



# Albemarle County

## Legislation Details (With Text)

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**Type:** Policy      **Status:** Consent Agenda  
**File created:** 11/6/2022      **In control:** Board of Supervisors  
**On agenda:** 12/7/2022      **Final action:**  
**Title:** Albemarle County Office of Housing Administrative Plan.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Att.A - Summary of Changes Spreadsheet, 2. Att.B - 2023 Albemarle County Office of Housing Administrative Plan

Date	Ver.	Action By	Action	Result
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**AGENDA DATE:** 12/7/2022

**TITLE:**  
Albemarle County Office of Housing Administrative Plan

**SUBJECT/PROPOSAL/REQUEST:** Adoption of the Albemarle County Office of Housing Administrative Plan

**ITEM TYPE:** Consent Action Item

**STAFF CONTACT(S):** Richardson, Walker, Rosenberg, Bohdan, Dimock, Holbrook

**PRESENTER (S):** Kaki Dimock, Philip Holbrook

**LEGAL REVIEW:** Yes

**REVIEWED BY:** Jeffrey B. Richardson

**BACKGROUND:** The Office of Housing serves as a United States Department of Housing and Urban Development (HUD) designated 'public housing agency' responsible for advertising, evaluating, prioritizing, and distributing housing assistance to Albemarle County community members. The Office of Housing manages 435 housing choice vouchers, 105 mainstream vouchers, and 34 moderate rehabilitation vouchers to subsidize housing costs for community members in need. HUD requires that every public housing agency develop, follow, and submit for board approval an Administrative Plan that provides a comprehensive guide to public housing agency policies, programs, operations, and strategies. The previous Administrative Plan for the Office of Housing was adopted in 2019.

**STRATEGIC PLAN:** To enhance the well-being and quality of life for all community members through the provision of the of the highest level of public service consistent with the prudent use of public funds.

**DISCUSSION:** The Office of Housing's revised Administrative Plan contains approximately 285 individual changes to the previous plan. A majority (160) of these changes reflect new or amended required HUD-

generated documents. Additional changes include: eliminating gendered language throughout the document, adding the use of an equity lens to standards of operation, adding remote orientation briefings for potential and current tenants and property owners, limiting the number of applicants on the waitlist based on projections for openings over the following 24 months, and the use of a new online tool for managing tenant and property owner relationships. A summary of the proposed changes is available as Attachment A and the draft proposed plan is provided as Attachment B. The plan reflects a significant number of changes that add electronic communication tools, an online mechanism for making changes to tenant records, and making requests of Office of Housing staff. The Administrative Plan continues to prioritize use of housing vouchers for people who work and live within Albemarle County, people experiencing homelessness, people with disabilities, veterans, and survivors of domestic violence.

**BUDGET IMPACT:** There is no budget impact associated with the adoption of this revised plan.

**RECOMMENDATION:**

Staff recommends adoption of the Albemarle County Office of Housing Administrative Plan.

**ATTACHMENTS:**

A - Summary of Changes Spreadsheet

B - 2023 Albemarle County Office of Housing Administrative Plan