



Department of Housing and Community Development (HCD) PY25/FY26 Federal Entitlement Application Submission Instructions and WiseHive Tips

HCD staff will hold an optional Tech Day if you need assistance with your WiseHive portal account creation or have questions about the WiseHive application features. This session will take place on Friday, November 22nd between 1:30 pm – 2:30 pm. The link to attend the meeting was included in the original email about the NOFA info session, but feel free to email amanda.wrinkle@rva.gov if needed.

The PY25/FY26 NOFA for Federal Entitlement can be found on HCD’s website under Public Documents in the newly created NOFAs expandable section. <https://www.rva.gov/housing-and-community-development/public-documents>

All applications for this Federal Entitlement funding round must be completed through HCD’s WiseHive platform: https://webportalapp.com/sp/login/federal_entitlement_fy26


The deadline to submit your agency’s application is 1:00 p.m. on December 18, 2024.

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Accessing the Federal Entitlement Application via the WizeHive platform for the First Time.

The first time you go to the platform you'll need to create an account. Do so by selecting the "Sign-Up" button shown below.



Welcome to the Department of Housing and Community Development's portal!

First time here?
Click "Sign Up" at the bottom of the page to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click "Forgot your Password?" to the right. A recovery email will be sent to create a new password.

Sign In

Email

Password


[Log In](#) [Forgot your password?](#)

Need an Account?

[Sign Up](#)

POWERED BY
wizehive

Next, sign up by entering your email address, creating a password that meets the stated criteria, and confirming your newly created password. Once finished select "Sign Up".



Return to Login

Welcome to the portal!

First time here?
Click "Sign Up" to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click "Forgot your Password?" A recovery email will be sent to create a new password.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

Passwords must match

[Sign Up](#)

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Privacy - Terms

After selecting “Sign Up” you may be directly taken to the homepage. If not, follow these instructions. Select the “Return to Login” link at the top right-hand side of the page to return to the main page.

ESTABLISHED 1737

Return to Login

Welcome to the portal!

First time here?
Click **"Sign Up"** to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click **"Forgot your Password?"** A recovery email will be sent to create a new password.

Sign Up

Enter an email address and choose a password to create a new account.

This email address already exists in our system. Please login to access this portal.

Email
dominique.mckenzie@rva.gov

Password

- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 6 and 32 characters
- Must not be an email address

Confirm password

Passwords must match

Sign Up

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Privacy Policy

Once here enter your newly created credentials and select “Log In”.

CITY OF RICHMOND
ESTABLISHED 1737

Welcome to the portal!

First time here?
Click **"Sign Up"** to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click **"Forgot your Password?"** A recovery email will be sent to create a new password.

Sign In

Email
dominique.mckenzie@rva.gov

Password

Log In

Forgot your password?

Need an Account?

Sign Up

powered by wizehive

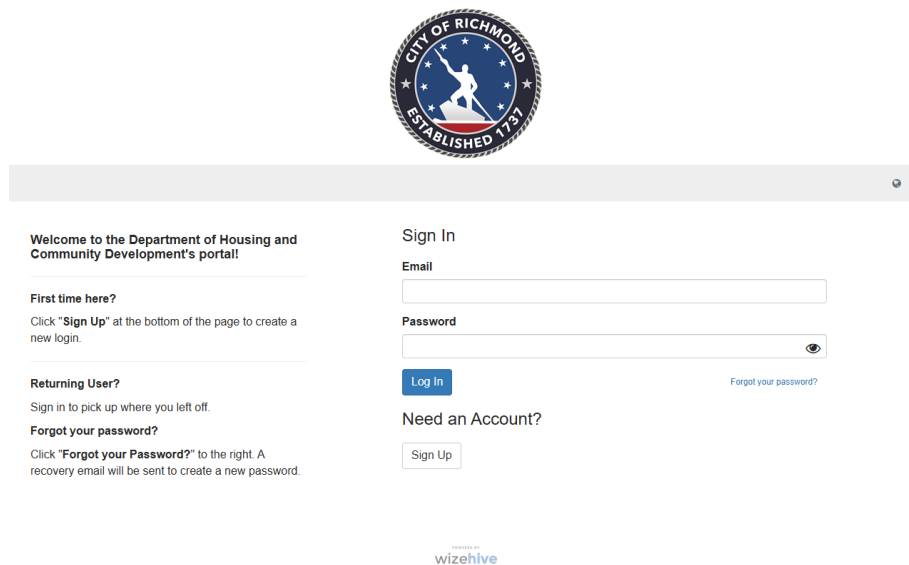
Privacy Policy

Once your account is created, you'll be prompted to create a profile for your agency.



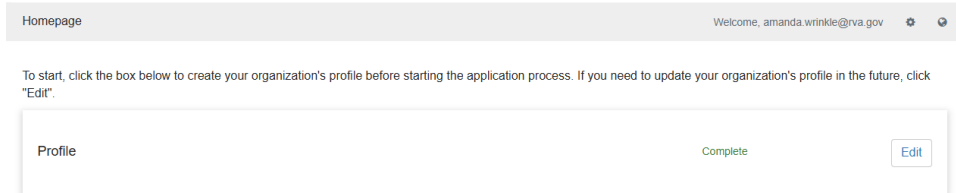
Returning to the Federal Entitlement Application via the WizeHive Platform – Submitted Application in FY25.

If you applied for your organization in FY25 you can access your agency's profile using your previously created credentials. To get started, enter your email address and password using the new website link. If needed, select the "Forgot your password?" button to reset your password.



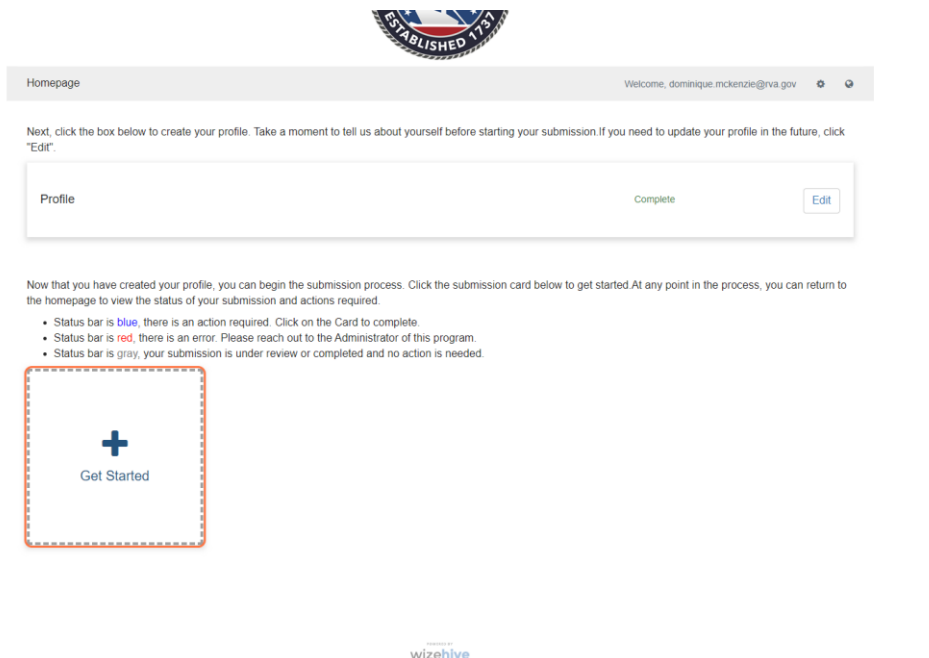
Once inside, you will see that your agency's profile marked as "Complete". Before starting your FY26 application please review your agency's profile information, revise as needed, and upload

all requested documentation. NOTE – this includes a completed version of Attachment D for FY26. When finished, select “Save Changes” at the top or bottom of the screen.



Accessing and Completing the Application

Once you have completed or revised your agency’s profile you will move on to accessing the application. To begin, select an application card at the bottom of the homepage as shown below. Select the “Get Started” application card to advance and generate an application.



Once inside the application card, you will see the two sections of the application that your organization will need to complete. To access each section, click “Open”.

Application

Submit

Below you will find a section for each step that needs to be completed to submit your application for PY25/FY26 Federal Entitlement Funds. If action is required, click "Open" to complete the section. **IMPORTANT:** Once you have completed all required items for each step, be sure to click "Submit". This formally submits your application to HCD for review. Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

Project Details

Action Required

Open

Click "Open" to complete this portion of the application.

- When you are finished with this portion of your application click "Marked Complete" at the top or bottom of the page.
- If you have previously saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

Project Budget & Match/Leverage

Action Required

Open

Click "Open" to complete this portion of the application.

- When you are finished with this portion of your application click "Marked Complete" at the top or bottom of the page.
- If you have previously saved or completed this step, you can click "Edit" to make changes before submitting.
- Once you have submitted, you will be able to view but not make changes.

When you have completed a section of the application and selected “Marked Complete” that section will show as complete on the application. NOTE – you should select “Save Draft” as you are working on the application or when you log out.

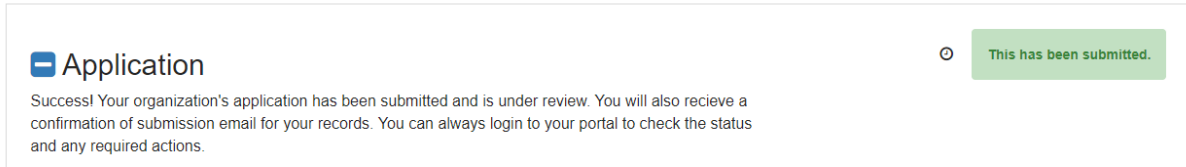
Project Details

Complete

Edit

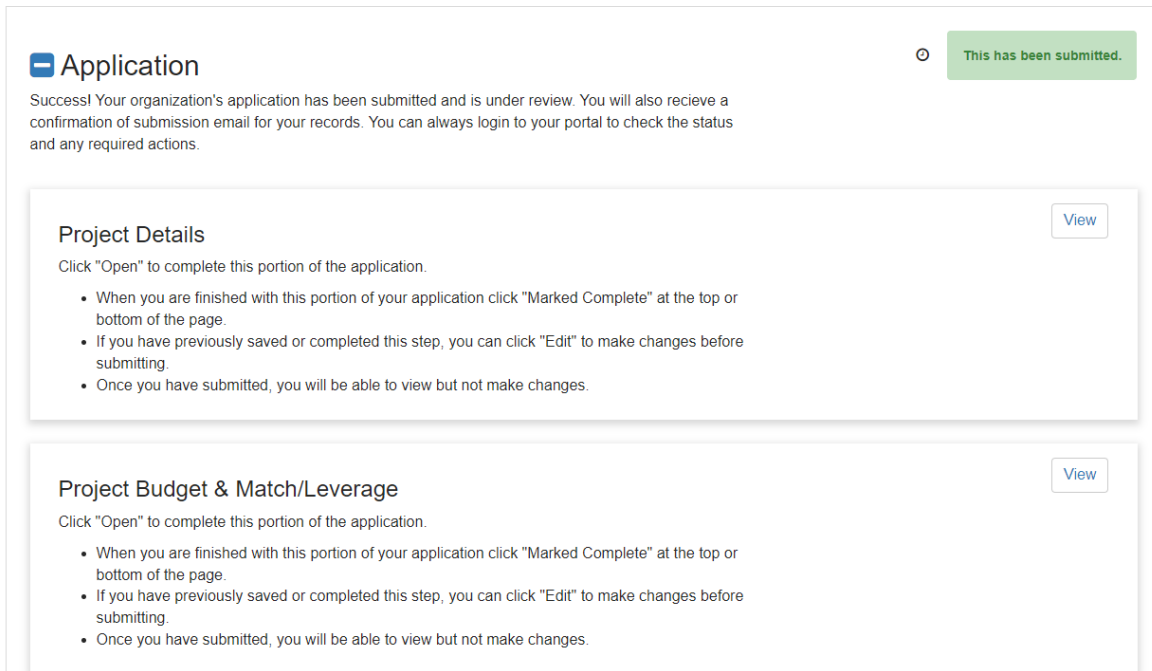
Click "Open" to complete this portion of the application.

When both sections of the application have been marked complete and show as complete on the application page the “Submit” button will illuminate at the top of the page. When you click the “Submit” button the button will change to show as below. **PLEASE NOTE – once the application is submitted it cannot be edited.**



After submission, the application page will look like what is shown below. You can click “View” to see the submitted version of each application section and print it for your records.

Main St Station



Upon submission, an email like the one shown below will be sent to the email address of the person listed as the Point of Contact for the project. The email may be in the junk or spam folder.

WizeHive Tips

- If you forget your password for the WizeHive portal site, you can use the automated feature to reset it by selecting the “Forgot your Password” text on the right-hand side of the web page.
- Organizations requesting funds from multiple funding sources will need to complete a separate application for each funding source. To create a new application, go to the homepage and select the “Get Started” button to generate a separate application card. **PLEASE NOTE** – an organization can request funds for multiple eligible HUD Activities under one funding source without completing additional applications. For example – only one application is needed for two different eligible HUD Activates under ESG, like Emergency Shelter and Rapid Re-Housing. However, two applications would be needed if the organizations planned to request funds from ESG for Emergency Shelter and Rapid Re-Housing and CDBG-CV funds for “Renovations” to the organization's existing shelter to create additional space for isolation rooms to mitigate the spread of COVID-19 and future variants.
- Questions with a **red asterisk (*)** at the end are required for all applicants.
- Please upload the appropriate file(s) using the upload file prompts. File upload speeds will depend on your internet connection. **PLEASE NOTE** – depending on which internet browser you are using you may not be able to click and view files you’ve uploaded after completing the action.
- You can save your work as a draft at any time by clicking "Save Draft" at the top or bottom of the page. While there is an auto-save feature built in this could be impacted by your internet connection.
- At any point you can click "Close" to return to the main application page.
- When you have completed all required items for a section of the application, please click the "Mark Complete" button at the top or bottom of the page. This will return you to the main application page.
- If you have previously saved or completed a portion of the application and would like to make changes, you can click "Edit". You will need to click “Mark Complete” again once you are finished making your desired changes.
- Once you have submitted, you will be able to view but not make changes.
- If you return to the homepage after submitting an application that application card will be red instead of blue.
- HCD highly encourages applicants to submit ahead of the deadline to avoid last minute technical issues. If you need assistance or have questions, please contact Amanda Wrinkle at amanda.wrinkle@rva.gov .
- **The system will not accept applications after the cut-off time.**