 21, 1978 for the Subject Property.

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**CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA**



|                         |   |
|-------------------------|---|
| <b>Agenda Date:</b>     | October 7, 2019   |
| <b>Action Required:</b> | Resolution  |
| <b>Staff Contacts:</b>  | John Sales, Housing Program Coordinator<br>Brenda Kelley, Redevelopment Manager |
| <b>Presenter:</b>       | John Sales, Housing Program Coordinator   |
| <b>Title:</b>           | Allocation of FY 2020 Charlottesville Affordable Housing Funds                  |

**Background:**

Currently, the City utilizes an annual competitive selective process in awarding Charlottesville Affordable Housing Fund (CAHF) monies. The City Council approved \$800,000 for CAHF funding through the FY 2020 CIP budget. While 10% of the fund is reserved for administrative purposes, \$792,000 was made available to nonprofit housing developers and/or providers, or for profit developers with nonprofit partners. A Notice of Funding Availability (NOFA) was issued on June 10, 2019 and applications were due July 18, 2019. The Housing Advisory Committee's (HAC) Allocations Subcommittee analyzed the applications and made recommendations to which projects the City Council should fund based upon the public meetings they had on August 27 and September 10. Their recommendations can be found later in this report. To help ensure CAHF funds are invested in affordable housing projects with the greatest impact, FY 2020 funding requests have been collectively reviewed. Each of these requests is presented below with staff recommendations for funding.

**Discussion:**

Staff received five (5) requests for CAHF funding in response to the NOFA. Summaries of the proposals are as follows:

**Project:** 624 Booker Street  
**Applicant:** 624 Booker Street LLC  
**CAHF Request:** Not Specified  
**CAHF Cost/Unit:** Not Specified

624 Booker Street LLC, has agreed to purchase 624 Booker Street and redevelop the property into an undetermined amount of apartments or single room occupancy units. The property is currently a 7,700 sq. ft. contemporary structure that was never completed due to zoning restrictions. 624 Booker Street LLC would like to repurpose the structure to an undetermined amount of unit age restricted senior housing facility which will serve seniors making 50-80% AMI. Discussions with the Neighborhood Development Services Department has not begun therefore they are not sure how many units can be constructed. Representatives of 624 Booker Street met with Rose Hill neighbors in April and June of 2019 to discuss how the neighbors felt about the property and what they would like in a potential redevelopment. The representatives stated the neighbors voiced overwhelming support for a senior facility which would allow the neighbors to age in place. The developers have decided they will not move forward with the development unless they have continued buy-in from the neighborhood.

**Project:** Critical Rehab & Emergency Repairs  
**Applicant:** Albemarle Housing Improvement Program (AHIP)  
**CAHF Request:** \$600,000  
**CAHF Cost/Unit:** \$8,824

AHIP has partnered with the City of Charlottesville for eight years to provide emergency repairs and home rehabilitation services to the City's lower-income homeowners. AHIP is seeking to continue this partnership in FY 2020 through their Scattered Site Rehab and Emergency Repair programs. The requested funding amount will assist 60 to 70 households preserve their homes, enhance their home health environment, and remain safe at home for years to come. In particular AHIP would like to provide \$100,000 in funding to rehab the historic Howard House and then \$500,000 to the other programs they administer. Assistance for each rehab project is provided to the homeowner as a zero-interest loan, secured by a Deed of Trust, forgivable over a period of time depending on the amount of assistance provided.

**Project:** EONS: Equity, Opportunity, Neighborhood Stabilization  
**Applicant:** Habitat for Humanity of Greater Charlottesville  
**CAHF Request:** \$555,000  
**CAHF Cost/Unit:** \$26,429

Habitat for Humanity is requesting CAHF support for the development of 12 new construction single family attached homes, 1 detached single-family home, the rehabilitation of 3 detached homes; and to provide 5 families at or below 35% AMI with down payment assistance (\$75,000). Through this program, the organization purchases residential lots throughout the city for the construction of Habitat family homes. Habitat proposes using \$390,000 from the CAHF to support the purchase of 13 lots scattered in between the Lochlyn Hills neighborhood, Chesapeake Street, Meadow Street and Agnese Street, with the intention of integrating lower-income homeownership opportunities into existing market rate communities. The affordability of each Habitat home will be protected by a variety of mechanisms (e.g., deed restrictions, appreciation sharing and right of first refusal). Proceeds from any future home sales will be reinvested into future affordable housing in the city. Habitat is requesting to use \$90,000 for an anti-gentrification rehabilitation, a rental conversion and the completion of a neighborhood stabilization project. Habitat is looking to purchase 2 rental properties which will then be sold to the current occupants of the property.

**Project:** TJCLT Site Acquisition and Down Payment Assistance  
**Applicant:** Thomas Jefferson Community Land Trust (TJCLT)  
**CAHF Request:** \$412,000  
**CAHF Cost/Unit:** \$103,000

TJCLT is proposing using CAHF funding to acquire and complete site preparation for the future development of 4 new homes. The properties will be sold to families within the 60-80% AMI. TJCLT will use \$240,000 of the CAHF funding for site acquisition and site preparation and the remaining \$172,000 would be used to provide down payment assistance to the families who acquire the properties. TJCLT has not identified potential lots thus far but with this funding they will have the ability to proceed expeditiously when land opportunities become available to them. The TJCLT will be able to ensure the homes stay affordable for 90 years under their 90-year ground lease. TJCLT has completed and maintained the affordability of 8 homes thus far through this community land trust model and is in the final steps of completing 4 more homes.

**Project:** The Crossings II  
**Applicant:** Virginia Supportive Housing (VSH)  
**CAHF Request:** \$750,000  
**CAHF Cost/Unit:** \$9,375

Virginia Supportive Housing, who owns and operates The Crossings located at Fourth and Preston, proposes completing a fully affordable 80 unit permanent supportive housing community at 405 Avon Street and 405 Levy Avenue. At least 12 units will be fully accessible for persons with disabilities. VSH is seeking CAHF funds to support the construction of the property which will be designed to meet green building and energy efficiency goals through the use of environmentally sustainable design standards such as EarthCraft or LEED Certification. The housing units will be designated for households earning no more than 50% of area median income, with a majority of household incomes below the federal poverty line. VSH will provide permanent supportive services to all of the residents of the complex. VSH did not have site control at the time of the application but they anticipate having a lease deal in place with the Charlottesville Redevelopment and Housing Authority (CRHA) by mid-March 2020. VSH also plans to submit an application for Low Income Housing Tax Credits by the March 2020 deadline. Once construction is complete, the units will remain affordable for a 20-year period.

Each of the project proposals was reviewed by the HAC Allocations Subcommittee and staff against the following measures; Table 1 (attached) provides a summary of that review:

1. Type of proposed project (new construction or rehabilitation);
2. Housing tenure (homeownership or rental housing);
3. Project timeline;
4. Amount of CAHF funding requested;
5. Total project cost;
6. Total number units in completed project;
7. Total number of affordable units in completed project;
8. CAHF investment per unit;
9. Amount of other funding;
10. Percentage of total project cost covered by CAHF funds;
11. Levels of affordability addressed by the project (i.e., level of area median income); AND



## 12. Affordability period for the completed units.

All five projects also directly align with the City's 2025 Goals for Affordable Housing by increasing the number of supportive affordable units in Charlottesville. Four of the five applicants have previously received CAHF support in the amounts of approximately \$5.6 million for AHIP (FY 2008 – FY 2018), \$1.5 million for Virginia Supportive Housing (FY 2009-2013), \$240,000 for Thomas Jefferson Community Land Trust (FY 2017) and approximately \$3.6 million for Habitat for Humanity (FY 2008 – FY 2018); 624 Booker Street LLC., has never requested CAHF support for any of their housing projects located within the City. Only the project – Thomas Jefferson Community Land Trust project – guarantee housing affordability over the long-term (90 years). The Virginia Supportive Housing project leverages the greatest amount of funding against CAHF dollars, with City funding comprising 5% of total project cost. In terms of organizational capacity to complete the projects, four applicants have significant experience carrying out their respective types of projects. Time for completion for each project varies from 12 months to three years; however, only the LIHTC project has firm deadlines, which must be met to comply with the LIHTC program.

### **Community Engagement:**

The HAC's Allocations Subcommittee met in public meeting on August 27 to examine the applications, at which time they produced questions which they wanted answered by the applicants before determining which projects to recommend for funding by the City Council. City staff provided the Allocations Subcommittee the responses from the applicants for the questions generated during the August 27<sup>th</sup> public meeting. The HAC Allocations Subcommittee reconvened on September 10, 2019 at which time they decided on recommendations as described below.

### **Alignment with City Council Vision and Strategic Plan:**

All of the applications received align with the City Council's Vision and Strategic Plan in different ways. All of the applications align with City Council Vision "Quality Housing Opportunities for All". All of the applicants also align with Goal 1.3 of the Strategic Plan "Increase affordable housing options". To see how the applicants directly align with the strategic plan and strategic plan please see the attached applications.

### **Budgetary Impact:**

There is currently \$792,000 in previously appropriated funding in the Charlottesville Affordable Housing Fund that is available for allocation to FY20 affordable housing projects. Approval of any of the five funding requests presented above will significantly impact CAHF and the City's ability to fund further projects throughout FY 2020. The staff recommendation below would completely exhaust the remaining available CAHF funding, resulting in no means of funding any

new projects that may come before City Council, until additional dollars are appropriated to the Charlottesville Affordable Housing Fund.

**Recommendations:**

The HAC Allocations Subcommittee and city staff recommends the following allocations:

1. Fully fund the VSH Project in the amount of \$750,000.00 with contingencies in place for (1) VSH securing site control or long-term lease agreement for the project from Charlottesville Redevelopment & Housing Authority (CRHA) by March 15, 2020 or before their submission for LIHTC whichever comes sooner; and (2) VSH securing vouchers/funding from CRHA/others to provide rental assistance for occupants of the property by December 31, 2019; and (3) VSH must also be awarded Low Income Housing Tax Credits (LIHTC) from VHDA during the 2020 Tax Credit cycle.
2. Fund AHIP with the remaining funds available after funding VSH which would be \$42,000. If VSH does not gain site control or secure voucher funding by the deadline then AHIP would receive the funding to fully fund their project with the exception of receiving funds for the extensive rehabilitation needed for the Howard House. If VSH is not funded due to them not meeting all contingencies in place AHIP would receive \$500,000 for their Critical Rehab and Emergency Repairs project.

These recommendations are based on several factors:

1. Both projects will significantly increase the number of supported affordable units (SAU) in the City's housing stock by approximately 86 units if VSH is fully supported financially and AHIP is partially funded.
2. The projects will provide a sizeable number of affordable units for households earning less than 60% AMI, with the affordability of all 80 VSH units guaranteed for at least 20 years.
3. Supportive services for residents are incorporated into the Crossings II project post construction. Supportive services greatly enhance the ability of homeless persons to live independently within the community.
4. The Crossings II project increases the number of accessible housing units in the City by 12 units and would end chronic homelessness in Charlottesville.

If VSH does not meet the contingencies in place, it is recommended that another NOFA be issued for the balance of the funding after awarding AHIP \$458,000 additional CAHF dollars. The NOFA balance then available would be \$292,000.

**Alternatives:**

Council could decide against funding the Crossings II and AHIP's projects, or to provide the projects with a different level of funding. Council could also decide to fund a different set of the

projects outlined above or choose to not fund any of these projects at this time. The City Council may also choose to not fund the projects as grants but as zero interest loans with repayment terms to be determined with each approved organization.

**Attachments:**

Table 1: CAHF Funding Request Summaries

624 Booker Street LLC Funding Request

AHIP FY20 Funding Request

Habitat for Humanity of Greater Charlottesville Project 20 Funding Request

TJCLT Funding Request

VSH Funding Request

Resolution for VSH

Resolution for AHIP

**Table 1: CAHF Funding Request Summaries**

|                                    | <b>624 Booker Street LLC.</b>            | <b>Albemarle Housing Improvement Program (AHIP)</b> | <b>Habitat for Humanity of Greater Charlottesville</b>                    | <b>Thomas Jefferson Community Land Trust (TJCLT)</b>               | <b>Virginia Supportive Housing (VSH)</b> |
|------------------------------------|--|---|---|--|--|
| <b>Project Name:</b>               | 624 Booker Street                        | Critical Rehab & Emergency Repairs                  | EONS: Equity, Opportunity, Neighborhood Stabilization                     | TJCLT Site Acquisition and Down Payment Assistance                 | The Crossings II                         |
| <b>Type of Project:</b>            | Substantial Rehab                        | Homeowner Rehab & Emergency Repairs                 | Property Acquisition, Property Rehabilitation and Down Payment Assistance | Property Acquisition, New Construction and Down Payment Assistance | New Construction                         |
| <b>Housing Tenure:</b>             | Rental                                   | Homeowner   | Homeowner   | Homeowner  | Rental                                   |
| <b>Project Timeline:</b>           | 16 months                                | 12 months   | 40 months   | 20 months  | 42 months                                |
| <b>Amount Requested:</b>           | Not Clear                                | \$600,000.00  | \$555,000.00  | \$412,000.00   | \$750,000.00                             |
| <b>Total Project Cost:</b>         | \$1,234,575.00                           | \$600,000.00  | \$2,833,000.00  | \$860,000.00   | \$14,317,250.00                          |
| <b>Total Number of Units:</b>      | TBD                                      | 60-70   | 16  | 4  | 80                                       |
| <b>Number of Affordable Units:</b> | TBD                                      | 60-70   | 16  | 4  | 80                                       |
| <b>CAHF Amount/Unit:</b>           | Not Clear                                | \$8,823.53  | \$30,000.00   | \$103,000.00   | \$9,375.00                               |
| <b>Other Funding:</b>              | Not Clear                                | \$1,794,159   | \$2,278,000.00  | \$448,000.00   | \$13,567,250.00                          |
| <b>% City Funding:</b>             | Not Clear                                | 33%   | 20%   | 48%  | 5%                                       |
| <b>Level(s) of Affordability:</b>  | Up to 80% AMI but targeted at 50-60% AMI | Up to 80% AMI                                       | 25% - 60% AMI   | 50% - 60% AMI  | 40% AMI & 50% AMI                        |
| <b>Period of Affordability:</b>    | 15-30 years minimum                      | Varies depending on City share of project costs     | Varies by time of first resale  | 90 years   | 20 years minimum                         |

|                                       |                                  |     |     |     |   |
|---------------------------------------|----------------------------------|-----|-----|-----|---|
| <b>Units for Special Populations:</b> | # of senior housing units<br>TBD | N/A | N/A | N/A | <ul style="list-style-type: none"> <li>• 80 units @ VHDA Universal Design Standards</li> <li>• 80 units of supportive housing</li> <li>• 12 will be fully accessible for persons with disabilities</li> </ul> |
|---------------------------------------|----------------------------------|-----|-----|-----|---|

**RESOLUTION**

**Allocation of Charlottesville Affordable Housing Fund (CAHF) for Virginia Supportive Housing, Crossings II Project -- \$750,000**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$750,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Virginia Supportive Housing for the purpose of providing funds for the Crossings II affordable housing development project.

Fund: 426

Project: CP-084

G/L Account: 530670

Virginia Supportive Housing

\$750,000

**RESOLUTION**

**Allocation of Charlottesville Affordable Housing Fund (CAHF) for Albemarle Housing Improvement Program, Critical Rehab and Emergency Repairs Program -- \$42,000**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$42,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund (CAHF) to Albemarle Housing Improvement Program for the purpose of providing funds for the Critical Rehab and Emergency Repairs program.

Fund: 426

Project: CP-084

G/L Account: 530670

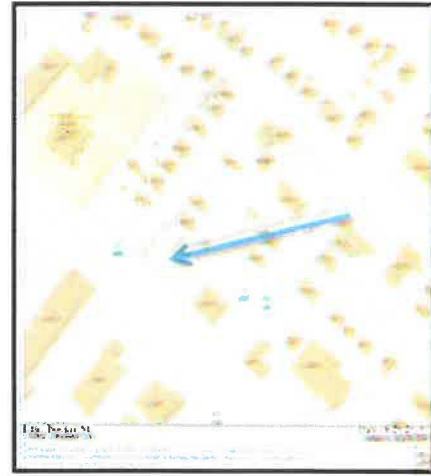
Albemarle Housing Improvement Program

\$42,000

## DRAFT - Development Proposal

*This partially completed, non-contributing apartment complex is totally out of scale along this street. A historic house was torn down in order to construct this building. [As was another house on the adjoining lot, 626 Booker St.] It is located in the part of Rose Hill known as Preston Heights that developed in 1913 and was marketed exclusively to African Americans. The future of this building is uncertain.*

[Source: Rose Hill Neighborhood DHR application]



## Background

Preston Heights is a small, early twentieth century enclave between Rose Hill Drive and the Preston Avenue Shopping Center. Although there is an alley between Booker and Rose Hill Drive, Booker is the only street in Preston Heights. In 2013, the owner of 624 Booker Street demolished a the house on the lot, replacing it with a 7,700 square foot, contemporary structure that he failed to complete. The current owner purchased it in 2015, and was unsuccessful in his attempt to rezone it from R-1S to R-3. For a number of reasons, the building is unlikely to be inhabited as a single-family dwelling, and the cost to demolish it is prohibitive. Accordingly, it will remain a “partially completed, non-contributing” structure for the foreseeable future. This proposal is intended re-purpose 624 Booker St for age-restricted senior housing available to persons in the 50 – 80% AMI range. If it is successful, it can reverse an eyesore and create a positive for the City, the Rose Hill neighborhood and for low-income elderly persons.

## City Goals



**1. Avoid another Landmark Hotel.** Dwarfing its neighbors by a factor of four, the building is unlikely ever to be marketed as a single-family residence. The current owner has been denied rezoning for more density, and the cost of demolition would exceed the assessed value of the lot itself. 624 Booker St will tower over the neighborhood for years to come.



2. **Maintain older African American Neighborhoods.** This structure exists; it's not likely to go away. But it can be repurposed as a tool to keep older community members in their neighborhood. It can meet deeply held neighborhood social goals, if not architectural ones.

3. **Increase the stock of Affordable Housing.** Conventional affordable housing is expensive, time consuming and demands large-scale 40 – 100 unit multifamily developments. Hidden in plain sight are infill development opportunities that not only can help mitigate the affordable housing situation, but also enable Rose Hill families who have occupied the neighborhood for generations to remain in their community.

4. **Aging in Place.** An overwhelming majority of seniors of all ages prefer to stay in their own community, and in their own home if possible. A successful conversion of 624 Booker St to senior housing would enable older persons on fixed incomes to keep their existing support systems which are lost if they have to leave the neighborhood.

5. **Taxable property.** Return an underperforming property to its highest and best use for maximal tax revenue. Taxed now as an empty lot, it could generate considerably more revenue.

## **Rose Hill Neighborhood Goals**

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- **Make the best of a bad situation.** Mitigate the visual and spatial harm from a non-compliant, out of scale building that dominates the neighborhood.
- **Senior housing.** Provide accessible, affordable apartments for fixed-income, long-term residents of the Rose Hill neighborhood.
- **Parking.** Minimize the effects of multiple cars in a small cul de sac.

## **The Proposal**

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### **Assumptions:**

This proposal to repurpose 624 Booker St is based on discussions with the Rose Hill Neighborhood Association on April 23rd and June 25<sup>th</sup>, and they reflect what the neighbors would like to see happen with the property.

- **Senior Housing.** The number of units and their configuration is to be determined, but the developer commits to most if not all of the units being age-restricted to seniors 62 and older whose income would be somewhere between 50% and 80% of the Area

Median. Should there be “market-rate” or non age-restricted units in the building, the intent is to limit tenant(s) to programmatically related persons, such as to caregivers under a partnership with either UVA nursing or the Riverside PACE program. Alternatively, any non-residential space would be designated for (and restricted to) community-related activities.

- **Parking.** No more than one-half a parking space for each unit. JABA has shown that even in suburban, multifamily apartment complexes (like Wood’s Edge on 29-N and Parkview at Pantops), low-income seniors, both drive less, and own fewer cars than non-restricted facilities. Two bus stops are within walking distance, one on Rose Hill Dr and the other on Preston Ave. Depending on the ultimate number of units, parking would be both in the rear of the building (off the alley), and on Booker St. The empty lot (626 Booker St) next door is a potential parking area as well.
- **Charlottesville Affordable Housing Fund.** We will apply for and this proposal is contingent upon the receipt of CAHF funds. Should the funds be awarded, the subsequent contract would guarantee between 15 and 30 years of affordability for tenants at no more than 80% AMI, with a targeted 50 – 60%AMI.

#### **Possible Scenarios:**

With over 2,000 square feet on each level, the building can accommodate a significant number of units. It is axiomatic that the more units that are permitted, the greater the likelihood that the project will be financially feasible and lower AMI persons can be served.

It is important to note that the following scenarios are all architecturally feasible. Schematic layouts (attached) have been designed by Tim Mohr Architects, architect of the original building from the original files. As a result, all of them are not only feasible, but are based on existing construction drawings that have been permitted by the City. All units will be newly constructed and are compatible with Universal Design standards.

Nonetheless, a decision about the final number of units will depend on negotiations with Neighborhood Development Services through the entitlement process.

**A. Six to nine One- or Two-Bedroom Apartments.** Each unit would have its own bedroom, bath and closet with additional lockable storage in the common area.

#### **Variations:**

- One or both units on the third floor could be master-leased to a healthcare provider or not-profit and restricted to professional or volunteer caregivers obligated to work with tenants in the building. Note that this is aspirational and no discussions have occurred with UVA or Riverside PACE.

- A portion of the first floor would be designated as community space. Discussions are occurring with [Older Adults Technology Services](#) to develop a Senior Planet site where seniors can “work from home,” training under the auspices of PVCC’s NetWork2Work.

**C. Twelve to fourteen Single Room Occupancy Apartments.** Each bedroom has a bathroom, closet and bedroom behind a locked door. Tenants on each floor would share common living room and kitchen areas. A portion of the first (or third) floor would be designated as community space.

### Zoning and Permitting

Each scenario would exceed what is permitted in R-1S zoning. The existing building presents the neighborhood and indeed the City with a conundrum: stand on ceremony with existing zoning and the building will remain in limbo and tower over Booker street indefinitely. Waive existing zoning requirements – spot zone the site – and risk setting a precedent. We believe that creating affordable senior housing in a structure that has no other feasible use would be a win for the City and a win for the Rose Hill neighborhood. In the owner’s previous application for rezoning in 2015, City staff recommended that the request be limited to B-3. While not in character with the R-1s on Booker St, it would more easily blend into the commercial character across the of B-3 lots on Rose Hill Drive. As the conundrum gets further scrutiny, a Special Use Permit in B-3 with proffers may be the most feasible approach.

### The Team

New Hill Development Corporation. <https://www.newhilldev.org/why-were-here>. Principals Quinton Harrell is Co-owner and Founder, A Taste of Home, Heritage-United Builders; and Yolunda Harrell is CEO and Board Chair, New Hill Development Corporation. Murray + Co, LC is a developer of affordable housing. The principal, Christopher Murray developed Timberlake Place on East Market St while Business Development Director at JABA in 2014. He is co-managing member of 300 Carlton Rd, LC a 10-room SRO in Belmont.

### Ownership

It is a requirement that an applicant for Charlottesville Affordable Housing Funds (CAHF) has owned or developed a property with Supported Affordable Units (SAU). Murray + Co, LC is co-managing member of 300 Carlton Rd, LC, a 10-unit SRO at 300 Carlton Rd for which it received CAHF moneys June 2016.

The owner of 624 Booker St will be 624 Booker St, LLC (working title) and the members will consist of: co-managing members New Hill Development Corp, a 501(c)3 and Murray + Co, developer/consultant. Additional members will be a property management firm; and additional investors. New Hill will serve as the non-profit recipient of Charlottesville Affordable Housing Funds.

**Rose Hill Neighborhood endorsement and Site Control**

The developers have met with the Rose Hill neighbors in April and June. The purpose of the June meeting was to show them preliminary plans for what the neighbors desired in the project. That it be restricted to affordable senior housing was the consensus of that meeting. In fact, the developers have made it clear that the project will not proceed without the neighborhood's continued buy-in and are committed to that process. Attached is a letter of intent with the owner, Neighborhood Properties, Inc. agreeing sell the property if certain conditions are met.

**Time Line**

|                              |  |
|------------------------------|--|
| April – June 2019            | Meetings with Rose Hill Neighborhood Association |
| July 2019                    | Preliminary application for CAHF funds           |
| July – December 2019         | Re-zoning application                            |
| December 2019                | Site Control and CAHF funding commitments        |
| 1 <sup>st</sup> quarter 2020 | Architecture and final construction numbers      |
| 2 <sup>nd</sup> quarter 2020 | Entitlements, construction                       |
| September 2020               | Certificate of Occupancy                         |

**Proforma**

(See attached)

BOOKER STREET

626 BOOKER

624 BOOKER

GATE TO ALLEY

ALLEY



624 BOOKER STREET

J. M. M. ARCHITECT

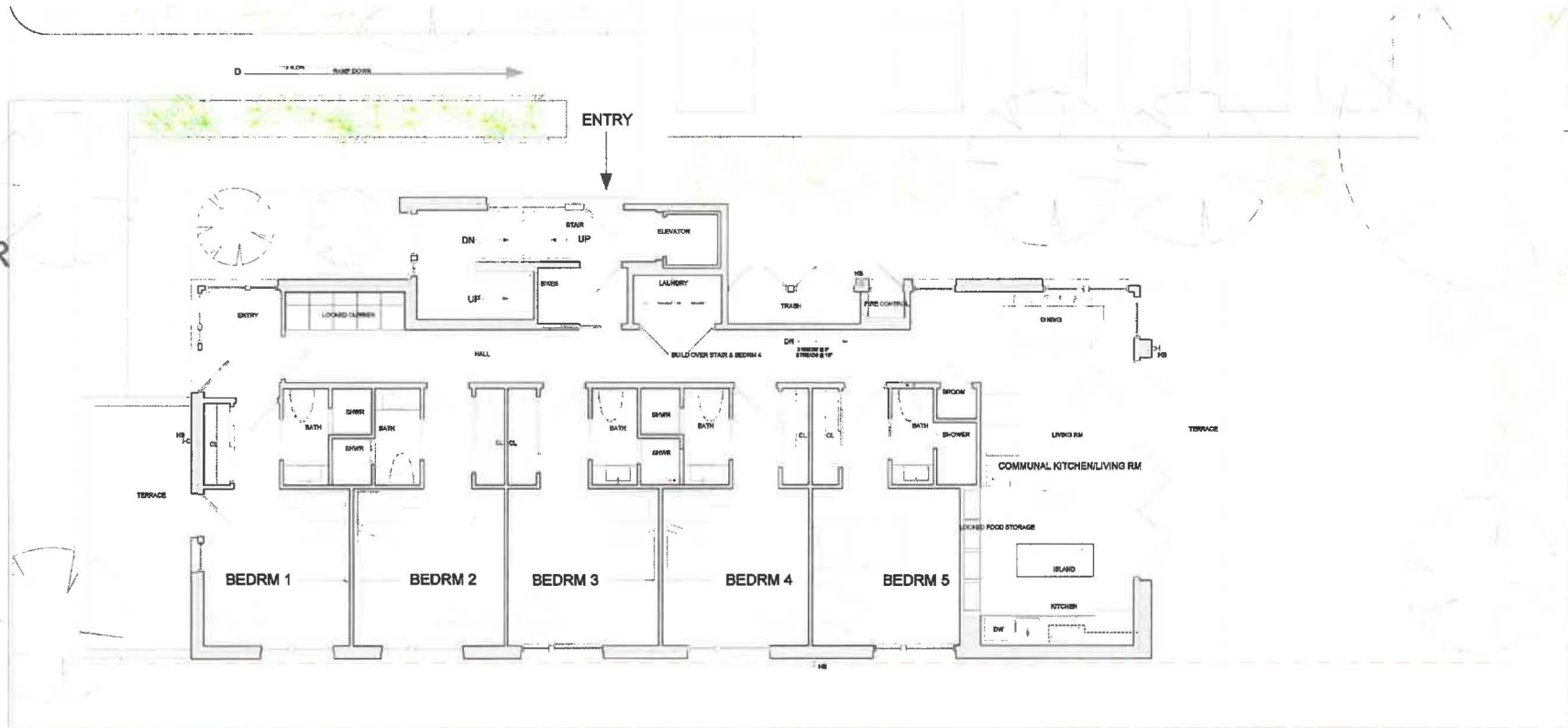
DRAWN BY: TM

SITE PLAN

6/25/19 DS1

BOOKER

ALLEY



SINGLE ROOM OCCUPANCY, GROUND FLOOR

- BEDRM #1, 211 square feet
- BEDRM #2, 223 square feet
- BEDRM #3, 224 square feet
- BEDRM #4, 219 square feet
- BEDRM #5, 219 square feet



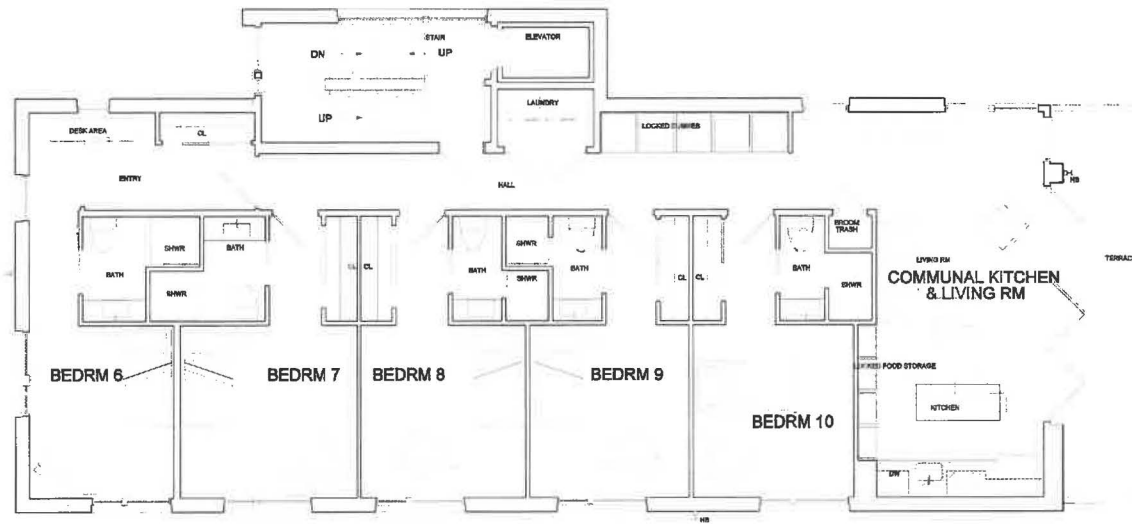
624 BOOKER STREET

T.T.M. ARCHITECT  
1111 PARK STREET  
(301) 971-4621

DRAWN BY: T.M.

GROUND FLOOR PLAN

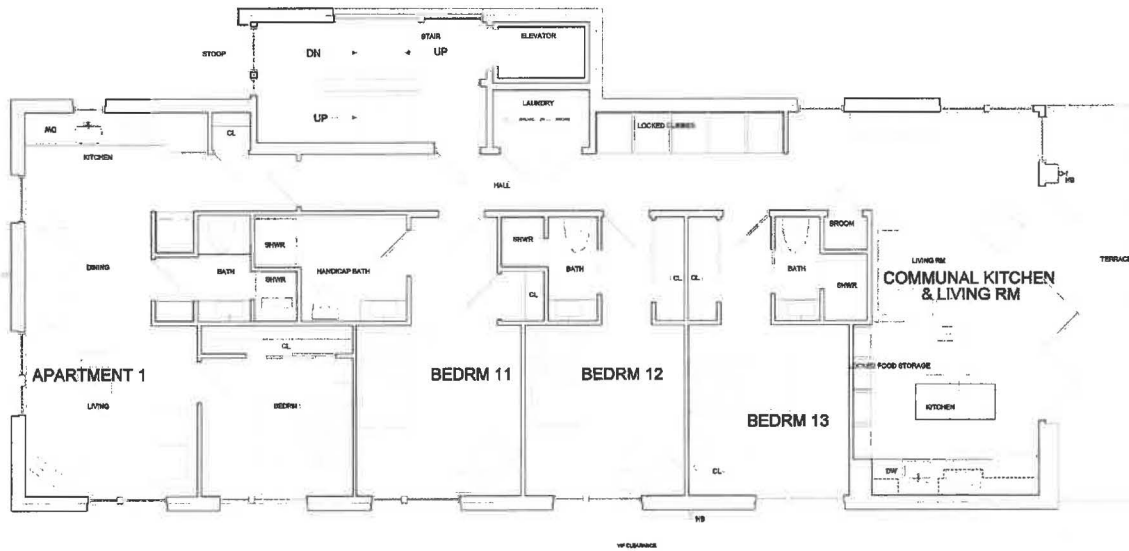
6/25/19 DS1



SINGLE ROOM OCCUPANCY. FIRST FLOOR

- BEDRM #6, 328 square feet
- BEDRM #7, 245 square feet
- BEDRM #8, 227 square feet
- BEDRM #9, 221 square feet
- BEDRM #10, 221 square feet





**SINGLE ROOMS & 1 BEDROOM APARTMENT, SECOND FLOOR & FIRST FLOOR ALTERNATIVE**

APARTMENT 1 , 556 square feet  
 BEDRM #11, 268 square feet, handicap accessible  
 BEDRM #12, 217 square feet  
 BEDRM #13, 220 square feet

3 2nd FLR/1st FLR OPTION B  
 DS1 1/4"=1'-0"



624 BOOKER STREET

1110 PARK STREET  
 303071-001

DRAWN BY: TM

SECOND FLOOR PLAN and/or  
 FIRST FLOOR PLAN OPTION B

6/25/19 DS1



July 18, 2019

To Whom It May Concern:

The following is an agreement in principle for Neighborhood Properties to grant site control of the properties at 624 and 626 Booker St to 624 Booker, LLC (working title) ("the LLC") in order for the LLC to repurpose the building for affordable senior housing.

Neighborhood Properties is the owner of 624 Booker St., and it desires to reach agreement with the developer to sell the 624 Booker in order to repurpose the property for affordable senior housing, and to include the adjacent vacant lot, 626 Booker St for parking or other permitted and compatible uses.

624 Booker LLC (working title) is the prospective purchaser of 624 and 626 Booker St and intends to purchase the property(s) from Neighborhood Properties under conditions described below.

Both parties intend to limit redevelopment of the property(s) to affordable senior housing with the following proffers and/or additional elements as the City of Charlottesville may require for the project to be entitled and it is contingent on, but not limited to the following conditions:

**Senior housing.** Tenants would be age-restricted to 55 plus and tenants with income that would not exceed 80% of Area Median Income.

**Entitlements.** That the City permit rezoning of the property to an appropriate designation that would allow up to 14 Single Room Occupancy (SRO) units in the building; and

**Funding.** That the City grant 624 Booker LLC (working title) sufficient moneys from the Charlottesville Affordable Housing Fund (CAHF) to repurpose the building for up to 14 SRO units; and that 624 Booker, LLC attract additional funding through grants, loans, and additional investment sources sufficient to bring the project to fruition. Additional contingencies are to be determined and may be required by funding sources as a condition of their award.

Signed: \_\_\_\_\_  
Richard Spurzem for  
Neighborhood Properties, Inc.

Signed: \_\_\_\_\_  
Christopher Murray for Murray +  
Co, LC Co-managing member of 624  
Booker, LLC (working title)

July 18, 2019

Date 5/21/19  
6/24/19

**SOURCES & USES**

| ASSUMPTIONS                        |           | 12 Units   |                  | Notes   |
|------------------------------------|-----------|------------|------------------|---|
| Per SF renovation estimate         | \$        | 100        |                  |   |
| Total SF                           |           | 5,500      |                  | per Tim Mohr                                      |
| <b>USES</b>                        |           |            |                  |   |
| DESCRIPTION                        |           |            |                  |   |
| ACQUISITION - 624 building         | \$        | 350,000    |                  | \$68.2k per City assessment?                      |
| ACQUISITION - 626 Lot              | \$        | 47,000     |                  |   |
| <b>ENTITLEMENTS</b>                |           |            |                  |   |
| Rezoning fee - City                | \$        | 2,000      |                  |   |
| Rezoning - Legal                   | \$        | 5,000      |                  |   |
| <b>APPRAISAL</b>                   |           |            |                  |   |
|                                    | \$        | 1,000      |                  |   |
| <b>ARCHITECTURE</b>                |           |            |                  |   |
|                                    | 5.0%      | \$ 27,500  |                  |   |
| ROOMS - furniture, carpet etc      | \$ 1,500  | \$ 18,000  |                  | If furnished units                                |
| <b>CONSTRUCTION</b>                |           |            |                  |   |
|                                    |           | \$ 550,000 |                  |   |
| SPRINKLER                          |           | \$ 50,000  |                  | 3,000 / Unit \$15 - 30,000                        |
| ELEVATOR                           |           | \$ 50,000  |                  |   |
| SITE WORK                          |           | \$ 1,500   |                  | On-site parking in adjacent lot                   |
| CONTINGENCY                        | 3.0%      | \$ 18,000  |                  |   |
| CONTRACTOR FEE                     | 5.0%      | \$ 27,500  |                  | construction oversight (Milestone)                |
| DEVELOPER FEE                      | 2.0%      | \$ 11,000  |                  |   |
| INTERST CARRY                      | 1.5%      | \$ 8,250   |                  |   |
| <b>LEGAL &amp; PROF. FEES</b>      |           |            |                  |   |
|                                    | 3.0%      | \$ 16,500  |                  | includes LLC, NP & CPA organizational costs       |
| <b>INSURANCE</b>                   |           |            |                  |   |
|                                    | 1.0%      | \$ 9,000   |                  |   |
| <b>TITLE &amp; RECORDING COSTS</b> |           |            |                  |   |
|                                    | 0.3%      | \$ 2,700   |                  |   |
| <b>TOTAL DEVELOPMENT EXPENSES</b>  |           | \$         | <b>1,194,950</b> |   |
| <b>RESERVES ESCROW</b>             |           |            |                  |   |
|                                    | 20%       | \$ 15,850  |                  | Rent-up reserve based on annual revenue           |
| <b>OPERATING RESERVE</b>           |           |            |                  |   |
|                                    | 30%       | \$ 23,775  |                  | Operating reserve based on annual revenue         |
| <b>TOTAL RESERVE EXPENSES</b>      |           | \$         | <b>39,625</b>    |   |
| <b>TOTAL USES</b>                  |           | \$         | <b>1,234,575</b> |   |
| <b>SOURCES</b>                     |           |            |                  |   |
| CITY GRANT                         | \$ 40,000 | \$ 480,000 |                  | \$ / UNIT   |
| EQUITY FROM GP                     |           | \$ 100,000 |                  | investor group                                    |
| GRANTS - Misc                      |           | \$ 250,000 |                  | TIN, VNB, CACF, etc                               |
| EQUITY FROM OWNER                  |           | \$ 350,000 |                  | Deferred sale Give 68 in cash? Value if thie lot. |
| EQUITY FROM ARCHITECT              |           | \$ 13,750  |                  | 50% of fee  |
| MORTGAGE                           | 3%        | \$ 140,825 |                  | Virginia Organizing below-market loan             |
| <b>TOTAL SOURCES</b>               |           | \$         | <b>1,234,575</b> |   |

| OPERATING BUDGET                             |           | Date |  | 6/24/19       |                                 |                    |
|--|-----------|------|--|---------------|---------------------------------|--------------------|
| Assumptions                                  |           |      |  |               |                                 |                    |
| Project Cost                                 |           |      |  | \$            | 1,234,575                       |                    |
| Age-restricted (55 or 62+) senior apartments |           |      |  |               |                                 |                    |
| Area Median Income %                         |           |      |  |               |                                 |                    |
|  |           | AMI  |  | Annual Budget | Notes                           |                    |
| <b>REVENUE</b>                               |           |      |  |               |                                 |                    |
| 1-BR Units                                   | \$ 897    | 60%  |  | \$ -          |                                 |                    |
| 2-BR Units                                   | \$ 1,195  | 80%  |  | \$ -          |                                 |                    |
| SRO units                                    | 12 \$ 598 | 50%  |  | \$ 86,112     |                                 |                    |
| Common Area                                  |           |      |  |               |                                 |                    |
| Other Income / CAM                           |           |      |  | \$ 500        | Laundry                         |                    |
| <b>GROSS POTENTIAL REVENUE</b>               |           |      |  | \$            | 86,612                          |                    |
| Vacancy                                      | 8.5%      |      |  | \$ 7,362      | 6-mos. One unit                 |                    |
| <b>TOTAL REVENUE</b>                         |           |      |  | \$            | 79,250                          |                    |
| <b>ADMINISTRATIVE EXPENSES</b>               |           |      |  |               |                                 |                    |
| ADVERTISING                                  |           |      |  | \$ 500        |                                 |                    |
| CONCESSION TO TENANTS                        |           |      |  |               |                                 |                    |
| CREDIT REPORTS                               |           |      |  | \$ 250        |                                 |                    |
| INSURANCE                                    | 0.01      |      |  | \$ 12,346     |                                 |                    |
| INTERNET SERVICE                             |           |      |  | \$ 600        | \$50 / mo                       |                    |
| LEASING FEES                                 |           |      |  |               |                                 |                    |
| LEGAL/COURT COSTS                            |           |      |  | \$ 250        |                                 |                    |
| MANAGEMENT FEES - RESIDENTIAL                | 0.08      |      |  | \$ 6,340      | senior tenants                  |                    |
| MANAGEMENT FEES - COMMERCIAL                 |           |      |  |               |                                 |                    |
| MARKETING/PROMOTIONAL                        |           |      |  |               |                                 |                    |
| MISCELLANEOUS                                |           |      |  |               |                                 |                    |
| MODEL/OFFICE EXPENSE                         |           |      |  |               |                                 |                    |
| PROFESSIONAL SERVICES                        |           |      |  | \$ 500        |                                 |                    |
| STAMPS/COPIES/POSTAGE                        |           |      |  |               |                                 |                    |
| TAXES - REAL ESTATE                          | 0.004     |      |  | \$ 4,938      | Use Residential or Commercial p |                    |
| INTEREST EXPENSE                             |           |      |  |               |                                 |                    |
| <b>TOTAL ADMINISTRATIVE EXPENSES</b>         |           |      |  | \$            | 25,724                          |                    |
| <b>UTILITY EXPENSES</b>                      |           |      |  |               |                                 |                    |
| PHONE  | 50        |      |  | \$ 600        |                                 |                    |
| UOA DUES                                     |           |      |  |               |                                 |                    |
| ELECTRICITY - HOUSE                          | 120       |      |  | \$ 1,440      |                                 |                    |
| ELECTRICITY - COMMERCIAL                     |           |      |  |               |                                 |                    |
| ELECTRICITY - TURNOVER                       |           |      |  |               |                                 |                    |
| TRASH REMOVAL                                | 40        |      |  | \$ 480        |                                 |                    |
| WATER/SEWER - Common area                    | 100       |      |  | \$ 1,200      |                                 |                    |
| WATER/SEWER                                  |           |      |  |               |                                 |                    |
| WEBSITE HOSTING                              | 12        |      |  | \$ 144        |                                 |                    |
| UTILITIES - TENANT BILLBACK                  |           |      |  |               |                                 |                    |
| <b>TOTAL UTILITY EXPENSES</b>                |           |      |  | \$            | 3,864                           |                    |
| <b>REPAIRS &amp; MAINTENANCE</b>             |           |      |  |               |                                 |                    |
| <b>TOTAL REPAIRS &amp; MAINTENANCE</b>       |           |      |  | 0.15          | \$ 11,887.50                    | % of gross revenue |
| <b>TOTAL OPERATING EXPENSES</b>              |           |      |  | \$            | 41,476                          |                    |
| <b>NET REVENUE LESS EXPENSES</b>             |           |      |  | \$            | 37,774                          |                    |
| <b>CAPITAL EXPENSES</b>                      |           |      |  |               |                                 |                    |
| 5% RESERVES ESCROW                           | 0.05      |      |  | \$ 3,962.50   |                                 |                    |
| BUILDING IMPROVEMENTS                        | 0.02      |      |  | \$ 1,585.00   |                                 |                    |
| CARPET REPLACEMENT                           | \$ 500    |      |  | \$ 500.00     |                                 |                    |
| SOLAR INSTALLATION                           |           |      |  |               |                                 |                    |
| FURNITURE REPLACEMENT                        | \$ 500    |      |  | \$ 500.00     |                                 |                    |
| <b>TOTAL CAPITAL EXPENSES</b>                |           |      |  | \$            | 6,547                           |                    |
| <b>DEBT SERVICE</b>                          |           |      |  |               |                                 |                    |
| MORTGAGE                                     |           |      |  | \$ 7,125      |                                 |                    |
| <b>NET INCOME</b>                            |           |      |  | \$            | 24,102                          |                    |

# City of Charlottesville Affordable Housing Fund (CAHF) Application

## Applicant Information

|                                 |   |
|---------------------------------|---|
| Amount of CAHF Funds Requested: | <input type="text" value="\$600,000"/>                                    |
| Organization name:              | <input type="text" value="AHIP"/>   |
| Contact name:                   | <input type="text" value="Jennifer Jacobs"/>                              |
| Title:                          | <input type="text" value="Executive Director"/>                           |
| Address:                        | <input type="text" value="2127 Berkmar Drive, Charlottesville VA 22901"/> |
| Phone:                          | <input type="text" value="434-817-2447 x36"/>                             |
| Email:                          | <input type="text" value="jjacobs@ahipva.org"/>                           |

## Project Information

|                   |   |
|-------------------|---|
| Project name:     | <input type="text" value="Critical Rehab &amp; Repair"/>                  |
| Project location: | <input type="text" value="Charlottesville (scattered-site and Belmont)"/> |

Purpose of requested funding (check all that apply):      Project type (check all that apply):

- |                                     |                  |
|-------------------------------------|------------------|
| <input type="checkbox"/>            | New construction |
| <input type="checkbox"/>            | Acquisition      |
| <input checked="" type="checkbox"/> | Rehabilitation   |
| <input type="checkbox"/>            | Rent subsidy     |
| <input type="checkbox"/>            | Other            |

- |                                     |                          |
|-------------------------------------|--------------------------|
| <input type="checkbox"/>            | Multi-family             |
| <input checked="" type="checkbox"/> | Single family (detached) |
| <input type="checkbox"/>            | Single family (attached) |
| <input checked="" type="checkbox"/> | Rehabilitation           |
| <input type="checkbox"/>            | New Construction         |
| <input type="checkbox"/>            | Other                    |

Income restrictions on project (indicate approximate number of units meeting each Area Median Income (AMI) category:

The only income restriction that the city places on AHIP's rehab and repair activities is that we serve households up to 80 percent AMI. We prioritize households with lower incomes, but take other factors into consideration as well, including funding availability, size of the project, whether there are children, senior citizens, and disabled family members in the household, and other factors that would increase vulnerability.

The numbers below show the average distribution of the households whom we serve over the last three years. We would expect this distribution to be similar in FY20.

**Critical rehab (projections based on averages over a three-year period FY17-FY19):**

|            |                |                                 |
|------------|----------------|---------------------------------|
| <u>3</u>   | <u>(13.6%)</u> | Incomes less than 30% AMI       |
| <u>3</u>   | <u>(13.6%)</u> | Income between 30% and 40% AMI  |
| <u>6</u>   | <u>(27.2%)</u> | Incomes between 40% and 50% AMI |
| <u>3.7</u> | <u>(16.8%)</u> | Incomes between 50% and 60% AMI |
| <u>6.3</u> | <u>(28.6%)</u> | Income between 60% and 80% AMI  |
| <u>0</u>   |                | Unrestricted units (>80% AMI)   |
| <u>22</u>  |                | <b>Total Units</b>              |

**Emergency repair (projections based on averages over a three-year period FY17-FY19):**

|             |                |                                 |
|-------------|----------------|---------------------------------|
| <u>14.3</u> | <u>(30.9%)</u> | Incomes less than 30% AMI       |
| <u>8.3</u>  | <u>(17.9%)</u> | Income between 30% and 40% AMI  |
| <u>6.3</u>  | <u>(13.6%)</u> | Incomes between 40% and 50% AMI |
| <u>7</u>    | <u>(15.1%)</u> | Incomes between 50% and 60% AMI |
| <u>10.3</u> | <u>(22.2%)</u> | Income between 60% and 80% AMI  |
| <u>0</u>    |                | Unrestricted units (>80% AMI)   |
| <u>46.2</u> |                | <b>Total Units</b>              |

### **Project Proposal:**

Please provide following information as separate attachments to the application:

**1. Project Description** -- Provide a description of the proposed project. Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.

**2. Demonstration of Need** -- Describe how the project contributes to the City of Charlottesville's housing goals.

**3. Project Readiness** -- Provide evidence of: organizational experience and capacity to manage the project, pursue and acquire land, site control, required zoning variance and permitting (if applicable), financial commitments for the projects, community engagement plan (if applicable), resident relocation plan (if applicable), plans for preparation and coordination of necessary public meetings.

**4. Project Budget** -- Provide a detailed description of the proposed project budget showing sources and amounts of additional funding.

**5. Project Schedule** -- Indicate the proposed project schedule, including pre-development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction miles (as appropriate) to project completion.

**6. Experience** -- Provide a summary of similar activities completed by the organization and project team.

**Authorization:**

Organization Name: AHIP

Project Title: Critical Rehab and Repair

I, Jen Jacobs certify that I am authorized to  
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

  
\_\_\_\_\_  
Signature

July 18, 2019  
\_\_\_\_\_  
Date

Jen Jacobs  
\_\_\_\_\_  
Print Name

Executive Director  
\_\_\_\_\_  
Title

**AHIP****Proposal to the Charlottesville Affordable Housing Fund  
Charlottesville Critical Rehab and Repair - Project budget  
July 2019****PROJECT EXPENSES****Program personnel**

Program Manager, Construction (50% of part-time)  
 Construction Supervisor (50% of time)  
 Rehabilitation Specialist #1 (50% of time)  
 Rehabilitation Specialist #2 (50% of time)  
 Director of Programs (25% of time)  
 Program Manager, Intake/Outreach (25% of time)  
 Volunteer Manager (50% of time)  
 benefits and taxes at 28%

TOTAL PROGRAM PERSONNEL 207,304

**Construction****CRITICAL REHABS**

|   |         |  |
|---|---------|--|
| critical rehab: scattered-site                | 465,850 | target goal: 10 scattered-site rehabs (ave \$42,350/project)   CAHF investment per unit: \$28,403 (average/approx) |
| special preservation project: Howard house    | 200,400 | CAHF investment: \$50,000  |
| critical rehab: Belmont Block-by-Block Cville | 423,500 | target goal: 7 Belmont rehabs (ave \$60,500/project)   CAHF investment per unit: \$28,403 (average/approx)         |

**ENERGY-EFFICIENCY UPGRADES**

|  |         |  |
|--|---------|--|
| retrofit projects (paired with rehabs)     | 102,000 | target goal: 17 energy upgrades (ave \$6,000/project)   CAHF cost per unit: \$5,000 (average/approx) |
| special preservation project: The H. House | 24,000  | CAHF investment: \$20,000  |

**EMERGENCY REPAIRS**

|   |         |  |
|---|---------|--|
| emergency repair: scattered-site                  | 120,000 | target goal: 40 emergency repairs (ave \$3,000/job)   CAHF cost per unit: \$3,000 (average)        |
| emergency repair - neediest cases: scattered-site | 88,000  | target goal: 8 large emergency repairs (ave \$11,000/job)   CAHF cost per unit: \$10,000 (average) |

TOTAL DIRECT JOB COSTS 1,423,750

**Admin/overhead\***

163,105 10 percent

**TOTAL EXPENSES** **1,794,159**

**PROJECT FUNDING****Public sources****Secured**

|   |         |                                 |
|---|---------|---------------------------------|
| Charlottesville general fund FY20         | 99,050  | allocated toward admin/overhead |
| Charlottesville CDBG/HOME FY20 allocation | 120,000 |                                 |
| Charlottesville CIP FY20 funds            | 500,000 |                                 |
| Charlottesville/LEAP energy upgrade funds | 105,000 |                                 |

**Pending and projected**

|   |         |                     |
|---|---------|---------------------|
| Charlottesville Affordable Housing Fund FY2019-20 | 600,000 | pending application |
| Dept of Social Services' Heating Crisis Program** | 10,000  | projected           |

SUBTOTAL PUBLIC SOURCES 1,434,050

**Private sources****Pending and projected (high likelihood)**

|   |         |  |
|---|---------|--|
| Foundation grants                                     | 250,000 | projected renewals                                   |
| In-kind contributions (services/materials/volunteers) | 60,000  | in-kind partners (Beck Cohen, W.E. Brown) and others |
| Safe at Home campaign/Annual fund                     | 50,109  | to be raised/ongoing fundraising                     |

SUBTOTAL PRIVATE SOURCES 360,109

**TOTAL FUNDING** **1,794,159**

**NOTES**

\*Occupancy, depreciation, fundraising, financial administration, support staff, office supplies

\*\*Funds are drawn down on a project-by-project basis in partnership with Dept of Social Services.





## AHIP

Proposal to the Charlottesville Affordable Housing Fund

Charlottesville Critical Rehab and Repair – Project narrative

July 2019

## Summary

Everyone should be safe at home and everyone should be able to hold onto their homes. With housing costs continuing to soar in Charlottesville, gentrification is on the rise, and affordable homeownership is increasingly out of reach.

AHIP is requesting \$600,000 from the Charlottesville Affordable Housing Fund to support affordable housing improvement and preservation for low-income homeowners via critical rehabs, emergency repairs, and energy-efficiency upgrades. If fully funded, we anticipate preserving and improving between 60 and 70 homes owned by low-income Charlottesville residents.

These funds would be layered with other City funds, private foundation and donor funds, and in-kind contributions to keep City homeowners and their families safe at home, and will support program management, project planning, and construction.

Owner-occupied rehab efforts keep city residents safe, protect their assets, improve neighborhoods, slow down gentrification, and preserve the city's stock of existing affordable housing. In a time when housing and other costs are continuing to rise, incomes are failing to keep up, and there is continued and increasing pressure on Charlottesville's historically racially and economically diverse neighborhoods, preserving the affordable housing we have—the homes where people live right now—is essential.

## Project description

AHIP is seeking to preserve and improve between 60 and 70 homes owned by low-income Charlottesville residents. Activities include critical housing rehabilitations, emergency repairs, and energy-efficiency upgrades, and are carried out by AHIP program staff, AHIP construction staff, local subcontractors, and local skilled in-kind contributors and volunteers. AHIP also works in partnership with LEAP to deliver energy upgrades, and often joins forces with Building Goodness Foundation to get critical rehab work done.

## GOALS

The goals of this initiative are to **keep individuals and families safe, healthier, and more comfortable in their homes; to preserve and improve existing affordable homes for the people who live there now and for future generations; and to reduce operating (i.e., heating and cooling) costs of homes in order to make them more affordable.** This work serves families in both the short and the long term.

If fully funded, AHIP will be able to complete **18 critical rehabs, 48 emergency repairs, and 18 energy upgrades**, which will directly assist approximately 60 to 70 households.<sup>1</sup>

---

<sup>1</sup> We use an estimated range of households because sometimes the same family will receive an emergency repair and a rehab in the same year. If there is an urgent need that can't wait—for example, if their water heater dies while they are waiting for a rehab—we will take care of that right away and then serve them later with a rehab.

## ■ 48 emergency repairs

Our **Emergency Repair Program** responds to urgent home repair crises for low-income city residents. Since the start of this vital initiative in Charlottesville in 2009, AHIP and the city have completed critical home repairs for 898 people in 427 households. Typical repairs include heating systems; handicap ramps and other accessibility modifications; water heaters; roofs; windows; doors; and plumbing, electrical, and structural emergencies.

We have split this program into large and small emergency repairs, which allows us to direct dedicated city funds to cover bigger projects without edging out the smaller ones. Bigger jobs include chairlifts (these run about \$10,000), handicap shower units, roof replacements, and HVAC replacements.

In FY20, we are aiming to complete 40 **regular emergency repairs** (averaging about \$3,000 per job) and **eight large emergency repairs** (averaging \$11,000 per job). There are currently 100 households on our waiting list for emergency repairs, with new calls for help coming in each week.

## ■ 18 critical rehabs

Our **Housing Rehabilitation Program** operates across the city, responding to new calls for help and tending to our waiting list that currently holds more than 80 households. These are bigger, more comprehensive projects that address a home's systems, although funding caps and limited funds often push larger, more complex projects out of reach. Our rehab specialists work with the homeowners and the city building inspectors to address the most important rehab components.

We focus our rehab efforts city-wide (what we call “scattered-site”) and in targeted neighborhoods as part of our Block-by-Block Charlottesville (BXBC) initiative. BXBC kicked off in 2012 with our 10th & Page initiative, which has completed 40 rehabs in that neighborhood. We completed our Orangedale & Prospect BXBC project, having completed 28 rehabs. In FY19 we began our Belmont BXBC project and completed nine rehabs in that neighborhood in addition to eight other rehabs in the city.

In FY20, we are aiming to complete at least **seven rehabs in the Belmont neighborhood** and approximately **11 scattered-site rehabs**. That proportion may shift based on urgency, scheduling, client response, and available funding.

## Special preservation project: the H. House

One notable rehab currently in planning for FY20 that will not proceed without CAHF funding is the Howard project in the Ridge Street neighborhood. This historic house, built in the early 1900s with Victorian-inspired features and purchased by the H. family in 1981, was built by Benjamin Tonsler.

Mr. and Mrs. H. raised their children in this home and continued to live there together until Mr. H. passed away in April 2019. Mrs. H., who is in her early 70s, continues to live there with her granddaughter and two great-granddaughters. This multigenerational home is truly a family treasure—and a treasured part of this historically African-American neighborhood; however, years of deferred maintenance have made the second floor of the home uninhabitable, severely damaged its exterior surfaces, and threatened its structural integrity.

Estimates for the comprehensive rehabilitation of this home are nearly \$187,000 – \$100,000 of funding for the rehab work would come from this request to the CAHF and the other \$87,000 will come from other sources. As it currently sits, this home presents both health and safety risks for Mrs. Howard and her granddaughters.

We strongly believe that this house represents much of what we talk about in Charlottesville: wealth preservation for African American families, closing the homeownership gap and preserving homeownership rates among

African Americans, and protecting the fabric of our community in the face of gentrification. We are recruiting as many partners as we can to make this effort a success and keep this home in the Howard family. We hope that the City also believes that this a home worth investing in.

## ■ 17 energy-efficiency upgrades

Our **Energy Retrofit Initiative** is a partnership with LEAP that layers energy upgrade projects onto existing rehabs and sometimes emergency repairs. Typical tasks include insulating; air-sealing and duct-wrapping; conditioning crawlspaces; and installing high-efficiency HVAC systems, water heaters, windows, and doors. We combine these programs in order to increase efficiency of service delivery, do more for the city families we're able to help, and because oftentimes rehab work is needed in conjunction with energy upgrade work (for example, we can't insulate an attic if the house has a roof leak or old wiring). LEAP provides program design and evaluation support, pre- and post-testing, inspections and scope of work development, and funding pass-through coordination for all our energy upgrades.

For energy upgrades, AHIP aims to achieve an average 20 percent efficiency gain or better for each home we work on. This is measured by a pre- and post-blower door test conducted by LEAP. In addition to this testing, we are collecting pre- and post-project quantitative and qualitative data on energy consumption; energy costs; and general health, comfort, and well-being (i.e., asthma, allergies).

## PEOPLE

In FY19, AHIP and the city, through our rehab and emergency repair programs, have served 124 people in 60 households. Of these households:

- 18 percent are home to kids under 18 (22 kids total)
- 72 percent are home to senior citizens (55 seniors total)
- 62 percent are home to disabled family members (38 disabled individuals total)
- 53 percent are home to racial and ethnic minorities
- The average annual household income is 41 percent of the area median income

These percentages stay relatively constant from year to year and should predict who we are able to help in FY20.

## PROCESS

Below is an outline of our rehab and repair process. Each city client moves through these steps:

### STEP 1: INTAKE

- **Preliminary phone or in-person screening (questions about housing conditions, repair emergencies, household makeup)**
  - Clients self-refer and are also referred by neighbors, family members, city staff, social services providers, and other housing providers.
- **Entry into our database/waitlist**
  - With more than 180 households on our list, we cannot get to everyone right away. We prioritize health and safety emergencies, households with children, disabled individuals, and elderly occupants, and target neighborhoods.

## STEP 2: ENROLLMENT

- **Eligibility verification and program application**
  - Clients are assigned to one of AHIP's two Rehab Specialists, who verify income (through third-party verification) and other eligibility measures and get clients enrolled. Homeowners must be current on their real estate taxes (or have a payment plan in place) and have clear title to their homes. Residents who hold a life estate are eligible. AHIP will often work with the client, their family members, and community resources such as Legal Aid to help clients clear up tax or ownership issues.
- **Initial home review**
  - The Rehab Specialist meets with the clients to talk about their home and conduct an initial walk-through.

## STEP 3: PROJECT PLANNING

- **Inspections**
  - Depending on the types of repairs needed, the Rehab Specialist schedules general and/or specialty inspections. All rehabs are inspected by the city building inspector, who will draw up a city-mandated list of items that must be included in the scope of work. Other third-party specialty inspections may include LEAP, pest, chimney, and electrical.
- **Scope of work and estimate**
  - The Rehab Specialist finalizes a scope of work and estimate for each project and reviews it with the homeowners. We focus on health and safety issues and must follow the city's scope of work requirements, but do our best to work with homeowners to cover items that are important to them.
  - Neighborhood Development Services must approve the final scope of work and estimate, based on funding availability and other factors.

## STEP 4: UNDER CONTRACT

- **Project funding and the deed of trust ("affordability period")**
  - CDBG, HOME, or CAHF assistance is offered by the city in the form of a "deferred payment loan," and, if the amount of assistance exceeds \$5,000, is secured by a deed of trust. A deferred payment loan is a loan that has no monthly payments and becomes payable in full whenever the property is sold, transferred, or otherwise vacated by the applicant. (The City of Charlottesville is the noteholder and the funds return to the city.) The minimum term is three years (for loan amounts between \$5,000 and \$10,000) and the maximum term is 30 years (for loan amounts over \$70,000).
  - The deferred payment loan also is forgivable over the term of the loan. For example, a 10-year loan will be reduced by one-tenth each of the 10 years. At the expiration of the loan term period, the deferred payment loan shall be forgiven and the lien released.
  - If the property is transferred to an heir during the loan period and that heir is income-eligible, the deferred payment loan will transfer with the property and without penalty.
  - This is a city policy and is a condition of utilizing city funds. Private grant funds do not typically require a deed of trust and can be used to offset some public funds and thus reduce the loan obligation or can be used when clients cannot get clear title or are unable to have a deed of trust placed on their house (for example, some elderly clients who have reverse mortgages are ineligible for city funds).

- **Contract signing**
  - AHIP's Construction Program Manager meets with each client to review project scope, costs, deed of trust terms and requirements, process, policies, and the contract. Once the contract is signed, AHIP records the deed of trust (if applicable) and schedules the work.

## **STEP 5: CONSTRUCTION**

- **Project work**
  - AHIP crews, local subcontractors, and/or volunteers carry out the rehab and repair tasks. Sometimes, the client is responsible for certain tasks, such as clean-up or painting. These tasks and responsibilities are spelled out clearly in the scope of work and agreed upon in the contract.
- **Oversight, compliance, and quality assurance**
  - AHIP's Construction Supervisor and/or subcontractors secure proper work permits, and most rehabs are subject to regular inspections by city staff. All rehabs and emergency repairs are monitored by our Crew Leaders and Construction Supervisor.
  - All construction activities are subject to local, state, and federal laws and regulations, including the building code, contracting regulations, and HUD and OSHA rules. We follow city rules for liability insurance, adhere to industry standards on workers' compensation, and are subject to audits by NDS staff, HUD inspectors, DPOR inspectors, and OSHA inspectors.
  - AHIP's Construction Program Manager is the point of contact for every client, reviewing progress during the project, addressing any concerns or questions, and seeking input on priorities and product selections (such as flooring and paint colors) as the project proceeds.
  - When the project is nearing completion, AHIP conducts a final walk-through with the client. The Construction Supervisor will create a punch list for any items that need to be addressed following the walk-through. Specialty inspectors will have their final inspections, and a final general inspection report verifies that all repairs and upgrades have been completed and are satisfactory. The city building inspector signs off on the project or orders reinspection based on items that need to be addressed.
- **Qualifications**
  - AHIP holds a Class A Contractor's license and is an EPA- and state-certified Lead Abatement Contractor. AHIP partners with Building Performance Institute (BPI)-certified building analysts at LEAP and WeatherSeal on all our energy-efficiency upgrade projects from pre-testing to closeout.
  - AHIP's programs meet a variety of industry standards, including: HUD health and safety inspection guidelines; local property maintenance and building codes (based on state and national standards); and the BPI standards for best practices in energy efficiency. AHIP's third-party inspectors (plumbing, electrical, energy auditors, chimney, pest, etc.) or third-party city building officials use HUD guidelines and/or building code or BPI standards to scope and evaluate our work.
- **Closeout and warranty**
  - With construction complete, AHIP's Construction Program Manager holds a meeting with the client to close out the project and sign all required documentation.
  - Client surveys provide feedback on the project, what impact it had on the household, and what could have been done to improve the process or the project outcomes.
  - All of AHIP's work is warrantied for one year, so if something goes wrong, AHIP staff will return to make it right at no additional cost to the client.

## ENGAGEMENT

AHIP's primary focus remains on individual engagement with each family throughout what ends up being a very personal process of coming into our clients' lives and homes, collecting private information, and then working in the places where they live—bringing in inspectors, crew members, subcontractors, and sometimes groups of volunteers. Our clients' homes are the intimate spaces in which AHIP works, and we approach this with care and respect.

We seek to engage the broader community—typically the neighborhoods of our target areas—when we aim to explain what we're about, solicit interest in our programs, and encourage people to sign up. In Belmont, the letters and phone calls we sent to the community elicited a stunning response, with about 10 percent of recipients responding. We called and talked to each respondent who was eligible and expressed an interest in the program and added them to our list.

We are also paying close attention to client care and making sure that clients fully understand the scope of their project prior to, during, and following the project. We are committed to delivering high-quality rehab services and exceptional transparency, patience, and communication.

## Demonstration of need

In the city, an aged housing stock and deferred maintenance contribute to the widespread need for rehab and repair services. For affluent homeowners, this extensive process can be a labor of love and an engine of aesthetic renewal for neighborhood streets. For low-income homeowners, the financial wherewithal to address outdated and dangerous electrical systems, old and faulty plumbing, failing furnaces and roofs, deteriorating kitchens, and rotting floors is steadfastly out of reach.

Scores of families in Charlottesville—approximately 181 on AHIP's city waiting list as of this writing—live in homes in urgent need of substantial repairs and energy upgrades. Poor housing quality undermines families in many ways: it makes achieving at school harder for kids; it can contribute to parental stress, anxiety, and family instability; it can make an affordable home unaffordable; it can cause injury, sickness, and aggravate allergies and asthma.

Displacement of families who cannot afford to maintain homes and seniors who cannot age in place increases or introduces housing insecurity and trauma, stresses other affordable housing resources (such as rental stock and vouchers), and opens the door wider to the forces of gentrification.

Owner-occupied rehab efforts keep city residents safe, protect their assets, improve neighborhoods, slow down gentrification, and preserve the city's stock of existing affordable housing. In a time when housing and other costs are continuing to rise, incomes are failing to keep up, and there is continued and increasing pressure on Charlottesville's historically racially and economically diverse neighborhoods, preserving the affordable housing we have—the homes where people live right now—is essential.

## CITY GOALS

Rehabilitation and preservation of Charlottesville's affordable housing stock fits within Charlottesville's goals and policies:

### Supported affordable units (2025 Goals for Affordable Housing)

AHIP's work helps the city reach its 15 percent goal by creating additional supported affordable units. Rehabs and emergency repairs over \$5,000 are secured with a deed of trust on the property in order to incentivize families to

hold onto the properties after a rehab is done. (Typically, families need no incentive, and homes often pass down to family members after the death of a homeowner.)

### Comp Plan 2013 Housing Goals

AHIP's work supports the following goals:

- Goal 2: "Maintain and improve the City's existing housing stock for residents of all income levels." This is AHIP's core work, but we strictly focus on low-income residents.
- Goal 2.5: "Preserve and improve the quality and quantity of the existing housing stock through the renovation, rehabilitation, and/or expansion of existing units as a means of enhancing neighborhood stability." AHIP focuses on renovation and rehabilitation rather than expansion.

### Charlottesville Strategic Plan Affordable Housing and Related Goals

AHIP's work supports the following goals:

- Goal 1.4: "Enhance financial health of residents." AHIP helps families reduce operating costs immediately, removes long-term burdens of costly stop-gap measures; and prevents more costly fixes of unchecked problems down the road.
- Goal 2.1: "Reduce adverse impact from sudden injury and illness and the effects of chronic disease." AHIP's work increases occupants' health and safety by addressing dangerous deficiencies and increasing building health. AHIP's work decreases occupants' stress and improves mental health.
- Goal 2.3: "Improve community health and safety outcomes by connecting residents with effective resources." AHIP delivers a critical resource to homeowners that allows them to improve the health and safety of their homes and families.

## Project readiness

AHIP's program is ongoing, and our internal structure is set up to move clients through our program pipeline from year to year. We field intake calls continuously, and our rehab specialists are already beginning to work on FY20 client verification, enrollment, and estimating to maintain our system's momentum, workflow, and efficiency. We are currently staffed—on both the programmatic and planning fronts and the construction front—to carry out the goals of this effort. As always, local subcontractors supplement our construction capacity.

If funded, this process will continue with inspecting, estimating, planning, contracting, pulling all necessary permits, and layering other funding as needed. If not funded, or if partially funded, we will have to halt some aspects of our city rehab and repair program.

## Project budget

Please see the attached project budget, which shows sources and uses of funds, average and projected cost per unit, and other public funds and private resources that will be leveraged to make this effort a success.

## Project schedule

The timeframe for this project spans Fiscal Year 2019-20, which runs from July 1, 2019 to June 30, 2020. Unlike construction of a discrete multifamily development, this effort comprises multiple construction projects in various stages of development—intake to estimating to construction—that run concurrently and consecutively throughout the year. Emergency repairs may take as little as a week from intake to completion; rehabs can sometimes take several months to enroll, plan, fund, and carry out.

## Experience

AHIP is a 501(c)(3) organization and has served Charlottesville since 1995. (The Charlottesville Housing Improvement Program, or CHIP, began in 1974 and worked alongside AHIP until CHIP closed in 1995.) From 1995 to 2008, AHIP utilized the city's federal HOME and CDBG funds to complete major rehabs for city households. In 2009, Neighborhood Development Services and City Council recognized a need to do more, and we began operating our Emergency Repair Program. In 2011, we began partnering with LEAP to bring energy-efficiency upgrades to city clients and began planning for our first Block-by-Block Charlottesville effort in the 10th & Page neighborhood. From that point forward, we have worked closely with city staff and leaders to carry out a thriving effort that balances small repairs, energy upgrades, scattered-site projects, and target-area projects—bringing together city resources, private funds, partner organizations, and volunteers—to make sure that people can stay in their homes and stay safe in their homes.

AHIP is a state-licensed Class A Contractor and is an EPA-certified lead abatement contractor. With more than 150 years of construction experience among our rehab program staff and more than 43 years of experience serving our community, AHIP has the expertise to continue to deliver critical rehabs and repairs to city homeowners. This is our mission and our reason for being.

## KEY STAFF

- **Jane Andrews, Construction Program Manager (part time)**, oversees client engagement from initial contract signing to client sign-off at project completion. Trained as a social worker, Ms. Andrews has 35 years of experience with AHIP in client outreach and management.
- **Laurie Jensen, Program Manager for Outreach**, manages the intake, client database/waitlist, data collection, and client assignment process. She also manages special projects and works on target-area project planning. Ms. Jensen joined AHIP in 2015.
- **Len Wishart and Lee Miller, Rehab Specialists**, are in charge of conducting initial inspections, scheduling specialty and city inspections, estimating projects, and writing up scopes of work. They also work with LEAP to estimate energy-efficiency tasks, folding them into the rehab estimating process and LEAP compliance processes (including pre- and post-testing coordination). Together, they bring more than 60 years of construction experience.
- **George Herring, Construction Supervisor**, is responsible for scheduling crews and subcontractors, managing workflow and budgets, arranging final inspections, and overseeing the quality of all work completed. He works closely with the crew leaders and the rehab program staff.
- **Sterling Howell, Volunteer Program Manager**, schedules volunteers into rehab and repair projects, serving as onsite manager and volunteer crew leader, handling prep and set-up, and providing safety training, skills training, and general cheerleading for volunteers. Mr. Howell took over as Volunteer Program Manager in July 2018 and has worked on expanding our volunteer impact and reach.
- **Cory Demchak, Director of Programs**, is responsible for day-to-day oversight of AHIP's rehab department, managing construction staff, program partnerships, subcontractors, project financing, financial oversight and compliance, and recordkeeping. Mr. Demchak joined AHIP in September of 2018.

## Why AHIP?

Carl, 78 and Addie, 72 recently celebrated 54 years of marriage. Their living room walls are adorned with pictures of their three children and eighteen grandchildren. Carl retired after 30 years of service as a porter for Wells Fargo, but Carl's pension wasn't enough to keep up with the maintenance and repairs their aging home on Ridge Street



so desperately required. Carl and Addie called AHIP because their home had multiple issues and their safety and well-being were jeopardized by the condition of their home. AHIP was able to replace the roof, windows, siding, doors, and front porch. Additionally, the home received a high-efficiency heat pump and insulation was installed to make the home more affordable to heat and cool.

There are numerous stories like Carl and Addie's. We see firsthand how a family home confers stability on generations of occupants, and how easily this can be lost, especially as pressure on more affordable city neighborhoods only increases. We believe that helping families preserve their homes through rehab and repair is one of the best and most tangible approaches we know: a cost-effective means of improving a family's health and well-being today while preserving their home for the future and serving as a bulwark against gentrification. And we believe that something as humble as home repair plays an important role in making sure the people of Charlottesville can preserve their histories and continue their legacies in the homes they want to—and deserve to—stay in.

Thank you for considering AHIP's request.

## CONTACT

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434.817.2447 x36

**City of Charlottesville  
Affordable Housing Fund (CAHF) Application**

**Applicant Information**

Amount of CAHF Funds Requested:

Organization name:

Contact name:

Title:

Address:

Phone:  Email:

**Project Information**

Project name:

Project location:

Purpose of requested funding (check all that apply):

Project type (check all that apply):

- New Construction
- Acquisition
- Rehabilitation
- Rent Subsidy
- Other

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Other

Income restrictions on project (indicate approximate number of units meeting each Area Median Income (AMI) category:

|                   |                                 |
|-------------------|---------------------------------|
| <u>2</u>          | Incomes less than 30% AMI       |
| <u>15</u>         | Income between 30% and 40% AMI  |
| <u>2</u>          | Incomes between 40% and 50% AMI |
| <u>2</u>          | Incomes between 50% and 60% AMI |
| <u>          </u> | Income between 60% and 80% AMI  |
| <u>          </u> | Unrestricted units (>80% AMI)   |
| <u>21</u>         | <b>Total Units</b>              |

**Project Proposal:**

Please provide following information as separate attachments to the application:

- 1. Provide a description of the proposed project. Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.*

**Project Description:**

Habitat for Humanity of Greater Charlottesville, a nonprofit corporation, proposes a multi-dimensional and holistic project designed to increase the supply of decent, affordable homeownership opportunities in the City of Charlottesville while reaching deeper to serve lower wealth neighbors, particularly those whose families have experienced generational poverty.

As part of its FY 2020 – 2024 Capital Improvement Program, the City committed much-needed investment in the redevelopment and expansion of low income rental and public housing in the downtown region of Charlottesville. Habitat’s work, with City support, will build on these investments by providing opportunities for housing mobility and wealth creation among low and extremely low income community members.

Key Deliverables of the proposal are as follows:

- 16 affordable and deeply affordable Homeownership opportunities;
- At least three neighborhood stabilization or anti-gentrification initiatives;
- Enhanced down payment assistance for at least five extremely low income families.

In the wake of urban renewal, the wealth gap in Charlottesville has reached crisis level, with African American wealth 1/10 of that of the general population, largely because of the lack of opportunity for homeownership. Habitat’s most pressing challenge in serving the more than 200 families that apply for a homeownership opportunity each year is to identify and secure land and existing homes for affordable and workforce housing in areas of town that are to a large degree built out and where high real estate prices have rendered affordable housing opportunities all but impossible without leveraged City subsidy. At 18% of the total cost of these projects (\$2.8mm), City investment will

leverage private funds and affordable partner family mortgage payments to create a pathway out of housing and financial poverty for at least 16 local, low and deeply low income families.

Currently, 53 Habitat home buying families are working on sweat equity requirements to purchase homes. Thirty-seven of those families are residents of CRHA housing. As such, we are seeking City support to purchase land and/or build and rehabilitate homes to enable Habitat to keep up a land and property inventory so that everyone currently in the program or scheduled to be accepted this year will be able to select a lot and purchase a home.

Additionally, while all of our qualifying families earn less than 60% AMI, we are seeking to deepen our response to historic generational poverty by reaching deeper on the income scale. As such, CAHF funding will also provide enhanced down payment assistance for at least five families earning below 35% AMI.

Habitat's homeownership model builds on a history of success. Because we provide intensive education and preparation as well as wrap around supports and financial backing, we have an almost 100% success rate. Of the more than 200 homes we've sold in the area over the past 28 years, only four have been foreclosed upon – significantly lower than the national average – while helping families earn approximately \$60mm in collective home equity. In each case of foreclosure, Habitat repurchased the homes, restoring equity to the families, before reselling the homes affordably to another partner family homebuyer.

### **Demonstration of Need:**

The Charlottesville region is home to an expensive and competitive housing market, with skyrocketing land and housing prices.

Low-wealth families are largely shut out of the conventional homeownership market—a recent study found that a family needs to make more than 120% of area median income in order to afford an average priced home. Charlottesville has one of the lowest percentages of homeownership in the Commonwealth. There exists a deep sense of hopelessness among many long-time citizens who have experienced the economic, educational, racial and social barriers that have burdened many Charlottesville families for generations.

### **Project Type and Location:**

**I. New Home Construction (13 homes):** We currently have the following properties under contract or in pursuit\*

#### **Lochlyn Hill III – Requested Funding \$180,000**

Project Type: Single Family Attached New Construction (6)

Funding Purpose: Land acquisition for New Construction (6)

Location: Lochlyn Hill Neighborhood

Housing Goals Addressed: 3, 3.2, 3.3, 8.1, & 8.2

Strategic Goals Addressed: 1.3, 1.4, 3.1 & 5.4

Habitat will build six more homes in Phase III of the new Lochlyn Hill development, a roughly 200-unit community where most home prices are above \$500,000. Located in one of the City's higher income census tracts with limited affordable housing opportunities, the neighborhood has

access to nearby Pen Park, high performing schools, public transportation, shopping and employment opportunities in downtown Charlottesville and the Albemarle County Urban Ring.

Thus far, Habitat has completed eight energy-efficient, affordable, owner-occupied homes in Lochlyn Hill, and is about to begin construction on five more using CAHF funds. With the additional six Phase III homes, 19 families will have the opportunity to achieve stability, self-sufficiency and build equity in this desirable city neighborhood. Our community conversations program will bring new and existing Habitat and other neighbors together for a year long process to strengthen ties and break down social barriers.

**Chesapeake Street – Requested Funding \$120,000**

Project Type: Single Family Attached New Construction (4)  
Funding Purpose: Land acquisition for New Construction (4)  
Location: Woolen Mills Neighborhood  
Housing Goals Addressed: 3, 3.2, 3.3, 8.2 & 8.4  
Strategic Goals Addressed: 1.3, 1.4, 3.1 & 5.4

Habitat is working with the owners of a currently undeveloped parcel in the Woolen Mills neighborhood with the intent of acquiring the land to build a minimum of two duplexes (four homes). Residents in this area that is experiencing rapidly rising property values and gentrification. This project represents an opportunity to expand affordable housing options in the Woolen Mills Neighborhood.

**Meadow Street – Requested Funding \$60,000**

Project Type: Single Family Attached New Construction (2)  
Funding Purpose: New Construction (2)  
Location: Rose Hill Neighborhood  
Housing Goals Addressed: 3, 3.2, 3.3, 8.2 & 8.4  
Strategic Goals Addressed: 1.3, 1.4, 3.1 & 5.4

Supplementing the two attached units already planned on Meadow Street with support from CAHF funding, Habitat is seeking to build two additional homes in a partnership with CRHA on the adjacent land. This project is located in a low to moderate income neighborhood containing a mixture of owner-occupied, public housing and rental homes. Residents are experiencing rising property values and gentrification. This project represents an opportunity to expand affordable housing options close to downtown Charlottesville, and it is located within walking distance of a grocery store, a city park, and the health department.

This partnership, which has been vetted by the PHAR board and which is pending final approval by the CRHA Board of Commissioners, will create a right of first refusal for families currently living in the adjacent Madison Avenue Public Housing community. If no Madison Avenue resident chooses to purchase a home there, the application will then be opened up to residents of other CRHA public housing sites. Additionally, this project will solve a long term drainage challenge for CRHA and facilitate eventual redevelopment of the Madison Avenue property.

**Agnese Street – Requested Funding \$30,000**

Project Type: Single Family Detached New Construction (1)  
Funding Purpose: New Construction (1)

Location: Locust Grove Neighborhood  
Housing Goals Addressed: 3, 3.2, 3.3, & 8.2  
Strategic Goals Addressed: 1.3, 1.4, 3.1 & 5.4

Habitat plans to build an affordable single-family dwelling on a vacant lot on Agnese Street in the Locust Grove neighborhood. Funding is requested for land development and construction. Located in an established neighborhood of moderate and upper income residents, this area currently has limited affordable housing opportunities.

**II. Home Rehabilitation (3 homes).** Habitat currently has under contract or is pursuing the following rehabilitation/anti-gentrification properties\*

**Anti-Gentrification Rehabilitations/Rental Conversions/Neighborhood Stabilization – Requested Funding \$90,000**

Project Type: Single Family Detached (3)  
Funding Purpose: Rehabilitation  
Location: Starr Hill, Belmont, and Fry’s Spring Neighborhoods  
Housing Goals Addressed: 2 & 2.5  
Strategic Goals Addressed: 1.3 1.4, 3.1 & 5.4

In order to preserve neighborhood preference and to promote anti-displacement in the creation of affordable homeownership, Habitat will leverage CAHF subsidy to purchase, renovate and resell one vacant home and two single-family rental homes in select neighborhoods to help stabilize threatened City neighborhoods, assuring that affordable homeownership and stability do not give way to absentee landlords and gentrification pressure. This will not only preserve the financial affordability of the homes, but will also help strengthen the existing cultural identity of the neighborhoods. A critical element of this project is the offer of non-displacement of the existing tenants of two of the properties. A third vacant property will be purchased out of foreclosure in partnership with the HUD Neighborhood Stabilization Program.

The purchasers of these three homes will participate in Habitat’s homebuyer education program, including financial counseling, credit repair (if needed), and home maintenance education. The tenants in the two occupied homes will contribute their labor to the houses in which they are living, an additional enhancement to their home maintenance skills. Upon completion of the Habitat program, these tenants will be able to purchase the house.

The renovations and repairs will stabilize and improve the physical condition of the home, transfer equity gains to low-wealth residents, and include energy-saving improvements such as the installation of a new roof, energy efficient HVAC systems, energy star appliances, additional insulation, low-flow faucets and showerheads, sealing and caulking of windows and doors, gutter repairs, and leak cessation measures. To the extent possible, the rehabilitations will be retrofitted to Universal Design Standards.

With support from the CAHF, Habitat will be able to purchase, rehab and sell the two currently rented homes to the existing renters (one family has expressed the strong desire to purchase and the second renter family will be afforded the “first right” to buy should they so desire) and renovate and affordably sell the vacant home.

**\*Because of circumstances that arise in the process of closing on properties, we will retain the ability to substitute other similar properties as necessary.**

### III. Down Payment Assistance (5 Homebuyers)

#### Enhanced Down Payment Assistance for Very Low Income Residents – Requested Funding \$75,000

Project Type: Single Family Attached, typical (5)

Funding Purpose: Down Payment Assistance for families at or below 35% AMI

Location: Varied throughout the City

Housing Goals Addressed: 3, 3.2, 3.3 & 8.1

Strategic Goals Addressed: 1.3, 1.4 & 5.4

Through our Family Partnership and Pathways programs, Habitat has continued to reach out to members of the Charlottesville community who have been living in poverty for generations, and who have not had abundant opportunities to participate in the economic growth of our community, particularly the opportunity to build equity while living in safe, decent and affordable homes. We have learned that so many have lost their sense of hope, and see the barriers to self-sufficiency as insurmountable. We believe otherwise. Therefore, we have deepened our commitment to welcome a greater number of applicants who might not otherwise qualify for the Habitat program without additional supports.

Our data indicates that those homebuyers on the lower end of the AMI scale had no higher default rate than other purchasers. This is due to the high motivation of Habitat homebuyers, our newly enhanced financial coaching program that includes economic counseling, home maintenance, community building and leadership development. Because each Habitat mortgage is based on the ability to pay, a family's payment is pro-rated to income preventing them from being forced into a cost-burdened housing situation. On the back end, we retain the notes so that we can work with families throughout the duration of their mortgage term should they need temporary forbearance, allowing us an opportunity to work together on a plan to get them back on track.

Importantly, in light of this data and the intense need in the community to provide a pathway to economic and housing security for lower income neighbors, we changed our selection and underwriting criteria to open the door wider to residents at the lowest end of our AMI scale. With CAHF assistance, we use a cumulative scoring system that captures housing need more holistically for each household. We include multiple measures to our applicant selection criteria, including measures to increase preferences for intergenerational poverty, length of residence, and barriers to future homeownership (e.g., credit problems, extremely low wages and low educational attainment). Included in the criteria are mechanisms to elevate homelessness as a factor. Of the 53 participants currently in Habitat programs, six are currently considered by HUD standards to be homeless.

We are prioritizing offering our services and support to local residents needing deeper subsidy due to earning a lower percentage of AMI and experiencing many years living locally in poverty. Although we will continue to offer our core homebuyer services to all residents earning between 25% and 60% of area median income, test data shows that the new, holistic scoring criteria will shift our demographic toward those at the lower end of our scale. Although more subsidy is required, we will be addressing a deep and damaging wealth gap in the City of Charlottesville. This source of CAHF funding will be available to residents at or below 35% of area median income as down payment assistance.

### **Short-term goals (key deliverables):**

- Acquire land and construct 13 attractive, energy-efficient affordable homes in scattered sites throughout the City, specifically in existing or developing mixed-income neighborhoods to be sold to purchasers earning between 25% and 60% of AMI; these sales will incorporate financial terms and mechanisms to assure long-term affordable home status while building equity;
- Renovate at least two rental properties and convert them to affordable homeownership opportunities to avoid displacement and prevent gentrification;
- Rehabilitate at least one foreclosed upon property to help stabilize the neighborhood and create a low income homeownership opportunity in the face of intensive speculation pressure;
- Provide increased down payment assistance to at least five homebuyers at or below 35% AMI to increase affordable homeownership opportunities for lower wealth individuals typically shut out of the housing market;

### **Long-term goals:**

- Increase the number of affordable, owner-occupied homes in the City;
- Provide affordable housing opportunities in upper income census tracts;
- Preserve the fabric of threatened, primarily low-wealth neighborhoods and protect existing residents from gentrification pressures;
- Promote acquisition of household equity for low-wealth homebuyers;
- Increase self-sufficiency and reduce generational poverty for long-time City residents;
- Increase the number of homes that allow homebuyers to age in place;
- Prevent physical, cultural and economic displacement of City residents;
- Increase the capacity of long-time Public Housing residents to improve job skills and networks in the high-paying construction trades;
- Strengthen the social fabric of Charlottesville by facilitating and supporting economic stability, neighborhood cohesion and leadership development; and
- Promote the improved health, safety, educational and employment outcomes for City residents and their children through sustainable, environmentally sound development practices.

### **Population to be served:**

Projects are designated for families who live in targeted City neighborhoods, residents of public or subsidized housing, elderly individuals and other low/moderate income neighbors. Beneficiaries are primarily City residents and/or employed in the City. All beneficiaries earn between 25% and 60% of area median income; At least five beneficiaries will be below 35% AMI.

Habitat homebuyers will engage in financial coaching and homebuyer education, provide \$1,250 for the down payment, and contribute a minimum of 200 hours of sweat equity toward the construction of Habitat homes (plus an additional 100 hours for each adult who will be living in the home). For an entire year prior to purchase, Habitat homebuyers will meet monthly for Community Conversations, an opportunity to discuss shared values, hopes and concerns – and for children to bond. Existing neighbors in the surrounding neighborhoods will be invited to join the conversations



to learn about Habitat, share insights and welcome new neighbors as part of our asset-based community development process. Post-closing services include three, six and twelve-month check-ups to address any maintenance or other issues for homebuyers needing assistance.

Habitat's unique mortgage structure enables low-wealth homebuyers to purchase at an affordable price with a monthly mortgage payment that does not exceed 23%-28% of household income. Because Habitat homes are heavily subsidized, our equity sharing rules are designed to protect the investment of Habitat and other funders and provide long-term affordability provisions (typically 40 years) in compliance with City Housing Policy #1. The first note is a zero-interest loan based on the homebuyer's ability to pay, with junior notes which are either deferred (and thus repaid in full if the home sells) or forgivable over time. This latter appreciation sharing mechanism provides an additional incentive for the family to stay in the home. All Habitat homes are subject to a right of first refusal, enabling Habitat to repurchase the home and sell to another qualified Habitat homebuyer should the original homebuyer decide to sell. Together, this lending structure assures that the homes are affordable at purchase, retains affordable mechanisms if sold before the mortgages are paid in full, and, most importantly, enables homebuyers to build equity in their homes.

#### **Accessibility/Adaptability/Conservation and Green Building:**

Another element of affordability is the quality design of Habitat houses. All Habitat homes incorporate Universal Design Standards, with elements such as zero-step entry and a first-floor bedroom with accessible bathrooms. The homes feature energy-efficient and sustainable construction that includes highly energy-saving HVAC systems, windows and doors, energy-star appliances, insulation and water heaters. Programmable thermostats, ceiling fans, and low-flow faucets and showerheads also minimize the environmental impact of these new homes. These features reduce the energy costs for the homeowners, thus enhancing long-term affordability while reducing adverse environmental impacts. All Habitat homes are built to a minimum of EnergyStar 3.0 Standards.

These homes, situated near Charlottesville's and Albemarle's economic centers, allow homebuyers to access public transportation, nearby shopping, parks and healthcare facilities without expensive and environmentally detrimental commuter costs.

1. **Project Budget** -- Provide a detailed description of the proposed project budget showing sources and amounts of additional funding.

| <b>Lochlyn Hill*</b>   |                  |
|--|------------------|
| <b>6 Homes @ \$162,500 per home</b>  |                  |
| <small>*different units from the 6 at Lochlyn Hill funded by CAHF in FY'19</small> |                  |
| <b>Revenues</b>  |                  |
| CAHF   | <b>\$180,000</b> |
| SHOP   | \$ 90,000        |
| DHCD ASNH  | \$360,000        |
| Private Fundraising/Other  | \$105,000        |
| Partner Family First Mortgages (Factoring in VHDA loans)                           | \$240,000        |
| <b>Total Revenues</b>  | <b>\$975,000</b> |
| <b>Expenses</b>  |                  |
| Acquisition  | \$300,000        |
| New Home Construction (6)  | \$660,000        |
| Permitting   | \$ 15,000        |
| <b>Total Expenses</b>  | <b>\$975,000</b> |
| <b>Chesapeake Street</b>   |                  |
| <b>4 homes @ \$174,500 per home</b>  |                  |
| <b>Revenues</b>  |                  |
| CAHF   | <b>\$120,000</b> |
| SHOP   | \$60,000         |
| DHCD ASNH  | \$240,000        |
| Private Fundraising  | \$238,000        |
| Partner Family First Mortgages (Factoring in VHDA loans)                           | \$160,000        |
| <b>Total Revenues</b>  | <b>\$698,000</b> |
| <b>Expenses</b>  |                  |
| Acquisition  | \$193,000        |
| Site Work  | \$120,000        |
| New Home Construction (2)  | \$370,000        |
| Permitting   | \$ 15,000        |
| <b>Total Expenses</b>  | <b>\$698,000</b> |

| <b>Meadow Street*</b>   |                  |
|---|------------------|
| <b>2 homes @ \$133,750 per home</b>   |                  |
| *different units from the 2 on Meadow Street currently being funded by CAHF |                  |
| <b>Revenues</b>   |                  |
| CAHF  | <b>\$60,000</b>  |
| SHOP  | \$30,000         |
| Private Fundraising   | \$97,500         |
| Partner Family First Mortgages (Factoring in VHDA loans)                    | \$80,000         |
| <b>Total Revenues</b>   | <b>\$267,500</b> |
| <b>Expenses</b>   |                  |
| Acquisition   | \$15,000         |
| Site Work   | \$60,000         |
| New Home Construction (2)   | \$185,000        |
| Permitting  | \$7,500          |
| <b>Total Expenses</b>   | <b>\$267,500</b> |
| <b>Agnese Street</b>  |                  |
| <b>1 home @ \$227,500 per home</b>  |                  |
| <b>Revenues</b>   |                  |
| CAHF  | <b>\$30,000</b>  |
| SHOP  | \$15,000         |
| Private Fundraising   | \$142,500        |
| Partner Family First Mortgages (Factoring in VHDA loans)                    | \$40,000         |
| <b>Total Revenues</b>   | <b>\$227,500</b> |
| <b>Expenses</b>   |                  |
| Acquisition   | \$0              |
| Site Work   | \$50,000         |
| New Home Construction   | \$175,000        |
| Permitting  | \$2,500          |
| <b>Total Expenses</b>   | <b>\$227,500</b> |
| <b>Anti-Gentrification Rehabs &amp; Rental Conversions</b>                  |                  |
| <b>3 Homes @ \$180,000 per home</b>   |                  |
| <b>Revenues</b>   |                  |
| CAHF  | <b>\$90,000</b>  |
| SHOP  | \$45,000         |
| Private Fundraising   | \$285,000        |
| Partner Family First Mortgages (Factoring in VHDA loans)                    | \$120,000        |
| <b>Total Revenues</b>   | <b>\$540,000</b> |
| <b>Expenses</b>   |                  |
| Acquisition   | \$450,000        |
| Renovation & Repair (e.g. roof, appliances, insulation, HVAC, etc.)         | \$ 90,000        |
| <b>Total Expenses</b>   | <b>\$540,000</b> |

| <b>Enhanced Down Payment Assistance<br/>5 Families @ \$25,000 per family</b> |                  |
|--|------------------|
| <b>Revenues</b>  |                  |
| CAHF   | \$75,000         |
| Private Fundraising/other  | \$50,000         |
| <b>Total Revenues</b>  | <b>\$125,000</b> |
| <b>Expenses</b>  |                  |
| Down Payment Assistance  | \$125,000        |
| <b>Total Expenses</b>  | <b>\$125,000</b> |

**TOTAL PROJECT COST: \$2,833,000 (excludes non-direct Habitat overheads)**

**TOTAL CAHF REQUEST: \$555,000**

### **LEVERAGE OF CITY INVESTMENT**

|  |                              |   |
|--|------------------------------|---|
| <b>Total Direct Economic Impact<br/>(excluding secondary dollar multiplier)</b>  | <b>Leverage Factor</b>       |   |
| \$2,833,000  | 5.1x                         | CAHF investment vs. total project cost  |
| <b>Total Estimated Market Value of<br/>HFHGC Homeowner Homes<br/>(earned equity for Partner Family<br/>homebuyers)</b> | <b>Leverage Factor</b>       |   |
| 16 units at \$260,000 (est.) = \$4.16mm  | 7.5x                         | Total wealth created for low-wealth families from CAHF investment                                   |
| <b>New Taxes Generated by 16<br/>Habitat Homes Sold</b>  | <b>Estimated<br/>Revenue</b> |   |
| New Tax Revenue during mortgage terms  | \$1,185,600                  | Total 30 year tax revenue for 16 units in today's dollars; assumes current tax rate at 0% inflation |
| Total Tax Revenue  | \$1,880,180                  | Total 30 year tax revenue for 16 units trended at 3%  |

Habitat has a history of successfully leveraging CAHF funding with outside sources such as private and corporate philanthropy, and federal and state grants. CAHF funding demonstrates local support for our state and federal housing grants, and provides critical gap funding.

## **2. Timeline**

### **The Lochlyn Hill, Chesapeake Street, Meadow Street and Agnese Street Projects (anticipated)**

|                  |   |
|------------------|---|
| Jan-Sept 2019:   | Execute LOIs contingent upon receiving CAHF funding |
| August 2019:     | Begin to close on real estate purchases             |
| Fall/Winter 2019 | Begin work on first rehab                           |

|              |   |
|--------------|---|
| Spring 2020: | Begin home construction at first of three sites, followed by next two |
| Summer 2020: | First home sales begin to close                                       |
| 2021-22:     | Grant close out   |

**Enhanced Down Payment Assistance for Very Low Income Residents**

|                |   |
|----------------|---|
| June 2019:     | CAHF application  |
| June-Dec 2019: | Applicants selected, financial coaching and sweat equity begins |
| 2020-22:       | Homes close   |

**3. Experience -- Provide a summary of similar activities completed by the organization and project team.**

Habitat for Humanity of Greater Charlottesville is a leader in affordable housing on a national level. Founded in 1991, our affiliate is the flagship affordable homeownership program in Central Virginia and has enabled more than 200 families to achieve their dreams of homeownership. Through innovative programs and models, we have also preserved affordable rental units for more than 1,500 neighbors in Southwood Mobile Home Park and redeveloped Sunrise, the country's first trailer park conversion into a mixed income neighborhood without resident displacement.

Since our founding, we have developed and/or built in eight mixed-income neighborhoods, transforming homogenous, under-capitalized neighborhoods into diverse and sustainable communities of opportunity. For instance, Burnet Commons was a unique partnership between Habitat, the City and a private developer that converted an old city dumping ground into a community of townhomes and single-family detached homes. Our scattered site builds have added affordable homes in varied census tracts throughout the City (e.g. Charlton Ave., Martin St., Cleveland Ave.), and 16 new homes are set for construction at Coleman Street, Piedmont Ave. and Cleveland Avenue Extended.

Currently Habitat has several active new home construction projects underway in the City: We are about to close on eight affordable homes in Lochlyn Hill, a mixed-income neighborhood and are making rapid progress at Harmony Ridge, a mixed-income neighborhood of 10 Habitat and 4 market rate homes. We are pouring foundations for four homes on Nassau St. in Belmont.

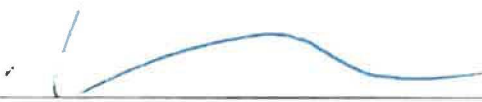
**Authorization:**

Organization Name: Habitat for Humanity of Greater Charlotte, Inc.

Project Title: EONS Equity, Opportunity, Neighborhood Stabilization

I, Dan Rosensweig certify that I am authorized to  
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

  
Signature

7/18/19  
Date

Dan Rosensweig  
Print Name

President & CEO  
Title

**Exhibit 2: CAHF Application Timeline**

**(Please note: Dates of approval and award may change. It is the applicant's responsibility to confirm approval and award dates.)**

NOFA Posted

• June 10, 2019

Applications Due

• 4:00 PM July 18, 2019

Applications Review

• July 19 - August 9, 2019

City Council Approval

• October 2019

Award Notices

• By October 31, 2019



**Exhibit 3: City of Charlottesville Affordable Housing Goals**

**City of Charlottesville 2025 Goals for Affordable Housing**  
<http://www.charlottesville.org/home/showdocument?id=24716>

Achieve a minimum 15% supported affordable housing throughout the City by 2025.

**Selection of City of Charlottesville Comprehensive Plan 2013 Housing Goals**  
<http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/comprehensive-plan/comprehensive-plan-2013>

*A. Affordable Housing Goals*

- Goal 2: Maintain and improve the City's existing housing stock for residents of all income levels.
- Goal 2.5: Preserve and improve the quality and quantity of the existing housing stock through the renovation, rehabilitation and/or expansion of existing units as a means of enhancing neighborhood stability.
- Goal 3: Grow the City's housing stock for residents of all income levels.
- Goal 3.2: Incorporate affordable units throughout the City.
- Goal 3.3: Achieve a mixture of incomes and uses in as many areas of the City as possible.
- Goal 3.6: Promote housing options to accommodate both renters and owners at all price points, including workforce housing.
- Goal 8.1: Encourage mixed-use and mixed-income housing developments.
- Goal 8.2: Link housing options and employment opportunities in City land use decisions.
- Goal 8.4: Promote environmentally sustainable patterns of development as well as economic development and job creation in relatively underinvested, financially depressed areas.

*B. Housing for Special Needs Populations*

- Goal 2.4: Support the promotion of the Design for Life C'ville program that provides a rebate of permit fees for incorporation of standards that address visit-ability and live-ability.
- Goal 2.5: Promote the use of rapid rehousing and permanent supportive housing options by providing support to programs and organizations serving the homeless and near-homeless populations, as well as those with challenges that would otherwise prevent independent living.

**City of Charlottesville Strategic Plan Affordable Housing and Related Goals**  
<http://www.charlottesville.org/home/showdocument?id=54323>

- Goal 1.3: Increase affordable housing options.
- Goal 1.4: Enhance financial health of residents.
- Goal 2.1: Reduce adverse impact from sudden injury and illness and the effects of chronic disease.
- Goal 2.3: Improve community health and safety outcomes by connecting residents with effective resources.
- Goal 3.1: Engage in robust and context sensitive urban planning and implementation.
- Goal 5.4: Foster effective community engagement.

## **Exhibit 4: Housing Policy 1**

**City of Charlottesville**  
**Objectives for Use of Charlottesville Affordable Housing Fund (CAHF)**  
**and Criteria/Priorities for Award of Funds**  
**Housing Policy 1 – as recommended by HAC on 9/17/14 ADOPTED**  
**BY CITY COUNCIL ON OCTOBER 20, 2014**

**General Information**

There are three housing policies that comprise the recommendations of the Housing Advisory Committee (HAC). Policy 1, written to address appropriate usage of the Charlottesville Affordable Housing Fund (CAHF), was originally adopted by City Council on November 3, 2008, with a focus on the following topics: 1) funding categories, 2) target populations, 3) criteria for review of applications, and 4) affordability definition. The revised policy, as contained herein, has refined the text to include: 1) general information; 2) consideration of other City efforts; 3) definitions of all pertinent terms, 4) guidelines for use of CAHF; 5) accountability and tracking; and 6) how to apply for CAHF and potential use of funds.

Policy 2 involves “Incentives the City can provide to Encourage Development with Affordable Housing Units” and Policy 3 covers “Criteria for Awarding Multi-Family Incentive Funds/Strategic Investment Funds Revolving Loan Fund. Both policies were adopted at the same time as Policy 1, but neither is included herein as these are separate documents.

More than five years have passed since the policy was first adopted and the national and local housing markets have undergone significant changes during this time. Accordingly, the HAC has identified an update of this housing policy as essential to ensuring that City housing policies are current and relevant to help inform CAHF funding decisions.

The City of Charlottesville currently utilizes the annual Capital Improvement Program (CIP) budget process to fund its affordable housing efforts through the CAHF. This process is initiated on an annual basis through the submittal of a request from the City’s Housing Development Specialist (Neighborhood Development Services) to the Budget Office. The amount of the annual request is based on the funding recommendations contained in Table 8 of the report entitled “City of Charlottesville 2025 Goals for Affordable Housing” (2025 Housing Goal - as adopted on February 1, 2010).

In addition to CIP funds, the City also has an Affordable Dwelling Unit ordinance (codified at City Code §34-12) that provides for payments in lieu of providing actual affordable units when rezoning or special use permits of a specified level of density are required. While the City would prefer that developers provide actual units either on or off site, the State enabling legislation for this ordinance is written such that it is unlikely that units will be built, because the CAHF contribution level is generally less expensive and does not require a 30 year compliance period after funds are provided.

Lastly, the final source of CAHF funds is voluntary contributions made through proffers. As the frequency and amounts are highly unpredictable, there is no way to quantify the impact of proffered contributions; however, this is also a source of funds for the CAHF.

This policy is applicable to all funds appropriated into the CAHF, regardless of their source (unless otherwise specified herein or by directive from City Council).

**Consideration of Other City Efforts**

**City Council Vision for Housing:** Quality Housing Opportunities for All - Our neighborhoods retain a core historic fabric while offering housing that is affordable and attainable for people of all income

levels, racial backgrounds, life stages, and abilities. Our neighborhoods feature a variety of housing types, including higher density, pedestrian and transit oriented housing at employment and cultural centers. We have revitalized public housing neighborhoods that include a mixture of income and housing types with enhanced community amenities. Our housing stock is connected with recreation facilities, parks, trails, and services.

**Comprehensive Plan:** The current City of Charlottesville Comprehensive Plan (as adopted on August 13, 2013) provides the legal basis for all land use and policy decisions related to housing in the City. The goals and objectives included in the Comprehensive Plan must therefore be taken into consideration with any and all CAHF decisions, realizing that each project will differ and that competing values will have to be analyzed on a case by case basis.

**2025 Housing Goal Report:** According to the subject report, the City has adopted the following as its goal for supported affordable housing in the City:

*"Increase the ratio of supported affordable units to 15% of total housing units by 2025."*

The 2025 report states that CAHF dollars should be leveraged to the maximum extent feasible. Table 8 of the 2025 Housing Goal (which establishes yearly funding levels necessary to reach the 2025 goal) is based on the assumption that the City will contribute 8.4% of the funds needed to preserve or create supported affordable housing, while the remaining 91.6% will be provided by other sources.

## Definitions<sup>1</sup>

**Affordable and/or Affordable Housing<sup>2</sup>:** Housing for occupant(s) at or below 80% of **Area Median Income** who are paying no more than 30 percent of income for Gross Housing Costs, including utilities.<sup>3</sup> Income calculations should be based on 24 CFR Part 5, unless otherwise required by another funder.

**Applicant:** An organization seeking financial assistance from the Charlottesville Affordable Housing Fund.

**Area Median Income (AMI):** Median family income limits as adjusted by the U.S. Department of Housing and Urban Development (HUD) annually by family size.

**Asset-Based Community Development:** A methodology that seeks to identify and use the strengths within communities as a means for sustainable development (i.e., development that meets the needs of the present without compromising the ability of future generations to meet their own needs).

**Beneficiary:** Persons, households or families who benefit from funding received by a **Recipient**.

**Comparable Substitution:** Housing unit committed as a **Supported Affordable Unit** in lieu of another **Supported Affordable Unit** lost due to any event resulting in a loss of **Supported Affordable Unit** status.

**Gross Housing Costs:** For renters, the sum of contract rent and utility costs. For homeowners, the sum of mortgage, utilities, home insurance (including flood if required), private mortgage insurance, property taxes, and home owner association dues.

**Levels of Affordability:** Tiers of Affordable Housing defined in terms of AMI. Families earning: between 120 and 80 percent AMI are considered "moderate-income"; between 80 and 50 percent AMI, "low-income"; between 50 and 30 percent AMI, "very low-income" and below 30 percent AMI, "extremely low-income."

<sup>1</sup> Words and terms included within the definitions section are capitalized throughout this document for ease of reference. Within the definitions section, defined words/terms are also bolded.

<sup>2</sup> The City of Charlottesville has a variety of programs (other than CAHF) that support affordable and Supported Affordable Unit efforts; however, affordable and/or Supported Affordable Unit are defined specifically within each program based on the target Level of Affordability.

<sup>3</sup> In the case of rental units and compliance with Code of VA 58.1-3295, properties financed with 26 USC §42, 26 USC §142(d) 24 CFR §983, 24 CFR §236, 24 CFR §241(f), 24 CFR§221(d)(3) or any successors thereof meet the local definition of affordable rental as noted herein.

**People-Based Financial Supports:** Funds provided to Recipients for use by income qualified beneficiaries that allow them to secure a Supported Affordable Unit (e.g., Housing Choice Vouchers or down payment/mortgage assistance).

**Project-Based Financial Supports:** Funds provided to Recipients that produce or rehabilitate a Supported Affordable Unit at a specific location to achieve Levels of Affordability (e.g., Low Income Housing Tax Credit projects, Project Based Vouchers and land trusts).

**Project-Based Legal Supports:** Legal controls that limit the income of Beneficiaries, the amount of rent charged, or resale price of a home (e.g., deed restrictions, regulatory compliance/affordability period, liens, or other).

**Recipient:** An organization receiving financial assistance from the Charlottesville Affordable Housing Fund.<sup>4</sup>

**Residency:** Having a physical presence in the City of Charlottesville, with the intent to remain in the City either temporarily or permanently. Qualification is not based on a length of stay or time requirement.<sup>5</sup>

**Special Needs Population:** Person(s) with a physical or mental impairment that substantially limits one or more major life activities, to include elderly, abused/battered spouses and/or children, children aging out of foster care, homeless persons, and chronic homeless persons.

**Supported Affordable Unit (SAU):** Housing unit that achieves one or more Levels of Affordability using various sources of public funding and mechanisms including, but not limited to: HUD, VHDA, the City of Charlottesville, Housing Choice Vouchers (Section 8), and/or deed restrictions. SAUs can be rental properties or owner-occupied dwellings. Levels of Affordability can be achieved through multiple mechanisms, such as People-Based Financial Supports, Project-Based Financial Supports and Project-Based Legal Supports, which can be combined.

## Guidelines for Use of CAHF

The City's intent for CAHF funding is to: (1) create incentives and opportunities to provide new Supported Affordable Units<sup>6</sup> that would not otherwise exist and (2) to preserve existing Affordable Housing and to help maintain affordable units at a risk of being lost without the provision of such funds. To this end, the City realizes that flexibility is important. The following shall inform the use of limited funding, with respect to both preferences for awarding and general requirements for use of CAHF.

- Preference is for projects that either preserve or provide additional Supported Affordable Units toward the City's 2025 Housing Goal.
- Applicants must clearly achieve one or more goals/objectives of the current Comprehensive Plan (or future updated versions).
- Additional consideration will be given to projects that support the City Council Vision for Housing and achieve objectives/goals of the Strategic Action Team (SAT) Growing Opportunities Report, the Strategic Investment Area (SIA) Report, or various Small Area Plans /other reports as developed by or on behalf of the City of Charlottesville.

<sup>4</sup> A Recipient could be a direct Beneficiary in some cases if funding is provided directly. This will only be allowed when provided by the Code of Virginia and incorporated into the City of Charlottesville Code of Ordinances.

<sup>5</sup> Residency definition is based on program requirements for SNAP (i.e., Supplemental Nutritional Assistance Program, a.k.a. food stamps).

<sup>6</sup> New supported affordable refers to either physically new or newly supported affordable (existing) units.

- To the maximum extent feasible, CAHF should be paired with other City programs to maximize financial viability of projects. Current programs include: reduced water/sewer connection fee; tax exemptions for housing improvements; free paint program; special tax rate for certain energy efficient buildings; and Design for LifeC'ville.
- Efficient use of resources must be considered relative to the amount of CAHF provided. Leverage as provided by the Applicant and CAHF cost per Supported Affordable Unit will be taken into consideration. Priority will be given to those programs / projects that leverage the most funds and require the least subsidy.
- Funding can be used for mixed income Project-Based Financial Supports and People-Based Financial Supports<sup>7</sup>; however, strong preference is for applications that benefit the lowest level of AMI, as defined herein to include extremely low income (30% AMI or less) and very low income (between 50 and 30 percent AMI), and low income (up to 60 percent AMI).
- In order to realize the City's vision of offering housing that is affordable and attainable for people of all income levels, preference is for approaches that address the Levels of Affordability that are in the shortest supply based on the demonstrated need. To the maximum extent feasible, the City should have housing stock sufficient to meet the needs of people across the income spectrum.
- Applicants are encouraged to provide opportunities for meaningful neighborhood participation and use Asset-Based Community Development strategies.
- Applicants must demonstrate their own financial viability as well as the financial feasibility of the project.
- Each project will be evaluated with respect to its readiness to proceed based on status of site control, zoning, financial commitments, construction drawings, and other commonly used indicators, with preference given to those projects most likely to commence in a timely manner or to those projects where CAHF funding will expedite the process.
- Funding requests will be evaluated with respect to the leverage the CAHF investment creates, and/or any proposed legal mechanisms requiring compliance and/or repayments that will be used to achieve continuing Levels of Affordability.
- Project-Based approaches will conform to the City policy for energy efficiency and incorporation of Universal Design features, as adopted on April 21, 2008 (updated on April 21, 2014).
- Funding can only be provided to non-profit organizations which have been designated as such by the U.S. Internal Revenue Service or to the Charlottesville Redevelopment and Housing Authority (CRHA). Only exceptions explicitly allowed by Code of Virginia and incorporated into the City of Charlottesville Code of Ordinances will be otherwise allowed.
- Recipients must be in compliance with all federal, state, and local laws/regulations.
- Beneficiaries of funds should primarily be City residents and/or be employed in the City.<sup>8</sup> Recipients will be required to track and report on previous Residency to ensure compliance.
- CAHF assistance must be used to support projects located within the City limits of Charlottesville, unless approved by City Council.

<sup>7</sup> 100% AMI is defined as the current median family income for a family of four for the City of Charlottesville as adjusted by HUD. Percentage adjustments for family size are 70% for one person, 80% for two persons, 90% for three persons, 108% for five persons, 116% for six persons, 124% for seven person and 132% for eight persons. For each person in excess of eight, the four-person income limit should be multiplied by an additional eight percent (e.g., for 9 persons multiply by 140%). Income limits are rounded to the nearest \$50. This is consistent with the methodology used for calculation of HUD income limits.

<sup>8</sup> Exceptions to preferences are 1) the homeless, 2) persons who lived in the City during the previous 2 years, and 3) conflicting funding requirements that have no Residency preferences.



- Funding will be primarily reserved for access to or the creation, preservation, and development of Supported Affordable Units.
- Since market forces and demographics are subject to change, CAHF assistance may also be used on a limited basis to explore and encourage new models that are intended to enable affordable and/or Supported Affordable Units in the City.

## Accountability and Tracking

### Assistance for Rental Housing and Housing Rehabilitation

The purpose of CAHF support for rental housing or housing rehabilitation is to increase the availability of Supported Affordable Unit rental options and also to allow qualified owners<sup>9</sup> to make essential repairs to maintain existing Affordable Housing and expand the City's base of Supported Affordable Units.

### Accountability Measures

Project-Based: Projects should have a supported mechanism in place to ensure affordability. The affordability period will vary depending upon the amount of CAHF assistance provided and the type of project, as shown below.

| TYPE OF PROJECT        | CAHF ASSISTANCE <sup>10</sup>                  | AFFORDABILITY PERIOD* |
|------------------------|--|-----------------------|
| Housing Rehabilitation | <\$5,000 (per unit)                            | 1 year                |
|                        | \$5,001 - \$10,000                             | 3 years               |
|                        | \$10,001 - \$15,000                            | 5 years               |
|                        | \$15,001 - \$25,000                            | 10 years              |
|                        | \$25,001 - \$40,000                            | 15 years              |
|                        | \$40,001 - \$55,000                            | 20 years              |
|                        | \$55,001 - \$70,000                            | 25 years              |
|                        | \$70,001 and over                              | 30 years              |
| Rental Housing*        |  |                       |
|                        | New Construction of Rental Housing             | 20 years              |
|                        | Rehabilitation / Refinancing of Rental Housing | 15 years              |

\*Period of Affordability is further subject to Federal and/or other funding requirements. If the period required by other funding is shorter than required by CAHF or if foreclosure or other provisions exclude the use of an affordability period, then CAHF will subordinate accordingly. It will be the responsibility of the Recipient to request subordination. If the period is longer than required by CAHF, then the longer term will be used.  
 \*\*Rental Housing affordability periods are consistent with the HUD HOME program guidelines.

**Affordability Period: The CAHF Recipient (or current owner should the property sell) of Project-Based Financial Supports for rental housing will be responsible for ensuring the affordability of**

<sup>9</sup> Qualified owners can refer to either an owner occupied unit where the household meets specified income limits or to owners of rental units where assistance is provided for the benefit of income qualified tenants.  
<sup>10</sup> CAHF assistance amounts will be revisited to ensure reasonableness. Housing rehabilitation amounts will be reviewed and updated every 5 years. Changes shall be indexed to annual percentage changes in the Consumer Price Index for Housing in the South Urban Region as published by the Bureau of Labor Statistics, using the month/year of adoption of this policy as a start date. Rental Housing figures will be revised based on changes to the HOME regulations as promulgated by HUD.

Assisted projects during the required affordability period, as shown in the above table. The affordability period may be reduced by the City for a rental housing project that will significantly increase the number of Supported Affordable Units. In no event shall the affordability period be less than 10 years. Should affordability be lost during this period, the Recipient or current owner will be responsible for repayment of funds. The amount of repayment will be reduced for each year of compliance. The annual reduction will be equal to the amount of assistance divided by the number of years in the affordability period (e.g., \$300,000/20 = \$15,000). For CAHF assistance of \$300,000 for a new construction of rental housing project that remains supported affordable for 10 years, the amount of repayment would be \$150,000. Alternatively, the Owner and/or Recipient may commit comparable other units to be SAUs for the remainder of the term (i.e., Comparable Substitution).

People-Based: The CAHF Recipient of People-Based Financial Supports shall only use funds for income qualified Beneficiaries, as determined and agreed to by the City.

## CAHF Tracking Measures<sup>11</sup>

Project-Based: Within 30 days of receiving a certificate of occupancy for the project, the Recipient shall submit to the City an initial report which indicates the address of each Supported Affordable Unit within the project. On June 30 of every year thereafter during the applicable affordability period, the Recipient (or current owner should the property sell) will submit an annual report that indicates the address of all Supported Affordable Units, including those designated as a Comparable Substitution.

People-Based: The CAHF Recipient of People-Based Financial Supports for rentals shall report to the City on an annual basis the addresses of Supported Affordable Units occupied by Beneficiaries who received CAHF support (or support through recycling of CAHF funds).

### Assistance for Homeownership

The purpose and intent of CAHF support for projects including supported affordable homeownership is to create opportunities to help bolster the inventory of Supported Affordable Units and/or help low-income residents earn equity.

In reviewing applications for CAHF funds to assist with homeownership, the City will consider, among other factors:

- Applicant's demonstrated history of providing Affordable Housing and/or Supported Affordable units
- Applicant's plan for continuing to provide additional Affordable Housing and Supported Affordable Units in the future
- Any mechanisms for maintaining affordability periods of the unit over time
- Any mechanisms for helping families earn savings through mortgage payments and appreciated value
- Any mechanisms for sharing appreciation upon resale with the non-profit agency
- Any mechanisms for sharing appreciation upon resale with the City
- Any mechanisms for recycling funds back into future Supported Affordable Units via reinvestment, return of funds to the CAHF or to another affordable housing fund (as agreed to by the City)
- Other creative mechanisms that help promote equity earning among low-income homeowners and/or leverage funding for future low-income housing opportunities

<sup>11</sup>

There is no specified reporting format; therefore, any report providing the requested information may be used as long as the Supported Affordable Units are identified by address.

## Accountability Measures

Project-Based: Funds received by the Recipient upon the sale of a designated Supported Affordable Unit shall be used by the Recipient to create access to additional Supported Affordable Units according to the Recipient's Form 990 or shall be returned to the City as part of an appreciation-sharing agreement, unless otherwise authorized by the City. The Recipient shall notify the City following the sale of a designated Supported Affordable Unit and shall designate the fund into which the proceeds (or portion thereof) have been placed.

People-Based: Funds received by the Recipient upon the sale of a designated unit shall be used by the Recipient to create access to additional Supported Affordable Units according to the Recipient's Form 990 or shall be returned to the City as part of an appreciation-sharing agreement, unless otherwise authorized by the City. The Recipient shall notify the City following the sale of a designated unit and shall designate the fund into which the proceeds (or portion thereof) have been placed.

## CAHF Tracking Measures<sup>12</sup>

Project-Based: Within 30 days of closing on a Supported Affordable Unit that received Project-Based Financial Supports from CAHF, the Recipient will identify the unit as a Supported Affordable Unit in a notification submitted to the City that contains the address of the designated unit. On June 30 of every year thereafter, the Recipient shall submit a report that indicates the addresses of all Supported Affordable Units, including those that have secured Supported Affordable Unit status from the fund designated by the Recipient to receive proceeds from the sale of another Supported Affordable Unit(s) within the project or that are subject to Project-Based Legal Supports.

People-Based: Within 30 days of closing on a Supported Affordable Unit where the Beneficiary received People-Based Financial Supports from CAHF, the Recipient will identify the unit as a Supported Affordable Unit in a notification submitted to the City that contains the address of the designated unit. On June 30 of every year thereafter, the Recipient will submit a report that indicates the addresses of all Supported Affordable Units, including newly designated units that have secured Supported Affordable Unit status from the fund designated by the Recipient to receive proceeds from the sale of another Supported Affordable Unit(s).

## How to Apply for CAHF & Potential Use of Funds<sup>13</sup>

**Applications for CAHF will be accepted on a continual basis, with no set deadline. Applicants are strongly urged to communicate with City staff in advance to discuss their proposed project. If demand for funds exceeds available funds, then Applicants will be advised and preferences contained herein will help determine funding recommendations to City Council. The following is a list of potential uses for the CAHF; however, this list is not meant to be exclusive.**

- Redevelopment of CRHA Properties
- Rental Housing
- Homeownership
- Down Payment & Closing Cost Assistance or Foreclosure Assistance

<sup>12</sup>

There is no specified reporting format; therefore, any report providing the requested information may be used as long as the Supported Affordable Units are identified by address.

<sup>13</sup> All potential uses of funds are subject to the Code of Virginia and the City of Charlottesville Code of Ordinances.

- Homeowner and/or Rental Rehabilitation
- Loan Program and/or Revolving Loan Fund
- Single Room Occupancy or Boarding House
- Energy Efficiency Upgrades
- Rental Subsidies
- Land Acquisition and Assembly in support of Supported Affordable Units and/or mixed income housing
- Land Development in support of Supported Affordable Units and/or mixed income housing
- Predevelopment Expenses when in support of a Supported Affordable Units project (e.g., feasibility analyses, market studies, A&E fees, environmental and/or geotechnical studies, relocation payments, appraisal costs, legal fees, permits, etc.)<sup>14</sup>
- Efforts involving the use of Low Income Housing Tax Credits, shared equity, community land trust and deed restrictions are encouraged to ensure long term affordability
- Initiatives that preserve and/or expand housing opportunities for the Special Needs Population.
- Preservation of existing Affordable Housing to provide Supported Affordable Units
- Other projects as allowable under Virginia Code.

#### Other Uses of CAHF Funds

- Funding exceptions are possible; however, use of funds for programmatic purposes should only be allowed when a determination has been made that 2025 housing goal progress is on track or ahead of schedule. Even in these instances, programmatic uses should be limited to one time expenses that are provided through ADU payments or proffers.
- Funding can be used for data collection to better understand housing issues/needs and to study Affordable Housing stock and Supported Affordable Unit issues as they relate to accomplishment of the 2025 housing goal. Funding should be limited to no more than 10% of the annual amount awarded to CAHF through the CIP process.
- Funding may also be used for administration purposes related to HAC meetings, educational purposes, public outreach, staff training, and other minor expenses related to furthering Supported Affordable Unit efforts. This amount should be limited to 1% of the annual amount appropriated to the CAHF.

<sup>14</sup>

A cost share of 50% will be required for predevelopment initiatives unless these are City directed/requested. Repayment of funds will not be required if a project is deemed infeasible as a result of predevelopment efforts; however, the Recipient will be required to share/disclose all findings with the City.

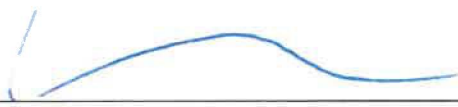
**Authorization:**

Organization Name: Habitat for Humanity of Greater Charlottesville, Inc.

Project Title: EONS Equity, Opportunity, Neighborhood Stabilization

I, Dan Rosensweig certify that I am authorized to  
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

  
Signature

7/18/19  
Date

Dan Rosensweig  
Print Name

President & CEO  
Title



July 10, 2019

Alex Ikefuna, Director  
Neighborhood Development Services  
610 East Market Street  
P.O. Box 911  
Charlottesville, VA 22902

Re: CAHF Grant Application FY2020

Dear Alex,

The Thomas Jefferson Community Land Trust is pleased to submit the attached grant application to the City of Charlottesville for the FY2020 Notice of Funding Availability for the Charlottesville Affordable Housing Fund.

Sincerely,

A handwritten signature in blue ink that reads "Christine Jacobs". The signature is fluid and cursive.

Christine Jacobs  
Executive Director

# City of Charlottesville Affordable Housing Fund (CAHF) Application

## Applicant Information

Amount of CAHF Funds Requested:

\$412,000.00

Organization name:

Thomas Jefferson Community Land Trust

Contact name:

Christine Jacobs

Title:

Executive Director

Address:

PO Box 1606  
401 E. Water Street  
Charlottesville, VA 22902

Phone: (434) 979-1597

Email: [cjacobs@tjcdc.org](mailto:cjacobs@tjcdc.org)

## Project Information

Project name:

TJCLT Site Acquisition and Down Payment Assistance

Project location:

City of Charlottesville, Virginia

Purpose of requested funding (check all that apply):

Project type (check all that apply):

- New construction
- Acquisition
- Rehabilitation
- Rent subsidy
- Other

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Other

Income restrictions on project (indicate approximate number of units meeting each Area Median Income (AMI) category:

|       |                                 |
|-------|---------------------------------|
| _____ | Incomes less than 30% AMI       |
| _____ | Income between 30% and 40% AMI  |
| _____ | Incomes between 40% and 50% AMI |
| 4     | Incomes between 50% and 60% AMI |
| _____ | Income between 60% and 80% AMI  |
| _____ | Unrestricted units (>80% AMI)   |
| 4     | <b>Total Units</b>              |

**Project Proposal:**

Please provide following information as separate attachments to the application:

- 1. Project Description** -- Provide a description of the proposed project. Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.
- 2. Demonstration of Need** -- Describe how the project contributes to the City of Charlottesville's housing goals.
- 3. Project Readiness** -- Provide evidence of: organizational experience and capacity to manage the project, pursue and acquire land, site control, required zoning variance and permitting (if applicable), financial commitments for the projects, community engagement plan (if applicable), resident relocation plan (if applicable), plans for preparation and coordination of necessary public meetings.
- 4. Project Budget** -- Provide a detailed description of the proposed project budget showing sources and amounts of additional funding.
- 5. Project Schedule** -- Indicate the proposed project schedule, including pre-development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction miles (as appropriate) to project completion.



6. **Experience** -- Provide a summary of similar activities completed by the organization and project team.


**Authorization:**

Organization Name: Thomas Jefferson Community Land Trust

Project Title: TJCLT Site Acquisition and Down Payment Assistance

I, Christine E.B. Jacobs certify that I am authorized to  
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

 7.10.2019  
Signature Date

Christine E. B. Jacobs Executive Director  
Print Name Title

## **PROJECT DESCRIPTION**

*Provide a description of the proposed project. Include: project type and location, short- and long- term goals, the population(s) to be served. Discuss for accessibility/adaptability, energy conservation and/or any green building components.*

Since 2008, the Thomas Jefferson Community Land Trust (TJCLT) has been dedicated to fulfilling our mission of creating and preserving a permanent supply of affordable homes in the Charlottesville area. This work is accomplished via an equity-sharing model of homeownership, where the trust acquires the land and maintains permanent ownership of it and an income-qualified buyer, making less than 80% of AMI, purchases the improvements on the land (the home) and pays a minimal fee to lease the land from the trust. In exchange, the homeowner agrees to sell the home at a resale-restricted affordable price to another income-qualified buyer in the future, while still collecting all of their earned equity and a portion of the market appreciation on the home. This preserves home affordability by separating the value of land from the home purchase price. Our model of homeownership successfully maintains a home's affordability for multiple generations under a 90-year ground lease, while our tri-partite Board model, which includes equal representation of TJCLT homeowners, community members, and local government representatives, places long-term control of a community asset firmly in the hands of the local community.

Currently, our organization has a portfolio of eight homes under the CLT model with four more nearing the end of construction. These latter homes, located on Nassau Street, will further decrease the cost of homeownership through the inclusion of maintenance-free exterior materials, high-efficiency HVAC systems, and solar panels. These new construction homes are currently listed for sale with two of them already under contract.

### ***Site Acquisition and Site Development***

***Requested Funding: \$240,000***

With the successful completion of the Nassau Street homes on the horizon, the TJCLT is looking to expand our portfolio of permanently affordable homes in the City once again. One of the barriers to achieving affordability through new home construction is the high cost of land in the city, which significantly inhibits the ability of local nonprofit housing providers to meet organizational efforts to meet local affordable housing needs. The requested funding amount of \$240,000 will support the TJCLT's land acquisition activities and affordable home development. The funding will be applied to land acquisition and site development to prepare sites for the construction of four (4) new homes located in City neighborhoods. The City's investment of \$60,000 per lot will allow the TJCLT to sell the finished homes for approximately \$215,000, a price affordable to low- and moderate-income (60%-80% area median income) households interested in living within the City's limits. Homes selling at this price point are in high demand in the City of Charlottesville, as demonstrated by the 42 homebuyers who have expressed interest in the Nassau Street homes since we began advertising.

As with the current Nassau Street project, the TJCLT will continue to work with a number of local partners to complete the project, including local lenders such as Fulton Bank (for the construction loan), private-sector home-builders and contractors, and Piedmont Housing Alliance for homeownership

counseling. Additionally, each of the new units will include energy efficient features, such as double-hung Low E windows (to reflect sunlight) and energy-efficient HVAC systems.

***Down Payment Assistance***

***Requested Funding: \$172,000***

To further increase housing affordability for the permanently affordable CLT homes, the TJCLT will use the requested funding to provide each homebuyer with down payment assistance equal to \$43,000 or 20% of the anticipated purchase price. Offering a 20% down payment will reduce a buyer's mortgage loan amount from \$215,000 to \$172,000. This will have a significant effect on a homeowner's monthly mortgage payment, reducing it from an estimated \$1,474 (3% down payment) to approximately \$1,155 a month. Down payment assistance in this amount will further increase the affordability to homebuyers in the 60-80% AMI range, but it will also allow for the potential to provide homeownership opportunities to families at lower level of AMI.

**DEMONSTRATION OF NEED**

*Describe how the project contributes to the City of Charlottesville's housing goals.*

Affordable homeownership opportunities continue to decline in the City of Charlottesville. Between the first quarter 2018 and the same period in 2019, the median home sales price rose from \$315,000 to \$350,000 (an 11 percent increase), placing homeownership out of reach for low- and moderate-income homebuyers. According to research completed for the Comprehensive Regional Housing Study and Needs Analysis<sup>1</sup>, a family of three with a household income of \$46,080 (60% AMI) can afford a maximum home purchase price of \$203,000 while the same sized family with a household income at 80 percent AMI (\$61,450 annually) can afford to purchase a home with a maximum sales price of \$287,000. A survey of online real estate listings<sup>2</sup> showed 15 three-bedrooms homes for sale with a maximum sales price of \$287,000 and only one three-bedroom home with an asking price less than \$200,000. Of the 67 new construction homes in the Charlottesville area listed on Zillow.com, sales prices range from a low of \$247,500 for a one-bedroom condominium to \$1.125 million for a three-bedroom townhome, prices far out of reach for many local families.

Through our new construction program, the TJCLT offers high-quality, energy-efficient homes at a price low- and moderate-income families can afford. And, as the dual-ownership model of homeownership removes land from the speculative market, this affordability is preserved into perpetuity creating a long-term community asset that will benefit low- and moderate-income families for generations to come. Through utilization of the CLT model, this project supports the City's 2025 Goals for Affordable Housing by increasing the stock of Supported Affordable Units in Charlottesville, as well as meeting the Charlottesville City Council Vision of Quality Housing Opportunity for All. Additionally, this project addresses many of the affordable housing goals identified in the City's Comprehensive Plan, including:

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<sup>1</sup> Partnership for Economic Solutions (2019).

<sup>2</sup> Search completed July 8, 2019 on: [www.zillow.com](http://www.zillow.com), [www.trulia.com](http://www.trulia.com), and [www.realtor.com](http://www.realtor.com)

*Goal 3: Grow the City's housing stock for residents of all income levels.*

This project will provide four newly constructed, energy-efficient single-family homes for low- and moderate-income families.

*Goal 3.6: Promote housing options to accommodate both renters and owners at all price points, including workforce housing.*

By building new homes affordable to households with income between 60 percent and 80 percent AMI, this project fills an important affordable housing need in the City. Households with incomes falling between 60 percent and 80 percent AMI are often referred to as 'workforce' households, a category of affordability not well served by other local non-profit housing providers, such as Habitat for Humanity whose primary focus is on providing homeownership opportunities for households with incomes between 25 percent and 60 percent AMI.

*Goal 7: Offer a range of housing options to meet the needs of Charlottesville's residents, including those presently underserved, in order to create vibrant residential areas or reinvigorate existing ones.*

This project will add four newly constructed, affordably priced, family-sized homes to the City's housing stock. Each home will be sold at a price affordable to low- and moderate-income families who are priced out of the conventional homeownership market but are underserved by local housing assistance programs. Because TJCLT homes remain affordable in perpetuity, this project will help protect neighborhoods from real estate speculation, promote community stability, and provide a bridge between assisted rental homes and market rate homeownership options.

*Goal 7.1: To the greatest extent feasible ensure affordable housing is aesthetically similar to market rate.*

All TJCLT homes are built with high-quality, low maintenance exteriors and are intentionally designed to be aesthetically indiscernible from market rate homes.

## **PROJECT BUDGET**

*Provide a detailed description of the proposed project budget showing sources and amounts of additional funding.*

The entire cost of developing four new homes is expected to equal \$860,000. The \$240,000 funding request (28% of the total project budget) for land acquisition and site development will be paired with construction loans from Fulton Bank or other local lenders. Please see the project Pro Forma attached to the end of this application for more details.

All of the \$172,000 requested for down payment assistance will be provided directly to buyers of these four new homes to enhance affordability of the units.

## PROJECT READINESS

*Provide evidence of: organizational experience and capacity to manage the project, pursue and acquire land, site control, required zoning variance and permitting (if applicable), financial commitments for the projects, community engagement plan (if applicable), resident relocation plan (if applicable), plans for preparation and coordination of necessary public meetings.*

TJCLT is a 501(c)(3) organization that has served Charlottesville since 2008. With an all-volunteer board, the TJCLT successfully partnered with 8 families to steward the land of 8 permanently affordable homes built in partnership with the City of Charlottesville and Habitat for Humanity. In 2017, the TJCLT acquired and developed 4 lots on Nassau Street, an opportunity for the TJCLT to partner with a private premier builder to manage the site development and construction in house. The TJCLT has been successful in working with the City, private-sector partners, and local nonprofits partners to build 4 new permanently affordable homes that are near completion. With the hire of a new Executive Director in the Spring of 2018, the TJCLT has increased its capacity to manage new construction home-building projects, giving the TJCLT the potential to build affordable homes on a larger scale.

### Key Staff and Board Members:

- **Christine Jacobs, Executive Director**, is responsible for day-to-day oversight of the organization's operations. Trained in Leadership and Public Policy, Ms. Jacobs oversees the strategic direction, financial management, project management, communications, and homeowner relations of the organization.
- **Greg Slater, Board Chair**, is an Associate Broker. He has been involved with affordable housing since 2007 when he helped sell the first proffered affordable housing in Albemarle County. Mr. Slater is responsible for selling the TJCLT's affordable units to qualified buyers. He works directly with Piedmont Housing Alliance, lenders, and prospective homeowners to ensure that the first-time homebuyers have support throughout the process.
- **Keith Smith, Board Member**, has over 32 years of experience in General Real Estate, Land Development, Land Planning and General Contracting. He is responsible for working directly with the local governments and the TJCLT's private sector partners to manage site acquisition, site control, permitting, and project budget and management.
- **Josh Batman, Board Member**, has experience in Architecture, Development and Construction. His career began in development and construction where he completed \$20MM in single family and multi-family projects. Mr. Batman is currently the Vice-President of a Design/Build firm. As a TJCLT board member he is responsible for supporting site acquisition, site control, permitting, and project budget and management.
- **Iris Cox, Board Member, Current TJCLT Homeowner**, is a lessee director on the board. She is responsible for ensuring that the perspective of the TJCLT homeowners is at the forefront. She specializes in developing plans for maintaining homeowner relations and developing engagement opportunities with our current and prospective homeowners.

## **PROJECT SCHEDULE**

*Indicate the proposed project schedule, including pre-development, anticipate pursuit and acquisition timeline, site control, zoning approval, financing and construction miles (as appropriate) to project completion.*

The TJCLT intends to acquire the land and begin the construction of units within 18 months of a grant execution. Having acquisition funds readily available will position the TJCLT to be more competitive when pursuing available land for sale within the City of Charlottesville.

## **EXPERIENCE**

*Provide a summary of similar activities completed by the organization and project team.*

The TJCLT has successfully completed a new construction affordable housing project that is similar to the project in this grant proposal. In September of 2017, the TJCLT was awarded \$240,000 from the City's Affordable Housing Fund to purchase and develop 4 lots on Nassau Street and entered into a development agreement with the City. With the addition of a new Executive Director in April of 2018, the TJCLT was positioned to move forward with bonding, permitting, financing, and partnering with a private builder to begin construction. In March of 2019, the TJCLT started construction on the units with an expected completion date at the end of August. Currently, two of the four units are under contract and several other prospective buyers are in the final stages of homeownership counseling through Piedmont Housing Alliance and seeking pre-approvals from a lender. The TJCLT feels confident that they have the expertise and experience necessary to develop permanently affordable for-sale homes in the City of Charlottesville and the surrounding areas.

## **WHY THE TJCLT?**

The TJCLT creates homeownership opportunities for families who would otherwise be shut out of the market. We serve the sector of the population making 60-80% of the Area Median Income, which includes our teachers, police officers, nurse's assistants, social workers and other critical members of our region who serve our community. As a Community Land Trust, we feel strongly that our permanently affordable homes are community assets. With ever-increasing land costs and costs of construction, building homes that are affordable to this segment of the community is getting more and more difficult. The Community Land Trust model offers an opportunity to create homes that will not only provide stability and affordability to today's essential workforce, but will offer the same opportunity for generations to come. The goal of the TJCLT is to balance the interests of present home owners with the long-term goals of the community to provide affordable housing to future homeowners.



### PROJECT INFORMATION

Project Name/Client: Thomas Jefferson Community Land Trust

Project Description: TJCLT - 2 Duplexes (4 units)

Contact Name: Christine Jacobs

Website: www.tjclt.org

Phone: 434-979-1597

Email: cjacobs@tjpd.org



### COC + Soft costs + sales costs = Projected Sales Price - Per Unit.

|  |                     |                                     |
|--|---------------------|-------------------------------------|
| <b>Land Acquisition and horizontal development. (Per Unit)</b> | <b>\$60,000.00</b>  |                                     |
| <b>Est COC -</b>   | <b>\$185,000.00</b> |                                     |
| <b>Est. Closing costs for the construction loan per unit.</b>  | <b>\$1,850.00</b>   | <b>1%</b>                           |
| <b>Est. Construction loan interest carry per unit.</b>         | <b>\$5,550.00</b>   | <b>3%</b>                           |
| <b>Buyer's agent's Realtors fee</b><br><b>\$215,000.00</b>     | <b>\$6,450.00</b>   | <b>3%</b>                           |
| <b>TJCLT fee</b>   | <b>\$6,450.00</b>   | <b>3%</b>                           |
| <b>TJCLT closing costs to convey</b>                           | <b>\$2,150.00</b>   | <b>1%</b>                           |
| <b>Buyer's closing costs</b>                                   | <b>\$6,450.00</b>   | <b>3%</b>                           |
| <b>Soft costs - cost overrun</b>                               | <b>\$2,150.00</b>   | <b>1%</b>                           |
| <b>Projected sales price per unit.</b>                         | <b>\$216,050.00</b> | <b>SALE PRICE \$215,000.00</b>      |
| <b>Down Payment Assistance (20%)</b>                           | <b>\$43,000.00</b>  | <b>BASE MORTGAGE LOAN \$172,000</b> |

**City of Charlottesville  
Affordable Housing Fund (CAHF) Application**

**Applicant Information**

Amount of CAHF Funds Requested:

Organization name:

Contact name:

Title:

Address:

Phone:

Email:

**Project Information**

Project name:

Project location:

Purpose of requested funding (check all that apply):

Project type (check all that apply):

- New construction
- Acquisition
- Rehabilitation
- Rent subsidy
- Other

- Multi-family
- Single family (detached)
- Single family (attached)
- Rehabilitation
- New Construction
- Other



Income restrictions on project (indicate approximate number of units meeting each Area Median Income (AMI) category:

|       |                                 |
|-------|---------------------------------|
| _____ | Incomes less than 30% AMI       |
| _____ | Income between 30% and 40% AMI  |
| 80    | Incomes between 40% and 50% AMI |
| _____ | Incomes between 50% and 60% AMI |
| _____ | Income between 60% and 80% AMI  |
| _____ | Unrestricted units (>80% AMI)   |
| 80    | <b>Total Units</b>              |

### **Project Proposal:**

Please provide following information as separate attachments to the application:

- 1. Project Description** -- Provide a description of the proposed project. Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.
- 2. Demonstration of Need** -- Describe how the project contributes to the City of Charlottesville's housing goals.
- 3. Project Readiness** -- Provide evidence of: organizational experience and capacity to manage the project, pursue and acquire land, site control, required zoning variance and permitting (if applicable), financial commitments for the projects, community engagement plan (if applicable), resident relocation plan (if applicable), plans for preparation and coordination of necessary public meetings.
- 4. Project Budget** -- Provide a detailed description of the proposed project budget showing sources and amounts of additional funding.
- 5. Project Schedule** -- Indicate the proposed project schedule, including pre-development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction miles (as appropriate) to project completion.

6. **Experience** -- Provide a summary of similar activities completed by the organization and project team.

**Authorization:**

Organization Name: Virginia Supportive Housing

Project Title: The Crossings II

I, Allison Bogdanovic certify that I am authorized to  
(Authorized Organization Official)

apply for funding from the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

Allison Bogdanovic 7/18/2019  
Signature Date

Allison Bogdanovic Executive Director  
Print Name Title

## Virginia Supportive Housing: The Crossings II

**1. Project Description** -- Provide a description of the proposed project. Include: project type and location, short and long term goals, the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation and/or any green building components.

Virginia Supportive Housing respectfully requests \$750,000.00 of Charlottesville Affordable Housing Fund (CAHF) funding to be used towards land assembly, land development, pre-development expenses, and/or the new construction of The Crossings II, an eighty (80) units of permanent supportive housing development located at 405 Avon Street and 405 Levy Avenue in the City of Charlottesville. This permanent supportive housing development will be a mixed income, single room occupancy community serving formerly homeless and low-income individuals earning 50% or less of the Area Median Income (AMI).

The Crossings II will consist of eighty (80) studio units that will each contain a kitchenette with full size appliances and a full private bathroom. Each unit will also come fully furnished with a bed, nightstand, dresser, table, and chairs. In addition to the apartments, the building will contain a community room with a community kitchen, computer room, resident phone room, a fitness room, laundry facilities, maintenance facilities, staff offices for on-site property management and support services staff, and off street parking. The building will have an extensive security system, a front desk that will be staffed sixteen hours a day, and a staff apartment for a night monitor that is on duty in the evenings.

The Crossings II will be purposefully designed to meet the accessibility needs of residents, staff, and guests. The entire development will meet applicable accessibility codes and requirements and will also be designed to meet the Virginia Housing Development Authority's (VHDA) Universal Design requirements. In addition to every unit meeting Universal Design requirements, fifteen percent or twelve (12) units will be fully accessible for persons with disabilities, including units serving individuals with a sensory impairment.

The Crossings II will also be designed to meet green building and energy efficiency goals through the use of environmentally sustainable design standards such as EarthCraft or LEED Certification. Examples of potential green features include photovoltaic solar panels to reduce the buildings electrical load, low to no VOC and local building materials, energy efficient doors and windows, high efficiency water heaters, energy efficient and LED lighting, and the use of EnergyStar rated appliances.

The short term goal of The Crossings II is to plan, design, finance, and construct eighty (80) units of permanent supportive housing in the City of Charlottesville to serve those individuals with the greatest need. Virginia Supportive Housing will spend the next few years obtaining all necessary approvals and due diligence, gathering community input and support, compiling funding sources, and establishing a design and construction team to meet this goal.

The long term goal of The Crossings II is to effectively end chronic homelessness in the City of Charlottesville. Virginia Supportive Housing will reach this goal by quickly and effectively leasing-up the property upon completion and maintaining at least 95% occupancy in the long-term. Additionally, The Crossings II will maintain its affordability, ensuring housing for homeless and low-income individuals earning 50% or less of the AMI, for at least 20 years upon completion. Finally, Virginia Supportive Housing will continue to build on long standing local and regional partnerships and relationships to ensure that all residents of The Crossings II are served to the highest and best standards.

## Virginia Supportive Housing: The Crossings II

**3. Project Readiness** -- Provide evidence of: organizational experience and capacity to manage the project, pursue and acquire land, site control, required zoning variance and permitting (if applicable), financial commitments for the projects, community engagement plan (if applicable), resident relocation plan (if applicable), plans for preparation and coordination of necessary public meetings.

Virginia Supportive Housing (VSH) is a private, non-profit 501(c)3 community development corporation that was founded in 1988 with the mission of ending homelessness. For over 30 years VSH has been providing a proven, permanent solution to homelessness by providing permanent housing and support services to homeless and low-income individuals. VSH currently owns and manages over 650 units of permanent supportive housing within seventeen (17) developments across Charlottesville, Richmond, and South Hampton Roads. Additionally, VSH serves approximately 1,500 individuals annually with a 97% success rate – meaning 97% of those served do not return to homelessness.

VSH's Housing Development Team has more than 14 years combined permanent, supportive housing development experience. This experience includes successfully acquiring property and land, establishing site control, and obtaining necessary zoning across multiple localities. The Housing Development Team also has a demonstrated ability of developing projects with multiple layers of complex financing, often leveraging federal, state, and local public and private funds including, but not limited to: the syndication of Low-Income Housing Tax Credits, Energy Tax Credits, and Federal and State Historic Tax Credits; National foundation and Local community foundation grants; State and Local HOME, CDBG and general funds; Federal Home Loan Bank AHP Funds; National, State, and Local Housing Trust Fund funds; and loans from the Virginia Department of Housing and Community Development (DHCD) and the Virginia Housing Development Authority (VHDA).

VSH also has an established history of involving both residents (if applicable) and community members in the development process. The Housing Development Team has successfully completed several projects that involved the temporary relocation of residents during the renovation and/or expansion of their housing. In these instances residents were continuously involved and updated throughout the process. Additionally, VSH strives to connect with neighbors, community members, civic leagues, and neighborhood associations early on in the development process. VSH further maintains and nurtures these relationships over time to ensure that VSH is not only a respectful neighbor but also a valuable community resource and ally.

Virginia Supportive Housing is currently in the process of meeting with potential project partners and stakeholders. VSH is also in the process of planning and preparing for future meetings with governmental and non-governmental community members and partners. VSH will continue to meet with partners and community members throughout the course of the project. Finally, VSH staff are working towards land assembly and site control of the project site, 405 Avon Street and 405 Levy Avenue.

## Virginia Supportive Housing: The Crossings II

**2. Demonstration of Need** -- Describe how the project contributes to the City of Charlottesville's housing goals.

As of early 2019, 35 individuals were counted as being chronically homeless in the City of Charlottesville by the Thomas Jefferson Area Coalition for the Homeless. The Crossings II is a proposed mixed income development which includes eighty (80) units of permanent, supportive housing that, upon completion, would effectively end chronic homelessness in the City of Charlottesville.

Prior to the opening of Virginia Supportive Housing's first project in Charlottesville, The Crossings at 4<sup>th</sup> and Preston, a similar point in time count found 76 chronically homeless individuals. After The Crossings' 60 units were placed into service in 2012, this count dropped to 32 individuals and has remained steadily at this level, reflecting not only a continued need for the development of additional low income housing in the City, but also the need for a facility which can provide both housing and access to supportive services and community for those individuals who have remained chronically homeless.

The City of Charlottesville's Master Plan, adopted in 2013, identified several goals in relation to affordable housing that would be met by the funding of Virginia Supportive Housing's proposed The Crossings II. Goal 2.5 states that support should be provided to "organizations serving the homeless and near-homeless populations as well as those with challenges that would otherwise prevent independent living." Virginia Supportive Housing's proven 'housing first' model provides residents with the security of a permanent home, and then provides a full suite of on-site wraparound services. Virginia Supportive Housing has demonstrated success with these programs, with residents reporting an average increase of \$190 in monthly income, and 97% of all residents remaining housed permanently.

Further, Goal 3.1 of the Master Plan names the "City's goal of 15% supported affordable housing" to be placed in service by 2025. The Department of Housing and Urban Development's 2018 Housing Inventory Report counted 155 adult-only beds available in Charlottesville for permanent supportive housing. The Crossing II's proposed eighty (80) units would increase the available permanent supportive housing by nearly 52%, and show a commitment to meaningful progress towards the City's stated goal.

Finally, The Crossings II would meet several goals of the City of Charlottesville's Strategic Plan including increasing affordable housing options (Goal 1.3) by developing eighty (80) new affordable housing units; improving community health and safety outcomes by connecting residents with effective resources (Goal 2.3) through on-site support services staff and new and existing community based partnerships; and being responsible stewards of natural resources (Goal 3.4) by striving to meet EarthCraft or LEED Certification for green building and energy efficiency.

Virginia Supportive Housing: The Crossings II

**4. Project Budget** -- Provide a detailed description of the proposed project budget showing sources and amounts of additional funding.

Virginia Supportive Housing is experienced in identifying, securing, and managing multiple layers of complex local, state, and federal financing for the development of permanent supportive housing. The below tables (Table 1. And Table 2.) detail the proposed development budget and project sources for The Crossings II.

Table 1. The Crossings II Proposed Development Budget

| Hard Costs                             | Amount          |
|--|-----------------|
| Site Improvements                      | \$ 800,000.00   |
| Unit Structures                        | \$ 7,000,000.00 |
| Solar (Thermal & Photovoltaic)         | \$ 200,000.00   |
| General Requirements                   | \$ 468,000.00   |
| General Contractor Overhead and Profit | \$ 624,000.00   |
| Bonding Fee                            | \$ 100,000.00   |
| Other                                  | \$ 250,000.00   |
| <i>Subtotal</i>                        | \$ 9,442,000.00 |
| Soft Costs                             | Amount          |
| Building Permit                        | \$ 25,000.00    |
| Soil Borings                           | \$ 100,000.00   |
| Architecture and Engineering Fees      | \$ 550,000.00   |
| Tap Fees - Water                       | \$ 35,000.00    |
| Special Inspections                    | \$ 30,000.00    |
| Construction Loan Fee                  | \$ 300,000.00   |
| Construction Interest                  | \$ 150,000.00   |
| Construction Inspections               | \$ 35,000.00    |
| Taxes During Construction              | \$ 15,000.00    |
| Insurance During Construction          | \$ 45,000.00    |
| Cost Certification                     | \$ 10,000.00    |
| Legal Fees - Permanent                 | \$ 37,333.00    |
| Legal Fees - Construction              | \$ 37,333.00    |
| Legal Fees - Partnership               | \$ 37,334.00    |
| Legal Fees - Syndication               | \$ 28,000.00    |
| Survey/Title/Recordation               | \$ 50,000.00    |
| Permanent Loan Fees                    | \$ 15,000.00    |
| Environmental                          | \$ 20,000.00    |
| EarthCraft Certification               | \$ 25,000.00    |
| Appraisal Fee                          | \$ 5,000.00     |
| Market Study                           | \$ 5,000.00     |

|                              |                         |
|------------------------------|-------------------------|
| Tax Credit Fee               | \$ 50,000.00            |
| Lease-Up Reserve             | \$ 50,000.00            |
| Marketing and Pre-Leasing    | \$ 50,000.00            |
| Furniture and Computers      | \$ 175,000.00           |
| Predevelopment Loan Fee      | \$ 2,250.00             |
| Erosion & Soil Bond          | \$ 25,000.00            |
| Dominion Fee                 | \$ 10,000.00            |
| Stormwater Fee               | \$ 25,000.00            |
| Davis-Bacon                  | \$ 10,000.00            |
| Printing                     | \$ 2,500.00             |
| Audit                        | \$ 2,000.00             |
| Wood Destroying Report       | \$ 1,000.00             |
| Groundbreaking/Grand Opening | \$ 4,000.00             |
| Donor Sign                   | \$ 5,000.00             |
| Building Artwork             | \$ 2,000.00             |
| Misc.                        | \$ 2,500.00             |
| Operating Reserve            | \$ 600,000.00           |
| Replacement Reserve          | \$ 24,000.00            |
| Contingency                  | \$ 780,000.00           |
| <i>Subtotal</i>              | \$ 3,375,250.00         |
| Other                        | Amount                  |
| Developer's Fee              | \$ 1,500,000.00         |
| <i>Subtotal</i>              | \$ 1,500,000.00         |
| <b>Total Project Budget</b>  | <b>\$ 14,317,250.00</b> |

Table 2. The Crossings II Proposed Development Sources

|   |                         |
|---|-------------------------|
| Low-Income Housing Tax Credit Equity  | \$ 8,000,000.00         |
| Solar Equity  | \$ 52,000.00            |
| Department of Housing and Community Development - HOME                        | \$ 750,000.00           |
| Department of Housing and Community Development - State Housing Trust Fund    | \$ 750,000.00           |
| Department of Housing and Community Development - National Housing Trust Fund | \$ 850,000.00           |
| City of Charlottesville   | \$ 750,000.00           |
| CHDO Revolving Loan Funds   | \$ 50,000.00            |
| Albemarle County  | \$ 500,000.00           |
| Federal Home Loan Bank of Atlanta   | \$ 500,000.00           |
| Virginia Housing Development Authority - REACH Loan                           | \$ 1,700,000.00         |
| VSH - Foundation Grants   | \$ 415,150.00           |
| VSH Equity  | \$ 100.00               |
| <b>Total Project Sources</b>  | <b>\$ 14,317,250.00</b> |

## Virginia Supportive Housing: The Crossings II

**5. Project Schedule** -- Indicate the proposed project schedule, including pre- development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing and construction miles (as appropriate) to project completion.

Virginia Supportive Housing has successfully developed seventeen (17) developments with unique and extensive project schedules. The below table (Table 3.) outlines the proposed project schedule for The Crossings II.

Table 3. The Crossings II Proposed Development Schedule

|  |                              |
|--|------------------------------|
| Community Meetings                           | August 2019-December 2019    |
| Rezoning or Zoning Amendments (if needed)    | September 2019-December 2019 |
| Public Meetings for Site Control (if needed) | September 2019-December 2019 |
| Rental Subsidy RFP and Commitments           | September 2019-December 2019 |
| Architectural Plans and Specs                | November 2019-February 2020  |
| Market Study                                 | November 2019-February 2020  |
| Site Control Documentation                   | December 2019-February 2020  |
| Subsidized Funding Commitments               | December 2019-February 2020  |
| Locality Notification Information Due        | January 2020                 |
| LIHTC Application Due                        | March 2020                   |
| LIHTC Final Rankings Announced               | May 2020                     |
| Secure Additional Funding                    | March 2020-May 2021          |
| Construction Drawings                        | June 2020-December 2020      |
| HUD Approval                                 | May 2021-December 2021       |
| Construction Bid                             | July 2021-October 2021       |
| Equity and Construction Loan Closing         | October 2021-December 2021   |
| Construction                                 | January 2022-December 2022   |
| Lease-Up                                     | January 2023-June 2023       |



## Virginia Supportive Housing: The Crossings II

**6. Experience** -- Provide a summary of similar activities completed by the organization and project team.

Virginia Supportive Housing (VSH) has successfully developed, owns, and manages 652 units of permanent supportive housing across seventeen (17) developments. A summary of these developments can be found in the information and Table. 4 below.

VSH operates two supportive studio apartment buildings in Richmond – New Clay House and Studios at South Richmond. Since opening in 1992 with forty-seven (47) units, New Clay House, the first SRO in Virginia, has provided permanent housing and support services for homeless adults. New Clay House was originally developed through the adaptive reuse of an old brewery at a total cost of \$1,900,000. In 2019 New Clay House was renovated and expanded to a total of eighty (80) studio apartments for homeless and low-income adults. The historic renovation and expansion also created additional offices for onsite support and property staff as well as expanded resident community space. The development costs were approximately \$19,000,000.

VSH opened South Richmond SRO in 1996 with thirty-nine (39) units for homeless adults. VSH developed South Richmond SRO by converting a Budget Motel. Total development costs were \$2,200,000. In 2011, a twenty-one (21) unit addition to the building was completed for a total of \$3,500,000. Rehabilitation on the initial thirty-nine (39) units was completed in early 2016 and included expanding the square footage of each unit. Total development costs were approximately \$5,900,000 and the building name was changed to Studios at South Richmond.

Gosnold Apartments in Norfolk opened in December 2006 and has sixty (60) supportive studio apartments for homeless adults from the cities of Norfolk, Virginia Beach, and Portsmouth. The project is part of a regional effort to end homelessness in South Hampton Roads and has been recognized by HUD as the first regional studio apartments for homeless single adults in the nation. Gosnold Apartments involved the adaptive reuse of an RC Cola bottling warehouse at a total cost of \$5,600,000.

VSH opened Cloverleaf Apartments in Virginia Beach in October 2008. Cloverleaf Apartments involved the adaptive reuse of an old skating rink into sixty (60) supportive studio apartments for homeless single adults from the cities of Virginia Beach, Norfolk, Portsmouth, and Chesapeake. Each City provided public support and funding for Cloverleaf Apartments. The total development cost for Cloverleaf Apartments was approximately \$6,900,000. Cloverleaf was the first VSH property to obtain an EarthCraft Virginia Certification for green building and energy efficiency. All developments after Cloverleaf have achieved an EarthCraft Certification.

In November 2010, VSH opened South Bay Apartments in Portsmouth. South Bay Apartments involved the new construction of sixty (60) supportive studio apartments. This was the third regional collaboration to end homelessness in the Hampton Roads area and includes housing units for homeless individuals from Portsmouth, Norfolk, Virginia Beach, and Chesapeake; each city provided public support and funding for the development of South Bay Apartments. Total development costs were approximately \$6,900,000. EarthCraft Virginia recognized South Bay Apartments with the 2011 Multi-Family Development of the Year award for energy and resource efficiency.

The Crossings at 4<sup>th</sup> and Preston, sixty (60) supportive studio apartments for homeless and low- income adults from the Charlottesville area, opened in March 2012. The Crossings at 4<sup>th</sup> and Preston was the first

VSH property to utilize an integrated income model with thirty (30) units for otherwise homeless individuals and thirty (30) units for individuals making 50% or less of the Area Median Income. The building is EarthCraft Virginia certified for green building and energy resource efficiency and is the first VSH property to incorporate a solar thermal hot water system. EarthCraft Virginia awarded The Crossings at 4<sup>th</sup> and Preston with the 2012 Multi-Family Development of the Year award. This was VSH's first regional collaboration in the Charlottesville region and includes housing units for homeless single adults from the City of Charlottesville and Albemarle County. Total development costs were approximately \$6,700,000.

Heron's Landing in Chesapeake was completed in December 2012. The development has sixty (60) supportive studio apartments for homeless individuals from the cities of Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach; each city provided public support and funding. This was the fourth regional collaboration to end homelessness in South Hampton Roads. Total development costs were approximately \$9,900,000.

Crescent Square, VSH's second permanent supportive housing development in Virginia Beach, opened in early 2016. Crescent Square involved the new construction of eighty (80) supportive studio apartments for homeless and low-income individuals from the Hampton Roads region. Funding was provided by the cities of Virginia Beach and Norfolk. Total development costs were approximately \$12,400,000.

Church Street Station Studios opened in November 2017 and was VSH's sixth regional collaboration in South Hampton Roads. Church Street was the new construction of eighty (80) supportive studio units in Norfolk for homeless and low-income adults from Norfolk and Virginia Beach. Total development costs were approximately \$13,900,000.

In addition to supportive studios for homeless single adults, VSH operates three community houses and two apartments for persons with disabilities, four apartment buildings for formerly homeless families, and housing access programs.

Table 4. Summary of VSH Developments

| <b>Development Name</b>                      | <b>Location</b>     | <b>Number of Units</b> | <b>Year Completed</b>                     |
|--|---------------------|------------------------|---|
| New Clay House                               | Richmond, VA        | 80                     | 1992; Renovated and Expanded in 2019      |
| Studios at South Richmond                    | Richmond, VA        | 60                     | 1996; Expanded in 2011; Renovated in 2016 |
| Gosnold Apartments                           | Norfolk, VA         | 60                     | 2006                                      |
| Church Street Station studios                | Norfolk, VA         | 80                     | 2017                                      |
| Cloverleaf Apartments                        | Virginia Beach, VA  | 60                     | 2008                                      |
| Crescent Square                              | Virginia Beach, VA  | 80                     | 2016                                      |
| Heron's Landing                              | Chesapeake, VA      | 60                     | 2013                                      |
| South Bay Apartments                         | Portsmouth, VA      | 60                     | 2010                                      |
| The Crossings at 4 <sup>th</sup> and Preston | Charlottesville, VA | 60                     | 2012                                      |
| Bliley Manor                                 | Richmond, VA        | 8                      | 1998                                      |
| Stratford House                              | Richmond, VA        | 8                      | 1998                                      |
| Independence House                           | Richmond, VA        | 6                      | 2005                                      |

|                          |              |    |      |
|--------------------------|--------------|----|------|
| Veterans Apartments      | Richmond, VA | 4  | 2008 |
| James River Apartments   | Richmond, VA | 14 | 2008 |
| Third Avenue Apartments  | Richmond, VA | 4  | 2002 |
| Chestnut Hill Apartments | Richmond, VA | 4  | 2004 |
| Cary Street Apartments   | Richmond, VA | 4  | 2001 |

The Housing Development Team that will be responsible for The Crossings II includes Julie Anderson– Director of Housing Development, Elizabeth Nice– Housing Development Officer, and Chloe Rote– Housing Development Assistant. The Housing Development Team has more than fourteen (14) years of combined experience in permanent supportive housing development and has overseen the planning, development, financing, and construction of over 400 Virginia Supportive Housing units.

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



|                  |   |
|------------------|---|
| Agenda Date:     | October 7, 2019   |
| Action Required: | Final Report  |
| Presenter:       | Shantell Bingham, Program Director, Charlottesville Food Justice Network<br>Jeanette Abi-Nader, Executive Director, City Schoolyard Garden   Urban Agriculture Collective of Charlottesville   Charlottesville Food Justice Network |
| Staff Contacts:  | Kaki Dimock, Director, Department of Human Services<br>Misty Graves, Program Supervisor, Department of Human Services   |
| <b>Title:</b>    | <b>Food Equity Initiative Final Report</b>  |

**Background:**

Last year, Council appropriated funds to the Food Equity Initiative to pursue a systems approach to food equity in Charlottesville that requires collaboration between city departments and community efforts within our food system. Year one goals included:

- Compile and disseminate research including an analysis of the local food system
- Establish mechanisms for community voice and lived experience
- Plan for sustainability
- Provide expertise and recommendations to decision-makers on improving local practice and policy
- Identify and apply for opportunities to highlight the City's food equity work

This report will cover an update on activities, progress towards goals, review of core issue areas, profiles for ten City Departments and their intersection with food equity and recommendations for future food equity work.

**Discussion:**

Since the launch of the Food Equity Initiative, more than 45 non-profit organizations, 10 city departments, 5 healthcare institutions, 7 foundations, 8 state and federal partners, 5 media outlets and 1,210 individuals have actively collaborated to better understand the root causes of food insecurity in Charlottesville. This engagement has encouraged partners to consider short-term interventions that meet the needs of our residents today, and begin envisioning long-term solutions to build self-sufficient families of tomorrow. A comprehensive, detailed report of initiatives is included in the reports attached.

### **Alignment with City Council’s Vision and Strategic Plan:**

The Food Equity Initiative supports City Council’s “Community of Mutual Respect” vision. It contributes to Goal 2 of the Strategic Plan: a healthy and safe city and Goal 1: an inclusive community of self-sufficient residents specifically objective 1.5 intentionally address issues of race and equity.

### **Community Engagement:**

The Food Equity Initiative implemented a number of engagement opportunities in diverse settings and modalities that include individual meetings, large group meetings, community surveys and media and community events. One critical strategy launched through the Food Equity Initiative is the CFJN Community Advocates program. By employing a team of resident leaders to provide direction, insight and leadership into community engagement, program planning, and policy development, community engagement has been prioritized and active. This summer, the EPA Local Food, Local Places selected the City of Charlottesville to create a plan for supporting the development of affordable food markets taking an equity approach by considering urban farmers of color and residents experiencing food insecurity as a key stakeholder in guiding the development of affordable food markets. The methods of the Food Equity Initiative intentionally incorporate and amplify community voice. The Charlottesville Food Justice Network meets bi-monthly. A detailed listing on events and mechanisms are recorded in the report attached.

### **Budgetary Impact:**

There is no budgetary request at this time. However, while an official request for funding is not included with the report, the Charlottesville Food Justice Network anticipates making a future request for \$155,000 in City funds for the current fiscal year (FY 2020). These funds will be utilized to match two federal grants, which require an equal match of \$155,000 for the current fiscal year. The USDA Community Food Projects Competitive Program Grant is a three-year grant, and future matches of \$125,000 or for FY 21 and FY22 are anticipated.

### **Recommendation:**

Staff recommends continued support of this initiative outlined in the Food Equity Initiative Strategic Review and Action Plan.

### **Alternatives:**

N/A

### **Attachments:**

Food Equity Initiative Report Against Objectives  
Food Equity Initiative Strategic Review and Action Plan

# Charlottesville Food Equity Initiative

## Final Report Against Objectives

### October 2018 – September 2019

#### Purpose

The Charlottesville Food Equity Initiative was launched to bring together public, private, and non-profit partners working in unique and complementary ways to build a healthy and just community food system for all Charlottesville residents. The Initiative is cultivating community driven processes, resident leadership, and business and non-profit engagement to improve access to and quality of nutritious and affordable foods while addressing barriers to food equity.

The following table summarizes activities and outputs towards the goals outlined in the Charlottesville Food Equity Initiative approved by City Council on October 15, 2018.

#### Collaborating Partners by the Numbers

45 Non-Profit Organizations | 10 City Departments | 5 Healthcare Institutions | 7 Foundations  
8 State and Federal Partners | 5 Media Outlets | 1,210 Individuals

#### Methodology

Through community meetings, research, urban agriculture tours, workshops, presentations, and communications outreach, multiple partners actively collaborated to better understand the root causes of food insecurity in Charlottesville. The high engagement focused not only on short-term interventions which meet the needs of our residents today, but began to envision long-term solutions to build self-sufficient, food secure families of tomorrow.

Our collective narrative shift has already produced short-term city-wide benefits for planning.

- 1) Cultivated trusting relationships between city departments and non-profits to tackle systemic issues of racial equity in our food system together.
- 2) Directly increased alignment between city staff and community needs through a food equity lens.<sup>1</sup>
- 3) City department leadership has demonstrated an increase awareness of the role their sector plays in cultivating food security.<sup>2</sup>
- 4) Elevated cross-sector understanding and community planning around affordable housing, climate change, and food security as integral to building self-sufficient citizens across all ages.<sup>3</sup>

Overall, the City Council's Food Equity Initiative has sparked a new era of community engagement, collaboration, and collective problem solving. It's enabled our community to leverage the expertise we have to creatively solve the problems that lay ahead.

#### Activities and Progress towards Initiative Outcomes

### October 2018 – September 2019

<sup>1</sup> Meetings between NDS, Human Services and IRC New Roots about speeding in Michie Drive resulted in NDS transportation department understanding the role safety plays in food access and will install signage, as well as collaborate on a mural project.

<sup>2</sup> Economic Development's increased awareness about the Food Equity Initiative prompted a referral to Human Services' staff about a funding opportunity through the VA Community Capital for a Fresh Food Loan Fund which seeks to support localities' pursuits of thoughtful food retail projects such as co-ops, and brick and mortar options.

<sup>3</sup> Emerging collaborative community effort between CRHA, PHA, and CFJN to save UACC and work to preserve urban agriculture assets in low income neighborhoods through redevelopment.



|   |  |
|---|--|
| <p><b>A. Compile and disseminate research</b> including an analysis of food system assessments that identifies gaps and opportunities for investment, current food access efforts, and communication strategies to engage stakeholders including community members, business owners, and elected officials.</p>   |  |
| <p><b>Food System Assessment: City Departments</b></p> <ul style="list-style-type: none"> <li>✓ 14 City staff engaged in food equity training or conversations</li> <li>✓ 10 City Departments outlining preliminary food equity goals and activities</li> </ul> <p style="color: red;">“We need food to survive and most importantly access to food – quality and nutritious food is very critical for the low-income population. That’s the aspect that NDS believes that we need to take care of. That will include recognition of that need in policies of the comprehensive plan, rewriting the zoning ordinances to accommodate the need and making it easier for people to have urban agriculture.”</p> <p style="color: red; text-align: right;">– Alex Ikefuna, Neighborhood Development Services</p> | <ul style="list-style-type: none"> <li>• <b>Food Equity Training:</b> CFJN gathered 7 city department representatives in March to discuss Food Equity efforts. <ul style="list-style-type: none"> <li>○ In attendance: Human Services, Public Works, Department of Social Services, Parks &amp; Recreation, Human Resources, Neighborhood Development Services and Economic Development.</li> </ul> </li> <li>• <b>Department Interviews:</b> Hosted in-depth discussions with 10 city departments (those listed above as well as City Market, Transportation and City Revenue). Preliminary findings show that city departments value food access, health, and well-being, but few systemic efforts have been undertaken by the city to consider affordable food markets and access as a resource to be supported and protected similar to affordable housing.</li> <li>• <b>Food Equity in City Department Plans:</b> Currently there is sparse language in departmental plans that mention food or food security. Yet the city is facing an attrition of affordable food markets with the closing of affordable grocery stores and the opening of high retail specialty markets in the outer perimeter of the City.</li> <li>• <b>Food Equity Goals:</b> City departments have defined preliminary goals and activities to collaborate with CFJN to further food equity in their programming, policy and planning recommendations.</li> </ul> <p style="color: green;">*See <a href="#">Food Equity Initiative Strategic Review &amp; Action Plan</a> for Department Profiles</p> |
| <p><b>Food System Assessment &amp; Mapping: Charitable Foods</b></p> <ul style="list-style-type: none"> <li>✓ Identified 100+ current charitable food activities affecting approx. 22,000 residents</li> <li>✓ 53 entities involved in mapping</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Charitable Food System Mapping</b> In collaboration with 30 network organizations, 15 additional nonprofits, 7 city departments and the University of Virginia, a scan of food access efforts has yielded more than 100 activities occurring in Charlottesville to strengthen food insecure families’ access to foods. These activities vary in magnitude, from supporting families enrolling on SNAP and navigating WIC programs, to distributing bags of food or prepared meals, to operating cooking classes and schoolyard gardens.</li> </ul> <p style="color: green;">*See <a href="#">Food Equity Initiative Strategic Review &amp; Action Plan</a> for Food System Maps</p>  |
| <p><b>Communication Strategies</b></p> <ul style="list-style-type: none"> <li>✓ 72 social media posts</li> <li>✓ 21 articles</li> <li>✓ 4 newsletters to 470 each</li> <li>✓ 13 press articles</li> <li>✓ 390 entities signing Food Justice belief commitment</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>CFJN Website:</b> The Charlottesville Food Justice Network website at <a href="http://www.cvillefoodjustice.org">www.cvillefoodjustice.org</a>, provides collaborating parties with a resource to stay informed on the Food Equity Initiative.</li> <li>• <b>CFJN Outreach:</b> A robust outreach campaign both on social media and door to door has been implemented and is ongoing. The goal is to authentically engage residents and partners in identifying food equity issues and exploring solutions and community assets.</li> <li>• <b>CFJN Press:</b> CFJN has been the subject of numerous press pieces that amplify our community message that food justice is social justice. An in-depth food equity series launched through print and television medio to cover the core food equity action areas.</li> </ul> <p style="color: green;">*See <a href="http://www.cityschoolyardgarden.org/news/press">City Schoolyard Garden Press Page</a> for list of press pieces at <a href="http://www.cityschoolyardgarden.org/news/press">www.cityschoolyardgarden.org/news/press</a></p>  |

**B. Establish mechanisms for community voice** including both formal and informal meetings with oversight by community stakeholders and community members on programs and broader food access issues.

|   |   |
|---|---|
| <p><b>Formal Mechanisms</b></p> <ul style="list-style-type: none"> <li>✓ 5 CFJN Whole Measure community roundtables</li> <li>✓ 21 CFJN Planning Team meetings</li> <li>✓ 1,210 individuals involved</li> <li>✓ 45 organizations engaged</li> <li>✓ CFJN team attending 64 partner meetings to represent food equity intersection issues (housing, redevelopment, racial equity, climate change, Unity Days, etc.)</li> <li>✓ 10 partners signed onto EPA Local Foods Local Places project</li> <li>✓ 150 participants in Local Food Local Places two-day event</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Whole Measures Bi-monthly Roundtables</b> have gathered more than 45 organizational representatives to provide input and design for food access action plans. These meetings are ongoing and open to city staff departments and the public.</li> <li>• <b>Housing &amp; Community Conversations</b> Representatives from CFJN attended numerous housing and related community conversations to support the intersection of food equity with housing, planning, etc. Two CFJN reps are on the CRHA Redevelopment Committee. Community gardens and food access has come up as one programming priority and Urban Agriculture Collective of Charlottesville was asked to present. IRC and CSG have also engaged residents &amp; youth photo-voice stories on food, community and health.</li> <li>• <b>Hired Rooted Community Advocates</b> to design and implement program to support the development of 5 residents based in low-income housing sites. Advocates have attended meetings with city staff, network organizations, and community members to provide contextual expertise as well as a direct link between policy makers and residents.</li> <li>• <b>EPA Local Food, Local Places Award</b> City of Charlottesville was selected for this national opportunity to create a plan for supporting the development of affordable food markets in our city. This plan takes an equity approach by considering urban farmers of color as a key stakeholder in guiding the development of affordable food markets.</li> </ul> <p><i>*See <a href="#">Food Equity Initiative Strategic Review &amp; Action Plan Appendices</a> for the final Local Food Local Places Report</i></p> |
|---|---|

|   |   |
|---|---|
| <p><b>Informal Mechanisms</b></p> <ul style="list-style-type: none"> <li>✓ 12 Community Events</li> <li>✓ 27 UACC Community Markets with 354 individuals</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Community Events</b> CFJN organizations have taken part in Friendship Court Community Day, Jefferson School Farmers Market, and Westhaven Community day, CSG Harvest Festival, International Festival, Tom-Tom Festival, Pride Festival, Unity Days, and other events to engage the community in food access conversations.</li> <li>• <b>UACC Community Market Days</b> Hosted weekly community markets to distribute food grown and engage in conversations on redevelopment, garden design and healthy communities.</li> </ul> |
|---|---|

**C. Plan for sustainability** by pursuing additional funding for long-term investment at the city, agency and community member levels.

|   |  |
|---|--|
| <p><b>Matching Funds</b></p> <ul style="list-style-type: none"> <li>✓ \$70,000 matching funds raised</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>Funding Partners</b> Combined for 2018-2019, CSG has received \$70,000 in matching funds for CFJN’s work from the Hartfield Foundation, an anonymous foundation, and Charlottesville Area Community Foundation Enriching Communities &amp; HEAL Fund.</li> </ul> |
| <p><b>Diversified Multi-year Funding</b></p> <ul style="list-style-type: none"> <li>✓ 7 donor meetings</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Funder Education</b> CFJN hosted 7 funder meetings to explore multi-year funding to CFJN systems change work.</li> </ul>   |

**D. Contribute subject matter expertise** to discussions on transportation, zoning, and other planning and policy development to ensure that the City, the University of Virginia, community organizations and citizens are aware of the impact of policy on food equity.

|  |   |
|--|---|
| <p><b>City Comprehensive Plan</b></p> <ul style="list-style-type: none"> <li>✓ 12 suggested recommendations to City Comprehensive Plan to strengthen food equity</li> <li>✓ Significant inclusion in the MAPP2Health action plan priorities</li> </ul> | <ul style="list-style-type: none"> <li>• <b>City Comprehensive Plan</b> To date, CFJN’s collaboration with city departments has opened the door for deeper contributions to the City Comprehensive Plan within the transportation, housing, and environmental sustainability chapters. Efforts will be made to enhance all chapters and potentially offer a draft Food Chapter for consideration by the new comprehensive plan coordinator.</li> <li>• <b>MAPP2Health</b> contributed to the MAPP2Health community planning process as members of the best practices committee members and general planning committee.</li> <li>• <b>Community Input</b> Progress to receive input from food insecure communities, has been made with the launch of the Community Advocates program and partnership with CSG Youth Food Justice Interns.</li> </ul> |
| <p><b>Preliminary Food Equity Focal Areas</b></p> <ul style="list-style-type: none"> <li>✓ 45 organizations and individuals signed on to these focal areas</li> <li>✓ Each Core Issues &amp; Action Area has defined goals and action items</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Food Equity Focal Areas</b> CFJN’s extensive outreach, engagement and research has led us to focus on the following interconnected issue areas. <ol style="list-style-type: none"> <li>1) Healthy School Foods</li> <li>2) Community-led Urban Agriculture Land</li> <li>3) Healthy and Affordable Food Access Points</li> <li>4) Food Pathways &amp; Transportation</li> <li>5) Affordable Housing &amp; Food Equity</li> <li>6) Community Engagement</li> </ol> </li> </ul> <p><i>*See <a href="#">Food Equity Initiative Strategic Review &amp; Action Plan</a> for details</i></p>  |
| <p><b>Virginia Food Insecurity</b></p> <ul style="list-style-type: none"> <li>✓ 16 CFJN presentations engaging a collective 6,000+ people at those presentations</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Provided Thought Leadership</b> in conferences, panels, and presentations: From Slavery to Sovereignty, UVA Bi-Centennial, Virginia Urban Agriculture Summit, Tom-Tom Festival, Food Justice Educational Presentations, Charlottesville Human Rights Commission, Move2Health Coalition, UVA Department of Sustainability, Conference on Faith-Rooted: Food Justice and Theology, United Way, and Charlottesville Area Community Foundation, Resilient Virginia, Monticello Harvest Festival, etc.</li> <li>• The Charlottesville Food Justice Network and Thomas Jefferson Health District is deepening its collaboration with the Richmond Food Justice Alliance and Richmond Health Department to develop equitable strategies for tackling food access and food insecurity in Virginia.</li> </ul>   |
| <p><b>E. Implement opportunities to highlight the City’s food equity work statewide &amp; nationally.</b></p>  |   |
| <p><b>Statewide</b></p> <ul style="list-style-type: none"> <li>✓ CFJN Team engaged in 7 Statewide Coalitions</li> </ul>  | <ul style="list-style-type: none"> <li>• VA Department of Education Farm to School Office utilized City Schoolyard Garden’s Harvest of the Month curriculum to development a Virginia Food Service Model to increase healthy school foods and procurement of local foods.</li> <li>• CFJN members presented at Virginia Farm to School conference, UVA Equity Institute Steering Committee, VA Food Insecurity Discussions, Resilient Virginia, national Community Food Systems Conference.</li> </ul>  |
| <p><b>Regional</b></p> <ul style="list-style-type: none"> <li>✓ CFJN Team engaged in 4 Regional Coalitions</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Regional Coalitions</b> CFJN leaders are engaged with multiple regional coalitions including: Chesapeake Foodshed Network, Community Ownership, Empowerment &amp; Prosperity Action Team; Virginia Tech Center for Food Systems &amp; Community Engagement Steering Committee; Virginia Farm to School Regional Planning Teams; Virginia Children’s Cabinet for Food Security.</li> </ul>   |
| <p><b>National</b></p> <ul style="list-style-type: none"> <li>✓ CFJN Team engaged in 2 National Coalitions</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>National Coalitions</b> CFJN has been selected for an EPA Local Food, Local Places national award; CFJN member presented at USDA Community Food Systems training; Youth Food Justice Interns and Community Advocates will present at national Community Food Systems conference.</li> </ul>   |

## Budget and Expenses for 2018-2019 & 2019-2020

The following table outlines expenses for 2018-2019 and a budget for 2019-2020. Highlighted are how City Council funds were spent in 2018-2019 and how we would like to utilize Council funds for 2019-2020. You will note that the majority of our budget is in staff and community leaders. This is reflective of the intense outreach and community engagement efforts that are focused on relationship building. Specific food equity projects are not included in this request and are funded through other sources secured from each partnering organization.

For the coming year, we have secured two federal grants to support the work of Charlottesville Food Justice Network that each require 100% matching. Our ask is to leverage city dollars to match these federal funds of \$155,000 (USDA Community Food Projects=\$125,000, EPA Environmental Justice=\$30,000).

| CHARLOTTESVILLE FOOD JUSTICE NETWORK<br>FOOD EQUITY INITIATIVE - EXPENSE REPORT<br>OCTOBER 1, 2018 - SEPTEMBER 30, 2019 |                  |                   |  | CHARLOTTESVILLE FOOD JUSTICE NETWORK<br>FOOD EQUITY INITIATIVE - BUDGET<br>OCTOBER 1, 2019 - SEPTEMBER 30, 2020 |                     |  |
|---|------------------|-------------------|--|---|---------------------|--|
| ACCOUNT   | FY19<br>EXPENSES | FY19 FEI<br>FUNDS | COMMENTS   | FY20<br>BUDGET  | FY20 FEI<br>REQUEST | COMMENTS   |
| <b>TOTAL EXPENSE</b>  | <b>176,566</b>   | <b>65,000</b>     |  | <b>310,000</b>  | <b>155,000</b>      |  |
| Staff Compensation  | 98,521           | 32,820            | CFJN Director & 35% Executive Director   | 166,500   | 78,250              | CFJN Director, 25% Executive Director, 30% UACC Director, 50% Food Justice Fellow  |
| Program - Support   | 43,665           | 22,900            | 5 Community Advocates (10-20 hrs/wk)<br>7 Youth Food Justice Interns (summer)<br>Volunteer, Advocate & Intern Supplies<br>Travel - local & regional conference | 92,100  | 56,500              | 5 Community Advocates (20 hrs/wk)<br>10 Youth Food Justice Interns (year round)<br>Volunteer, Advocate & Intern Supplies<br>Travel - local & regional conference |
| Program - Expenses  | 7,780            | 5,780             | Community Meetings<br>Community Advocate & Intern lunches<br>Community member gift cards   stipends  | 10,600  | 7,400               | Community Meetings<br>Community Advocate & Intern lunches<br>Community member gift cards   stipends  |
| Professional Services   | 5,700            | -                 | Bookkeeping, Evaluation  | 18,200  | 3,750               | Bookkeeping, Racial Equity Training, Evaluation  |
| Communications & Technology   | 3,700            | 2,500             | Community Advocate computers<br>Database management  | 5,700   | 4,500               | Community Advocate computers<br>Database management  |
| General & Administration  | 17,200           | 1,000             | Rent, Insurance, Office Supplies, etc.   | 16,900  | 4,600               | Rent, Insurance, Office Supplies, etc.   |

### Charlottesville Food Justice Network Planning Team

*Shantell Bingham, Charlottesville Food Justice Network, Program Director*  
*Jeanette Abi-Nader, City Schoolyard Garden | UACC | CFJN, Executive Director*  
*Elizabeth Beasley, UVA Health System, Community Relations and Outreach Director*  
*Tanya Deckla-Cobb, UVA Institute for Environmental Negotiation*  
*Eileen Emerson, Blue Ridge Area Food Bank*  
*Alex London-Gross, PB&J Fund, Executive Director*  
*Richard Morris, Urban Agriculture Collective of Charlottesville, Farm & Foodroots Program Director*  
*Maria Niechwiadowicz, Bread & Roses, Program Director*  
*Todd Niemeier, Charlottesville Office of Human Rights*  
*Kristen Roubourdin, Market at 25<sup>th</sup>*  
*Brooke Ray, IRC New Roots Food and Agriculture Programs, Senior Manager*  
*Michael Reilly, Slow Money, Director*  
*Rebecca Schmidt, Thomas Jefferson Health District, Population Health Manager*  
*Kristen Suokko, Local Food Hub, Executive Director*  
*Tamara Wright, Urban Agriculture Collective of Charlottesville & Rooted, Community Advocate Lead*  
*Barbara Yager, City of Promise*

### Charlottesville Food Justice Network

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# CITY COUNCIL'S FOOD EQUITY INITIATIVE STRATEGIC REVIEW & ACTION PLAN

A collaborative process cultivating equitable access to nutritious foods in every neighborhood.



# Acknowledgments

The City Council's Food Equity Initiative was made possible through strong commitments to partnership building and systems change, two practices that are hard to keep pace with and even more difficult when embedded inside of racial equity. Yet, each partner that engaged in the City Council's Food Equity Initiative exhibited openness and dedication to working across differences and healing racial inequities in our food system.

**A special thank-you to the dedicated members of the Charlottesville Food Justice Network Planning Team, the youth and resident leaders, the University of Virginia students that support research, and the open-minded members of Charlottesville City Departments.**

Jeanette Abi-Nader, City Schoolyard Garden | UACC | CFJN, Executive Director  
Maria Niechwiadowicz, Bread & Roses, Program Director  
Elizabeth Beasley, UVA Health System, Community Relations and Outreach Director  
Rebecca Schmidt, Thomas Jefferson Health District, Population Health Manager  
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Kristen Ravourdin, Market at 25th  
Brooke Ray, IRC New Roots Food and Agriculture Programs, Senior Manager  
Michael Reilly, Slow Money, Director  
Tamara Wright, CFJN Food Justice Advocate Lead & UACC Board Co-Chair  
Barbara Yager, City of Promise

Jessica Duska, Master's in Public Health  
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Rebecca Jacob, CFJN Food Justice Advocate  
Bimal Chhetri, CFJN Food Justice Advocate  
Rosa Key, CFJN Food Justice Advocate  
Chaquita Mills, CFJN Food Justice Advocate  
Rodrigo Nunez, CSG Youth Food Justice Intern  
Emanuel Quezada-Romero, CSG Youth Food Justice Intern  
Makayla Howard, CSG Youth Food Justice Intern  
Grace King, CSG Youth Food Justice Intern  
Da Tayveyus Bryant, CSG Youth Food Justice Intern  
Alyssa Williams, CSG Youth Food Justice Intern  
Amyah Limbacher, CSG Youth Food Justice Intern

Misty Graves, Human Services  
Chris Gensic, Parks & Recreation  
Riaan Anthony, Parks & Recreation  
Carlton Jones, Charlottesville City Schools  
Alex Ikefuna, Neighborhood Development Services  
Amanda Poncy, Neighborhood Development Services  
Justin McKenzie & Lucy Lamb, City Market  
Jason Ness, Office of Economic Development  
Sue Moffett, Department of Social Services  
Juwhan Lee, Charlottesville-Albemarle Transit  
Susan Elliott, Public Works Climate Protection  
Jamie Valencia, Human Resources

# City Council’s Food Equity Initiative

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# Executive Summary

While food insecurity remains a prevalent issue in our city (16.7% for Charlottesville; 9.8% for Virginia) views of a healthy and just food system are in sight. We know to get there we must utilize a racial equity lens to diagnose barriers to access, evaluate new entry points for change, and determine ways we can effectively work together to build a better food system for all.



Our work in food system's transformation starts at the kitchen table as we seek to cultivate equal access to healthy, nutritious foods for all. This report shares the culmination of city-wide engagement directed by the Charlottesville Food Justice Network (CFJN) for City Council's 2018 Food Equity Initiative.

The report depicts progress towards a new era of collaboration between city departments and community organizations working within our local food system. Since the launch of the Food Equity Initiative, more than 40 non-profit organizations, a team of 11 youth and resident leaders, 10 city departments, 5 healthcare institutions, and 4 foundations, have actively collaborated to better understand the root causes of food insecurity in Charlottesville. This high engagement has encouraged partners to begin envisioning long-term solutions to build self-sufficient families of tomorrow.

In line with envisioning long-term solutions, the report shares the product of an 8-month long action planning process. This action planning included collaborating with MAPP2Health partners to set strategies for advancing health and food equity. CFJN member organizations are lead on 4 key community health strategies in MAPP2Health. In addition, the Community Health Assessment undertaken by the MAPP2Health's team contains key data on food access and food insecurity in Charlottesville, Virginia and is included in this report as supplemental context setting.

Alongside MAPP2Health regional strategy setting, members of the Charlottesville Food Justice Network utilized the Food Equity Initiative as an opportunity to assemble more than 2 years of work visioning better food access in our community. These recommended actions are bundled within CFJN's Policy and Action Plan for City-Wide Food Equity (CFJN Food Equity Recommendations) and directly support progress towards advancing MAPP2Health goals for healthy & active living and fostering a healthy & connected community.



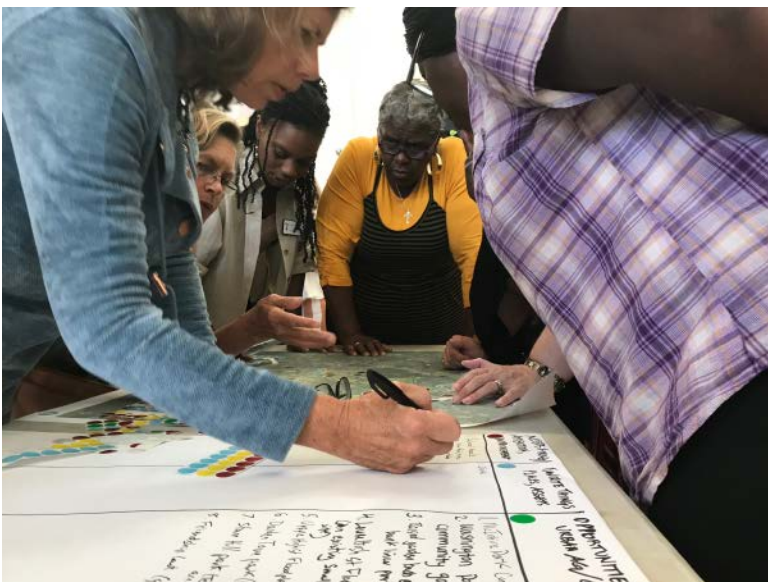
# Executive Summary

In support of advancing city-wide food equity, CFJN partnered with the City of Charlottesville in the Local Food, Local Places National Award for food system technical assistance. This award enabled our city to not only co-design key interventions guided by resident voice, but to build direct relationships with 8 state and federal agents representing departments within the United States Department of Agriculture (USDA), Environmental Protection Agency (EPA), and Housing and Urban Development (HUD). These partnerships are critical to increasing our capacity to receive state and federal funding in support of food system's transformation.

Together, MAPP2Health's Strategies for Increasing Healthy & Active Living, CFJN Food Equity Recommendations, and the Local Food, Local Places Action Plan creates a blueprint for directing action, promoting accountability, and measuring success at a systemic level.

Advancing systemic change, requires close partnerships with city departments. In fact, many CFJN Food Equity Recommendations as well as Local Food, Local Places Action Plan Steps require working with city staff. To support city staff collaboration with CFJN partners, Food Equity Profiles were created to highlight department staff's vision for food equity. Where CFJN Food Equity Recommendations applied, they were assigned to a profile alongside recommendations that were co-created in partnership with city staff.

Overall, the report shares pieces of our community story in cultivating grassroots leaders, deepening our partnerships, and carving a path ahead marking year one of this engagement process for equitable food system change.



# Food Equity Initiative Process Overview

## What is Food Equity?

Food Equity, is an emerging approach to establish equal opportunity to acquire good food products, including sustainably raised meat and produce that meet our nutritional and cultural needs across our entire life-span. The approach takes into account how structural racism, the way in which policies, people and institutions interact, oftentimes invisibly, to produce barriers to opportunity, operates within our local food system to create unequal access leading to diet-related racial health disparities.

## What is Food Justice?

Food justice is a grassroots movement that enables our community to embody social justice values and practices as we cultivate local food equity. While food equity speaks to the overall approach to establish equal opportunity in our food system, food justice speaks to the necessary power building and strategic organizing among individuals and organizations that must take place to advance sustainable systemic change.

## Food Equity Initiative Grounded Approach

The Charlottesville Food Justice Network (CFJN) recognizes the need to collaborate across sectors while confronting the intersection of multiple factors that contribute to unequal food access, poverty, and health outcomes. Since 2015, the Charlottesville Food Justice Network, composed of more than 30 non-profit partners, has worked diligently to reflect on the role race/ethnicity, class, age, gender and place play in determining access to nutritious foods as well as diet related health inequities. While organizations have dedicated independent time and resources to understanding inequities in our food system prior to CFJN, a concerted effort to develop a collective narrative and language took place between 2015-2017. In August of 2017, CFJN held its first roundtable discussion focusing on the release of its White Paper (Building a Healthy and Just Food System), and equity framework. CFJN's equity framework, is the bedrock for City Council's Food Equity Initiative.



## Food Equity Initiative Engagement Process

### Orientation Meetings

CFJN held orientation meetings with non-profit organization partners and city departments to ground collaborators in the food equity framework. These meetings served as a foundation for participants to reflect on their own programs or organizational activities from a value based stand-point.



Maria, Bread & Roses Program Director and CFJN Planning Team member grounds partners in equity framework.

### One-On-One Interviews

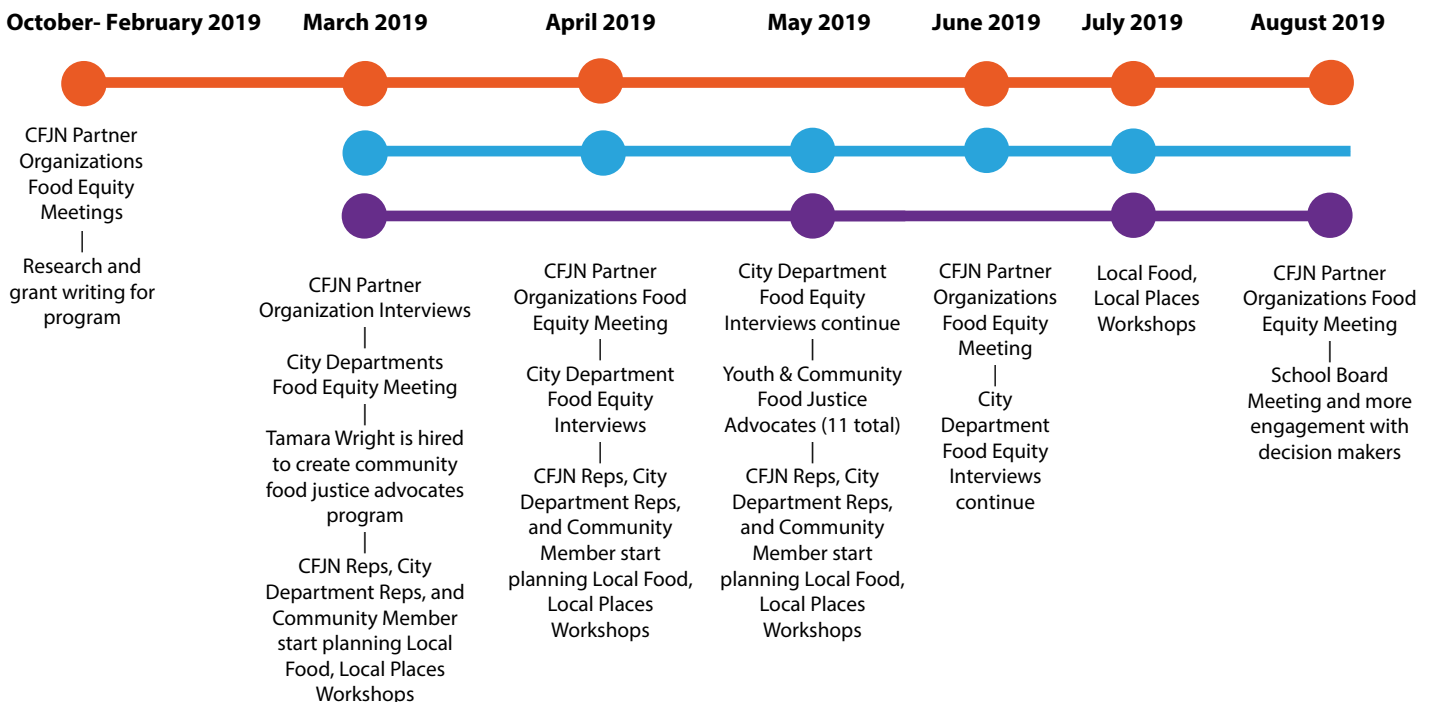
Deeper meetings were held with city departments and leading non-profit organizations. These meetings ran between 1-2 hours and served as a way to further engage partners in conversations about their specific field of work and how food equity fits in. These meetings also served as a way to measure where each city department was in being able to implement food equity practices. For example, meetings with Parks & Recreation staff as well as Charlottesville City Schools expressed a deeper understanding of food equity in comparison to other departments.



Members wrap up food equity orientation meeting with city department representatives.

## Food Equity Initiative Engagement Timeline

CFJN's activates engagement on multiple levels to cultivate systemic transformation. The timeline below depicts high level overview of month-to-month community engagement



### Youth and Community Leadership

A core piece of equitable engagement should create internal positions for youth and residents. In collaboration with City Schoolyard Garden, International Rescue Committee New Roots Program, CFJN developed, received funding, and launched the food justice leadership program. In total, 11 youth and residents met weekly for 3 months to develop goals and strategies to advance food equity within city schools and in their neighborhoods.



Youth & community advocates gather at CHS graden for a photo.

### Bi-Monthly Food Equity Convenings

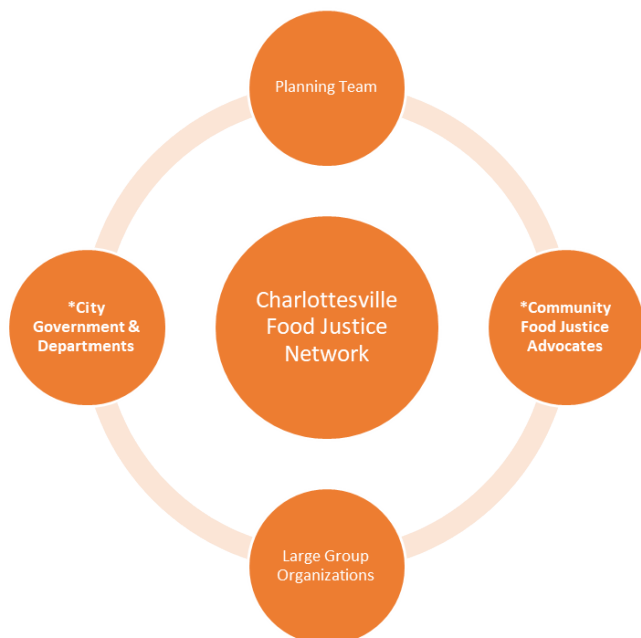
CFJN member organizations, as well as city department representatives, met bi-monthly to discuss how to advance equitable food systems change within 5 core sectors identified as priority for action. These convenings supported the development of key policy and program recommendations for city council.



CFJN Large Group Meeting for Food Equity Initiative.

### Engagement Framework

The Charlottesville Food Justice Network sparks dialogue across our community. Below is an overview of engagement groups that convened to implement the Food Equity Initiative.



**City Government & Departments:** CFJN seeks to collaborate across sectors and organizations. City Council 2018 Food Equity Initiative marked the beginning of their formal collaboration with local food system change actors.

**Planning Team:** The individuals in this group comprise a leadership team within the CFJN. They convene monthly to further advance the agenda of the Network at a decision-making and strategy level. Organizational representatives from City Schoolyard Garden, Urban Agriculture Collective of Charlottesville, Trinity Bread & Roses, City of Promise, Local Food Hub, Thomas Jefferson Health District, City of Charlottesville Office of Human Rights, Slow Money Central Virginia, and UVA Health Systems.

**Large Group Organizations:** The overall purpose of the Charlottesville Food Justice Network is to amplify community efforts to build a healthy and just food system by building a collaborative network of organizations for community visioning, planning and impact. The 30 Network member organizations meet bi-monthly.

**Rooted Community Advocates:** This group represent residents from each Charlottesville neighborhood passionate about food access and equity in our food system. Community advocates are volunteer members led by youth & community food justice advocates who have gone through CSG's Food Justice Leadership Program.

# Who We Are

## About the Network

The Charlottesville Food Justice Network(CFJN) is a growing movement to organize people, resources and organizations around programming and policy change towards a healthy and just food system. We believe mobilizing our community must take root at multiple levels, and seek to forge partnerships and collaborations between local government officials, city departments, health institutions, non-profit and for-profit organizations, as well as youth and community leaders. Under the Food Equity Initiative, CFJN was able to forge missing partnerships with city departments as well as cultivate deeper engagement with youth and resident community leaders through the launch of the community food justice advocates program.

## Our Beginning 2015

The Charlottesville Food Justice Network began as an initiative of City Schoolyard Garden's USDA Community Food Projects Grant called Harvest! Charlottesville. Alongside partners on the grant, City Schoolyard Garden, City of Promise, Urban Agriculture Collective Charlottesville, Local Food Hub, Trinity Church Bread and Roses, and International Rescue Committee's New Roots Program, began to grow the network with the core purpose of disrupting non-profit competition over resources to build food security, and promoting collaboration to solve the problem together.



**CFJN Planning Team is composed of representatives from the following 14 member organizations and programs.**

City Schoolyard Garden  
UVA Health System  
UVA Institute for Engagement & Negotiation  
Blue Ridge Area Food Bank  
PB&J Fund  
Urban Agriculture Collective of Charlottesville  
Trinity Episcopal Church Bread & Roses  
Charlottesville Office of Human Rights  
Market at 25th  
International Rescue Committee New Roots  
Slow Money VA  
Thomas Jefferson Health District  
Local Food Hub  
City of Promise



## Non-Profit Collaborative Leadership

Over the past couple of years CFJN has grown from 21 member organizations to include 35 active non-profits, youth and resident community leaders, and 4 health institutions working in unique and complementary ways to build a healthy and just community food system. CFJN embodies non-profit collaborative leadership and as a network dedicated to cultivating systemic change, we continue to work at the intersection of many fields while building bridges to understand the role food plays in each. In advocating at the intersection of different sectors, organizations, and communities, we craft solutions that are community driven and data informed.



# Infusing Resident Power in the Food Equity Process

## Grassroots Resident & Youth Power

CFJN cultivates resident and youth leadership through its Community Food Justice Advocates program and CSG's Youth Food Justice Internship. Over the course of a summer, youth and community members built deep understanding of food access and equity while drafting their goals for systemic change in healthy school foods. Intergenerational leadership, as well as ability to work across differences, are key elements for cultivating equity and sustainability into systemic movements. Our grassroots leaders represent members across all ages, national origin, race, ethnicity, and gender.

When CFJN food justice advocates aren't building change with youth, they're engaging their own neighbors in discussion as well as lending strategic feedback on food equity recommendations and plans. Many of the CFJN food justice advocates are directly engaged with urban agriculture programs across the city. The Food Equity Initiative created an avenue for grassroots resident and youth voice to be heard in decision making spaces.




Key plans and recommendations presented in the food equity initiative were collaboratively built through resident and youth engagement in both formal and informal spaces.

# Improving Food & Health Equity

## A Community Food System Plan for Action and Accountability

Presented below, are CFJN's core policy action areas formed through local community feedback as well as previous city-wide surveys and research. Over the past 8 months, CFJN has met with city departments, community members, and countless non-profits, to assess gaps and opportunities to equitably strengthen healthy food access. Throughout this process, we've also captured core policy and programmatic recommendations in pursuit of food equity in the City of Charlottesville. The focus areas are the foundation for MAPP2Health Strategies, City-Wide Food Equity Recommendations, and Local Food, Local Places Action Planning.

 Designing a transportation system that provides safe, diverse and reliable travel options to emergency and regular food markets and health and nutritional services for low-wealth residents, the elderly and disabled.



The majority of students at Charlottesville public schools are at risk of food insecurity. Transforming the school food system to provide, fresh, healthy, appealing meals will build equity, create a foundation for academic success, and cultivate long-term health for our youth.



Housing cost is a core financial burden putting pressure on families' grocery budgets thereby impacting food choices at the cash register. Strategically supporting organizations and businesses developing affordable housing (0-70% AMI) in collaboration with affordable food markets or nutrition and health services to ensure low-wealth residents have livable housing and health opportunity.



Aligning efforts to increase affordable living for low-wealth residents is enhanced by strategically supporting organizations, businesses and city departments working to build affordable and innovative food markets in neighborhoods with low-access.



Cultivating food equity through urban agricultural spaces continues a long Charlottesville tradition of building food security by low-wealth residents working together. Promoting and preserving permanent land for this green infrastructure is critical.

## A New Era of City Engagement & Collective Problem Solving

City Council tasked the Charlottesville Food Justice Network with implementing the Food Equity Initiative beginning a new partnership between local government and a community based coalition. This new era of city engagement has cultivated more trust by increasing access to city departments for better collaboration with community based organizations, youth and residents.



# MAPP2Health Regional Strategy Setting

The National Association of County and City Health Officials' (NACCHO) Mobilizing for Action through Planning and Partnerships (MAPP) provides a framework for organizations, coalitions, and residents to work together for action and sustainable change toward improved health and well-being for all.

This action planning included collaborating with MAPP2Health partners to set strategies for advancing health and food equity. CFJN member organizations are lead on 4 key community health strategies in MAPP2Health presented below. The MAPP2Health's Community Action Plans offers an opportunity to track progress towards strategy implementation alongside regional partners. Each strategy builds off one of CFJN's Core Advocacy & Action Areas as well as supports resident and youth leadership.

|   | Strategy  | Measures of Success   | Community Partners  |
|---|---|---|---|
| 1 | <p><b>Increase food security by strengthening the local food system through community-based urban agriculture and increased access to fresh fruits and vegetables for communities that currently experience health disparities, are low-income, and/or are living in neighborhoods that have not seen food infrastructure investment.</b></p> | <ul style="list-style-type: none"> <li>• # of and square feet of community-based urban agriculture sites in the City of Charlottesville</li> <li>• # of new community market sites (corner store, mobile, or standard) offering produce in low-income neighborhoods</li> <li>• #/lbs. of fresh healthy food distributed</li> <li>• # of educational opportunities for nutrition, gardening, and healthy eating</li> </ul> | <ul style="list-style-type: none"> <li>• <b>LEAD:</b> Cultivate Charlottesville: Urban Agriculture Collective of Charlottesville</li> <li>• <b>COMMITTED PARTNERS:</b> Charlottesville Food Justice Network, Charlottesville City Schools, City Schoolyard Garden, International Rescue Committee New Roots, Local Food Hub, Trinity Episcopal Bread &amp; Roses, PB&amp;J Fund</li> <li>• <b>POTENTIAL PARTNERS:</b> Albemarle Office of Equity &amp; Inclusion, Charlottesville Public Housing Association of Residents (PHAR), Charlottesville Redevelopment and Housing Authority (CRHA), City of Charlottesville Economic Development, City of Charlottesville Neighborhood Development Services, City of Charlottesville Parks and Recreation, faith-based organizations, food pantries, Piedmont Housing Alliance</li> </ul> |
| 2 | <p><b>Increase food security and food equity for Charlottesville City Schools (CCS) students by offering more fresh fruits and vegetables, from scratch meal items, and healthy drinks and by reducing overly processed and high in sugar foods for breakfast, lunch, and snack programs.</b></p>   | <ul style="list-style-type: none"> <li>• # of new, healthier menu items offered (Local on the Line, from scratch, replaced sugary options with healthy options, etc.)</li> <li>• % increase in CCS meal consumption by students</li> <li>• # of students engaged in healthy school foods advocacy</li> <li>• # of capacity building opportunities for CCS nutrition staff to handle and prepare fresh foods</li> </ul>    | <ul style="list-style-type: none"> <li>• <b>LEAD:</b> Cultivate Charlottesville: City Schoolyard Garden</li> <li>• <b>COMMITTED PARTNERS:</b> Charlottesville City Schools Nutrition Department, Charlottesville Food Justice Network Healthy Schools Group, Local Food Hub</li> <li>• <b>POTENTIAL PARTNERS:</b> Charlottesville City Schools Parent-Teacher Organizations, Charlottesville City Schools School Health Advisory Board (SHAB), Culinary Concepts, local foundations and donors</li> </ul>   |

# MAPP2Health Regional Strategy Setting

|   | Strategy  | Measures of Success   | Community Partners  |
|---|---|---|---|
| 3 | <p><b>Invest in food equity leaders that have experienced food insecurity by providing leadership capacity building opportunities, amplifying recommendations, and providing decision-making roles through the Charlottesville Food Justice Network (CFJN) Community Advocates and City Schoolyard Garden (CSG) Youth Food Justice Interns.</b></p> | <ul style="list-style-type: none"> <li>• # of CSG youth food justice interns</li> <li>• # of CFJN community advocates</li> <li>• % of community leaders (youth and adults) that increase leadership skills and opportunities</li> <li>• # of educational and professional development trainings for community leaders (youth and adults)</li> </ul>   | <ul style="list-style-type: none"> <li>• <b>LEAD:</b> Cultivate Charlottesville: Charlottesville Food Justice Network and City Schoolyard Garden</li> <li>• <b>COMMITTED PARTNERS:</b> Charlottesville Area Youth Internship Program (CAYIP), International Rescue Committee New Roots</li> <li>• <b>POTENTIAL PARTNERS:</b> Charlottesville City Schools, City Council, local foundations and donors</li> </ul>  |
| 4 | <p><b>Utilize collaborative policy making to advance equitable and sustainable solutions in healthy food access, including solutions that increase food affordability and availability in food insecure neighborhoods and transportation avenues to food markets.</b></p>   | <ul style="list-style-type: none"> <li>• # of policies developed, approved, and implemented in the City of Charlottesville's Comprehensive Plan</li> <li>• # of recommendations City departments utilize that increase food access programming or change environments</li> <li>• % increase of affordable food access points in low-income neighborhoods</li> <li>• % increase of food justice policies and recommendations supporting this strategy</li> </ul> | <ul style="list-style-type: none"> <li>• <b>LEAD:</b> Cultivate Charlottesville: Charlottesville Food Justice Network</li> <li>• <b>COMMITTED PARTNERS:</b> Charlottesville City Council, City of Charlottesville Neighborhood Development Services, City of Charlottesville Parks and Recreation, Thomas Jefferson Health District</li> <li>• <b>POTENTIAL PARTNERS:</b> Charlottesville-Albemarle Transit, City of Charlottesville Planning Commission, City of Charlottesville Public Works</li> </ul> |

# City-Wide Food Equity Recommendations



5

Recommendations

## Transportation

In Charlottesville, 27% of those utilizing public transportation are at or below the federal poverty line and 28% are of a minority population (CAT). However, following national trends, public transportation in Charlottesville is designed for commuting to work not for accessing food (RWJF). While Charlottesville Area Transit is increasing its capacity to address the population and employment density growth, routes are not yet designed based on consumer demand (CAT). Charlottesville residents have expressed interest in alternate transportation routes (City).

Access to grocery stores is an indicator of healthy eating (RWJF) through lower prices and more variety. These trends leave Charlottesville's minority and low-income populations especially vulnerable to obesity and other related health outcomes that come with lack of access to food sources.

**GOAL 1: Strategically create a transportation system that increases utilization and access for low-income populations by providing safe and diverse travel options for residents to meet emergency food access needs in urgent situations as well as regularly access affordable food markets or health and nutritional services.**

**Action 1.1:** *Adapt/change routes to include specific spaces including gardens, parks, specific sites (ex. GoodWill), etc. that have already been identified as points of interest.*

**Action 1.2:** *Create new travel bus pass at free or subsidized rates for low-income residents that qualify for SNAP or WIC.*

**Action 1.3:** *Revamp the CAT and NDS feedback process to include and increase community input through diverse frameworks including, a formal application or submission of comments online as well as informal avenues such as community based events or Townhalls.*

**Action 1.4:** *Design and establish a system/process/position to increase data collection on utilization and route preferences, including where people come from, get off, etc. for the purposes of developing informed routes.*

**Action 1.5:** *Develop a system or position to evaluate bike and pedestrian programs by how well they are reaching people and collect community feedback.*

## Healthy School Foods



6

Recommendations

In the 2018-19 school year, 55% of Charlottesville City School children were eligible to receive free and reduced lunch(1). For some schools such as, Johnson, Clarke, and Jackson-Via elementary schools, the portion of students eligible surpasses 85%; therefore, these three schools are enrolled in the Community Eligibility Program (CEP), which provides all students with free breakfast and lunch due to the high eligibility of the student population(2). Overall, childhood food insecurity affects 1 in 7 children in our city(3) and 1 in 2 students in CCS, putting a greater burden on the breakfast and lunch services provided by CCS to nourish our children so they can perform at their academic best.

At school, food-insecure children are at increased risk of falling behind their food-secure peers both academically and socially. Food insecurity is linked to lower reading and mathematics(4) test scores, and food insecure children are more likely to exhibit behavioral hardship(5), including hyperactivity and lack of focus, aggression(6),

**GOAL 2: Intentionally transform Charlottesville City Schools' meal program to increase enrollment and participation for all students by catalyzing youth leadership and leveraging collaboration in the development of locally sourced healthier from scratch meal options.**

*Action 2.1: Establish in practice a new local standard for healthy school meals that goes beyond the current USDA regulations which we are meeting and significantly increases healthier meal options in the next 3 years (ex. Pizza shouldn't be categorized as a vegetable).*

*Action 2.2: Create a better avenue to resolve student meal debt which is financially sustainable and promotes increased participation in CCS meal program and decreases in-school hunger.*

*Action 2.3: Hire a farm to school coordinator to increase procurement of local food as well as implementation of healthy school meals programming through collaborating with student leaders and Nutrition Department staff on taste test and meal surveys.*

*Action 2.4: Increase employee benefits to include avenues for job readiness and certificate programs that build capacity to cook and prepare from scratch meals in order to retain and attract consistent and dedicated staff.*

*Action 2.5: Support creation and implementation of youth-led healthy school foods promotional materials, advertisements and nutritional information such as student designed nutrition labels.*

*Action 2.6: Revamp school lunch line infrastructure and central kitchen cooking equipment to support the implementation of increased from scratch cooking, proper storage of locally sourced produce and meat stock, as well as more appetizing serving conditions.*

# Urban Agriculture



5

Recommendations

Nearly 80% of our national population lives in metropolitan areas, however creating access to urban grocery stores can cost up to 30% more than suburban grocery stores because of systemic barriers (RWJF). Increasing urban agriculture has shown to reduce transportation, reduce water use, and increase local produce consumption significantly (NAUAC). Urban agriculture initiatives have a positive economic, cultural, and health impact on the local community by creating affordable access to healthy food, while improving community spaces.

Through housing redevelopment and general private development pressure, several established agricultural locations are either under imminent threat or are unsecured. For example, the spaces managed by the Urban Agriculture Collaborative of Charlottesville (UACC), a program which grows and distributes 10,000 pounds of fresh produce to neighbors at no cost will be reduced from a total area of 25,000 sq. ft. to 4,400 sq. ft by early 2020.

**GOAL 3: Cultivate food equity within the urban environmental sustainability space by promoting and preserving permanent land for green infrastructure dedicated to achieving community food security for low-income residents through urban agriculture.**

*Action 3.1: Integrate food equity practices such as urban agriculture, edible landscaping, and water conservation into the Parks & Recreation Strategic Master Plan.*

*Action 3.2: Encourage Neighborhood Development Services to create Parks Chapter within the City Comprehensive Plan, so that the City of Charlottesville can strategically invest in preserving green space for food security purposes.*

*Action 3.3: Utilize a community-based approach that leverages public and private partnerships as well as resident leadership in conducting an urban agriculture land availability assessment and prioritization.*

*Action 3.4: Update public land policy to require a percentage of land be reserved by the city for urban agriculture and affordable food market vending for low income communities.*

*Action 3.5: Hire an Urban Ag Director to review, clarify, and simplify the process of garden space rentals for community organizations, and low income community members to grow food on city land, as well as coordinate efforts with private landowners who may donate land for community food security purposes.*

# Affordable Housing



3

Recommendations

In 2016, 49.6% of the Charlottesville population made an annual salary less than \$40K (39.2% of this population made earnings between <\$1K-\$30K). Additionally 17.5%, or 1 in 6 residents, face food insecurity, a trend that outpaces Virginia's average of 11.9%. Between 2001-2016, the number of households receiving SNAP benefits in Charlottesville increased 160%. Creating a food secure city where each citizen has the power of self-determination, requires us to take a closer look at our city's affordable housing availability, the location of that housing, and accessibility to nutritious foods in the surrounding food environment.

For residents living at 50% AMI in Charlottesville, approximately 43% of their income was required to cover housing costs for the year 2017. This figure is more disparaging for citizens living at 30% AMI in Charlottesville, where 71.3% of their income is needed to cover housing. For a city where 1 in 4 citizens live below the federal poverty line, housing cost play an instrumental role in determining household food budgets and dependency on emergency food programs.

**GOAL 4: Align efforts to increase affordable living in Charlottesville for low-income residents, by strategically supporting organizations and city departments working to build affordable food markets alongside affordable housing (0-70% AMI).**

*Action 4.1: Amend the city's comprehensive plan and zoning ordinance to include definitions of and actions to advance food equity and healthy affordable housing.*

*Action 4.2: Support resident leadership in the development of affordable food access (garden spaces or small grocery stores) throughout the redevelopment process of public and subsidized housing sites.*

*Action 4.3: Require housing developers to conduct a Health Impact Assessment (HIA) which includes a full review of all neighborhood food and beverage access, and plans to offset negative health impacts of creating housing in low-food access areas through urban agriculture or store-front space dedicated to healthy and affordable food markets.*

# Neighborhood Food Access



5

Recommendations

In a Thomas Jefferson Health District (TJHD) 2019 report on Mobilizing for Action through Planning and Partnerships, a food environment assessment found that grocery stores accounted for only 9% of food venues, while fast food restaurants accounted for 26% of food venues in the city. Furthermore, the data indicates the rapid growth of specialty markets, and full service restaurants (52%) that do not cater to low income individuals despite our city's high poverty rate of 24.5% . The combination of neighborhood location, food environments, and lack of affordable food markets in low income neighborhoods has given way to resident-led urban agriculture in many public and subsidized housing sites.

**GOAL 5: Commit to dissolving inner city food deserts through strategic support and collaboration of organizations, community members, health institutions and city departments cultivating healthy food access through programs and building affordable markets in low income neighborhoods.**

*Action 5.1: Utilize city department-non profit partnerships to collaboratively pursue funding opportunities such as Agriculture and Forestry Industries Development grants (through VDACS) or planning grants in order to promote local business expansion and create opportunity for increased food access.*

*Action 5.2: Develop policies, incentives, or programs that support and enable local community store co-ops to start and remain open, particularly in low-income communities of color.*

*Action 5.3: Incorporate a food equity chapter into the City's Comprehensive Plan.*

*Action 5.4: Utilize MAPP2Health to measure progress towards cultivating city-wide food security and decreasing health inequities.*

*Action 5.5: Expand the farmer's market network to reach each neighborhood and include or support grassroots market efforts that cultivate and promote diversity in entrepreneurship.*

# Local Food, Local Places Action Plan



**The City of Charlottesville in collaboration with the Charlottesville Food Justice Network received the EPA's Local Food, Local Places national award for food system technical assistance.**

This award enabled our local community to leverage our collective expertise to create solutions to advance equity in our local food economy. With support from federal and state agents, we created plans for affordable food markets in the city's strategic investment area (also designated as an Federal Opportunity Zone in 2018) while supporting resident-led urban agriculture as an environmental, social, and economic asset.

The 5 workshop goals presented below guided more than 80 workshop participants in action planning. The interventions presented, will help our community in cultivating increased community engagement, protecting urban agriculture, developing healthier school meals, creating affordable food markets, supporting micro producers, and enhancing cross-sector collaboration

## **GOAL 1**

Uplift community voice and ownership in developing food equity strategies that intersect with housing development, transportation, schools, and environmental sustainability plans in our city.

## **GOAL 2**

Leverage the assets of our urban farmers (e.g. IRC, UACC) to design and implement plans that preserve urban agricultural space in the neighborhood areas slated for future housing redevelopment (e.g. Ridge Street).

## **GOAL 3**

Improve youth nutrition through healthier school meals and increased participation in school meal consumption.

## **GOAL 4**

Identify avenues to build affordable and more permanent food markets and access points for our disadvantaged urban farmers, and small farmers, working for groups such as Urban Agriculture Collective of Charlottesville, the International Rescue Committee's New Roots spaces, or any other community micro-producers.

## **GOAL 5**

Enhance cross-sector food systems collaboration by supporting ongoing dialogue between city departments, community organizations, residents, and funders.

**The 5 workshop goals directly aligned with all 4 MAPP2Health Strategies and 4 of the 5 CFJN Policy Action Areas.**



**Goal 1: Uplift community voice and ownership in developing food equity strategies that intersect with housing development, transportation, schools, and environmental sustainability plans in our city.**

Community members stand to gain or lose the most in the wake of development but planning and decision-making is not always designed with adequate time and resources to adequately include the voices of those most likely to be impacted by changes. Community stakeholders, while not all planning, design or engineering experts, do have concrete and practical ideas to contribute to development discussions that can elevate and enhance outcomes for all. It is critical

to establish resources and best practices to raise awareness and appreciation for community voice in selecting strategies to address food security and elevate ideas from community members for how to integrate these strategies with housing development, transportation, schools, and environmental sustainability plans.

| <b>Action 1.1: Develop and disseminate an advocacy toolbox for food security and housing as the beginning of a larger communication campaign around food and housing justice issues in the community.</b> |  |
|---|--|
| <b>What this is and why it is important</b>   | This action would collaboratively develop from the ground up and make available and advocacy toolbox for citizens and institutions to build their capacity to elevate their voices to around food equity, access and food insecurity. This could be the start of a larger and on-going communication campaign that would seek to elevate issues, opportunities, and actions associated with food justice in the community. A toolkit would be a starting action that helps empower people to advocate better food access and security. The toolkit development would include community meetings and opportunities of dialog in generating content. This action could increase Charlottesville Food Justice Network's participation in anti-displacement and affordable housing community organizing and advocacy work. One suggestion in the workshop was to possibly create community committees to discuss their concerns and needs, create and expand opportunities for community input to assess needs, or remove barriers for participation with intention. |
| <b>Measures of success</b>  | <ul style="list-style-type: none"> <li>• When community members have a clear understanding of the issues and possible solutions.</li> <li>• When community members are advocating on their communities' behalf at City Council meetings and community meetings</li> <li>• The number of community members who use the toolbox</li> </ul>   |
| <b>Timeframe</b>  | <ul style="list-style-type: none"> <li>• Six-month timeframe, January 2020</li> </ul>  |
| <b>Lead</b>   | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network, Shantell Bingham</li> <li>• Community Food Justice Advocates, Tamara Wright</li> <li>• UVA Office of Sustainability Equity &amp; Environmental Fund</li> </ul>  |
| <b>Supporting cast</b>  | <ul style="list-style-type: none"> <li>• UVA Equity Institute</li> <li>• Charlottesville Housing Authority</li> <li>• Public Housing Association of Residents</li> <li>• Public libraries</li> </ul>   |
| <b>Needed resources and possible sources</b>  | <ul style="list-style-type: none"> <li>• Staff time</li> <li>• Printing costs</li> <li>• Translation service costs</li> <li>• Digital hosting</li> <li>• Net impact.org will give names and materials for hosting</li> <li>• Possible community foundation for small grants</li> <li>• Pro bono consulting (University of Virginia)</li> </ul>   |

## City Council's Food Equity Initiative

| <b>Action 1.2: Build from existing food security events in low-income communities to engage residents on discussions of health and food access, learn about barriers impacting access to services, and share information on programs.</b> |   |
|---|---|
| <b>What this is and why it is important</b>   | IRC provides a nutrition orientation to all incoming newcomers its supports. IRC also works with Virginia Cooperative Extension and Bread and Roses to provide cooking demos and healthy eating ideas at its neighborhood farm stand. This action would expand these best practices and increase access for low-income citizens. Low-income communities often exhibit           |
|   | disproportionately high rates of health problems related to nutrition, such as diabetes and heart disease. Westhaven Day was mentioned as a great example of a popular community event that could be replicated elsewhere. These events are opportunities for collaboratively developing fun, educational activities around food, nutrition and health for low-income families. |
| <b>Measures of success</b>  | <ul style="list-style-type: none"> <li>● By tracking the progress of event attendees</li> <li>● The number of education programs lead by communities</li> </ul>   |
| <b>Timeframe</b>  | <ul style="list-style-type: none"> <li>● Planning can start right away</li> <li>● The program and curricula for activities could be piloted in schools in winter 2019-2020</li> <li>● Start in community centers in spring 2020 and spring and fall perhaps, and ideally held about twice a year thereafter.</li> </ul>   |
| <b>Lead</b>   | <ul style="list-style-type: none"> <li>● Thomas Jefferson Health District Commission – explore if there is interest</li> <li>● Possibly Charlottesville Food Justice Network – explore if there is interest or capacity</li> </ul>  |
| <b>Supporting cast</b>  | <ul style="list-style-type: none"> <li>● University of Virginia Health Systems, Elizabeth Beasley</li> <li>● Neighborhood associations</li> <li>● City Schoolyard Garden</li> </ul>   |
| <b>Needed resources and possible sources</b>  | <ul style="list-style-type: none"> <li>● Resources need for programming and curriculum</li> <li>● Funding for community groups, possibly from the city.</li> </ul>  |

| <b>Action 1.3: Create new go-program that teaches workforce training and skill development for school cooks, farm managers, micro producers, and/or community gardeners.</b> |  |
|--|--|
| <b>What this is and why it is important</b>  | This action seeks to create an avenue for low-wealth residents' participation in community gardening or urban agriculture as a community food security asset, as well as forge a more sustainable pipeline for entry-level positions in the nutrition department at Charlottesville City Schools. Currently, ability to work in the non-profit food security sector in Charlottesville favors community members with more privileged backgrounds. This creates inequities in representation for many non-profit food security organizations as well as those managing micro-producer programs or community gardens. Skills and knowledge of food cultivation and preparation is a core foundation of nutrition, thus building a better avenue for community members to cultivate skills and localized certification in the sector will not only increase organizational diversity and representation but community health as well. In addition, as Charlottesville City Schools transitions to preparing more locally sourced from scratch meals, the nutrition department will need support in maintaining staff with capacity for producing high volume quality meals. |
| <b>Measures of success</b>   | <ul style="list-style-type: none"> <li>● Program Created</li> <li>● # of program graduates</li> <li>● # of Charlottesville Food Justice Network organizations that endorse the program and create a pipeline for referrals</li> </ul>  |
| <b>Timeframe</b>   | <ul style="list-style-type: none"> <li>● 18 months</li> </ul>  |
| <b>Lead</b>  | <ul style="list-style-type: none"> <li>● Economic Development Services, Hollie Lee</li> <li>● Virginia Cooperative Extension</li> </ul>  |
| <b>Supporting cast</b>   | <ul style="list-style-type: none"> <li>● Culinary Concepts, Antwon Brinson</li> <li>● International Rescue Committee New Roots</li> <li>● Urban Agriculture Collective of Charlottesville</li> <li>● Charlottesville City Schools Nutrition Department</li> <li>● Piedmont Virginia Community College, Amanda Key</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>● City Schoolyard Garden</li> <li>● PB&amp;J Fund</li> <li>● University of Virginia Morven Community Kitchen Garden</li> <li>● Network to Work</li> </ul>   |
| <b>Needed resources and possible sources</b>   | <ul style="list-style-type: none"> <li>● Funding</li> <li>● Staff Time from Economic Development Services &amp; Charlottesville City Schools Nutrition Department</li> </ul>   |

**GOAL 2: Leverage the assets of our urban farmers (e.g. IRC, UACC) to design and implement plans that preserve urban agricultural space in the neighborhood areas slated for future housing redevelopment (e.g. Ridge Street).**

The Mid-Atlantic has some of the fastest-growing metropolitan areas in the county and urban farms in Charlottesville are directly in the path of redevelopment.<sup>2</sup> Urban farms and gardens provide food security, community gathering spaces, beautification, and a number of benefits to the environments and people engaged with them.

| <b>Action 2.1: Prioritize what we present and ask for (e.g. time, money) at the City Council on October 7<sup>th</sup>.</b> |  |
|---|--|
| <b>What this is and why it is important</b>   | This determines whether the City Council will continue to support and prioritize building food equity in Charlottesville through a comprehensive, systemic approach that centers around the voice of people experiencing food insecurity.  |
| <b>Measures of success</b>  | <ul style="list-style-type: none"> <li>• Degree to which City approves proposed recommendations.</li> <li>• Amount of funds allocated to support efforts.</li> <li>• Number of action items implemented.</li> </ul>  |
| <b>Timeframe</b>  | <ul style="list-style-type: none"> <li>• Before September 16<sup>th</sup></li> </ul>   |
| <b>Lead</b>   | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network, Shantell Bingham, Rebecca Schmidt &amp; Jeanette Abi-Nader</li> </ul>   |
| <b>Supporting cast</b>  | <ul style="list-style-type: none"> <li>• City of Charlottesville, Human Services, Misty Graves</li> <li>• Charlottesville Food Justice Network, All partners</li> <li>• Urban Agriculture Collective of Charlottesville, Richard Morris</li> <li>• Charlottesville Parks and Recreation, Chris Gensic</li> </ul> |
| <b>Needed resources and possible sources</b>  | <ul style="list-style-type: none"> <li>• Time</li> <li>• Staff</li> <li>• Strategic planning skills</li> </ul>   |

| <b>Action 2.2: Identify assets, priorities and targets for long term permanent land access and infrastructure for both food production and access points including existing city parks and city-owned land.</b> |  |
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| <b>What this is and why it is important</b>   | The city is in a growth and redevelopment period, so it is a good time to preserve what we have and ensure that future development incorporates urban agricultural land access as well. . Wherein action 2.3 addresses opportunities through the development process, this action is a strategic evaluation of land access and infrastructure for food in the city, including needs and targets. It could include a baseline land use survey of current urban agriculture land acreage and identify and prioritize existing public lands that can serve urban agriculture purposes (both food production and access points). The product of this could be a living document, data and mapping, listing assets, identifying needs and priority areas for land access. |
| <b>Measures of success</b>  | <ul style="list-style-type: none"> <li>• Set targets for long term land access, acreage or a percentage of land for urban agriculture for low-income residents.</li> </ul>   |
| <b>Timeframe</b>  | <ul style="list-style-type: none"> <li>• Over the next 6 weeks</li> </ul>  |
| <b>Lead</b>   | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network, Richard Morris</li> <li>• International Rescue Committee Program Manager, (tbd)</li> </ul>  |
| <b>Supporting cast</b>  | <ul style="list-style-type: none"> <li>• City staff for research support</li> <li>• Charlottesville Food Justice Network intern</li> <li>• Neighborhood Development Services</li> <li>• Parks &amp; Recreation</li> <li>• Piedmont Environmental Council, Rex Linville</li> </ul>  |
| <b>Needed resources and possible sources</b>  | <ul style="list-style-type: none"> <li>• Staff time of Charlottesville Food Justice Network leads and supporting cast</li> <li>• Pro bono services of network members and friends (mapping, developing prioritization criteria)</li> </ul>   |

**Action 2.3: Use comprehensive plan and zoning updates currently underway to incentivize private landowners and developers to preserve or create urban agricultural space.**

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| <b>What this is and why it is important</b>  | Finding and securing dedicated food production, and food access space, as part of the land development process could provide a secure, long-term source of land for these purposes. Since most land is privately owned, we need to work with landowners. Codes are a key leverage tool at the time of redevelopment. Ideally codes would enable land in a development proposal could be set aside for food production or distribution, e.g., community garden area, or corner store for food retail in a ground corner store of a mixed-use building. For example, New York City provides developers incentives if they dedicate space for food retail. <sup>3</sup> This action would include researching best practices for codes and zoning updates, finding out the barriers that currently exist and seeking to remedy those in the plan's language and ordinances. Ideally the efforts could also include preservation of existing gardens as a priority if and where possible. The Public Housing Resident Bill of Rights guarantees that amenities (e.g. gardens) won't be displaced as redevelopment occurs. |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>• When plans and ordinances include language that enables this is passed</li> <li>• When developers and start to use these codes and incentives to increase the stock of land for urban agriculture (food production) and space for food access (markets, access points).</li> </ul>   |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>• 18 months</li> </ul>   |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>• Neighborhood Development Services Staff, Alex Ikefuna</li> <li>• Planning Commission, Lyle Solla-Yates</li> <li>• Thomas Jefferson Planning District Commission</li> </ul>   |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network</li> <li>• Consultant</li> </ul>  |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>• Consultant hired to update the City Comprehensive Plan and Zoning Ordinance</li> </ul>   |

**Action 2.4: Determine how a land trust model can assist in land preservation for urban agriculture during the development and redevelopment of both private and public land.**

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| <b>What this is and why it is important</b>  | Land trusts are a possible model for securing and holding land for a specific purpose, often for redevelopment or affordable housing. It could also be an effective tool for securing and preserving land for urban agriculture and food distribution in perpetuity. This action would explore different options for land tenure ideas for what could work in Charlottesville. |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>• Properties within land trust include urban agriculture space</li> </ul>   |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>• Kickoff meeting in four weeks</li> <li>• Goal is to include this in October 7<sup>th</sup> presentation to the City Council</li> </ul>  |
| <b>Lead</b>                                  | A subcommittee made up of: <ul style="list-style-type: none"> <li>• International Rescue Committee's New Roots, Program Manager (tbd, convener)</li> <li>• City Parks and Rec, Chris Gensic</li> <li>• Urban Agriculture Collective of Charlottesville, Richard Morris</li> </ul>  |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network future fellow</li> <li>• Piedmont Garden Council, Rex Linville</li> <li>• Piedmont Housing Alliance, Sunshine Mathon</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• Slow Money Virginia, Michael Reilly</li> <li>• Thomas Jefferson Land Trust</li> <li>• Thomas Jefferson Planning District Commission, Billy Campbell</li> <li>• United States Department of Agriculture, AMS, Carlos Coleman</li> </ul>  |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>• Should research if there is a cooperative or condominium style of ownership for gardeners.</li> </ul>   |

**Goal 3: Improve youth nutrition through healthier school meals and increased participation in school meal consumption.**

The majority of students (57%) at Charlottesville City Schools (CCS) are eligible for free or reduced meals. This percentage goes as high as 89% in some schools. Because of this, Charlottesville City Schools Nutrition Services knows the importance of providing healthy school meals. Over the years CCS nutrition has invested in collaborations with partners including City Schoolyard Garden and Local Food Hub for initiatives such as Harvest of the Month and Lisa's Local on the Line, respectively. In spite of these efforts, students are still suffering from diet related disease, experience hunger and fatigue during the school day, and utilize the school meals at very low rates. Providing more healthy food options for students, coupled with a comprehensive hands-on gardening and nutrition education program can greatly impact the daily lives and health of our students.

**Action 3.1: Provide resources and support to ensure engagement of Charlottesville City School (CCS) youth in visioning, decision-making, and implementation of a healthy school foods action plan, especially youth who have experienced food insecurity.**

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| <b>What this is and why it is important</b>  | This action provides backbone support for facilitating and developing youth leadership in healthy school meals action planning. A key component of successfully improving school meals hinges upon student ownership and active participation in innovating solutions.                        |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>● # of youth able to engage in visioning and decision-making</li> <li>● # of youth defined goals for healthy school meals</li> </ul>   |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>● 12 months</li> </ul>   |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>● Charlottesville City Schools Nutrition Services, Carlton Jones</li> <li>● City Schoolyard Garden, Jeanette Abi-Nader, and Jordan Johnson</li> <li>● Local Food Hub, Laura Brown and Kristen Suokko</li> <li>● PB&amp;J, Alex London-Gross</li> </ul> |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network</li> </ul>  |
| <b>Needed resources and possible sources</b> |   |

**Action 3.2: Secure funding for a five-year Healthy School Food Action Plan to facilitate the increase in healthier food options and higher meal consumption.**

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| <b>What this is and why it is important</b>  | School nutrition services are the only department in the district that are expected to raise funds for the entirety of their expenses. This, coupled with complicated and inadequate federal nutrition guidelines and funding, creates complex challenges for any food service department to think outside the box. Additionally, most of our school kitchens are not fully functioning and lack the equipment and space for from scratch cooking. By investing in the nutrition program for a discreet five-year period, we anticipate increasing participation numbers and not only increasing student health but providing more funds to maintain long-term healthy food options. |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>● If youth absence rates decrease</li> <li>● If academic performance improves</li> <li>● If kids' demand for healthier lunch options increases</li> <li>● If levels of participation in class increases</li> </ul>  |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>● Presenting to the School Board in August</li> <li>● Funding is required after the presentation, ideally secured within 1 year</li> </ul>  |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>● City Schoolyard Garden, Jeanette Abi-Nader</li> <li>● Charlottesville City Schools, Beth Cheuk</li> </ul>   |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>● Sumner Brown, Community Member</li> </ul>   |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>● Time and effort to pursue funding for schools</li> <li>● Funding to support the plan that is created</li> </ul>   |

| <b>Action 3.3: Involve youth in meal planning and vocational training for school meals.</b> |  |
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| <b>What this is and why it is important</b>   | Kids will be more likely to choose healthier options when they get to decide what the options are. Involving more kids in the planning of meals will increase enrollment in the lunch program. This is a way of including youths' voices and perspectives in discussions on the local food system. This action would seek to expand City Schoolyard Garden youth corps and build on the Healthy Food Action Plan initiative underway in the schools. |
| <b>Measures of success</b>  | <ul style="list-style-type: none"> <li>● If enrollment increases</li> <li>● Lunch utilization</li> <li>● Fully designated school lunch program</li> </ul>  |
| <b>Timeframe</b>  | <ul style="list-style-type: none"> <li>● 1 year</li> </ul>   |
| <b>Lead</b>   | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network, Shantell Bingham</li> <li>● City Schoolyard Garden youth food justice interns led by City Schoolyard Garden staff</li> </ul>  |
| <b>Supporting cast</b>  | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network organizations and committee members</li> <li>● Charlottesville Youth Council</li> <li>● City Schoolyard Garden and Charlottesville City Schools, Peter Davis</li> <li>● Charlottesville City Schools Nutrition Services, Carleton Jones</li> </ul>   |
| <b>Needed resources and possible sources</b>  | <ul style="list-style-type: none"> <li>● Staff time to coordinate youth engagement</li> </ul>  |

**Goal 4: Identify avenues to build affordable, locally sourced permanent food markets for our disadvantaged urban farmers, and small farmers.**

Urban farms in Charlottesville provide the possibility of production not just for personal consumption, but at a commercially feasible scale. Additionally, community urban farms provide opportunities for neighbors to engage across differences, have more ownership of their food source, and work together for food equity. Urban farmers can grow enough to augment their individual, family, or community food needs as well as to share with neighbors or sell to the general public. Currently, temporary, seasonal farm stands and farmers markets are the only direct-to-consumer options for Charlottesville's urban farmers. Members of the Urban Agriculture Collective of Charlottesville and the International Rescue Committee's New Roots program imagine more permanent, year-round, and diverse outlets or market channels for urban farmers to use for reaching customers and generating revenue from their farms and/or reducing food insecurity

| <b>Action 4.1: Take a survey of the nonprofits and producers community stakeholders to address the need for brick and mortar spaces and amenities used to provide access to local foods.</b> |   |
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| <b>What this is and why it is important</b>  | Such a survey would provide key information such as what kind of demand exists, what kind of products would be needed, what land needs there might be, relevant demographics, and eventual locations and hours.   |
| <b>Measures of success</b>   | <ul style="list-style-type: none"> <li>• The number of survey respondents</li> <li>• The location of where respondents live</li> <li>• The diversity of the respondents</li> <li>• Clarity on hours, locations and days</li> <li>• What the respondents want</li> <li>• Price point</li> </ul>  |
| <b>Timeframe</b>   | <ul style="list-style-type: none"> <li>• 3 months to create the survey</li> <li>• 4-6 months to administer it</li> <li>• 2 months for analysis and to share findings</li> </ul>   |
| <b>Lead</b>  | <ul style="list-style-type: none"> <li>• Market @ 25<sup>th</sup>, Kristen Rabourdin</li> <li>• Market Central, Cecile Gorham</li> <li>• Urban Agriculture Collective of Charlottesville, Richard Morris</li> </ul>   |
| <b>Supporting cast</b>   | <ul style="list-style-type: none"> <li>• Thomas Jefferson Planning District Commission</li> <li>• Community fellows at Charlottesville Food Justice Network</li> <li>• Fortune Shop, Cordell Fortune (local business)</li> <li>• Neighborhood Associates</li> <li>• Neighborhood Development Services</li> <li>• Charlottesville Food Justice Network partners</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• Friendship Court Advisory Committee</li> <li>• Public Housing Association of Residents</li> <li>• Anyone with evaluation expertise willing to help</li> </ul>  |
| <b>Needed resources and possible sources</b>   | <ul style="list-style-type: none"> <li>• Volunteers (especially those with survey development and evaluation expertise)</li> <li>• Incentives</li> <li>• Funding</li> <li>• University of Virginia Qualtrics account access (survey tool)</li> <li>• Cherry Avenue Small Area Plan</li> </ul>   |

## City Council's Food Equity Initiative

### Action 4.2: Engage growers, producers, and gatekeepers in conversations on starting operations and building better markets through meetings and events such as pop-up markets, round tables, or farm/garden/business tours.

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| <b>What this is and why it is important</b>  | Events with producers would provide opportunities for discussion, learning, gathering information, and building relationships. Such events could also be used to find out information on producers including their capacity, price points, current and potential products, infrastructure needs, and preferred locations. This will help provide understanding of current regulations and highlight potential obstacles. It will also build relationships and inform the business plan.   |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>● The number of events held, or surveys sent and received</li> <li>● If the vendor demographic mix is adequate</li> </ul>  |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>● Survey created 1-2 months after demand survey</li> <li>● Administered in 1-2 months</li> </ul>   |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>● Fortune's Shop, Cordell Fortune</li> <li>● City of Charlottesville – Economic Development and Health Department, Jason Ness</li> </ul>   |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>● Community Investment Collaborative, Waverly Davis</li> <li>● Market Central, Cecile Gorham</li> <li>● Local Food Hub</li> <li>● International Rescue Committee New Roots, Program Manager (tbd)</li> <li>● Jessica Beverage, farmer</li> <li>● Urban Agriculture Collective of Charlottesville, Richard Morris</li> <li>● City Schoolyard Garden, Jeanette Abi-Nader</li> <li>● City Market, Justin McKenzie and/or Lucy Lamb</li> <li>● Charlottesville Food Justice Network Community Advocates, Tami Wright</li> <li>● Virginia Cooperative Extension</li> <li>● State universities</li> <li>● Virginia Tech</li> </ul> |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>● Time</li> <li>● Pro bono legal fees</li> <li>● Filing fees</li> </ul>  |

### Action 4.3: Research best practices and models for business plans and funding for affordable brick and mortar, as well as mobile, markets, that can serve public housing residents and other low-income neighbors.

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| <b>What this is and why it is important</b>  | This action is a research task to investigate models and best practice for affordable markets that can serve low income neighborhoods. It will investigate viability; how the financing is structured; how fundraising is accomplished; how they can sustain themselves over time; how they are responsive to stakeholder needs and uses; what their mission is and how they are organized (e.g. institutional home, for profit, non-profit, cooperative). The research could seek to find if viable business plan models exist for affordable, long-term markets, and if so, to further evaluate how these models could be implemented in Charlottesville. |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>● When a path forward is better understood, and options are known</li> <li>● If the mission and goals are established</li> </ul>   |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>● 12-18 months</li> </ul>  |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>● Market @ 25<sup>th</sup>, Kristen Raboutdim</li> <li>● City of Charlottesville - City Manager's Office, Brenda Kelley</li> </ul>   |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>● Community Investment Collaborative, Waverly Davis</li> <li>● Public Housing Association of Residents</li> <li>● Urban Agriculture Collective of Charlottesville, Richard Morris</li> <li>● Virginia Tech</li> <li>● Farmer's Market Coalition</li> <li>● Market Central</li> <li>● Local university and college business/agriculture programs</li> <li>● Virginia Cooperative Extension, Sarah Sharpe</li> <li>● Small Business/SWaM service corps</li> <li>● Central Virginia SCORE</li> <li>● University of Virginia, Darden School of Business</li> </ul>   |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>● Grants</li> <li>● Consultant (\$12-\$15k)</li> <li>● Examples of models (co-op, buying, groups, etc.)</li> </ul>   |



**Goal 5: Enhance cross-sector food systems collaboration by supporting ongoing dialogue between city departments, community organizations, residents, and funders.**

The Charlottesville Food Justice Network is making progress in its efforts to attain food security for all in Charlottesville, but there is still more work to be done and it will take a sustained, intentional engagement by many more than those currently involved to be fully realized. Charlottesville needs to secure ongoing capacity and increased cross-sector participation to implement its Food Equity Initiative and continue activities to ensure local policy and planning integrate food systems considerations early and not as an afterthought.

| <b>Action 5.1: Coordinate grassroots and agency support for to advocate the city to provide on-going support to the Food Equity Initiative.</b> |  |
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| <b>What this is and why it is important</b>   | The Charlottesville Food Justice Network's will be giving a report to City Council on September 3, 2019 and this and other council meetings are important opportunities to let elected officials know that this is a valued and needed community initiative. Visible and vocal support is how people can demonstrate that food equity and justice is an issue that directly touches people's lives and is worthy of city support. Targeted, vocal, and on-going grassroots support will keep Charlottesville Food Justice Network viable and accountable and will broaden ownership, increasing community awareness around food justice. |
| <b>Measures of success</b>  | <ul style="list-style-type: none"> <li>• The number of people who participate in supporting the report</li> <li>• The level of diversity among the supporters of the report</li> <li>• If the report is approved by City Council</li> </ul>  |
| <b>Timeframe</b>  | <ul style="list-style-type: none"> <li>• 1<sup>st</sup> draft due by September 3, 2019</li> </ul>  |
| <b>Lead</b>   | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network, Shantell Bingham</li> </ul>   |
| <b>Supporting cast</b>  | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network Planning Committee</li> <li>• Chapter Champions</li> <li>• Anyone who attended the Local Foods, Local Places workshop who is willing to lend support</li> </ul>  |
| <b>Needed resources and possible sources</b>  | <ul style="list-style-type: none"> <li>• Charlottesville Food Justice Network's time, Shantell Bingham</li> <li>• Internal advocacy and stewardship from City staff</li> <li>• One-on-one meetings with each City Councilor</li> <li>• Community voice</li> <li>• Government support</li> </ul>  |

| <b>Action 5.2: Implement the policy recommendations and program goals of the Food Equity Initiative: 1) healthy school foods; 2) vibrant urban agriculture land to build food security; 3) increased healthy food access points; 4) intersection of housing redevelopment and food equity; 5) intersection of food pathways, transportation and food equity.</b> |   |
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| <b>What this is and why it is important</b>  | This will increase the efficiency and coordination of efforts to repair past injustices related to dispossessive development practices that lead to poverty and hunger among the city's African American communities. The outcome will improve health and food equity for all city residents. |
| <b>Measures of success</b>   | <ul style="list-style-type: none"> <li>• City department shave explicit food equity goals</li> <li>• If city departments increase partnerships with Charlottesville Food Justice Network groups and communities</li> </ul>  |

## City Council's Food Equity Initiative

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|  | <ul style="list-style-type: none"> <li>● By monitoring the metrics established in the Food Equity Initiative through data collection, analysis and sharing</li> <li>● When policy change has occurred</li> </ul>  |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>● No later than January 2020, and yearly thereafter</li> </ul>   |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network, Shantell Bingham</li> <li>● City of Charlottesville, Misty Graves</li> </ul>   |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network members</li> <li>● Charlottesville City Schools Nutrition Services</li> <li>● City staff and City Council</li> <li>● Businesses</li> <li>● Funders and foundations</li> <li>● Environmental Protection Agency</li> <li>● United States Department of Agriculture</li> <li>● Virginia Department of Agriculture and Consumer Services</li> <li>● Virginia Department of Education</li> <li>● Governor's initiative on food insecurity</li> <li>● Community members</li> <li>● Faith-based organizations</li> </ul> |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>● Land</li> <li>● Infrastructure for scratch cooking, processing, distribution</li> <li>● Additional funding for CFJN staff</li> <li>● Policy change</li> <li>● Best practices of partnerships</li> <li>● Community voice</li> <li>● Government support</li> </ul>   |

### Action 5.3: Charlottesville Food Justice Network develops a job description and proposal with input from City staff for food equity position with the city and presents them to the City Council.

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| <b>What this is and why it is important</b>  | <p>Having dedicated city staff for food equity will increase the efficiency and coordination of efforts to repair past injustices related to dispossessive development practices that lead to poverty and hunger among the city's African American communities. The outcome will be improved health and food equity for all city residents and create more cohesive and impactful efforts across non-profits working on food equity. The outcome could be a specific Food Equity position in the city or having another city position responsible for food equity.</p>                      |
| <b>Measures of success</b>                   | <ul style="list-style-type: none"> <li>● There is a key city contact that liaisons with CFJN and our partner members.</li> <li>● Increased demonstration at the city level, across departments, of intentional, institutional commitments to food equity.</li> <li>● City investment in CFJN staff to continue leading the food equity initiative.</li> <li>● Additional resources available to build cross-sector collaboration around food equity.</li> <li>● Increased collaboration among city departments and nonprofit organizations to implement food equity initiatives.</li> </ul> |
| <b>Timeframe</b>                             | <ul style="list-style-type: none"> <li>● When the position is established and funded, December 2019</li> </ul>  |
| <b>Lead</b>                                  | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network, Jeanette Abi-Nader</li> <li>● City Human Services Department, Misty Graves</li> </ul>  |
| <b>Supporting cast</b>                       | <ul style="list-style-type: none"> <li>● Institute for Engagement and Participation (formerly IEN), Tanya Denkla-Cobb</li> <li>● Thomas Jefferson Planning District Commission</li> </ul>   |
| <b>Needed resources and possible sources</b> | <ul style="list-style-type: none"> <li>● University of Virginia intern to collect job description examples from across the country</li> <li>● United States Department of Agriculture</li> <li>● Local Foods, Local Places (EPA) Darlene Byrd</li> </ul>  |

| <b>Action 5.4: Amend the city's comprehensive plan and zoning ordinance to include definitions of and actions to advance food equity and healthy affordable housing throughout the plan.</b> |   |
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| <b>What this is and why it is important</b>  | Codifying the goals of the Food Justice Initiative will ensure long-term, systematic change towards greater food equity. Additionally, implementation depends on what is allowed by the zoning ordinance. The city is currently updating its comprehensive plan, which includes targeted emphasis on the issue of affordable housing. These updates present opportunities to also include food justice and access issues, especially for lower income residents of the city. The inclusion of the food access in the city's plans and ordinances signal its commitment to equity and justice for all its citizens and will enable the policy framework needed to ensure long-term, sustainable solutions that target hunger and inequity, and improve health and security. For example, the Comprehensive Plan have a goal to preserving some percentage of land for urban agriculture to mitigate food insecurity. |
| <b>Measures of success</b>   | <ul style="list-style-type: none"> <li>● The number of recommendations accepted</li> <li>● The number of zoning amendments</li> <li>● If new development beings to reflect these priorities</li> </ul>  |
| <b>Timeframe</b>   | <ul style="list-style-type: none"> <li>● Get clarity of the timeframe of the comprehensive planning process (2-3 years?)</li> <li>● 2-3 years for potential zoning changes</li> </ul>   |
| <b>Lead</b>  | <ul style="list-style-type: none"> <li>● Charlottesville Food Justice Network Planning Team Sub-group</li> </ul>  |
| <b>Supporting cast</b>   | <ul style="list-style-type: none"> <li>● Planning Commission</li> <li>● City Council</li> <li>● City departments, including Neighborhood Development Services, Parks and Recreation, Charlottesville-Albemarle Transit and Public Works</li> </ul>  |
| <b>Needed resources and possible sources</b>   | <ul style="list-style-type: none"> <li>● Information and data from city</li> <li>● Resident input workshops</li> </ul>  |

## Food Equity Profile & Recommendations

# Charlottesville City Schools

CCS alignment with CFJN Equity Framework and Advocacy Issue Areas



## Charlottesville City Schools' Food Equity Vision Statement

We recognize that healthy school food is a priority equity strategy to providing a safe and healthy school environment for all our students to thrive. A key piece of achieving food equity for our community, hinges upon the support and cultivation of infrastructure to advance healthier school meals in Charlottesville City Schools (CCS). Over half (54%) of youth in our city schools are at risk of childhood food insecurity, putting a greater burden on the breakfast and lunch services provided by CCS to nourish students so they can perform at their academic and social best.

*"I don't know if we are going to get as many academic gains as we want – until we address nutrition along with the achievement gap. We need to move past the USDA requirements and significantly move beyond the fresh fruits and vegetables that we have right now to make those impacts."*

- Dr. Rosa Atkins, Superintendent  
Charlottesville City Schools

### Food Equity Goals

#1

Intentionally transform Charlottesville City Schools' meal program to increase participation for all students, especially students eligible for the federal meals program.

#2

Catalyze student leadership and leverage collaborative partnerships as central to building food equity.

#3

Improve meal offerings to include increased fresh, from scratch, and local menu items that are healthier and provide robust.

### Food Equity Recommendations

1. Establish and practice a new local standard for healthy school meals that goes beyond the current USDA regulations, which CCS is meeting, and significantly increase fresh, from scratch locally sourced, and healthier meal options in the next five years.
2. Hire a Farm to School Coordinator to increase capacity for implementation of food equity practices that will lead to healthier school meal options, robust student and partner engagement, and increased participation in meal programs.
3. Work with student leadership to design healthy school food program options in a way that supports their cultural and health needs, while also educating about nutrition and healthy living skills.
4. Develop and implement a robust outreach and feedback plan that engages students and families in school food equity practices and changes.
5. Revamp school lunch line infrastructure and central kitchen cooking equipment to create more appetizing serving lines and support the implementation of increased from scratch cooking as well as proper storage of locally sourced produce and meat.
6. Develop strategies to resolve the annual student meal debt in ways that are financially sustainable, promote increased participation in CCS meal programs, decrease in-school hunger, and reduce stress for families with limited financial resources.

### Supporting Partners

CCS Nutrition Services | City Schoolyard Garden | Local Food Hub | PB & J Fund | CATEC  
| City of Charlottesville Economic Development Services "Go Program" | PVCC

# Food Equity Profile & Recommendations

## Parks & Recreation

P&R alignment with CFIN Equity Framework and Advocacy Issue Areas



### Parks & Recreation's Food Equity Vision Statement

Grassroots food production emerged as a key practice for neighborhood food access with the start of QCC Farms in 2007. More than a decade later, resident access to green space for urban farms and gardens provide food security, community gathering spaces, beautification, and a number of benefits to the environments and people engaged with them. Unfortunately, they are competing for finite space with other critical needs like improved, affordable housing as well as general development pressure, putting a greater burden on our City to promote and protect community food security assets

*"We envision affordable living - not just affordable housing in Charlottesville. So for P&R, we see the focus on trails and parks as an equity piece of the puzzle. Making people who walk, ride bikes and buses equally safe, convenient, enjoyable and get you to the right places. And if you can't bring the people to the grocery store, then bring food access to the neighborhoods... for some that's through gardening."*

- Chris Gensic, Parks & Trails Planner  
City of Charlottesville

### Food Equity Goals

#1

Cultivate food equity within the urban environmental sustainability space by promoting and preserving permanent land for green infrastructure dedicated to achieving community food security for low-income residents.

#2

Create a more equitable processes for acquiring and accessing land/garden rental space

#3

Promote awareness and utilization of edible trails in Parks & Rec.

### Food Equity Recommendations

1. Integrate food equity practices such as urban agriculture, edible landscaping, and water conservation into the Parks & Recreation Strategic Master Plan.
2. Encourage Neighborhood Development Services to create Parks Chapter within the City Comprehensive Plan, so that the City of Charlottesville can strategically invest in preserving green space for food security purposes.
3. Utilize a community based-approach that leverages public and private partnerships as well as resident leadership in conducting an urban agriculture land availability assessment and prioritization.
4. Update public land policy to require a percentage of land be reserved by the city for urban agriculture and affordable food market vending for low income communities.
5. Hire an Urban Ag Director to review, clarify, and simplify the process of garden space rentals for community organizations, and low income community members to grow food on city land, as well as coordinate efforts with private landowners who may donate land for community food security purposes.

### Supporting Partners

Urban Agriculture Collective of Charlottesville | International Rescue Committee New Roots | Slow Money VA | Piedmont Environmental Council | Neighborhood Development Services | Thomas Jefferson Planning District Commission | City of Charlottesville Human Services | EPA

## Food Equity Profile & Recommendations

# Office of Economic Development

OED alignment with CFIN Equity Framework and Advocacy Issue Areas



## Office of Economic Development's Food Equity Vision Statement

The Office of Economic Development recognizes that investing in food equity and community ownership within the minority business space, presents an opportunity to cultivate wealth within low-income communities as it relates to food. We've began this investment with the Minority Business Program and the Business Equity Fund. Food equity represents progress towards achieving economic equity alongside community health.

### Food Equity Goals

*"The Office of Economic Development supports minority business owners and workforce development within our food system. We will continue to support entrepreneurs and local sourcing of food that contributes to a sound economy that works for everyone."*

– Jason Ness, Business Development Manager  
Office of Economic Development

#1

Work with community partners to increase the knowledge of how a food economy fits within Charlottesville with a focus on the financial challenges, organization relationships, community wants/needs and feasible possibilities

#2

Continue to leverage opportunities to cultivate deeper support for minority business owners within the Charlottesville food economy by building more partnerships with organizations.

### Food Equity Recommendations

1. Continue to use funding opportunities and resources, such as the Agriculture and Forestry Industries Development grants (through VDACS) and the Virginia Community Capital's Fresh Food Loan fund to assist local business expansion and create opportunity for increased food access.
2. Utilize existing programs, resources and incentives (Business Equity Fund, ACE Program, GO Hire Program, Minority Business Program) that support and enable local community food stores, particularly in low-income communities.
3. Continue to actively support development of business plans and funding for affordable brick and mortar, as well as mobile markets that can serve public housing residents and other low-income neighbors.

### Supporting Partners

Community Investment Collaborative | Virginia Community Capital | Public Housing Association of Residents | Market@ 25th | Charlottesville Food Justice Network | Slow Money VA | VA Housing & Community Development

## Food Equity Profile & Recommendations

# Neighborhood Development Services

NDS alignment with CFJN Equity Framework and Advocacy Issue Areas



## Neighborhood Development Services' Food Equity Vision Statement

The City's zoning codes and comprehensive plan are a point of leverage in the development process. In order to achieve equitable food access during development, we must strive to include food equity practices explicitly in the city's comprehensive plan and zoning codes where it hasn't been considered before. By actively evaluating and planning for equitable food resources, the city will begin to address food security issues especially affecting low-resourced communities and people of color in Charlottesville.

*"We need food to survive and most importantly access to food – quality and nutritious food is very critical for the low-income population. That's the aspect that NDS believes that we need to take care of. That will include recognition of that need in policies of the comprehensive plan, rewriting the zoning ordinances to accommodate the need and making it easier for people to have urban agriculture and of course livestock."*

– Alex Ikefuna, Director  
Neighborhood Development Services

### Food Equity Goals

#1

Increasing access points for food including grocery stores and home gardens by building on existing resources.

This goal is two-fold:

- a) Getting people to resources: "Improving transit to the grocery conveniently and in a timely manner."
- b) Bringing more local resources to the people: Make it possible for a local grocer to open within the city circle.

#2

Creating safe access to transportation pathways to food resources, schools, work etc. by developing and enhancing the city's understanding of actual use of pathways, especially as it affects utilization among low-income populations.

### Food Equity Recommendations

1. Incorporate food equity practices in the City Comprehensive Plan by making food security and improved food pathways a key component in neighborhood development and city department operations
2. Collaborate with Parks & Rec to include in the City Comprehensive pLan strategic investment in preserving green space for food security purposes.
3. Continue to utilize a community-based approach that leverages public and private partnerships as well as resident leadership in conducting a bike and pedestrian pathway assessment and prioritization, especially to key food resources.
4. Update zoning ordinances to encourage units to establish home gardens and edible landscapes on residential properties, as well as local food resources, by streamlining processes.
5. Amend the city's comprehensive plan and zoning ordinance to include definitions of and actions to advance food equity and healthy affordable housing.

### Supporting Partners

Parks & Recreation | Public Works | UVA Health System | Urban Agriculture Collective of Charlottesville | International Rescue Committee New Roots | Charlottesville Food Justice Network | EPA

## Food Equity Profile &amp; Recommendations

# Neighborhood Development Services

NDS alignment with CFJN Equity Framework and Advocacy Issue Areas



## Zoning Ordinance Recommendations

### Excerpts from Complete Streets Model Local Ordinance

Local governments have the power to fight childhood obesity and improve community health by passing complete streets policies that foster streets safe for active travel. At the National Policy & Legal Analysis Network to Prevent Childhood Obesity (NPLAN), policy makers have developed this Model Local Ordinance on Complete Streets to assist localities in making streets safe, comfortable, and convenient for everyone. These models are developed by thoroughly surveying existing law, conducting extensive legal research, and consulting legal and policy experts. Using these models, jurisdictions can feel confident in passing laws to improve community health.

#### Example Ordinance Language:

*[Appropriate agency or agencies] shall collect data measuring how well the XXX of the city of Charlottesville are serving each category of Users. Including latent demand, existing levels of service for different modes of users, collision stats, bicycle/ped injuries, etc. (Model Local Ordinance, 8)*

*[Appropriate agency or agencies] shall put into place performance standards with measurable benchmarks reflecting the ability of Users to travel in safety and comfort. (Model Local Ordinance, 8) Benchmarks can look at mode shift, miles of new lanes/sidewalks, % of streets with tree canopy/low design speeds, public participation, etc.*

*[Appropriate agency or agencies] shall establish procedures to allow full public participation in policy decisions and transparency in individual determinations concerning the design and use of streets.” (Model Local Ordinance, 8)*

#### Example Ordinance Language From Seeding the City:

a) *[Appropriate entity] will identify and eliminate any zoning, design, or other restrictions on home gardens and edible landscaping on residential properties including [insert types.] (Seeding the City, 17)*

b) *The [Community Gardening Coordinator], in collaboration with relevant partners, will develop a streamlined process to apply for and access public land for urban agriculture through long-term leases on City-owned land. (Seeding the City, 19)*



## Food Equity Profile & Recommendations

# Charlottesville-Albemarle Transit

CAT alignment with CFJN Equity Framework and Advocacy Issue Areas



## Charlottesville-Albemarle Transit Food Equity Vision Statement

In Charlottesville, 27% of those utilizing public transportation are at or below the federal poverty line and 28% are of a minority population (CAT). However, following national trends, public transportation in Charlottesville is designed for commuting to work not for accessing food (RWJF). While Charlottesville Area Transit is increasing its capacity to address the population and employment density growth, routes are not yet designed based on consumer demand (CAT). Charlottesville residents have expressed interest in alternate transportation routes (City).

*“We’re working to understand patterns of community need in order to effectively plan routes that increase utilization and access for low-income populations as it not only relates to work needs, but food access as well. Currently, grocery stores are considered anchor destination points for transportation planning but there’s more we can do to incorporate other food access points across the city.”*

– Juwhan Lee, Assistant Director  
Charlottesville-Albemarle Transit

### Food Equity Goals

#1

Increasing community input in transportation plans in order to eliminate barriers for transit especially among low-income populations.

#2

Increasing general utilization and participation in Charlottesville transportation services including among youth, elderly, and low-income populations.

#3

Build and develop routes with intentionality, including giving consideration to specific stops (gardens, parks, grocery stores, resources such as GoodWill) and associated challenges such as distance to stops, shelters, etc.

### Food Equity Recommendations

1. Adapt/change routes to include specific spaces including gardens, parks, specific sites (ex. GoodWill), etc. that have already been identified as points of interest.
2. Create new travel bus pass at free or subsidized rates for low-income residents that qualify for SNAP or WIC.
3. Revamp the CAT and NDS feedback process to include and increase community input through diverse frameworks including, a formal application or submission of comments online as well as informal avenues such as community-based events or Townhalls.
4. Design and establish a system/process/position to increase data collection on utilization and route preferences, including where people come from, get off, etc. for the purposes of developing informed routes.
5. Develop a system or position to evaluate bike and pedestrian programs by how well they are reaching people and collect community feedback.

### Supporting Partners

Neighborhood Development Services | Public Works | Parks & Recreation | Human Services | Charlottesville Food Justice Network | Loaves & Fishes |

## Food Equity Profile & Recommendations

# Department of Social Services

DSS alignment with CFJN Equity Framework and Advocacy Issue Areas



## Department of Social Services Food Equity Vision Statement

In 2017, 6,033 Charlottesville City residents received SNAP benefits. Program enrollment is declining. Some individuals who may be eligible for SNAP are not receiving SNAP benefits and those who do are limited to \$1.06 per meal (\$3.18/day per person is average benefit amount in VA). In order to cultivate more equitable food access, it is important to evaluate the utilization and effectiveness of SNAP benefits through disparities in outcomes and user feedback. Community voice in combination with outcomes data is a powerful tool in evaluating and designing future outreach and benefits programs for low-income communities, as well as advocating for these changes to city leadership. DSS can use qualitative and quantitative evaluation data to take more intentional steps to increase and improve food access.

*“While SNAP may seem straightforward because eligibility for assistance is based on household size and income, we are concerned about the racial disproportionality in our caseload. We are moving toward s deeper understanding of race and implicit bias at DSS and how this relates to food security and access.”*

– Sue Moffett, Director  
Department of Social Services

### Food Equity Goals

#1

Pursue food equity by reducing internal and external barriers to food benefits through effective outreach and communication between DSS and the benefit-eligible community.

#2

Cultivate deeper inclusivity and cultural humility as an organization dedicated to serving a diverse community.

#3

Increase community feedback through developing equitable mechanisms to better understand the role DSS plays in the Charlottesville community through its programs and how they are affecting residents.

## Food Equity Recommendations

1. Analyze and report SNAP application and eligibility determination outcomes by race.
2. Work with community partners to develop and implement strategies to effectively market DSS benefit programs including SNAP (and encouraging its use in certain places), camp scholarships, and other activities through direct, consistent interactions with low-wealth communities in order to promote self-sufficiency.
3. Work with local and state partners to advocate for available federal policy waivers to expand SNAP program eligibility.

### Supporting Partners

Parks & Recreation | International Rescue Committee | Urban Agriculture Collective of Charlottesville | Virginia Employment Commission | Community Sponsored Re-entry Initiative | Charlottesville Food Justice Network | Community Advocates | UVA Health System | Charlottesville City Schools | Child Inform Community Network | Thomas Jefferson Area Coalition on Homelessness | Community Resilience Initiative

Food Equity Profile & Recommendations

# Public Works Climate Protection

PW alignment with CFJN Equity Framework and Advocacy Issue Areas



## Public Works Climate Protection's Food Equity Vision Statement

As the city continues to develop rapidly, it is necessary that the City connects with the community to understand how low-income communities connect with food and how the City can maintain those relationships through protection of urban agriculture and infrastructure as our environment undergoes drastic change. As a community cultivating climate resilient food system this means proactively addressing these changes through policy.

*“What is the experience for an individual, the buildings that they occupy, and their access to transportation around them? From an urban planning perspective - if there are choices that would impact citizens ability to live a healthy life - how do we work in the city to make those choices easiest for all, not just the lucky ones.”*

– Susan Elliott, Director Climate Protection Public Works

### Food Equity Goals

#1

Increase the presence and participation of community voices in climate protection conversations, especially those from marginalized, vulnerable communities.

#2

Strategize avenues to make climate protection services (e.g. insulating your home) as well as resources to enhance community resiliency equitably accessible to all residents regardless of race or income.

#3

Collaborate with partners to cultivated a deeper understanding of food equity practices for community resilience.

### Food Equity Recommendations

1. Incorporate food equity in the draft Climate Action plan as a vulnerability of the effects of climate change, so that the City can prioritize food access as a target and develop specific strategies to enhance and sustain our food system.
2. Include food planning in the Environmental Chapter within the City's Comprehensive Plan to make food a key component of the City's planning and regulations as it relates to environmental sustainability and enhance relationships with other City departments doing similar work.
3. Utilize community-based approach that leverages public and private organizations as well as resident leadership in understanding how community needs connect with the City's environmental priorities.
4. Establish local tax incentive to encourage green roofs (gardening) as an investment in self-sufficient food production for low-income residents.
5. Cultivate deeper partnerships with Charlottesville Food Justice Network Partners in order to develop food equity practices and frameworks for advancing climate protection for local food system resilience.

### Supporting Partners

Neighborhood Development Services | Parks and Recreation | Charlottesville Food Justice Network | Environmental Protection Agency (Regional Reps.) | C3 | UVA Office of Sustainability | Institute of Environmental Negotiation & Engagement | UVA Food Sustainability Task Force

# Food Equity Profile & Recommendations

## Parks and Recreation

P&R alignment with CFJN Equity Framework and Advocacy Issue Areas



### Parks & Recreation Food Equity Vision Statement

After school feeding programs are underfunded and not reaching all eligible participants because there are not enough staff members and resources to supply for all eligible children. The reimbursement processes for after school feeding programs and summer feeding programs are different, and food for both is lacking in nutritional value and standards. Increasing the funding, staff, and standards for after-school and summer feeding programs will create a more efficient, far reaching system of food security for Charlottesville youth and children.

*"No kids hungry. No kid should be denied access to food. However that looks and in whatever interpretation we'd like to see it from, we're striving to make sure all kids have access to meals in our afterschool and summer programming."*

– Riaan Anthony, Manager  
Parks and Recreation

### Food Equity Goals

#1

Intentionally integrate food equity practices within all Parks & Rec programs.

#2

Redesign standards, funding, and protocols for after school feeding programs in order to increase participation and capacity to serve a larger portion of the youth community facing food insecurity.

#3

Increase access to nutritious food and meals while developing financial sustainability for program longevity.

### Food Equity Recommendations

1. Build partnership with Charlottesville City Schools and PB & J Fund to assist in updating policy to raise the local standards for food served at feeding programs and to increase education around food and nutrition.
2. Increase feeding program staff and establish staff procedures to increase the safety and wellbeing of workers while expanding the capacity of the feeding programs to increase participation.
3. Develop new source of sustainable funding, in order to streamline summer and after school feeding programs at the same reimbursement model and increase student participation to decrease hunger out of school.
4. Support the creation and implementation of an evaluation and outreach plan to establish goals of feeding programs, track progress, and expand program participation through a marketing strategy.

### Supporting Partners

Charlottesville City Schools | Blue Ridge Area Food Bank | Piedmont Housing Alliance | Greenstone on 5th | Charlottesville Redevelopment Housing Authority | PB & J Fund | CSG Youth Food Justice Interns | Charlottesville Food Justice Network Community Advocates

# Appendix A:

# Workshop Exercise Results

## Vision and Values Exercises

### This I believe...

The community meeting on July 16th kicked off with a group exercise to capture the essence of how workshop participants feel about the Charlottesville community and local food. The facilitator asked each workshop participant to complete the sentences “I believe my community...” with their own thoughts. Below are the responses captured as each person read their response to the rest of the room.

### I believe my community...

- Has creativity and love to provide
- Has the courage to do what needs to be done
- Can do it; can get ‘er done
- Can do better to help kids
- Is resourceful
- Can create new less exploitative models of economic growth
- Needs a roadmap to make this happen
- Can heal
- Can grow and learn
- Is resilient
- Can disrupt our racist past
- Is amazing
- Has the answers; is resourceful and innovative
- Can change and should be better
- Can do anything they want to do with food and food justice
- Is able to prepare a place for everyone to live here
- Will face roadblocks at every turn, but can overturn them
- Can be led by those who built it from the ground up
- Can grow more gardens
- Can be more compassionate
- Is strong enough to embrace our differences
- Can go against going with the flow
- Is striving to be more inclusive
- Is on the most important journey that there is
- Is good and is trying to find what good is
- Is beautiful
- Will be a model of food equity and justice
- Can organize and come up with collective solutions

## Our Future Community

The technical assistance team led a second visioning and values group exercise during the July 16th community meeting, which asked participants to write an aspirational headline from the future. The headline would appear on the front page of the local newspaper in 5-10 years. In addition to what happened, participants were asked to consider what made the change possible and the impact it would have as reflection for action-brainstorming on Day 2.

Below are the aspirational headlines written and read aloud by workshop participants.

- Charlottesville schools meet the goal of fresh locally sourced meals for every student, every day
- Urban ag director announces bold five-year plan
- Charlottesville citizens are weeding out classism and racism through community gardens
- Food bus travels to neighborhoods with produce, fresh fruits and veggies
- Youth food justice entrepreneurship Intern Cadre develop garden to market micro-enterprises
- Charlottesville bridges local divisions through local food
- No naked roofs; city reports that all building and schools now either have solar panels or rooftop gardens
- City Market works to become more inclusive
- Wegmans opens its 5th small scale neighborhood market
- Neighborhood gardens sprout in all neighborhoods
- Charlottesville preserves land for food gardens for residents forever
- Dewberry Landmark Hotel demolished to established to mixed use affordable housing and food market
- 5th Street Garden now supplying food for community co-op
- Charlottesville's redesigned public transportation system makes food more accessible is modeled across the country
- Land sharing app now a model for land sharing around the country, non-gardeners can provide land for gardeners to use
- Charlottesville garden store for the community is open!
- Charlottesville is a national model for achieving community equity through food
- Charlottesville Farmers Market Collective launched a new market subscription program to connect local producers and low access residents
- Charlottesville SNAP requests reduced to zero
- City creates urban land trust to project resident agriculture production
- New Roots farmers launch cooperative
- Student hunger reduced: lowest percentage in history of Charlottesville
- Charlottesville urban ag director announce bold plan – 5% of city land is set aside for long-term urban agriculture
- Charlottesville achieves no child left behind in food access and nutrition

## Community Asset and Food Network Mapping

### Asset Mapping

On July 17th as part of the Local Foods, Local Places workshop, workshop participants broke into groups for community asset and food systems network mapping exercises. For the community asset mapping exercise, participants used colored dots to label the following items on a map of Peoria and create the legend key that follows:

**RED:** Needing immediate help and attention, fixing or improvement

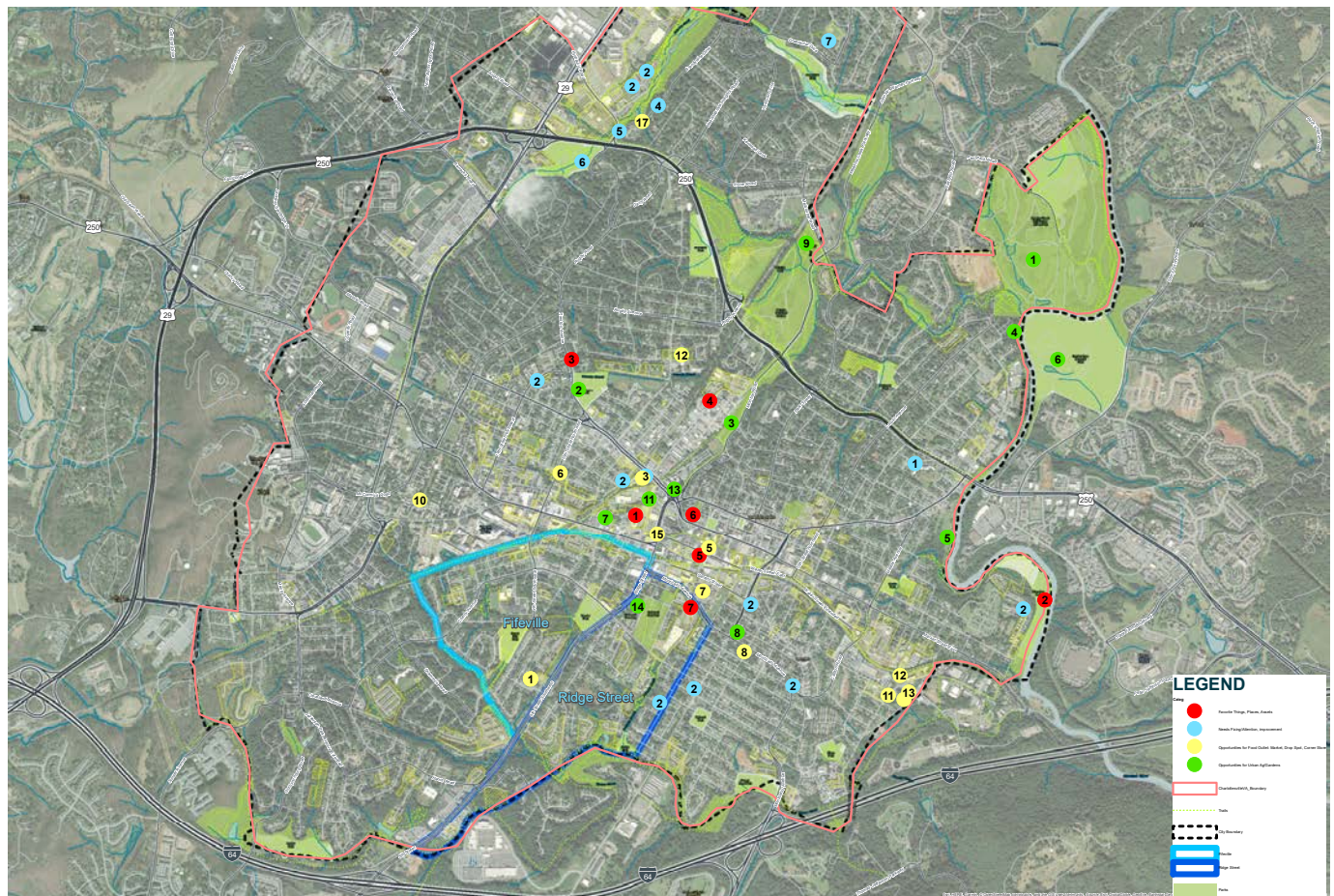
**BLUE:** Favorite things, favorites places and assets

**YELLOW:** Opportunities for food access points, e.g. pop up market, drop off point, corner store, etc.

**GREEN:** Opportunities for urban agriculture/gardens

### Community Asset Map – City Level

## LOCAL FOODS, LOCAL PLACES | CHARLOTTESVILLE, VA (CITY)





**RED: Needs Fixing/Attention improvement**

1. School meals: more local food: more fresh fruits and vegetables
2. Public Housing (all)
3. Reid Super Save Market (more diverse and fresh food)
4. Michie Garden: to climb down to stream for water is dangerous especially for with kids/awkward. And women & kids feel unsafe in evening @ gardens
5. Request a traffic light @ Michie onto hydraulic for cars & pedestrians
6. Walking from Michie to Fairgrounds Garden is tricky and dangerous and hard to bring kids. Must cross a stream, pass over slippery bridge and tunnel. Especially hard when water is high. Often overgrown and in the woods.

**BLUE: Favorite Things, Places, Assets**

1. Jefferson School African American Heritage Center
2. Ridgeview Park Rivanna Trail
3. Bread & Roses
4. Blue Ridge Area Food Bank
5. City Market
6. McGuffey Arts Center
7. IX Art Park

**YELLOW: Opportunities for Urban Ag/Gardens**

1. McIntire Park Community Garden
2. Washington Park community garden
3. Raised garden beds@ Schenks Drive bank linear park
4. Lower High St Flood plain (an existing small area plan site)
5. Upper High St Flood Plain area
6. Darden Tower park (community gardens)
7. Starr Hill Park (terraced areas)
8. Friendship court (green house)
9. East McIntire Park (near botanical garden and trail near YMCA)
10. Industrial corridor could host food processing or production, distribution
11. City Land next to west haven open lot (next to city of promise)
12. TJH Health Department
13. County Office Building
14. New Roots team gardeners like the idea of visiting Green City Growers (Boston) to see how gardens can be mobile and if it there is an application in Charlottesville

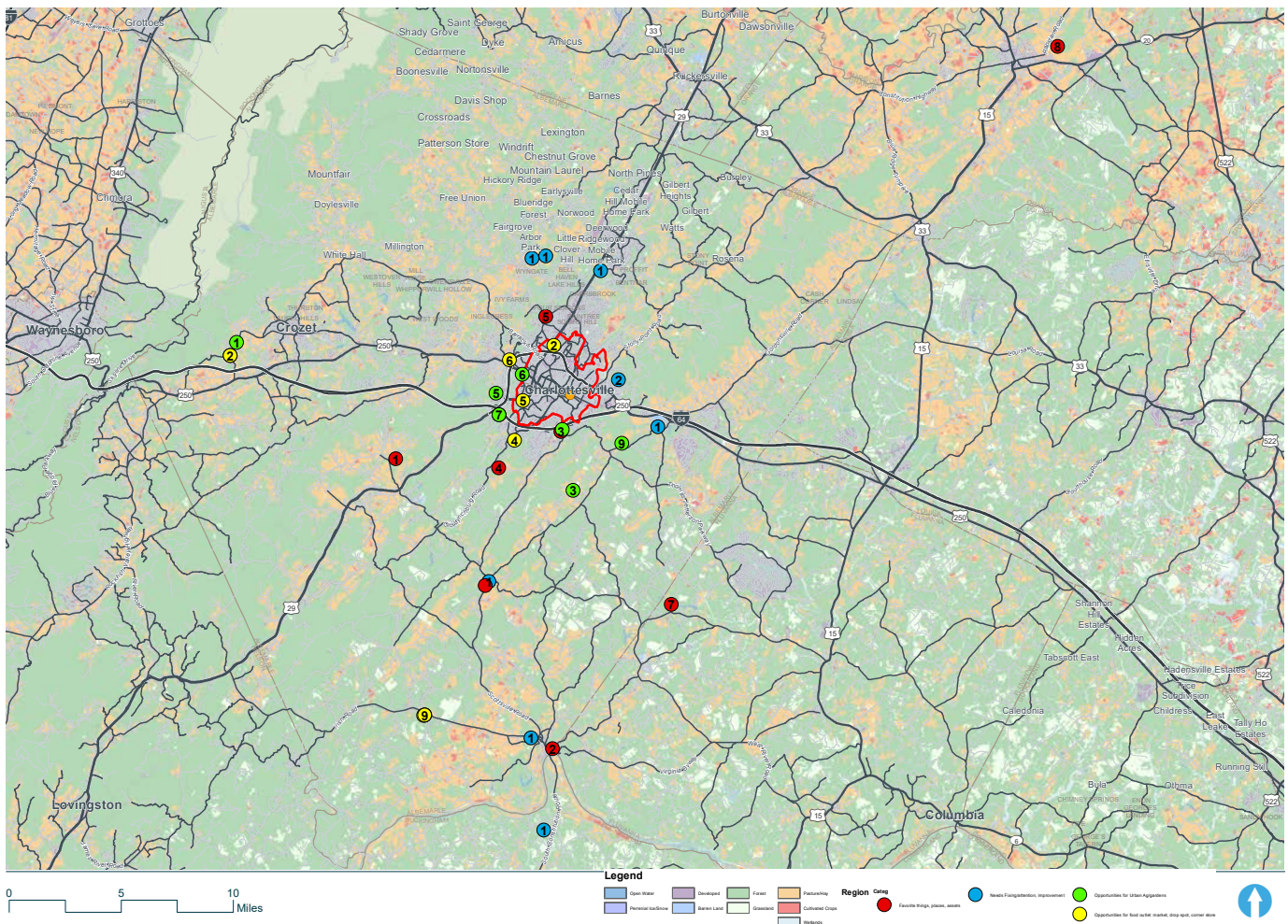
**GREEN: Opportunities for Food Outlet: Market, Drop Spot, Corner Store**

1. Greenstore on 5th (community housing center)
2. PB&J Fund
3. CoP House
4. Old Timbercreek space off Preston Avenue
5. Abandoned hotel on downtown mall
6. 10th & Page: econ development & grocery store
7. Subsidized housing at Friendship court: economic development

8. South First Street Housing economic development
10. More permanent farmers' market infrastructure at UVA
11. Sunrise Habitat
12. Program of All-inclusive Care for the Elderly (PACE)
13. Mobile home park
14. Nassaw area-old slaughterhouse auction place
15. African American Vendor/Food Market Funding at The Fortune Shop
16. Thomas Jefferson Health District
17. Sell year-round, include prepared food

**Community Asset Map – Regional Level**

**LOCAL FOODS, LOCAL PLACES | CHARLOTTESVILLE, VA (REGION)**



**RED: Needs Fixing/Attention improvement**

1. Unsustainable farming practices in Albemarle county "upstream" that pollute riparian networks compromising soil in flood plains in the city
2. Acknowledge and face pressure of gentrification and pushing out low income residents

**BLUE: Favorite Things, Places, Assets**

1. North Garden Farmers Market- Albemarle Cider Works
2. Scottsville Farmers Market
3. Piedmont Virginia Community College
4. Bellair Farm
5. Loaves & Fishes
6. Scottsville Mobile Food Pantry (Blue Ridge Area Food Bank)
7. Palmyra Mobile Food Pantry (Blue Ridge Area Food Bank)
8. Orange Mobile Food
9. Yancey School

**YELLOW: Opportunities for Urban Ag/Gardens**

1. McIntire Park Community Garden
1. Yancey School Community Center
2. By the old Kmart/Gold's Gym
3. Greenwood Community Center possible Access point
4. Southwood as redeveloping how can community center be utilized for food distribution
5. Fast Food Mart (Corner of Fontaine Ext & JPA Ext) Produce depot
6. Food justice intern dedicated to food recovery
7. Yancey School

**GREEN: Opportunities for Food Outlet: Market, Drop Spot, Corner Store**

1. Greenwood Growing Station- farm & greenhouse
2. Greenwood Community Center open space could be planted
3. Morven Farm (UVA)
4. Piedmont Virginia Community College
5. Foxhaven Farm (UVA Real Estate)
6. St. Anne's Belfield School Community collaborative garden
7. On Stribling Ext & the old Graingers Farm across from Dompur Substation
8. Stribling Ave has large lot from Hurtley Farm not being used
9. Monticello Tufto-Farm collaboration
10. Yancey School

**Offers and Asks**

In this final exercise of the workshop, participants were asked to write down an "offer" and an "ask." Offers capture the one or two things that each person is committed to doing to move the Local Foods, Local Places process forward and help Charlottesville achieve the goals outlined in its action plan. Community members offer their time, capacity, skills, networks, and other resources. "Asks" capture what it is that participants expect or want from the rest of the group as the process moves forward. This can include help on specific tasks, technical assistance, financial support, or simply continued communication and cooperation.

| Name               | I offer...   | I ask/hope...  |
|--------------------|--|--|
| Rosa Lucille Key   | To be part of the process going forward.   | That the City help us to make the plan go forward, including with financial support.   |
| Kristen Suokko     | Organizational resources to help inform and promote the action plan; personal participation in / leadership on healthy school foods and on comprehensive plan                                | That there be brainstorming on appropriate role for Local Food Hub and support for / coordination with Local Food Hub programming. |
| Cecile Gorham      | To take part in meetings and planning sessions and to share previous research.   | To see some alternative farmers markets in Charlottesville and for groups to work together to achieve shared goals.                |
| Casandra Styles    | To provide assistance with any kitchen layout / menu questions the City of Charlottesville schools may have in the future regarding food safety.   | To receive an update on what the City Council and community partners are able to accomplish with the action plan.                  |
| Archer Campbell    | Agricultural economics and grant opportunities.  | That the goals be shared with Virginia Tech Extension Service and to determine together what support they can lend                 |
| Jackie Waymire     | To help plan some health-related events and attend them. I can also seek funding from my employer (Aetna).   | To receive program updates and communications on needs.  |
| Rebecca Jacob      | My gardening experience, commitment to community meetings on developing healthy food and life.   | For education on healthy nutritious meals at home, in the community, and at school. For a healthy Charlottesville as a whole.      |
| Bryan Vig          | Individual time and knowledge.   | For more gardens.  |
| Jeanette Abi-Nader | To give fully to furthering the goals and impacts described, giving special attention to any privilege or bias I hold that may keep me from uplifting and following community members' lead. | That as a community we heal and build more connections.  |
| Cliff Maxwell      | To serve on committees.  | For information on progress/problems and community engagement to see the plan come to life.  |
| Cordell Fortune    | To help organize and find vendors who would participate in creating permanent places for farmers markets.  | That the Fortune Shop could be considered as one of these permanent shops.   |
| Portia Boggs       | To support any work requested of Local Food Hub and to help find/secure funding for the action plan.   | That that action plan helps us to work toward concrete, measurable impact and change.  |
| Paul Freedman      | To continue to work with the Charlottesville Food Justice Network and University of Virginia in a variety of ways including to teach, identify, and supervise CFJN fellows and interns.      | For clarity in identifying challenges and solutions to pressing issues of food equity, specific next steps.                        |
| Martha H. Stafford | To help with surveys to find out what the needs and desires for an accessible, affordable market are by interviewing people who don't have access to computers.                              | To be kept informed  |

| Name                 | I offer...   | I ask/hope...   |
|----------------------|--|---|
| Sumner Brown         | To help the Charlottesville Food Justice Network healthy schools project.  | To see healthier school meals and kids who are more educated about and more willing to make healthier choices.  |
| Clara Falls          | To provide research support to the Food Equity Initiative and to the City Schoolyard Garden youth interns and community advocates in their efforts on healthy school food and other food justice issues.   | For continued collaboration among Charlottesville Food Justice Network community members and dedication to affordable housing and those threatened by gentrification.   |
| Kristen Rabourdin    | To help with needs assessment and supplier engagement for a permanent market. To meet with city and state officials about regulations and zoning.  | For consistent communication and updates as the process evolves.  |
| Serena Gruia         | To provide a team of designers for pro bono design assistance toward the creation of the advocacy toolkit.   | To hear frequent communication about opportunities to support this work.  |
| Wendy Baucom         | To help the Charlottesville Food Justice Network develop a toolkit for food equity advocacy.   | That community members find easy access points to be involved in making positive change in the city.  |
| Joy Johnson          | To remain informed.  | To be kept informed.  |
| Farida               | To grow more healthy food.   | That the plan continues and that we hear about results.   |
| Alex Sardar Mohammed | To grow more organic food.   | That this project grows.  |
| Jessica Duska        | My time and energy, specifically to the advocacy toolkit development.  | That even with the changes Charlottesville is about to undergo and all the challenges we face in this space, people are not discouraged to take small actions.          |
| Richard Morris       | To contribute as best I can to advocate for gardens on the public and private side.  | For a clearer vision for the tasks ahead.   |
| Shantell Bingham     | My time and coordination as Charlottesville Food Justice Network Program Director.   | For greater community support and collaboration with housing coalitions to prevent displacement.  |
| Brooke Ray           | To consult, add content, and make connections to the International Rescue Committee New Roots community.   | For better and ongoing community input; a cohesive and easy to digest review of what we did in this process, especially with suggestions of resources and case studies. |
| Rebecca Schmidt      | To continue to support/represent on the Charlottesville Food Justice Network Planning Team; to explore a garden located at the Health Department.  | For improved health and well-being through sustained community voice and policy change.   |
| Jessica Beverage     | Greenhouse space for schools and growers in need; seeds and plants from personal stock as well as seasonal starts for anyone in need if I have them; gardening technical assistance; and potentially a trailer for transporting garden supplies. | To be asked to help with the school garden project and that groups keep in mind the main objective (food justice) during all parts of the planning process.             |

## What We Learned: Community Health Assessment Data

### 7.3 | MAPP PRIORITY: PROMOTE HEALTHY EATING AND ACTIVE LIVING

#### 7.3.1 Healthy Eating

##### 7.3.1.1 ACCESS TO HEALTHY FOODS

Traditional approaches to diet and obesity have focused on interventions targeted at individual knowledge, attitudes, and behaviors that affect behavioral change and thereby improve diets and related health outcomes. There is increasing recognition that approaches must focus on larger systemic and social changes in community food systems in order to affect change and improve existing racial, ethnic, and socioeconomic disparities related to diet, obesity, and diet-related disease. Neighborhood environments can either detract from or promote healthy eating. For example, low-income neighborhoods, as well as neighborhoods with racial and ethnic minorities, may have more access to fast-food outlets and convenience stores that offer relatively limited healthy food options than to grocery stores that offer a full range of food options.<sup>1</sup> Or, for more rural populations, eating out frequently, especially at buffets, cafeterias, and fast-food restaurants is associated with higher rates of obesity.<sup>2</sup>

Research has shown that consumers across the United States are shopping more frequently at non-traditional stores (supercenters, dollar stores, etc.) for their groceries. While there is no set benchmark for the target mix of store types in a locality,



Photovoice Photo: Friendship Court

household purchases at supermarkets and club stores are healthier overall than household purchases at drug stores, convenience stores, and dollar stores. This association between type of food store and healthiness of food purchase is stronger for low-income households than high-income households, which has important implications for addressing disparities in healthy eating and related health outcomes.<sup>3</sup>

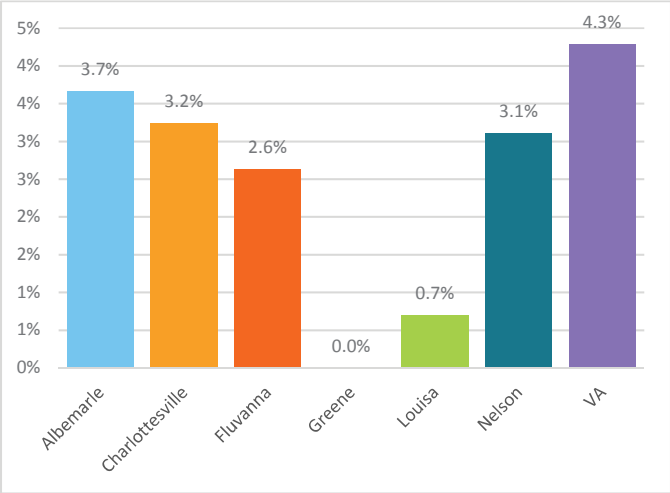
##### **7.3.1.1.1 Low-Income Access to Grocery Stores**

County Health Rankings measures the percentage of the population that is low-income (equal to or less than 200% of the federal poverty level based on family size) and does not live close to a grocery store (more than 10 miles in rural areas, more than one mile in non-rural areas). In 2015, Albemarle County had the greatest percentage of persons experiencing limited access to healthy foods (3.7%), while Greene County had the least (0%) followed by Louisa (0.7%). Overall, the statewide percentage (4.3%) of the population with limited access to healthy foods was higher than the percentage in any TJHD locality. (Figure 1)

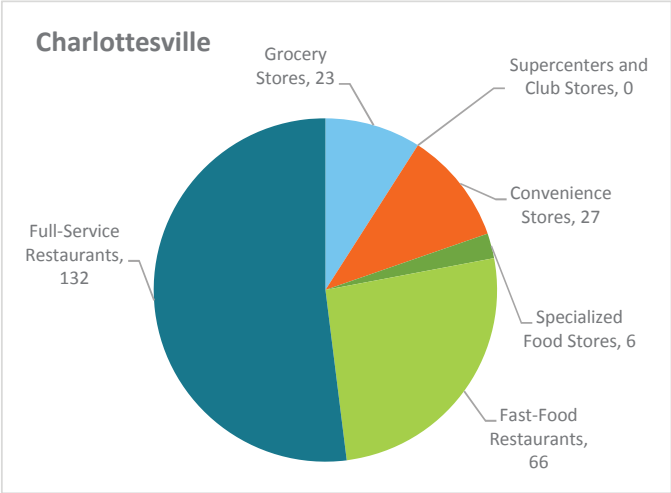
##### **7.3.1.1.2 Food Stores and Restaurants by Type**

The number and type of food stores and restaurants varied greatly across the TJHD localities. In 2016, in Albemarle County, full-service restaurants (63), fast-food restaurants (58), and convenience stores (56) made up the majority of food stores and restaurants (Figure 2). In Charlottesville, full-service

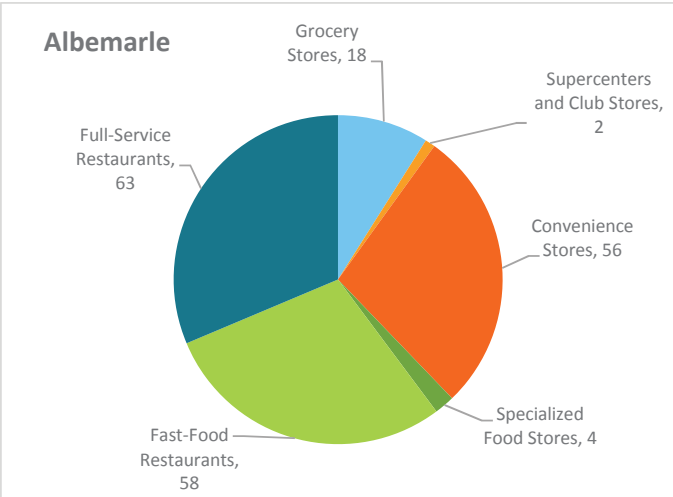
restaurants (132) made up more than half of all food stores and restaurants, followed by fast-food restaurants (66). (Figure 3) Fluvanna had noticeably fewer food stores and restaurants overall with 10 full-service restaurants, 7 convenience stores, 5 fast-food restaurants, and 3 grocery stores. (Figure 4) Greene County followed this trend with 10 full-service restaurants, 7 convenience stores, 7 fast-food restaurants, and 2 grocery stores, but also had a supercenter/club store and 1 specialized food store. (Figure 5) Roughly half of the food stores and restaurants in Louisa and Nelson Counties were convenience stores (22 in Louisa, 17 in Nelson) followed by full-service and fast-food restaurants. (Figures 6 and 7)



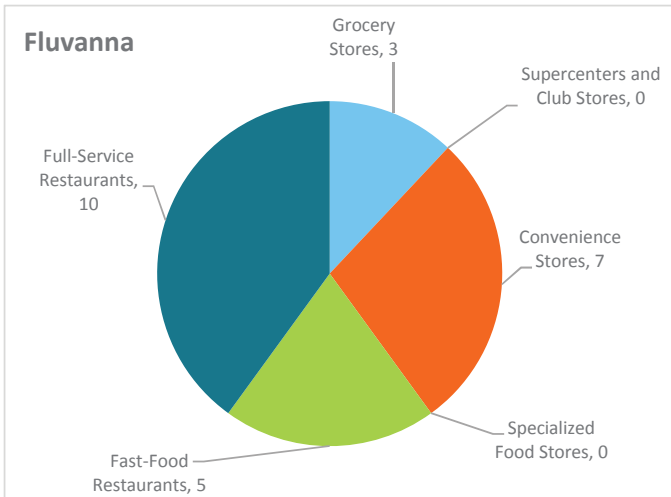
**Figure 1** Percentage of Population with Limited Access to Healthy Foods, TJHD Localities and VA, 2015. Source: County Health Rankings, 2019 Report. Accessed 2019.



**Figure 3** Number of Food Stores and Restaurants by Type, City of Charlottesville, 2014. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.



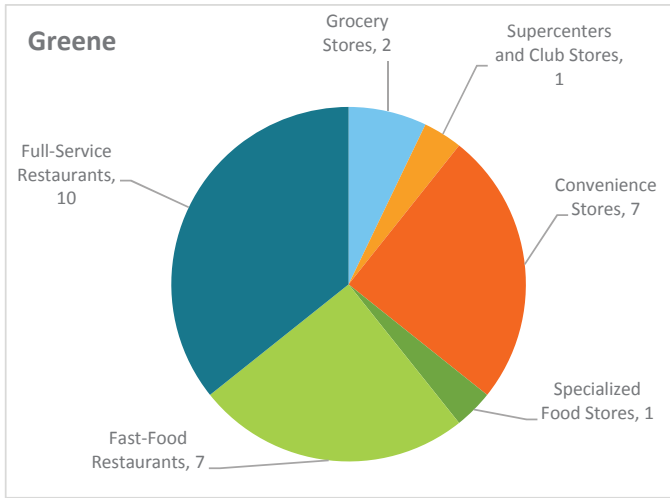
**Figure 2** Number of Food Stores and Restaurants by Type, Albemarle County, 2014. Source: Economic Research Service, U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.



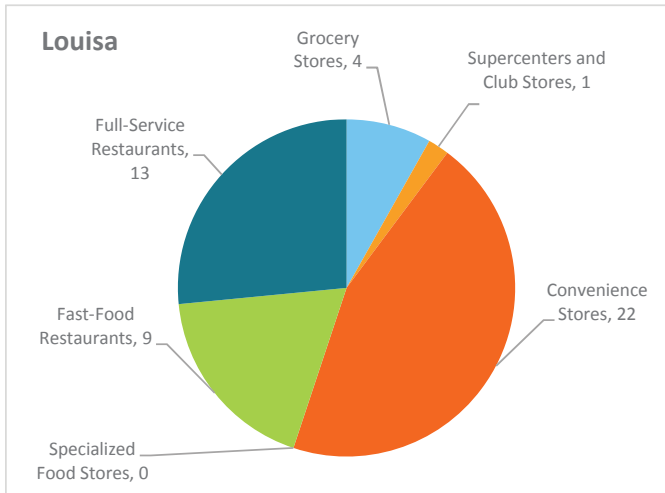
**Figure 4** Number of Food Stores and Restaurants by Type, Fluvanna County, 2014. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.

**7.3.1.1.3 SNAP and WIC-Authorized Stores**

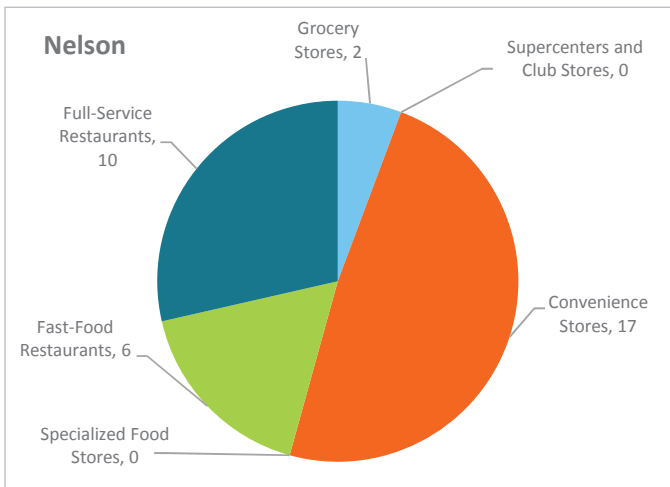
In TJHD, there are more stores that accepted SNAP benefits than those that accepted WIC benefits likely due to more stringent registration requirements for WIC vendors. Food assistance programs, such as the Supplemental



**Figure 5** Number of Food Stores and Restaurants by Type, Greene County, 2014. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.

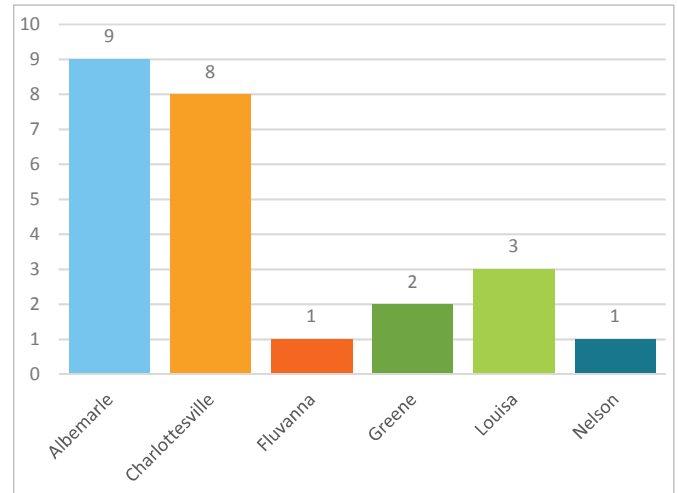


**Figure 6** Number of Food Stores and Restaurants by Type, Louisa County, 2014. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.

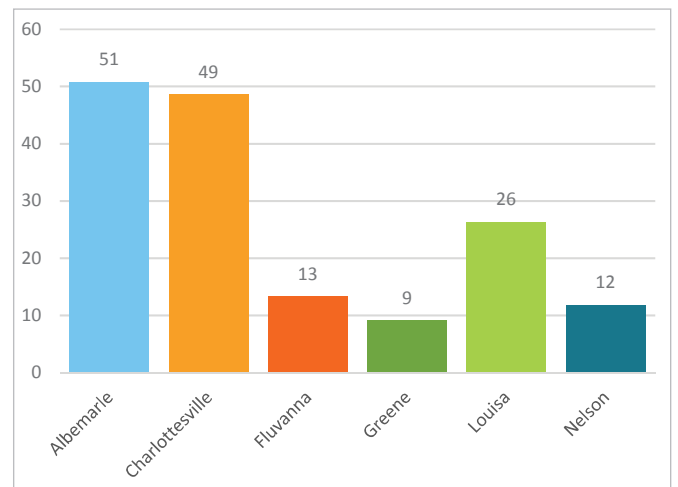


**Figure 7** Number of Food Stores and Restaurants by Type, Nelson County, 2014. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.

Nutrition Assistance Program (SNAP) and Women, Infants, and Children (WIC) Program, provide nutritional assistance to households that meet income and eligibility requirements. In 2019, Albemarle had the highest number of WIC-authorized stores (9), followed by Charlottesville (8). Fluvanna and Nelson Counties (1) had the lowest number of WIC-authorized stores. (Figure 8) Similarly, in 2016, Albemarle County had the highest number of SNAP-authorized stores (51) followed by Charlottesville (49). Greene County had the fewest (9) SNAP-authorized stores in TJHD. (Figure 9)



**Figure 8** Number of WIC-authorized Stores, TJHD Localities, March 2019. Source: TJHD WIC Program. Accessed 2019.

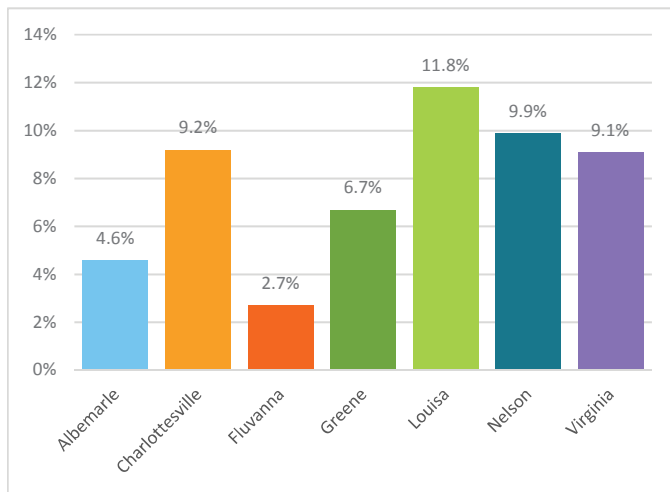


**Figure 9** Number of SNAP-authorized Stores, TJHD Localities, 2016. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.



### 7.3.1.1.4 SNAP Benefits

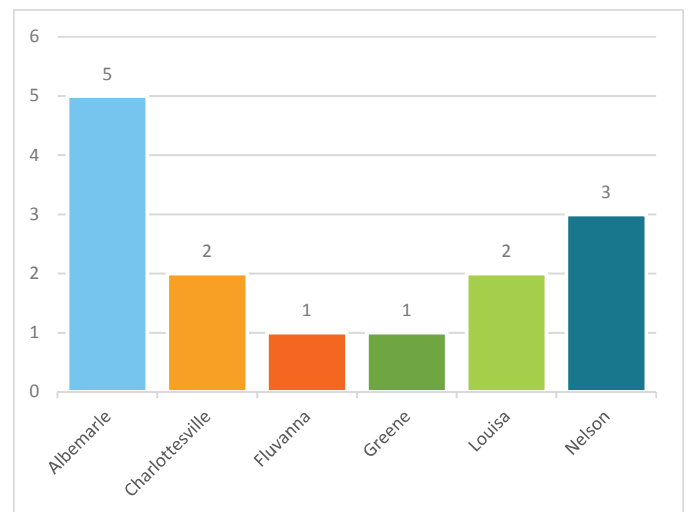
SNAP is the largest federal nutrition assistance program; almost one in seven Americans (over 40 million individuals) receives SNAP benefits. SNAP provides recipients with a monthly benefit allotment to purchase foods for preparation at home. The ultimate goal of the program is to improve food security and access to nutritious foods for low-income individuals and families.<sup>4</sup> According to Feeding America, only 41% of households enrolled in their network reported receiving SNAP benefits; however, they estimated that 88% of households in their network would be income-eligible.<sup>5</sup> From 2013–2017 in TJHD, the percentage of the population receiving SNAP benefits within the last 12 months was greatest in Louisa County (11.8%) followed by Nelson County (9.9%) and Charlottesville (9.2%), which is similar to the state percent of 9.1%. Fluvanna County had the smallest percentage of the population receiving SNAP benefits (2.7%). (Figure 10)



**Figure 10** Percentage of Population that Receives SNAP Benefits, TJHD Localities and VA, 2013–2017, 5-year Estimate. Source: U.S. Census Bureau, American Community Survey. Accessed 2019.

### 7.3.1.1.5 Farmers' Markets that Accept SNAP

There is some evidence that farmers' markets may increase access to healthy foods and increase fruit and vegetable consumption among low-income populations. Ensuring adequate transportation, conducting outreach and awareness, increasing hours of operation, and accepting Electronic Benefit Transfer (EBT) payment for SNAP benefits are likely to decrease barriers for residents to visit farmers' markets.<sup>6</sup> According to 2016 USDA data for TJHD, Albemarle (5) had the largest number of farmers' markets, none of which accepted SNAP. Nelson (3), Louisa (2), and Charlottesville (2) all had more than one farmers' market, and all had at least one market that accepted SNAP benefits. Fluvanna and Greene each had one farmers' market, but neither market accepted SNAP benefits. (Figure 11) However, a Virginia Cooperative Extension map of farmers' markets that accept SNAP/EBT shows that Charlottesville (3), Mineral in Louisa County (1), Nelson County (1), and Scottsville in Albemarle County (1) all had farmers' markets that accept SNAP benefits; the map is available at <https://blogs.ext.vt.edu/eatsmart-movemore/virginia-farmers-markets-accepting-snap/>.



**Figure 11** Number of Farmers' Markets, TJHD Localities, 2016. Source: U.S. Department of Agriculture (USDA) Food Environment Atlas, 2016 Report. Accessed 2019.

### 7.3.1.2 FOOD INSECURITY

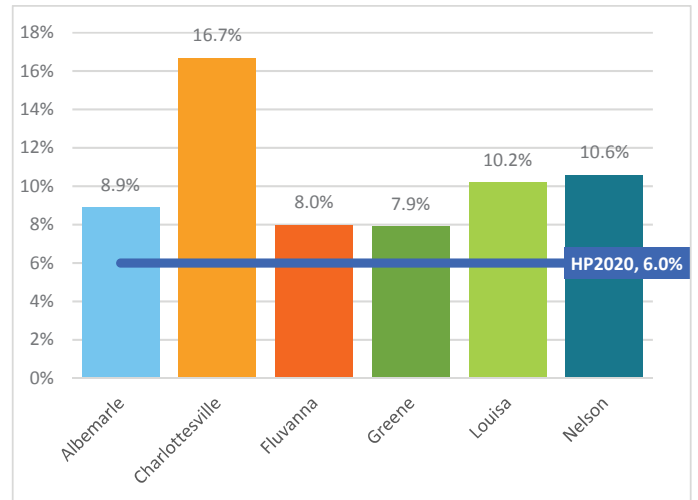
The U.S. Department of Agriculture (USDA) defines food insecurity as “the limited or uncertain availability of nutritionally adequate and safe foods or limited or uncertain ability to acquire acceptable foods in socially acceptable ways.”<sup>7</sup> Low-income, black non-Hispanic, and Hispanic households have a higher prevalence of food insecurity nationally. Disabled adults may also be at higher risk of food insecurity due to limited employment opportunities and healthcare-related costs that take up a larger portion of their budget. Other risk factors for food insecurity include limited transportation options, neighborhood conditions that limit access to food, longer travel distance, and fewer supermarkets.<sup>8</sup> There is some evidence that living in an area with little to no access to affordable and healthy foods through a grocery store or other outlet may correlate with overweight and obesity status.<sup>9, 10</sup>

#### 7.3.1.2.1 Overall Food Insecurity

Map the Meal Gap uses a model, comprised of a variety of variables correlated with food insecurity, to estimate food insecurity at the county level for both the general population (adults and children) and children specifically. In 2016, Charlottesville had the largest estimate of food insecurity at 16.7%, followed by Nelson (10.6%) and Louisa (10.2%) while Greene County (7.9%) had the smallest estimated percentage of persons experiencing food insecurity. The Healthy People 2020 (HP2020) target, or benchmark, is to reduce household food insecurity to 6.0%; in 2016, none of the TJHD localities met this benchmark. (Figure 12)

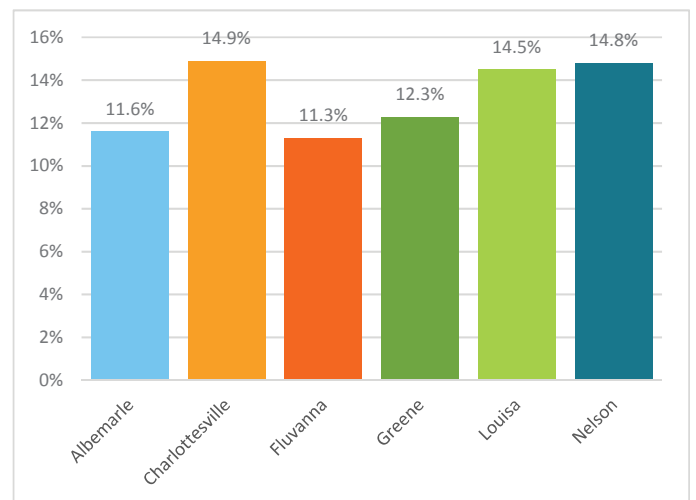
#### 7.3.1.2.2 Child Food Insecurity

Childhood food insecurity is a health concern for several key reasons. Children who are food insecure are more likely to be sick and/or hospitalized. Children with insufficient nutrition may suffer growth impairments physically, intellectually, and emotionally.<sup>11</sup> Child food insecurity is influenced by several factors, but is primarily attributed to poverty.<sup>12, 13</sup>



**Figure 12** Percentage of Population with Food Insecurity, TJHD Localities, 2016. Source: Map the Meal Gap, Feeding America, 2018 Report. Accessed 2019.

In 2016, Charlottesville (14.9%) had the largest percentage of children experiencing food insecurity, followed closely by Nelson (14.8%) and Louisa (14.5%) Counties. Albemarle (11.6%) and Fluvanna (11.3%) Counties had the smallest percentage of child food insecurity. (Figure 13)

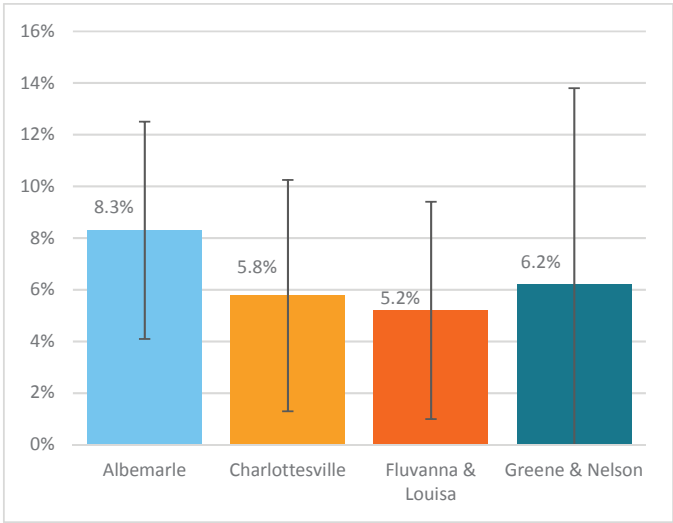


**Figure 13** Percentage of Children with Food Insecurity, TJHD Localities, 2016. Source: Map the Meal Gap, Feeding America, 2018 Report. Accessed 2019.

#### 7.3.1.2.3 Hunger Due to No Money for Food

The 2018 Thomas Jefferson Health District (TJHD) Community Health Survey asked several questions about food access in TJHD in relation to household budget. Section 7.1 contains a detailed

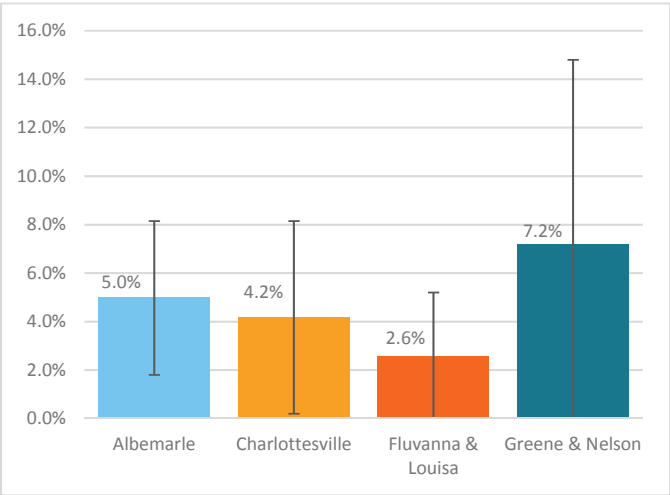
overview of the survey methodology and results. One survey question asked, “In the last 12 months, was anyone in your household ever hungry but didn’t eat because there wasn’t enough money for food?” Based on survey response rates, responses for Albemarle and Charlottesville were reported individually while responses were combined for Fluvanna & Louisa and Greene & Nelson. In 2018, the percentage of respondents indicating they had ever been hungry due to no money for food was largest in Greene & Nelson (7.2%), followed by Albemarle (5%) and Charlottesville (4.2%). The percentage was smallest in Fluvanna & Louisa (2.6%) (Figure 14). The survey also assessed the percentage of people that reported eating less than they felt they should have because of monetary limitations. This percentage was largest in Albemarle County (8.3%), followed by Greene & Nelson (6.2%) and then Charlottesville (5.8%). Fluvanna & Louisa had the smallest percentage of people reporting eating less than they should have due to monetary limitations (5.2%). (Figure 15) For both survey questions and corresponding figures, the margins of error are fairly wide for most localities, signifying that the estimates depicted by the colored bars may actually vary up or down as depicted by the thin lines with caps. For example, in Figure 14, the estimate for Greene & Nelson is 7.2%, but has a +/-7.6 margin of error, so the true value could be anywhere between 0% and 14.8%.



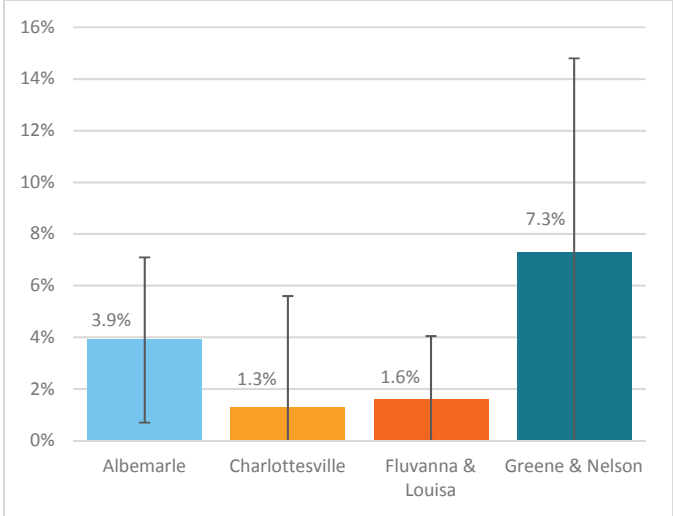
**Figure 15** Percentage of People Eating Less Due to Monetary Restrictions, TJHD Localities, 2018. Source: Thomas Jefferson Health District Community Health Survey. Accessed 2019.

**7.3.1.2.4 Lack of Balanced Meals Due to Budget**

The TJHD Community Health Survey also looked at the percentage of the population that cannot afford to eat balanced meals. In 2018, Greene & Nelson combined had the largest percentage (7.3%) while Albemarle had the second-largest percentage of people that could not afford to eat balanced meals (3.9%). However, the margin of error—depicted by the thin error lines with caps on both ends—is quite wide for all localities so the true percentage of people unable to eat balanced meals could be anywhere in the range depicted by the error lines. (Figure 16)



**Figure 14** Percentage of People in Household Ever Hungry Because No Money for Food, TJHD Localities, 2018. Source: Thomas Jefferson Health District Community Health Survey. Accessed 2019.



**Figure 16** Percentage of Population that Cannot Afford to Eat Balanced Meals, TJHD Localities, 2018. Source: Thomas Jefferson Health District Community Health Survey. Accessed 2019.

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



|                  |   |
|------------------|---|
| Agenda Date:     | October 7, 2019   |
| Action Required: | Recommendations and Resolution  |
| Presenter:       | Mike Murphy, Deputy City Manager  |
| Staff Contacts:  | Kaki Dimock, Director of Human Services   |
| <b>Title:</b>    | <b>Estimated Cost of Implementing Recommendations from the City Manager's Advisory Committee on Organizational Equity - \$197,181</b> |

**Background:**

The City Manager's Advisory Committee on Organizational Equity was charged to consider methods and models of assessing organizational equity, review internal and external equity profiles, and make policy, practice, process and investment recommendations to the city manager so that the city's operations and impact match its stated values. The advisory was formed because the city seeks to adopt an intentional equity lens to understand how both internal and external operations contribute to inequity. The advisory's report and recommendations were presented to council on August 19, 2019, at which time council requested cost estimates for implementation.

**Discussion:**

The committee has concluded its work and has attached its final report and recommendations. There are two broad recommendations – prepare city staff and organizational context for culture change and create Office of Diversity, Equity and Inclusion. The committee recommends that these efforts be concurrent. Cost estimates were created with guidance from local expertise, training catalogs, direct experience and job descriptions.

Estimated costs for one year of implementation of the advisory's recommendations:

**Prepare city staff and context for culture change : \$42,080 for remainder of FY20**

| <b>Recommendation</b>   | <b>Cost Estimate</b>  |
|---|---|
| <u>Establish equity advisory team to shepherd the work</u><br><br>Consider consumer representatives | <i>2 hours of meeting time &amp; 2 hours of preparation time per month x 6 meetings x 3 participants x \$15/hour =</i><br><b>\$1,080</b><br><br><i>2 hours of meeting time &amp; 4 hours of</i> |

|  |  |
|--|--|
| <p>Engage external facilitator</p> <p>Address salary inequities identified</p>   | <p><i>preparation time per month x 12 meetings x \$225/hour =</i><b>\$8,100</b></p> <p><i>Estimates are not available without additional study which will likely delay these costs for at least one fiscal year until more formal analysis is complete and/or compensation study is finalized</i></p>  |
| <p><u>Create equity goals &amp; incorporate into city’s strategic plan</u></p> <p>Set council/senior leadership work session on equity<br/> Require departmental goals to match strategic plan<br/> Join Government Alliance for Racial Equity<br/> Select new human resources director based on knowledge, skills and expertise in diversity, equity and inclusion best practices</p>   | <p><i>Can be accomplished with existing resources, requires direction from city council and city manager only</i></p>  |
| <p><u>Engage in robust education for staff on issues of equity</u></p> <p>History of Charlottesville</p> <p>Groundwater Trainings (for equity team, H.R. Council, City Council and Leadership team members)</p> <p>Create capacity for challenging dialogue</p> <p><u>Establish many supports for staff to engage in learning</u><br/> Learning, reading and discussion groups</p> <p>Facilitator training for Everyday Democracy dialogue</p> | <p><i>Covered by existing resources</i></p> <p><i>Understanding Racial Equity: A Groundwater Approach: 300 people, half day training = \$4000 plus travel for two trainers =</i><b>\$6,000</b></p> <p><i>Phase 1: Foundational Training in Historical &amp; Institutional Racism :40 people, two days = \$11,000 plus travel = \$15,000 x 1 training =</i><b>\$15,000</b></p> <p><i>Navigating Difficult Dialogue (TMI Consulting) 4 hours of training plus 3 hours of preparation x \$300/hour x 2 trainings =</i><b>\$4,200</b></p> <p><i>10 groups x 6meetings/year x \$120 meeting for food, books &amp; supplies =</i><b>\$7,200</b></p> <p><i>1 training for 20 facilitators x \$200 in supplies +\$300 food =</i><b>\$500</b></p> |

**Create Office of Diversity, Equity & Inclusion:****\$155,101 for remainder of FY20**

| <b>Recommendation</b>   | <b>Cost Estimate</b> |
|---|----------------------|
| <u>Staffed to ensure capacity</u>   |                      |
| Director (\$118,996 FTE, hire 1/20 – 6 mos reflected)   | \$59,498             |
| 6 mos of Health benefit + 31% defined benefit retirement plan                                   | \$21,313             |
| Data Analyst/Human Services Planner (\$67,244 FTE, hire 4/20, 3 mos reflected)                  | \$16,811             |
| Health benefit + 31% defined benefit retirement plan  | \$7,479              |
| Community Engagement Coordinator (Internal focus) (\$53,930 FTE, hire 7/20, 0 mos reflected)    | \$0                  |
| Health benefit + 31% defined benefit retirement plan (\$25,790 FTE, hire 7/20, 0 mos reflected) | \$0                  |
| Operating budget for office, staff development, etc.  | \$50,000             |
| <b>TOTAL Estimate for both recommendations</b>  | <b>\$197,181</b>     |

**Alignment with City Council’s Vision and Strategic Plan:**

The City Manager’s Advisory Committee on Organizational Equity’s work and recommendations are strongly aligned with City Council’s Strategic Plan Goal #1: An Inclusive City of Self-Sufficient Residents, Objective 1.5: Intentionally address issues of race and equity.

**Community Engagement:**

Five members of the committee are community members who have agreed to assist the city in its review of internal operations. Improving community engagement across the organization is a fundamental part of most municipal plans for improving equity.

**Budgetary Impact:**

If Council agrees with, and approves the recommendations as written, funding for the remainder of FY20 is recommended to come from the Council Strategic Initiatives account. Currently there is \$444,560.97 in funding remaining in that account. Of that amount \$159,860.97 is unallocated funding and \$284,700 is funding previously dedicated but not spent by Council for Equity Package items. The chart below lists those items.

**Items previously Noted by Council as Equity Fund Uses**

|   |    |                 |   |
|---|----|-----------------|---|
|   |    |                 | FY 16 year end appropriation(\$500,000) to have funds set aside to implement recommendations of the Blue Ribbon Commission on Memorials, Race and Public Spaces. \$55,000 of this has been used for the EJI - Civil Rights Pilgrimage Trip as approved by Council on 6/4/18; Business Equity Fund taken from this pool (\$109,000); |
| Blue Ribbon Commission on Memorials, Race and Public Spaces | \$ | (180,000)       | \$156,000 allocated for CCS Gifted teachers.  |
| Scholarship Program (one time funding added FY 18)          | \$ | (5,000)         |   |
| Ethnic Study Course (one time funding added FY 18)          | \$ | (15,000)        |   |
| Vinegar Hill Monument matching grant (added FY 17 year end) | \$ | (25,000)        |   |
|   | \$ | <u>(59,700)</u> | remaining portion of \$1M originally appropriated as Equity Funds   |
|   | \$ | (284,700)       |   |

Council would need to reallocate a portion of the above funding which was previously dedicated as other equity package items, in order to fully fund the recommendations. Funding for any of these initiatives that would continue in FY21 and beyond would need to be added to the City's FY21 proposed budget for consideration.

**Recommendation:**

Staff recommend adoption of recommendations as written.

**Alternatives:**

N/A

**Attachments:**

Final Report and Recommendations of the City's Advisory Committee on Organizational Equity Resolution



**RESOLUTION**  
**Implementing Recommendations from the City Manager’s Advisory Committee on**  
**Organizational Equity**  
**\$197,181**

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia that the sum of \$197,181 is hereby allocated from currently appropriated funds in the Council Strategic Initiatives account in the General Fund to implement the recommendations from the City Manager’s Advisory Group on Organizational Equity.

\$197,181

Fund: 105

Cost Center: 10110010000