

**The Coronavirus State and Local Fiscal  
Recovery Funds (SLFRF)  
Under The American Rescue Plan Act  
(ARPA)  
Unallocated and Recaptured Funds**



**Notice of Funding Availability (NOFA)**  
*(Affordable Housing and Related Services)*

Release of Application: August 15, 2024

Applications Due: August 23, 2024

**NOTICE OF FUNDING AVAILABILITY**  
**The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**  
**Under The American Rescue Plan Act (ARPA)**  
**Unallocated and Recaptured Funds**

The City of Richmond is issuing this Notice of Funding Availability (NOFA) for the allocation of funding provided by the American Rescue Plan Act (ARPA). As indicated in the title, this NOFA contains funding from Tranche 1 and Tranche 2 that was not awarded, and recaptured funds from previously awarded projects. It is the Department of Housing and Community Development’s (HCD) intent to obligate these funds to selected projects by October 30, 2024.

ARPA, enacted on March 11, 2021, established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses. The City of Richmond’s ARPA Spending Plan was approved by City Council on October 25, 2021. The funds are to be used in response to the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency and cannot be grossly disproportionate to the harm experienced.

This NOFA is intended for projects that will align with the “Building Stronger Communities Through Investments in Housing and Neighborhoods” portion of the City’s ARPA Spending Plan and targets projects that:

- preserves or increases the supply of affordable, high-quality housing units through the preservation or new construction of single-family or multifamily units;
- address homelessness via supportive housing through the addition of new units;
- improves access to stable, affordable housing among unhoused individuals and families; or
- uses housing vouchers, residential counseling, or housing navigation assistance to facilitate household moves to neighborhoods with high levels of economic opportunity and mobility for low-income residents and to help residents increase their economic opportunity and reduce concentrated areas of low economic opportunity.

**Application Details:**

- **Available from:** August 15, 2024, on the City of Richmond’s website [Public Documents | Richmond \(rva.gov\)](#). To request an application by email or for a paper copy, please contact Kristen Stell via email at [Kristin.Stell@rva.gov](mailto:Kristin.Stell@rva.gov) or via phone at (804) 646-1766.
- **Submission Deadline:** 4:30 p.m. on August 23, 2024
- **Submission Method:** Email to [rachel.hightman2@rva.gov](mailto:rachel.hightman2@rva.gov). Faxed applications and late submissions will **not** be accepted.

Please direct all questions to [rachel.hightman2@rva.gov](mailto:rachel.hightman2@rva.gov) by 4:30pm on August 19<sup>th</sup>. Responses will be posted in one document at [Public Documents | Richmond \(rva.gov\)](#) by 5:00pm on August 20<sup>th</sup>.

The City of Richmond does not discriminate based on disability status in the admission or access to its programs. Virginia Relay Center - TDD users dial 711.

**Disclaimer/Disclosure: The City of Richmond reserves the right to award funding, other than what has been requested by an applicant, at its discretion, for projects that meet an immediate need, priority, or goal of the City, and is an eligible activity as permitted by the City's general provisions for ARPA funding.**



## APPLICATION GUIDELINES

### The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Under The American Rescue Plan Act (ARPA) Unallocated and Recaptured Funds

#### **Purpose:**

The Department of Housing and Community Development is utilizing a competitive application process to allow organizations and developers to apply for funding. Funding will be available to projects that align with the “Building Stronger Communities Through Investments in Housing and Neighborhoods” portion of the City of Richmond’s ARPA Spending Plan.

#### **Eligibility:**

- The following types of organizations are eligible to apply; non-profits, for-profit developers, economic development, housing, or human service agencies, and/or organizations with federal tax-exempt status.
- Projects must align with the “Building Stronger Communities Through Investments in Housing and Neighborhoods” of the City’s ARPA Spending Plan, and specifically:
  - preserves or increases the supply of affordable, high-quality housing units through the preservation or new construction of single-family or multifamily units;
  - address homelessness via supportive housing through the addition of new units;
  - improves access to stable, affordable housing among unhoused individuals and families; or
  - uses housing vouchers, residential counseling, or housing navigation assistance to facilitate household moves to neighborhoods with high levels of economic opportunity and mobility for low-income residents and to help residents increase their economic opportunity and reduce concentrated areas of low economic opportunity.

#### **Questions:**

Direct all questions to [rachel.hightman2@rva.gov](mailto:rachel.hightman2@rva.gov) by 4:30pm on August 19, 2024 Responses will be posted in one document at [Public Documents | Richmond \(rva.gov\)](#) by 5:00pm on August 20, 2024.

#### **Submission:**

**Applications for ARPA Funds must be submitted no later than 4:30 p.m. on Friday, August 23, 2024.** Applicants must submit their application and attachments via email to [rachel.hightman2@rva.gov](mailto:rachel.hightman2@rva.gov)

#### **Funding:**

- **Total Availability:** \$2,076,637 available through a competitive application process
- **Evaluation:** Based on Project Feasibility (45 points), Income Targeting/Special Populations Served (25 points), Leveraging (10 points), and Objectives and Linkages (20 points). See Attachment A for detailed rating criteria.

**Important Notes:**

- **These funds are to be allocated to projects that can be completed by September 2026. If the project is a construction project, this should be evidenced with a Certificate of Occupancy.**
- Successful Applicants must work with HCD to funds obligated by October 30, 2024.
- Projects that are seeking Special Approval through the City’s Planning Commission and City Council are not eligible to apply for this round of funding. You may apply if you have a SUP or Rezoning already approved by the City Council.
- If you are a LIHTC developer, you must have already secured your 4% or 9% award or have already secured Bond funding that has been closed or closing within the next 30 days.
- See Attachment B for “Consolidated Plan –Boundaries for the Priority Areas”



## Cover Sheet

### The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Under The American Rescue Plan Act (ARPA) Unallocated and Recaptured Funds

1. **Program Funds Requested: (Remember an application is required for each proposed project).**

#### **ARPA PROJECT FUNDING REQUEST:**

- Housing Development (New Construction Single Family)
- Preservation (Single-Family and Multifamily)
- Housing Development (Rental or Owner-Occupied Rehab)
- Housing Related Services

2. **Amount Requested:** Click or tap here to enter text.

3. **Contact Information:**

**Organization:** Click or tap here to enter text.

**Project Name:** Click or tap here to enter text.

**Contact Person:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.



**APPLICATION CHECKLIST**  
**The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**  
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**Project Name:** Click or tap here to enter text.

**Applicant (Organization) Name:** Click or tap here to enter text.

**Funding Package:**

- |                               |                          |
|-------------------------------|--------------------------|
| Application Checklist         | <input type="checkbox"/> |
| Activity Budget Summary Sheet | <input type="checkbox"/> |
| Overall Budget Sheet          | <input type="checkbox"/> |

**Attachments:** (Provide as applicable, please check the appropriate boxes)

- Federal Tax-Exempt Certification
- Latest IRS 990 or Tax Returns
- Previous Fiscal Year Audit/Financial Statements
- Current Year Operating Budget
- By-Laws
- Articles of Incorporation
- Organizational Chart
- Business Strategic Plan
- List of Board of Directors, Members, and Executive Officers
- List of Full- and Part- time Employees assigned to project
- Project Assigned Employee Resumes
- Partnership Agreements with other agencies
- Evidence of Site Control, Building and/or Zoning Documentation
- Development Budget, Pro Forma Operating Budget, Financial Commitments
- Market Analysis (required 60 days after a grant award)
- Marketing Plan
- Corporation Commission Certification
- SAMS Registration
- Council Adopted Plan
- Detailed Project Timeline
- Personnel Manual
- Policy/Procedures Manual
- Other (Specify) Click or tap here to enter text.



**APPLICATION**  
**The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)**  
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**Instructions:** This form must be completed by all organizations and agencies applying for funds.  
**PLEASE NOTE:** You must complete a separate application for each project.

**1. Organization Information:**

Organization Name: Click or tap here to enter text.

Federal Tax ID: Click or tap here to enter text.

Unique Entity Identifier Number: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Project Contact Person: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Phone: Click to enter text. Facsimile: Click to enter text. Email: Click to enter text.

Chief Executive Officer/Executive Director: Click to enter text. Signature: Click or tap here to enter text.

Is your organization incorporated?  Yes  No

Is your organization:

A non-profit with approved Federal tax-exempt certification?  Yes  No

A for-profit business  Yes  No

Total operating budget for the organization, including income/revenues from all sources.

Click to enter text.

**2. Location of Project:**

A. Is the project City-wide or does it serve a specific project area?

City-wide  Specific Project area  Qualified Census Tract



- B. Name and Geographic Boundaries of Project Area (Include Street names): Click to enter text.
- C. Census Tract(s): Click to enter text. Council District(s): Click to enter text.

**Priority Areas: (see Attachment B for boundaries)**

- Hull Street – Swansboro Corridor
- Hull Street – Lower Corridor
- Richmond Highway – North
- Richmond Highway – South
- Highland Park
- City Wide – Only for Housing Related Services or Rehab Projects
- The project is not located in a Priority Area

**3. Description of Project:**

- A. For housing related services projects, provide a concise description of the proposed project and the clients to be served. If this is the expansion of an existing project, please share the increase in the number of individuals to be served and if the agency’s sustainability plan includes continued expanded service delivery when the ARPA funding is no longer available.

For construction projects, provide a concise description of the proposed project. For a new construction rental project, in the concise description include all resident amenities that will be offered by the project. If relocation is a part of your preservation project, please include your relocation plan.

Click or tap here to enter text.

- B. For housing related services projects, please explain the agencies plan to ensure timely invoicing and internal controls to ensure funds are fully utilized.

For construction projects, will the project be completed, with Certificate of Occupancy in hand if needed, by September 2026? Please explain the status of the project and how this funding would ensure that goal.

Click or tap here to enter text.

- C. For construction projects - Unit Breakdown

Number of Units (Single Family Construction):Click or tap here to enter text.

Number of Units (Multi Family Construction):Click or tap here to enter text.

Number of Units (Preservation of Multi Family): Click or tap here to enter text.

Number of Units (Preservation of Owner-Occupied): Click or tap here to enter text.

Length of time in which housing units will remain affordable at each income level:

Click or tap here to enter text.

**D. Project Beneficiaries/Targeted Income Levels:**

- #Click to enter text. 0-30% of the Area Median Income
- #Click to enter text. 31-50% of the Area Median Income
- #Click to enter text. 51%-60% of the Area Median Income
- #Click to enter text. 61%-80% of the Area Median Income

If the construction project will be utilizing income averaging for this project, please explain.

Click or tap here to enter text.

If the project is housing related services, how many households will benefit from this ARPA specific funding? Households can be single individuals, or family units.

Click or tap here to enter text.

If this project will target specific populations, please check all that apply below:

- Elderly (62+)
- Disabled
- Families and Children
- Youth
- Homeless
- Other (please indicate): Click or tap here to enter text.

**4. Community Impact:**

- A.** Briefly describe the neighborhood to be served, highlighting such items as: population to be served, housing conditions, median household income, neighborhood strengths/weaknesses and describe how the project will positively impact the community.

Click or tap here to enter text.

- B.** Briefly describe how the project is in proximity to services, medical facilities retail centers, grocery store, transportation, and employment centers.

Click or tap here to enter text.

**5. Evidence of Neighborhood/Partnership Support:** Describe the neighborhood/partnership support for the proposal, including Partners, Civic Association, Continuum of Care (CoC), City Department support, and groups that will assist in the implementation or be directly affected by the

project. If the project includes construction, please describe the collaboration between any partners including neighborhood support of the project.

Click or tap here to enter text.

**6. Sustainability Initiatives/Green Practices:** For construction projects, describe any sustainable or “green” aspects or design elements that will be incorporated as part of the implementation of the proposed project. Please share how these design elements will improve resilience to the effects of climate change.

Click or tap here to enter text.

**7. Evidence of Site Control:** If the project involves the development or conversion of a property to be used for housing the applicant must already have site control. If your site control is in the form of an option, please explain your timeline for exercising that option.

Click or tap here to enter text.

**8. Marketing Strategy:** Briefly describe your strategies and methods for marketing your program or housing units.

Click or tap here to enter text.

**9. Section 3 Residents or Section 3 Businesses:** Detail if your organization or business will target Section 3 residents, or if your business is a Section 3 business. Click or tap here to enter text.

Click or tap here to enter text.

**10. Funds Received Previously for this Project by Year of Allocation, as applicable.** Note all funds received for this project from the City of Richmond. If your agency received funding from the City’s non-departmental grant process, please show that funding in the other funds category in the table below:

	<b>Previous 2023</b>	<b>Previous 2024</b>	<b>Current 2025</b>
<b>AFFORDABLE HOUSING TRUST FUND (AHTF)</b>	\$	\$	\$
	<b>Previous 2023</b>	<b>Previous 2024</b>	<b>Current 2025</b>
<b>ARPA:</b>	\$	\$	\$
<b>CDBG:</b>	\$	\$	\$

<b>CDBG-CV:</b>	\$	\$	\$
<b>ESG:</b>	\$	\$	\$
<b>HOME:</b>	\$	\$	\$
<b>HOPWA:</b>	\$	\$	\$
<b>EAHP</b>	\$	\$	\$
<b>Other Funds (Specify):</b> Click or tap here to enter text.	\$	\$	\$

**11. Project Leveraging:** List all sources of funds you will receive and commit for this project. Please only list funds that will be utilized to complete this project.

Source of Funds	Status	Term of Award	Dollar Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
11.			\$
12.			\$
13.			\$
14.			\$

Leveraged Total:			\$
Leveraged Funds Ratio:			\$

**12. Table of Sources and Uses of Funds:**

**A.** List all project sources and uses for the proposed project.

List of Expenses (Uses)	Cost of Expenses	Source of Funds	Funding Amount	Amount Committed Y/N
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
<b>Total Expenses:</b>	\$	<b>Total Funding:</b>	\$	Choose an item.

**B.** Describe how receipt of partial funding (50% of funds requested or 75% of funds requested) would impact the ability to complete or operate the project.

Click or tap here to enter text.

**13. Description of Applicant and Overall Capacity:**

**A.** Briefly describe background and mission for your organization. Be concise.

Click or tap here to enter text.

**B.** Briefly highlight the organization's significant achievements in the last 3 years, specifically the capacity to complete current projects and development activities in-budget and on-time or to provide services in a timely manner. Please explain any challenges that you may have experienced with past projects, and how the matter was resolved.

Click or tap here to enter text.

**C.** Provide a brief description of any financial default or involvement in legal actions during the last 3 years. This would include lawsuits, tax delinquency, bankruptcy, client complaints, and citations of violating building, zoning, and environmental codes.

Click or tap here to enter text.

# **Attachment A**

## **Application Evaluation/Rating and Ranking Criteria**

### **THE CITY OF RICHMOND ARPA FUNDING CYCLE UNALLOWCATED AND RECAPTURED FUNDS AFFORDABLE HOUSING AND RELATED SERVICES**

A total of **100 points** are available. An application must score a **minimum of 70 points** to be recommended for funding.

#### **I. Project Feasibility – Total of 45 Points**

##### **a. Soundness of approach and cost effectiveness: \_\_\_\_\_/25 Points**

Things to consider for construction and renovation projects:

- Is the budget and financial model based on reasonable assumptions and is sustainable?
- How units will be constructed or preserved through this project?
- Is the debt ratio coverage adequate?
- What is the project's affordability period?
- Does the budget include adequate operating and capital reserves?
- If gap funding is requested, is the amount sufficient to complete the project? How will the applicant handle any additional increases?
- Is all other needed funding in place?

Things to consider for housing related services projects:

- Is the budget based on reasonable assumptions and are cost appropriate?
- Is the delivery of services well-thought out and adequate for the populations to be served?
- What is the total number of persons to be served? What is the estimated cost per client?
- Will applicable best practices and national standards be employed? If so, are these clearly articulated in the delivery of services?

##### **b. Experience/Capacity: \_\_\_\_\_/20 Points**

- Did the application provide evidence of experience and organizational capacity to undertake the proposed activities?
- Did the applicant demonstrate an ability to spend the ARPA funds within the required timeframe?

**II. Income Targeting/Special Populations Served - Total of 25 Points**

a. What income level will most of the beneficiaries of this project be at? \_\_\_\_/20 Points

- 0-30% of AMI: 20 points
- 31-50% of AMI: 15 points
- 51-60% of AMI: 12 points
- 61-80% of AMI: 10 points

b. Will the project serve a special needs population? \_\_\_\_/5 Points

Seniors, individuals with disabilities, families and children, youth, individuals who are unhoused, etc.

(No matter if it is one or more populations, the maximum points to be awarded is 5.)

**III. Leveraging and Affordability - Total of 10 Points**

a. What is the leverage ratio for the project? \_\_\_\_/10 Points

- 1:5 or greater 10 points
- 1:3 5 points
- 1:1 2 points

**IV. Objectives and Linkages – Total 20 Points**

a. Does the proposed project have realistic goals, objectives, and timelines for delivery of services or units? \_\_\_\_/15 Points

b. Does the proposed project correlate to any of the strategies articulated in the 2020-2030 Strategic Plan to End Homelessness, the Richmond 300, or RVAgreen 2050: Climate Equity Action Plan 2030? \_\_\_\_/5 Points

(Only 5 points no matter the number of plans.)



# Attachment B

## Priority Areas

### **1. Hull Street - Swansboro Corridor**

This mainly residential corridor extends along Hull Street from its intersection with Cowardin Avenue and Richmond Highway. The boundary extends along Richmond Highway southwards to its intersection with Stockton Street and then follows Stockton Street to East 21st Street until intersecting with Hull Street. The boundary then follows Hull Street until its intersection with the Census Block Group 1, Tract 604 boundary until Everett Street. At Everett Street, the boundary follows city parcel boundaries to meet Old Dominion Street and then follows Decatur Street until its intersection with East 29th Street. Following East 29th Street, the boundary extends to Stockton Street at its intersection with East 29th Street from this intersection the lower portion of the Swansboro corridor follows the Census Block Group 2, Tract 604 Boundary until it meets the Census Block Group 1, Tract 604 boundary at the intersection of East 29th Street and Hull Street. The boundary then follows West 29th Street until Bainbridge Street intersects with Cowardin Avenue to Richmond Highway.

### **2. Hull Street - Lower Corridor**

This mixed-use corridor begins at the intersection of Hull Street and the CSX Railroad. The corridor includes the residential area from Hull Street to Alberene Road until their intersections with Warwick Road. The boundary then follows Warwick Road to Fernbrook Drive through its intersection with Bryce Lane until its intersection with Troy Road. The boundary follows Troy Road to Tignor Road intersecting Orcutt Lane and following the residential parcel boundary to Snead Road and following the boundary of Census Block Group 4, tract 708.01 along Snead Road to Kendall Road to Bertram Road until its intersection with Walmsley Boulevard. The boundary then follows Walmsley Boulevard until its intersection with a tributary of the Pocoschock Creek. The boundary then follows parcel lines North to encompass the nearby residential area including the neighborhoods on Pocosham Drive, Hey Road, St. Moritz Drive, and Geneva Drive, among others. The boundary then continues south to meet the boundary of Census Block Group 3, Tract 708.01 along Chippenham Parkway. The boundary follows Chippenham Parkway until its intersection with Hull Street. The boundary then follows Hull Street northward until it intersects with a tributary of Pocoschock Creek. Following the tributary, the boundary extends to Whitehead Road until its intersection with Daytona Drive. The boundary follows Daytona Drive to the nearby residential neighborhood that includes Bramwell Road, Coniston Avenue, and Stansbury Avenue. Following the parcel boundaries to Judson Road, the corridor extends along Judson Road to its intersection with Swanson Road. The boundary extends along Swanson Road, including the parcels on both sides of Swanson Road until its intersection with Hull Street. Finally, moving northward along Hull Street until the intersection with Warwick Road, the boundary meets the top portion of the area outlined above. This corridor focuses on largely residential areas and excludes large industrial and commercial parcels.

### **3. Richmond Highway- North**

This corridor extends along Richmond Highway and its intersection with East 16<sup>th</sup> Street to its intersection with Hull Street South and extends to Ingram Avenue at its intersections with Richmond Highway and East 16<sup>th</sup> Street. As U.S. Route 1/301, Richmond Highway has six lanes throughout the corridor and carries a significant traffic load, both local and regional.

### **4. Richmond Highway- South**

This corridor extends along Richmond Highway from its intersection with Harwood Street to Bellemeade Road. The area follows the boundary of Census Block Groups 3, 4, and 5 in Census Tract 607 along Harwood Road, to Rosecrest Avenue, to Bruce Street, to East Commerce Road, and to Bellemeade Road. This area includes the Hillside Court public housing complex on the far eastern edge of the corridor.

### **5. Highland Park**

The boundaries follow 2nd Avenue on the North, East Brooklyn Park Boulevard on the West, Detroit Avenue on the South, and the CSX Railroad on the East. This target area is in part of the North Highland Park neighborhood and falls in Census Block Group 1, Tract 109.

### **6. Richmond Redevelopment Housing Authority (“RRHA”) “Communities of Choice” as outlined in the [Richmond 300 Master Plan](#).**

City Council District Boundaries can be found at: [Richmond Voter District Maps BIG 2.112019.pub \(rva.gov\)](#)