

PY26/FY27 Federal Entitlement Funds CDBG, ESG, HOME, and HOPWA



Notice of Funding Availability (NOFA)

Release of Application Packet: November 24, 2025

Information Session: December 2, 2025 @ 1:30 p.m.

Tech Help: December 9, 2025 @ 1:30 p.m.

Applications Due: December 19, 2025 @ 5:00 p.m.

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**Notice of Funding Availability
For PY26/FY27 Federal Entitlement Funds
CDBG, ESG, HOME, and HOPWA**

The City of Richmond invites organizations to apply for funding for projects that meet critical community needs through housing, economic, and community development activities. Funding is available through the following federal programs: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), and Housing Opportunities for Persons With AIDS/HIV (HOPWA). Collectively, the City refers to these programs as Federal Entitlements.

Congress, by a formula set by legislation, determines how much Federal Entitlement funding the City will receive and how much it may award in grants, subject to set-asides and caps. The City's Department of Housing and Community Development (HCD) facilitates a competitive application process to distribute these funds to the following types of organizations:

- non-profit organizations with federal tax-exempt status;
- Community Housing Development Organizations (CHDOs);
- Community-Based Development Organizations (CBDOs);
- for-profit developers;
- government agencies and authorities; and
- housing or human service agencies.

Federal Entitlement funds support projects and programs that benefit low- and moderate-income individuals and areas. HCD has chosen to allocate all Federal Entitlement funds towards projects and programs that benefit low- and moderate-income individuals. See **Attachment A** to view HUD's current income limits at the time of this application release.

The City has unallocated funds from previous years and expects to receive additional funding for the CDBG, ESG, HOME, and HOPWA programs based on last year's federal allocations. The total funding amounts listed below are only estimates. Final award amounts will depend on HUD's actual allocation to the City for PY26/FY27.

CDBG	\$6,966,101
ESG	\$393,817
HOME	\$2,219,063
HOPWA	\$2,974,798

The City intends to award selected projects for the period of performance of July 1, 2026, through June 30, 2027.

Key Dates

PY26/FY27 NOFA Released on HCD Website	Monday, November 24, 2025, at 12:00 pm
PY26/FY27 NOFA Information Sessions Optional https://forms.office.com/g/PMKhmN83TG	Tuesday, December 2, 2025, at 1:30 pm
WizeHive Portal Opens for PY26/FY27 Applications https://webportalapp.com/sp/login/federal_entitlement_fy27	Monday, December 8, 2025, at 12:00 pm
WizeHive Technology Assistance Sessions	Tuesday, December 9, 2025, at 1:30 pm
WizeHive Portal Closes for PY26/FY27 Application Submission Deadline	Friday, December 19, 2025, at 5:00 pm
PY26/FY27 CHDO & CBDO Application Deadline If applicable	Friday, January 9, 2026, at 5:00 pm
Mayor's Proposed FY27 City Budget Released	February 2026
City Council approval of the FY27 Budget and approval of the Consolidated Plan and FY27 Annual Action Plan	May 2026
FY27 Item Plan and Contract Execution	July 2026

Applicants will receive either an award recommendation or a denial letter in March 2026. The Richmond City Council must approve all awards. Final award amounts will depend on HUD's actual allocation to the City for PY26/FY27. This schedule may shift due to other City of Richmond or HUD timelines or available program funding.

Sources of Funds and Eligible Activities

The following sections include general information on Federal Entitlement sources of funds available through this application and list the kinds of priority projects that HCD seeks to fund.

Community Development Block Grant (CDBG)

A flexible grant offering resources to communities for various development needs, including Public Services funding. Each activity must fulfill one of the following national objectives: benefiting low- and moderate-income individuals, preventing or eliminating slums or blight, or addressing urgent community development issues that pose serious and immediate threats to health or welfare, especially when other funding sources are unavailable.

The City intends to prioritize funding for the following eligible HUD Activities through this application process. Applications for other eligible HUD activities will also be accepted.

- Rehabilitation of residential structures (single-family owner-occupied homes). Rehabilitation projects must be done in accordance with the City of Richmond Housing Rehabilitation Program's General Specifications for Rehabilitation.
- Down Payment Assistance for Homeownership
- Public Service activities such as:

- Housing Counseling, Rental Counseling, and Foreclosure Prevention;
- Employment services (e.g., job training);
- Health Services;
- Services for Older Adults;
- Services for Persons Experiencing Homelessness;

Please note that, by regulation, HUD limits the City to allocate only 15% of its CDBG funds to Public Service activities.

At a minimum, CDBG projects and programs will adhere to the Housing and Community Development (HCD) Act of 1974, 24 CFR Part 570, additional guidance provided in the CDBG Grant Agreement with HUD, cross-cutting requirements, and other guidance, notices, and rule documents offered by HUD and HCD. See more information at https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program.

Emergency Solutions Grant (ESG)

This grant supports nonprofits that assist individuals and families facing homelessness through supportive services, emergency shelter, transitional housing, homelessness prevention for those at risk, and assistance in securing permanent housing. The 2009 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act emphasizes the importance of helping people swiftly regain stability in permanent housing after experiencing a crisis or homelessness.

The City intends to prioritize funding for the following eligible HUD Activities through this application process.

- Emergency Shelter
- Rapid Re-Housing
- Homeless Management Information System (HMIS)

Please note that, according to regulations, HUD limits the City to allocate up to 60% of its funds to street outreach and emergency shelter efforts. Currently, the City is prioritizing emergency shelter activities with these funds.

At a minimum, ESG projects or programs will adhere to the McKinney-Vento Homeless Assistance Act as amended by S.896 HEARTH Act of 2009, HEARTH: ESG Program and Consolidated Plan Conforming Amendments – ESG Program Interim Rule, 24 CFR Part 576, additional guidance provided in the ESG Grant Agreement with HUD, cross-cutting requirements, and other guidance, notices, and rule documents offered by HUD or HCD. See more information at https://www.hud.gov/program_offices/comm_planning/esg.

HOME Investment Partnership Program (HOME)

This grant supports various activities, including building, purchasing, and rehabilitating affordable housing for rental or ownership, as well as providing direct rental assistance to low-income individuals. HOME is the largest federal block grant to state and local governments, designed solely to create affordable housing for low-income households.

The City intends to prioritize funding for the following eligible HUD Activities through this application process. Applications for other eligible HUD activities will also be accepted.

- Rental Housing Acquisition
- Rental Housing New Construction
- Rental Housing Rehabilitation
- Single Family Acquisition
- Single Family New Construction

Please note that HUD, by regulation, requires that at least 15% of HOME funds be reserved for specific activities carried out by a special type of nonprofit called a Community Housing Development Organization (CHDO). This is referred to as the CHDO set-aside. Applicants interested in the CHDO set-aside must indicate their interest in their application and submit additional documentation as outlined in the Project Threshold section.

At a minimum, HOME projects will adhere to Title II of the Cranston-Gonzalez National Affordable Housing Act, the 2013 HOME Final Rule - 24 CFR 92, the 2025 HOME Final Rule, additional guidance provided in the HOME Grant Agreement with HUD, cross-cutting requirements, and other guidance, notices, and rule documents offered by HUD. See more information at https://www.hud.gov/program_offices/comm_planning/home.

Housing Opportunities for Persons with AIDS (HOPWA)

The only federal program dedicated to meeting the housing needs of people living with HIV/AIDS. HOPWA offers grants for projects that benefit low-income individuals with HIV/AIDS and their families. This is regional funding and can be used by 17 independent jurisdictions: the Cities of Richmond, Colonial Heights, Hopewell, Petersburg, and the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King and Queen, King William, New Kent, Powhatan, Prince George, and Sussex.

The City is seeking to fund the following eligible HUD Activities through this application process.

- Project or Tenant-Based Rental Assistance (TBRA)
- Short-term payments to prevent homelessness (STRMU)
- Support Services
- Permanent Housing Placement (PHP)
- Cost for facility operations
- Housing Information and Counseling
- Administrative expenses (up to 7% of the total HOPWA funds received by applicant)

At a minimum, HOPWA projects and programs will adhere to the AIDS Housing Opportunity Act, 24 CFR Part 574—Housing Opportunities for Persons With AIDS; additional guidance provided in the HOPWA Grant Agreement with HUD; cross-cutting requirements; and other guidance, notices, and rule documents issued by HUD or HCD. See more information at <https://www.hudexchange.info/programs/hopwa/>.

Performance Metrics and Evaluation

Applicants applying for CDBG, ESG, or HOPWA funding must specify measurable outcomes that can be achieved within the 12-month performance period and that meet HUD reporting criteria for the funding source. Selected projects will be required to submit quarterly reports to update HCD on progress toward Item Plan Outcomes and provide deduplicated demographic information for clients and households served at the end of the performance period. Additional data reporting requirements related to specific funding sources and HUD Activity codes will be outlined in the Subrecipients Item Plan. HCD also reserves the right to request additional reporting information about the project. Underperformance against Item Plan Outcomes may lead to the recapture of awarded funds.

Strategic Priorities

Between November 2025 and June 2026, the City of Richmond is scheduled to update and revise many of its strategic priorities and plans, including the [Richmond 300 through the Code Refresh](#), [One Richmond: An Equitable Affordable Housing Plan](#), the [City of Richmond Strategic Plan to End Homelessness 2020-2030](#), and the [2020 Analysis of Impediments to Fair Housing Choice in the Greater Richmond and Tri-Cities Region](#). Applicants are encouraged to be familiar with the current version of these plans when developing their project or program for PY26/FY27 funding.

The Mayoral Action Plan

In October 2025, Mayor Danny Avula's administration launched the Mayoral Action Plan (MAP). The MAP spells out specific goals within each of the Mayor's seven pillars, as well as numerous metrics that the City will develop and track to measure our progress. Applicants will be asked to indicate which pillar(s) their projects or programs most align with and support their response. Most projects and programs will fall under pillars 2, 4, or 5. The full plan can be viewed on the City's website at: <https://rva.gov/mayors-office/mayoral-action-plan>

Consolidated Plan

The City is also drafting its next Five-Year Consolidated Plan for PY 2026-2030. Applicants selected through this NOFA will help to execute Year 1 of the five Annual Action Plans that will demonstrate progress towards the Consolidated Plan goals. See **Attachment B** for a list of the Draft PY 2026 – 2030 Consolidated Plan Goals. These goals are subject to change during the final drafting process, and feedback received in the Spring of 2026. The City's PY 2021-2025 Consolidated Plan can be viewed on the city's website at: <https://rva.gov/housing-and-community-development/2026-2030-consolidated-plan>

Insufficient Demand

If any identified set-aside is undersubscribed, set-aside funds shall be made available under the allocation for "Surplus" in a subsequent NOFA. If this NOFA is undersubscribed, unawarded funds may also be made available under a subsequent NOFA. If funds become disencumbered or additional funding resources become available, the extra available funds may be made available under any subsequent NOFAs. At the City's discretion, if all available funds are not awarded to applications meeting the minimum score, additional NOFAs may be released, or funds may be rolled to surplus and awarded in future funding rounds.

Minimum Threshold Criteria

Applicants and their subsequent projects must meet the following minimum requirements to be considered for funding. This is in addition to the applicant's program or project scoring above the minimum score threshold.

Applicant Threshold

- The applicant must possess a Unique Entity Identifier (UEI). To get a UEI number, go to the System for Award Management (SAM) website at <https://www.sam.gov>. The applicant also cannot be listed as "Suspension" or "Disbarment" in SAMs.
- If the applicant is a non-profit organization, it must have the appropriate non-profit certification already approved by the Federal government when applying.
- The applicant must comply with all federal, state, and local regulations and have no outstanding violations, taxes, or penalties.
- The applicant must have a well-structured organization. If the applicant is a non-profit, it should have an adequate board to supervise staff activities and ensure a clear division of responsibilities between the board and staff.

Project Threshold

- Projects must benefit low-and-moderate income persons. Subrecipients will be required to document income eligibility and capture demographic data for clients served, in accordance with the Federal program funding source's requirements. "Open" beneficiary programs that cannot accurately and realistically demonstrate demographic and income data of clients served will not be considered.
- ESG funding requires a 1:1 Match, which must be noted in the Project Match and Budget section.
- Applicants applying for HOME Community Housing Development Organization (CHDO) Set-Aside funds must indicate this in the application and submit an additional CHDO Application. CHDO Applications for FY27 projects must be submitted by 5:00 pm on January 9, 2026. Submission is via email, and the CHDO Application and all supporting documentation should be sent to Amanda Wrinkle, Senior Manager for Federal Entitlement, at amanda.wrinkle@rva.gov.
- Applicants applying for CDBG funds for a project as a Community-Based Development Organization (CBDO) must indicate this in the application and submit a CBDO Application as part of the FY27 Application. CBDO Applications for FY27 projects must be submitted by 5:00 pm on January 9, 2026. Submission is via email, and the CBDO Application and all supporting documentation should be sent to Amanda Wrinkle, Senior Manager for Federal Entitlement, at amanda.wrinkle@rva.gov.

Federal Requirements

Along with program-specific compliance for each grant, Federal Entitlement Program funds must follow cross-cutting requirements from federal laws and Executive Orders that affect federally funded projects. Applicants should be aware of these possible requirements when designing their projects and applying for federal funding. HCD has provided a few cross-cutting requirements below, with links to basic information. Please note this is not an exhaustive list.

- [Affirmatively Furthering Fair Housing](#)

- [2 CFR Part 200](#) and [24 CFR Part 570.502](#)
- [Build America, Buy America \(BABA\)](#)
- [Davis Bacon Related Acts \(Davis Bacon\)](#)
- [Environmental Review](#)
- [Section 3 of the HUD Act of 1968 \(Section 3\)](#)
- [Uniform Relocation Assistance and Real Property Acquisition Policies Act \(URA\)](#)
- [Unique Entity Identifier and System for Award Management \(SAMs\)](#)
- [Violence Against Women Act \(VAWA\)](#)

Additional City of Richmond Requirements

Applicants seeking ESG funding must be current members of the Greater Richmond Continuum of Care.

Applicants seeking CDBG or HOME funds for housing rehabilitation must adhere to the City of Richmond's Housing Rehabilitation Standards. Information can be found on the City's website in the "Public Documents" section. <https://rva.gov/housing-and-community-development/public-documents>

Disclaimers and Disclosures

The City of Richmond reserves the right to allocate funds from different sources or in amounts other than those requested in the application. If there are unallocated funds, the City may, at its discretion, provide additional funding to projects that address an urgent need, a priority, or align with a City goal. The City of Richmond also retains the right to use the allowable administrative and planning funds noted for each funding source.

The City of Richmond also reserves the right, at its sole discretion and at any time, to rescind, suspend, or amend this NOFA and any or all of its provisions, including the availability or amount of funding. This NOFA does not constitute a commitment of funds to any activity or applicant.

Submission Process and Deadline

The City will publish the NOFA and Application Information on HCD's website on Monday, November 24, 2025, at 12:00 pm. This will give potential applicants time to review the questions, **Attachment C**, and scoring criteria, **Attachment D**, and start assembling the required documents. Applicants should also review **Attachment E**, which is available as an Excel workbook on HCD's website.

HCD will host an optional NOFA and Application Info session on Tuesday, December 2, 2025, at 1:30 pm. During this session, organizations can learn more about PY26/FY27 updates and ask questions of HCD staff. Interested organization representatives should complete the Virtual Info Session Registration Form at <https://forms.office.com/g/PMKhmN83TG>.

The WizeHive Portal will open for PY26/FY27 Federal Entitlement application submissions starting Monday, December 8, 2025, at 12:00 pm. The link to the PY26/FY27 Portal is https://webportalapp.com/sp/login/federal_entitlement_fy27

HCD will host an optional WizeHive Technology Assistance Session on Monday, December 8, 2025, at 1:30 pm for applicants new to WizeHive or having difficulty navigating the portal.

The deadline to submit PY26/FY27 Federal Entitlement applications is Friday, December 19, 2025, at 5:00 pm. All applications must be submitted through the WizeHive portal. No late submissions will be accepted.

For applicants seeking CDBG funding as a CBDO or HOME funding as a CHDO, an additional CBDO or CHDO application is required, in addition to the PY26/FY27 Federal Entitlement application in WizeHive. Applicants who need a CBDO or CHDO application must email Amanda.Wrinkle@rva.gov to obtain the latest version. CHDO and CBDO applications must be submitted to Amanda.Wrinkle@rva.gov by Friday, January 9, 2026, at 5:00 pm.

Attachment A

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Richmond, VA HUD Metro FMR Area	\$113,500	Very Low (50%) Income Limits (\$) Click for More Detail	39,750	45,400	51,100	56,750	61,300	65,850	70,400	74,950
		Extremely Low Income Limits (\$)* Click for More Detail	23,850	27,250	30,650	34,050	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$) Click for More Detail	63,600	72,650	81,750	90,800	98,100	105,350	112,600	119,900

NOTE: HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Richmond, VA HUD Metro FMR Area**.

The **Richmond, VA HUD Metro FMR Area** contains the following areas: Amelia County, VA; Charles City County, VA; Chesterfield County, VA; Dinwiddie County, VA; Goochland County, VA; Hanover County, VA; Henrico County, VA; King William County, VA; New Kent County, VA; Powhatan County, VA; Prince George County, VA; Sussex County, VA; Colonial Heights city, VA; Hopewell city, VA; Petersburg city, VA; and Richmond city, VA.

[FY 2025 Income Limits Documentation System](#)

Attachment B

Draft Consolidated Plan Goals

Listed in no order, includes:

- Ensure sustainable, safe, and healthy affordable housing is located throughout the City.
- Increase the supply of affordable rental housing, especially for households earning at or below 50% of AMI.
- Provide affordable rental housing and services for special needs and homeless populations.
- Increase homeownership for lower-income working households.
- Economic empowerment opportunity that assists in reducing poverty.
- Provide programs and resource connections for low-income residents.

Attachment C

Sample Application

The following pages outline questions and information that must be completed in WizeHive to apply. The questions and information points are grouped by sections that must be updated or completed for the PY26/FY27 round.

The WizeHive portal will open at 9:00 am on Monday, December 8, 2025. All applications must be completed and submitted in WizeHive by 5:00 pm, Friday, December 19, 2025.

Agency Profile

Prior-year applicants must review this section for accuracy and upload current-year documentation. New applicants must respond to the prompts listed below.

- Organization Name
- Unique Identifier Number
- Executive Director Name
- Mailing Address
- City
- State
- Zip
- Phone Number
- Email Address
- Which option best describes your organization's operating status? Local Government Entity, Non-Profit with Federal Tax-Exempt Certification, or For-Profit Entity
- Is your organization incorporated? Yes or No
- What is the total operating budget for the organization, including income/revenues from all sources?
- Documentation to Upload into Profile
 - Documentation to confirm active SAM registration
 - Organizations Article of Incorporation
 - Organizations By-Laws
 - Copy of Good Standing from the State Corporation Commission
 - Copy of the organization's latest 990 or tax return
 - Copy of the organization's most recent fiscal year audit or financial statement
 - Copy of the organization's current year operating budget

Application

The application section will be separated into two sections: Project Details and Project Budget & Match/Leverage. Both sections must be completed for the application to be considered for funding. Applicants will find additional instructions for completion and submission in the WizeHive portal.

The WizeHive portal provides applicants with the appropriate questions based on their responses, specifically regarding funding source selection and project type.

Project Details

General Details

- Project Name
- Source of requested Federal funds: CDBG, HOME, ESG, HOPWA
- Amount of Federal funds requested

Project Contact Information

- Project Contact Name
- Project Contact Email
- Project Contact Phone Number

Location of Project(s)

- Which option best describes the project area? Citywide, A Specific Project Area, A Poverty Census Tract(s), Richmond MSA.
 - NOTE – If A Poverty Census Tract(s) is selected, the applicant will see an additional question asking them to list the specific Poverty Census Tract(s).
- If your project is site-based, please provide the address(es) for each location where your funding request will be utilized. If your project offers services beyond the site location, please describe the service area.
- Select the Council District(s) impacted by your project:

Description of Project

Does your project involve the use of CDBG funds for Single-Family Rehab, CBDO Single Family Construction, or HOME funds for Acquisition, New Construction, or Rehab of Rental Housing or Single-Family Housing?

- **If Yes – see questions below.**
- **If No – see questions starting at the bottom of the next page.**

YES

Clearly and concisely state the problem that your project is seeking to address. In your statement, include information about the target population and provide data or evidence to support the said problem.

Provide a concise but inclusive response on how this project addresses the problem outlined above. In the response, describe the project, and include address(es) if known. If required, also describe the project's relocation plan.

Upload the project schedule.

How many units will be preserved or added, as applicable, to the City's affordable housing supply because of this project? If this is a request for HOME funds for a Multi-Family project, please specify only the total number of HOME units (set-aside units).

What is the average rehab or construction cost per unit?

Will any Zoning/Building Code/Permits be needed for this project? If so, please explain and identify the staff position responsible for managing this process with the City.

Describe any project activities and savings goals that will reduce the project's carbon footprint. This could include implementing energy conservation measures, green or other sustainability measures, preserving or increasing tree canopy, and other resilience measures.

Please describe how your project will handle lead if found during rehab or revitalization projects.

Please describe the project's potential challenges and opportunities, as they relate to benefits for low- to moderate-income individuals.

Select the pillar(s) from the Mayoral Action Plan (MAP) that best align with your project or program.

Concisely describe how the project or programs aid in the goals within the pillar(s) selected above.

Select the draft Goal from the Consolidated Plan that your project meets.

Concisely describe how the project or program aids in meeting that draft Goal.

If applicable, upload any additional documentation that you would like to include as a part of your project description.

Additional Questions for HOME Funding Source

Who is the current owner of the property, and are there any plans to change the ownership?

Is there a special purpose entity involved? If so, please explain and provide the name.

Is your agency's project shovel-ready? HCD defines shovel-ready as the ability to begin construction within 6 months of receiving HCD funds (roughly January 2027).

NO

Clearly and concisely state the problem that your project or program is seeking to address. In your statement, include information about the target population and provide data or evidence to support the said problem.

Provide a concise, but inclusive description of the project or program that your agency is seeking funding for, and how the services will address the stated problem. Please note any key features of your program design, including evaluation tools or benchmarks, as well as any known long-term impacts.

Please describe the project's potential challenges and opportunities, as they relate to benefits for low- to moderate-income individuals.

Select the pillar(s) from the Mayoral Action Plan (MAP) that best align with your project or program.

Concisely describe how the project or programs aid in the goals within the pillar(s) selected above.

Select the draft Goal from the Consolidated Plan that your project meets.

Concisely describe how the project or program aids in meeting that draft Goal.

If applicable, upload any additional documentation that you would like to include as a part of your project description.

Description of Organization and Overall Capacity

Briefly describe your organization's background and mission.

Briefly describe your organization's capacity to complete the proposed project using the requested funds between July 1, 2026, and June 30, 2027.

Describe your organizational structure, record keeping, financial/audit system, policies, and procedures that apply to the project and or any program.

Provide a brief description of any financial defaults, involvement in legal actions, or monitoring findings during the last 3 years. This could include lawsuits, tax delinquency, bankruptcy, client complaints, findings by a monitoring agency, and/or citations for violations of building, zoning, or environmental codes.

Upload a copy of the organizational chart and the project organizational chart.

Please highlight your organization's significant achievements in the last 2 years.

If your agency was awarded Federal Entitlement funds during FY25 (July 1, 2024 – June 30, 2025), did your project meet all objectives listed in the Item Plan and expend all requested funds? Please provide additional context as needed.

If applicable, upload a list of all positions (full and part-time) that will be charged to this project. Include the percentage of time to be charged if funding is awarded.

If applicable, upload a copy of the most recent job description for each position connected to this project. If those positions are currently filled, include the staff members' resumes as well.

If applicable, upload a list of current Board Members, including their occupation, affiliation, and term dates.

Additional Questions for CDBG Single Family Rehab or HOME funds only.

Please provide the number of units completed by your organization in the last four (4) years.

Does your agency have any construction or rehab projects that are currently underway and are using HCD funding (AHTF, ARPA, EAHP, CDBG, or HOME)? If so, please list each project below and its status in terms of completion percentage (0, 25%, 50%, 75%). In your status update, please provide additional context as needed.

Projected Beneficiaries

Provide the number of individual households to be served in the appropriate Area Media Income (AMI) levels. Please reference the NOFA for the current HUD AMI information.

at 0 to 30% AMI

at 31% to 50% AMI

at 51% to 60% AMI

at 61% to 80% AMI

If this project will target a specific population, please check all that apply below.

Evidence of Community Collaboration and Outreach

Describe your agency's community collaboration efforts and the groups your agency will partner with to carry out this project.

If applicable, upload any relevant written partnership agreements, letters of support, or MOUs in one document.

Briefly describe your strategies and methods for outreach or marketing your project or program. Include any additional steps taken to reach specific target population(s) and individuals with limited English proficiency.

If applicable, upload examples of any relevant flyers or marketing materials.

Proposed Objectives and Outcomes for this Project: Please use the boxes below to capture your project's proposed objectives and record the numerical count in the appropriate box under each objective. If necessary, note in the project narrative whether the numerical count is for individuals or households. Objectives should be indicated for the period of performance from July 1, 2026, to June 30, 2027.

Applicants are encouraged to have 1 to 2 objectives per HUD-eligible Activity. An objective is not required for the HOPWA Admin Activity. Applicants who apply for ESG funds are encouraged to use the current Performance Benchmarks or Outcomes listed in the GRCoC Standards approved in 2024.

FY27 Objective #1

of Units, # of Clients, # of Other

FY27 Objective #2

of Units, # of Clients, # of Other

Does your organization have additional FY26 proposed objectives? Applicants may select up to 3 additional outcomes.

Please describe how receipt of partial funding (50% of funds requested or 75% of funds requested) would impact the delivery of services or the agency's ability to complete the project. In the response, please clearly indicate how this would affect the previously stated FY27 project outcomes. If the project or program is highly dependent on other Federal funding sources that HCD does not award, please note this in your response as well.

Project Budget & Match/Leverage

Use the downloadable Excel Workbook from the HCD website to create a detailed project budget. The Excel Workbook includes instructions on the first tab and definitions for the different budget categories. Your project budget should be completed on an Activity Tab. If your project includes multiple HUD Activates, please complete a separate tab for each Activity (example – requesting ESG funds for Emergency Shelter and Rapid Re-Housing). **HCD will only accept project budgets using this template.**

Upload a PDF version of the project budget completed using the Excel Workbook.

Upload a PDF version of the pro-forma for projects that are CBDO Single Family Construction, or HOME Acquisition, New Construction, or Rehab of Rental Housing.

Project Match and Leverage

Will your project be requesting ESG funding? Yes or No

Project Match

ESG requires a dollar-for-dollar match. List all sources of funds you will commit to match for this project. Do not list your organization's match capacity. In the "Status" section, please indicate whether the funds listed are secured or applied.

Project Leverage

For applicants seeking CDBG, HOME, or HOPWA funds, please outline your organization's potential leveraged funds that will benefit this project. Unlike project match, leveraged funds are not required but are strongly encouraged and considered during application review. In the "Status" section, please indicate whether the funds listed are secured, meaning under contract, or have received an award confirmation, or applied, meaning an application or request has been submitted.

- Source of Funds
- Status – applied or secured

- Date
- Dollar Amount
- Total of Matching or Leverage Funds

Funding by Eligible Activity

Select the Federal Entitlement funding source(s) received in FY26, if applicable, and requested for FY27. Once selected, please note the amount(s) next to each eligible HUD Activity that HCD will be funding.

Attachment D

Evaluation Form and Rating Sheet - Construction or Rehabilitation Projects

A total of 100 points is available. An application must score at least 75 points to be recommended for funding.

Alignment with Consolidated Plan and City Priorities (Total 25 Points)

Based on the applicant's response, do the services provided aid HCD in meeting the goals within the selected MAP pillar(s)? Maximum 10 points.

Does the applicant adequately describe how the project meets one of the draft Consolidated Plan goals? Maximum 5 points.

At which income level will a majority of the beneficiaries of this program be? Maximum 10 points.

- 0-30% AMI (10 points)
- 31-50% AMI (7 points)
- 51-60% AMI (5 points)
- 61-80% AMI (3 points)

Budget and Cost Appropriateness (Total 35 Points)

The project has a realistic timeline, benchmarks, outcomes, and, if applicable, site control. Maximum 10 points.

What is the project's leverage ratio? If the ratio doesn't meet the provided criteria, no points should be awarded. Maximum 10 points.

- 1:5 or greater (10 points)
- 1:4 – 1:3 (5 points)
- 1:2 – 1:1 (3 points)
- Ratio does not fit, no points

The proposal is financially feasible with the requested funds and the other funds committed to the project. Maximum 10 points.

The proposal is cost-effective and reflects current market conditions and costs. Maximum 5 points.

Organizational Capacity Section (Total 25 Points)

Does the applicant exhibit significant construction or rehabilitation experience, and was it demonstrated in the application? Were the previous projects discussed to show experience? Maximum 10 points.

Does the applicant demonstrate the ability to complete the project based on the response provided regarding their performance over the last 4 years? Did the applicant receive a contract in FY25? If so, were all outcomes achieved and funds expended? If not, was the applicant's justification sound? Maximum 10 points.

Does the applicant currently have open projects with the City, and if so, will they be completed by the end of the existing contracts? Maximum 5 points.

Sustainability (Total 15 Points)

The project has incorporated sustainable/green design elements into its program design. The proposal provides specific energy conservation and/or resilience measures and savings goals that reduce the project's carbon footprint. Maximum 10 points.

For New Construction Projects, the applicant demonstrates in its proposal an understanding of the importance of Richmond's green canopy and of addressing heat islands. Maximum 5 points.

For Rehab Projects - the applicant demonstrates in its proposal an understanding of LEAD Hazards and LEAD Abatement Techniques. Maximum 5 points.

Evaluation Total

Total points out of 100. As a reminder, applications must score at least 75 points (out of 100) to be recommended for funding. As a reminder, applications must score at least 75 points to be recommended for funding. ____ / 100

Reviewer Recommendation and Overall Comments

After thoroughly reviewing and rating the application, what is your recommendation for funding?

- Receiving full requested amount
- Receive a portion of the requested amount
- Application score is below 75 points and is not eligible for funding

Evaluation Form and Rating Sheet - All Other Projects

A total of 100 points is available. An application must score at least 75 points to be recommended for funding.

Program Design and Outcomes (Total 30 Points)

Is the proposed program design sound for delivering the services to be provided? Maximum 10 points.

At which income level will most of the beneficiaries of this program be? Maximum 10 points.

- 0-30% AMI (10 points)
- 31-50% AMI (7 points)
- 51-60% AMI (5 points)
- 61-80% AMI (3 points)

Does the proposal address potential challenges and opportunities in its design to deliver positive outcomes to low-to-moderate income individuals and/or increase housing stability and permanent housing outcomes for clients? Maximum 5 points.

The proposal has realistic objectives, performance measures, and timelines. Maximum 5 points.

Organizational Capacity (Total 25 Points)

Does the applicant exhibit significant service-delivery experience, and was it demonstrated in the application? Were previous programs and projects discussed to showcase experience? Maximum 10 points.

Did the applicant clearly explain/demonstrate their staffing model, and is it sufficient to meet the outcomes of the program or project? Did the applicant include job descriptions that included the appropriate skills and experience required for the services to be provided? Maximum 10 points.

Did the applicant clearly discuss how it met its FY25 outcomes as outlined in their Item Plan, and were all awarded funds expended? If not, was the applicant's justification sound? If the applicant was not awarded funds in FY25, the applicant should receive 5 points. Maximum 5 points.

Budget and Cost Appropriateness (Total 25 Points)

Does the project leverage funds for this project or program? The greater the leverage demonstrated in the application, the better the opportunity to receive the maximum points. If no leverage is presented, then zero points should be awarded. Applicants seeking ESG funding must demonstrate a dollar-for-dollar match to be awarded points. Maximum 10 points.

Is the program budget cost-effective, reasonable, and necessary? The services to be delivered, as explained in the applicant's description, must have a budget that demonstrates the activity that will be funded. Maximum 10 points.

Has the program secured funding for the project or program from other sources? Does the applicant clearly communicate the impacts on program or project outcomes if the full funding request is not received? Maximum of 5 points?

Alignment with Draft Consolidated Plan Goals and MAP (Total 20 Points)

Based on the applicant's response, do the services provided aid HCD in meeting the goals within the selected MAP pillar(s)? Maximum 10 points.

Does the applicant adequately describe how the project meets one of the draft Consolidated Plan goals? Maximum 10 points.

Evaluation Total

Total points out of 100. As a reminder, applications must score at least 75 points (out of 100) to be recommended for funding. As a reminder, applications must score at least 75 points to be recommended for funding. ____ / 100

Reviewer Recommendation and Overall Comments

Having thoroughly reviewed and rated the application, what is your recommendation for funding?

- Receiving full requested amount
- Receive a portion of the requested amount
- Application score is below 75 points and is not eligible for funding

Attachment E

Instructions for Completing Project Budget Request Attachment E
Overview
<p>Please use the tab labeled Activity 1 to complete a line-item budget for your project. Begin by recording your Agency's Name in cell B1, the Activity/Project Name is cell B2, and selecting the source of funding from the provided options in the dropdown menu in cell D2.</p> <p>Next, utilize the Budget Category Definitions and examples of appropriate line items outlined below. Record the line-item description of each budgeted expense in column B, the total line-item cost in column C, and the requested amount of funding for the line-item cost in column D. If needed, insert additional rows in each category section. A basic formula is included to calculate the section cost, and the total project cost from column C and the total amount requested from column D. Additional tabs have been provided for agencies that are seeking funding for multiple HUD Activities. Please complete a new tab for each additional HUD Activity following the directions outlined above. For your convenience, there are additional activity tabs provided.</p>
Submission Instructions
<p>Please upload the completed version of your project Activity budget(s) into your WizeHive application in the designated area. HCD encourages agencies to upload PDF versions whenever possible.</p>
Budget Category Definitions
<p>Personnel Cost - List the total cost of each staff position that will work on the project, noting salary and fringe separately.</p> <p>Supplies - Supplies and materials for the project could include the following line-items. *Office Supplies - general office supplies such as paper, pens, file folders, etc. *Operating Supplies - postage, cleaning supplies, shelter supplies. *Tools and Minor Equipment - any tools or pieces of equipment that cost less than \$500.</p>
<p>Other Services/Charges -These are costs that could be involved in running the project. *Telecommunication - cost for telephone, internet, and other communication services. *Transportation and Travel for Staff - the cost of maintaining agency vehicles for the project or reimbursement for mileage. *Insurance - the cost of general insurance coverage for the agency related to the project. *Rent & Utilities - rent and utilities for the office of the agency or for the space where the project is held. *Equipment Maintenance and Repair - the cost of maintenance and repair of equipment. *Equipment Purchase *Contractual Services - all services carried out by independent contractors, such as service contracts for audits or services needed to execute the project. Please list contractual services separately. *Rental Assistance - (ESG Specific) allowable cost for client rental assistance (less than 12 months) or one-time rental arrears for up to 6 months. *Financial Assistance - (ESG Specific) allowable cost for rental application fees, security deposits, last month's rent, utility payments, and moving costs. *** Other allowable costs can/should be listed based on the Activity based on Federal Regs***</p>
<p>Land & Building *Land Acquisition for Preparation - The cost of purchasing or receiving property for redevelopment. The cost of preparing a site for building for redevelopment, including total or partial demolition, environmental abatement, and similar costs. *Design and Inspection - Architectural and engineering services for the project. *New Construction/Improvements - Building a new structure, building public improvements or installing site improvements. *Renovation/Rehabilitation - Any change to an existing building from repairs to total renovation. Note - all costs must relate to the activities undertaken by the applicant in direct proportion to the amount of HUD funds requested.</p>

Eligible CDBG, ESG, HOME, and HOPWA Activities

CDBG Eligible Activities - HCD has chosen to prioritize funding towards the following types of activities:

- *Rehabilitation of residential structures (single-family owner-occupied homes)
- *Down Payment Assistance for Homeownership
- *Public Services, within certain limits, to include: housing counseling and foreclosure prevention, employment services, health services, services for older adults, services for persons experiencing homelessness

ESG Eligible Activities-HCD has chosen to fund three program activities:

- *Emergency Shelter
- *Rapid Re-Housing
- *Homeless Management Information System (HMIS)

HOME Eligible Activities - HCD has chosen to prioritize funding towards the following types of activities:

- *Rental Housing Acquisition
- *Rental Housing New Construction
- *Rental Housing Rehabilitation
- *Single Family Acquisition
- *Single Family New Construction

HOPWA Eligible Activities - HCD has chosen to fund the following activities:

- *Costs for facility operations
- *Project or Tenant-Based Rental Assistance (TBRA)
- *Short-term payments to prevent homelessness
- *Support Services
- *Housing Information and Counseling
- *Permanent Housing Placement
- *Administrative Expenses- expenses of an individual subrecipient of up to 7% of the total HOPWA funds they receive

Agency Name:		FY27 Federal Entitlement	
Activity Name:		Funding Source:	
Budget Categories	Line-Items	Project Cost	Amount Requested
Personnel			
Section Total		\$ -	\$ -
Supplies			
Section Total		\$ -	\$ -
Other Services/Charges			
Section Total		\$ -	\$ -
Land & Building			
Section Total		\$ -	\$ -
	Totals	\$ -	\$ -