City of Charlottesville
Affordable Housing - Capital Improvement Plan
Request for Information: FY2027-FY2031

Submission Period: August 11, 2025 – September 12, 2025

This Request for Information (RFI) invites multi-family affordable housing development projects to share their capital investment needs for potential City of Charlottesville funding and assistance during Fiscal Years 2027 through 2032. Each submission, particularly if pertaining to a project developer pursuing Low-Income Housing Tax Credit (LIHTC) allocations, will provide vital data to directly inform the City's future budgeting decisions and Capital Improvement Plan (CIP). While this RFI does not commit to a specific funding amount at this stage, it is a crucial and pivotal step in the City's strategic allocation process for affordable housing.

A. Overview

Charlottesville is dedicated to creating and preserving vibrant, equitable, and affordable housing opportunities for all residents. This Request for Information (RFI) is a crucial component of our ongoing commitment, directly stemming from the Charlottesville Affordable Housing Plan, approved by City Council in November 2021 as part of the Comprehensive Plan Amendment.

This Plan establishes a streamlined framework for allocating City funds to support vital affordable housing and homelessness initiatives. While the demand for affordable housing remains significant, Charlottesville is making an unprecedented investment, including a moral commitment of $10 million annually towards these efforts

1. **Purpose**:

    This RFI serves as a vital tool for the City to:

    a. **Understand the Landscape**: Gather comprehensive insights into proposed large-scale, multi-family affordable housing developments seeking significant City investment.

b. **Strategic Planning**: Inform our Capital Improvement Plan (CIP) and budget allocation decisions for future fiscal years, particularly for projects that require multi-year subsidies due to extensive construction timelines.

c. **Align Resources**: Facilitate alignment between your project needs and available City funding sources and programs.

2. **Who Should Respond:**

We strongly encourage any developer or organization with a vision for a multi-family affordable housing project that anticipates requiring substantial City funding—potentially beyond existing grant programs or spanning multiple fiscal years—to submit a response. Your input is essential for our collaborative planning and commitment to a thriving Charlottesville.

B. City Budget & Affordable Housing Capital Improvement Planning: The Role of This RFI

The City of Charlottesville operates on a transparent and publicly engaged annual budget cycle (July 1 - June 30). Each year, the City meticulously evaluates a wide array of funding requests, including significant investments in our Capital Improvement Program (CIP) and General Fund initiatives. This robust process enables the City to strategically allocate resources and achieve its priorities, including the critical goal of expanding affordable housing.

The Role of Your Submission:

Submitting your project information through this Request for Information (RFI) is the primary and essential pathway for your multi-family affordable housing development to be considered for significant City funding. The comprehensive data you provide will directly empower City staff and elected officials to:

- **Understand Project Needs**: Grasp the scope, scale, and financial requirements of proposed affordable housing initiatives.

- **Prioritize Investments**: Make informed decisions during the competitive annual budget cycle.

- **Allocate Resources Effectively**: Ensure City funds are channeled to projects that best align with Charlottesville's Affordable Housing Plan and community needs.

Important Note on Timing: To ensure fairness and efficient resource allocation, off-cycle requests for City funding for affordable housing development projects will NOT be considered outside of this structured RFI and annual budget process. This RFI represents your opportunity to participate in the City's upcoming funding decisions.

C. City Priorities and Goals for Affordable Housing

The City of Charlottesville is deeply committed to strategic management that aligns with its mission and vision for a thriving, equitable community. A core focus is to promote high-quality, genuinely affordable housing opportunities for all residents.

The **Charlottesville Affordable Housing Plan (2021)** advocates for a substantial and consistent financial commitment from the City to address critical housing needs. This plan guides our investments and sets clear, measurable goals:

- **Increase Housing Supply:** Add **1,100 new subsidized affordable homes** (augmenting the existing 1,630 actively subsidized homes).

- **Preserve Existing Units:** Safeguard **600 existing subsidized affordable homes** to prevent displacement.

- **Promote Housing Stability:** Stabilize **1,800 to 2,200 owner- and renter-households** experiencing housing instability through various support initiatives.

Targeting Affordability Levels & Long-Term Commitment**:**

A strong emphasis on long-term affordability and encourages initiatives that aim for affordability periods of at least 30 years, and preferably up to 99 years. Projects should primarily serve households with incomes up to 60% of the Area Median Income (AMI), as published by the U.S. Department of Housing and Urban Development (HUD). Furthermore, the City's funding allocation strategy within the Affordable Housing Plan is designed to prioritize various AMI tiers to address the deepest needs:

- **50% of funding:** Targeted for households earning up to **30% AMI**.

- **30% of funding:** Targeted for households earning between **31% and 60% AMI**.

- **20% of funding:** Targeted for households earning between **61% and 80% AMI**.

D. Conformance With City Plans

A commitment to strategic planning, responsible budgeting, and effective performance management drives the City of Charlottesville's priorities and goals. All proposed projects should demonstrate a clear understanding of and alignment with the City's established plans and policy frameworks, particularly those that emphasize affordable housing. Reviewing the following key City plans is essential to ensure your project's proposed scope, goals, and strategic outcomes align with Charlottesville's strategic direction and contribute to our community's vision.

Key City Plans:

- **Charlottesville Affordable Housing Plan (2021):** This dynamic plan is central to the City's housing strategy, outlining immediate, short-term, and long-term initiatives to advance affordable housing within the city significantly. Your project's direct contribution to its principles and measurable goals is critical.

    o **Access the Plan Here:** https://www.charlottesville.gov/DocumentCenter/View/8600/Chapter-05-Appendix-2---Charlottesville-Affordable-Housing-Plan-PDF

- **City of Charlottesville Comprehensive Plan (2021):** This overarching plan defines the City's long-term vision for growth and development, with the Affordable Housing Plan (2021) as a cornerstone element. It also encompasses other key strategies, such as the Bicycle and Pedestrian Master Plan (2015), as well as broader sustainability and community development goals.

    o **Learn More:** https://www.charlottesville.gov/1111/Comprehensive-Plan

- **Consolidated Plan and Action Plan for the City of Charlottesville and the Thomas Jefferson Home Consortium:** This plan details the City's efforts to utilize federal funds to benefit low- to moderate-income individuals, address homelessness, and improve overall housing conditions in the area.

    o **Read More:** https://tjpdc.org/wp-content/uploads/00-Con-Plan-submitted-230505-to-share-complete.pdf

- **Charlottesville City Council Strategic Outcome Areas:** This document outlines the City Council's overarching vision and strategic direction, emphasizing core commitments, including the provision of quality housing for all residents.

    o **Explore the Vision:** https://www.charlottesville.gov/684/Vision-Statement

Additional Essential Planning Documents:

- **City of Charlottesville Small Area Plans:** These plans provide detailed guidance on land use and development for specific geographic areas within the City. Reviewing relevant Small Area Plan(s) for your proposed project site is crucial for understanding local context, zoning implications, and desired development patterns.

    o **Access Approved Plans:** https://www.charlottesville.gov/1847/Area-Plans

- **New Zoning Ordinance (Effective February 1, 2024):** The City's zoning code includes reforms to promote housing development and affordable housing requirements, such as mandatory inclusionary zoning and updated 99-year affordability terms. Understanding these regulations is crucial for project feasibility and compliance.
  - Review the Ordinance: https://www.charlottesville.gov/268/Zoning

E. Eligible Applicants

To be considered for City funding, applicants must meet the following criteria:

Applicant Eligibility

You must fall under one of these categories:

- A designated 501(c)(3) nonprofit organization
- A government entity
- An experienced housing developer
- The Charlottesville Redevelopment and Housing Authority (CRHA)

Important: You must also comply with all applicable federal, state, and local laws and regulations.

Project Experience: You should have prior experience owning or developing at least one project that includes:

- **Affordable Dwelling Units or**
- **Public Housing Units**
- **Income-restricted Units**
- **Market-rate Housing Units** that are already in service.

Note: If you are applying for Low-Income Housing Tax Credits (LIHTC), you must additionally meet all Virginia Housing eligibility requirements.

Project Affordability & Location: A proposed project **must** meet these key requirements:

- **Minimum Zoning Standard:** Aim to provide a minimum of 10% of the project's units to households with incomes at or below 60% of the Area Median Income (AMI).
- **Long-Term Affordability:** Commit to providing affordable housing units for a minimum of thirty (30) years, with preference for commitments up to 99 years.
- **Location:** The proposed project activities must be located within the jurisdictional boundaries of the City of Charlottesville.

F. Application Process and Submission Requirements

Information from your completed RFI submission will be summarized and presented during the City's annual budget process to help inform funding decisions. Neighborhood Development Services (NDS) staff will review all submissions for completeness and clarity regarding your project and funding requests.

You can find this RFI, along with any regular updates, on the **Charlottesville Affordable Housing Capital Improvement Plan (CIP) Request for Information (RFI)** materials page on the City's [Website](#).

1. **How to Submit**
   Please submit your completed application electronically as a single file.

2. **File Naming Convention**
   For saving and uploading your completed RFI submission file to the city website, please use the following convention: ("YourOrganizationName_Cville_AHRFI.pdf")

   - **YourOrganizationName:** Please use your organization's primary name or an unambiguous abbreviation (replace spaces with underscores or hyphens).
   - **Example:** *ABC_Developers_Cville_AHRFI.pdf*

3. **Submission Deadline**
   All submissions must be received by 5:00 PM EDT on **Wednesday, September 12, 2025.**

4. **Submission Confirmation**
   The primary responsibility for confirming submission rests with the submitter. While City staff generally confirm receipt within 3 to 5 business days, no confirmation can be guaranteed for submissions made on the final deadline day.

   To ensure you have a timestamp record of your submission, especially for items submitted close to the deadline, **we encourage submitters to request a Delivery Receipt (not a Read Receipt) when sending their email.** This provides independent verification that your email was successfully delivered to the City's mail servers. If you do not receive a confirmation from City staff within 5 business days of your submission (excluding submissions on the final deadline day), please follow up using the contact information below, referencing your Delivery Receipt.

5. **Questions & Support**
   For any inquiries or assistance, please contact Neighborhood Development Services:

   - Antoine Williams, Housing Program Manager | williamsan@charlottesville.gov
   - Madelyn Metzler, Housing Compliance Coordinator | metzlerm@charlottesville.gov

**Exhibit 1: Charlottesville Affordable Housing
Capital Improvement Plan (CIP) RFI FY2027 – FY2031 Submission Form**
(All items must be completed)

1. **Applicant Information**

   Organization/Applicant name:_____

   Contact name:_____

   Title: _____

   Organization Address: _____

   Phone:_____

   Email:_____

2. **Project Information**

   Project Name:_____

   Project Location:_____

   Project Description:_____

   Explain the status of the applicant's site control:

Purpose of requested funding: (check all that apply, and if other, please explain)

☐ New Construction

☐ Acquisition

☐ Rehabilitation

☐ Other: _____

Project type: (check all that apply, and if other, please explain)

☐ Multi-family

☐ Single-family (detached)

☐ Single-family (attached)

☐ Redevelopment or Reuse

☐ New Construction

☐ Acquisition

☐ Other: _____

Income restrictions on project (indicate proposed number of units meeting each Area   Median Income (AMI) category):

_____ Incomes 30% AMI and below

_____ Incomes at 60% AMI

_____ Incomes between 61% and 80% AMI

_____ Workforce >81% AMI but not exceeding 120%

_____ Market Rate Units (if any)

_____ Total Units

Term of Affordability (indicate proposed number of units meeting each affordability term):

_____ 5 - 10 years

_____ 10 - 20 years

_____ 20 - 30 years

_____ more than 30 years

_____ Total Units

3. **Funding Requested:** Provide total amounts requested during the city fiscal budget year based on construction timelines (add more lines if necessary).

Funding Item	Funding Amount(s) Requested by Need During Fiscal Year				
	FY2027	FY2028	FY2029	FY2030	FY2031
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

4. **Project Proposal**

   Please provide the following information as separate attachments to the application:

   1. **Project Description** -- Describe the proposed project. Include project type and location, short and long-term goals, and the population(s) to be served. Discuss plans for accessibility/adaptability, energy conservation, or any green building components.

   2. **Demonstration of Need** -- Describe how the project contributes to the City of Charlottesville's housing goals.

   3. **Demonstration of Equity** – Describe how this project demonstrates and promotes equitable housing needs and economic opportunity for low-income residents in the City of Charlottesville.

   4. **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 (if applicable).

   5. **Project Budget** -- Provide a detailed description of the proposed project budget, showing sources and uses. The project budget shall clearly indicate the financial gap requiring City funding, along with a detailed description of the reasons for the financial gap.

   6. **Project Schedule** -- Indicate the proposed project schedule, timing of starting construction and completing affordable housing units, pre-development, anticipated pursuit and acquisition timeline, site control, zoning approval, financing, and construction milestones (if applicable) to project completion.

   7. **Experience** -- Provide a summary of similar activities completed by the organization and project

team.

8. **Capacity** – Provide a detailed description to demonstrate the applicant's administrative, financial and personnel capacity in relation to its ability to complete this project.

9. **Property Maintenance Management Plan** – Provide a summary of activities intended in order to maintain the completed project including, but not limited to, on-site management, 24-hour responsible contact, long-term maintenance budgeting, staffing capacity, etc.

5. **Authorization:**

Organization Name:_____

Project Title:_____ I,

_____, certify that I am authorized to submit

    (Authorized Organization Official – print name)

This application for funding is of interest to the City of Charlottesville. I certify that all information

contained herein is accurate to my knowledge. I understand that no funding is guaranteed.

_____   _____

Signature   Date

_____

Title