

# **The City of Richmond's Federal Entitlement Housing Opportunities for Persons with AIDS**

*Call for Applications for Facility-Based Operations  
Activities.*



**Release of Application Packet: Tuesday, February 10, 2026**

**Applications Due: 4:00 p.m. on Tuesday, February 17, 2026**

## Call for Applications

The City of Richmond's Department of Housing and Community Development (HCD) is issuing a Call for Applications from organizations with experience operating Facility-Based Operations activities using Housing Opportunities for Persons with AIDS (HOPWA) funds. Applicants may apply for additional eligible HOPWA activities as noted in future sections.

In FY27, HCD anticipates having \$2,974,798 available in HOPWA funding for all activities. The City has unallocated funds from previous years and expects to receive additional HOPWA program funding based on last year's federal allocations. The total funding amount listed is an estimate only. An applicant's final award amount will depend on HUD's actual allocation to the City for PY26/FY27. The City intends to award selected projects for the period of performance of July 1, 2026, through June 30, 2027.

## Distribution

The Call for Applications, the application, and the Excel Budget Workbook will be available on the Housing and Community Development (HCD) webpage at <https://www.rva.gov/housing-and-community-development/public-documents>, and sent to current HOPWA providers via email. To request an application packet by email or for a paper copy, please contact Patrick Odehnal at 804-646-0714 or via email at [patrick.odehnal2@rva.gov](mailto:patrick.odehnal2@rva.gov).

If translation services are required, please contact Avrian Gray at 804-646-1863.

## Sources of Funds and Eligible Activities

### **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.

- Facility-Based Operations
- Support Services
- 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 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 CALL FOR APPLICATIONS 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>

## 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.

## **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 \(VAWA\)](#)

## **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 Call for Applications and any or all of its provisions, including the availability or amount of funding. This Call for Applications does not constitute a commitment of funds to any activity or applicant.

## **Submission Process and Deadline**

**The deadline to apply is 4:00 pm. on Tuesday, February 17, 2026.** All applications must include a completed Application Cover Sheet (Attachment D), Application (Attachment E), PDF version of the Excel Budget Workbook, and supporting documents. Applications must be submitted via email to Amanda Wrinkle, Sr Manager for Federal Entitlement, at [Amanda.Wrinkle@rva.gov](mailto:Amanda.Wrinkle@rva.gov). Applicants may request a OneDrive upload option from the same email address. The request for the OneDrive upload link must be received by 12:00pm on Tuesday, February 17.

## Attachment A

### FY 2025 Income Limits Summary

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

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



Attachment D

**Housing Opportunities for Persons with AIDS  
Facilities-Based Operations  
APPLICATION COVERSHEET**

**1. Amount Requested:**

**2. Applicant Organization Information:**

Organization Name:

Federal Tax ID:

SAMS Number:

Program Name:

Program Point of Contact:

Phone:

Email Address:

Mailing Address:

Executive Director/CEO:

**Attachments: Provide applicable documents and check the corresponding circle of documents submitted.**

- A copy of your organization's Articles of Incorporation
- A copy of your organization's Bylaws
- A copy of Good Standing from the State Corporation Commission
- A copy of your organization's Federal Tax-Exempt Certification
- A copy of your organization's latest 990 Form
- A copy of your organization's previous fiscal year audit or financial statements
- A copy of your organization's operating budget
- A copy of the organizational chart and the project organizational chart
- 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.

- 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.
- A list of current Board Members, including their occupation, affiliation, and term dates.
- A PDF version of the project budget completed using the Excel Workbook.
- Include any relevant written partnership agreements, letters of support, or MOUs in one document.
- Include examples of any relevant flyers or marketing materials.
- Include any additional documentation that you would like to include as a part of your project please explain:



**Attachment E**

## **Housing Opportunities for Persons with AIDS Facilities-Based Operations APPLICATION**

### **Project Details**

#### **General Details**

- Project Name
- Source of requested Federal funds: HOPWA
- Amount of Federal funds requested

#### **Location of Project(s)**

- Which option best describes the project area? Citywide, A Specific Project Area, A Poverty Census Track(s), Richmond MSA.
  - NOTE – If A Poverty Census Track(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**

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.

Which of the pillar(s) from the Mayoral Action Plan (MAP) best align with your project or program?

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

Which draft Goal from the Consolidated Plan does your project meet?

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

#### **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.

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.

#### **Projected Beneficiaries**

Provide the number of individual households to be served in the appropriate Area Median Income (AMI) levels. Please reference the attachment in the call for applications 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 list 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.

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.

**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 FY27 proposed objectives? Include them below using the same format.

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.**

#### **Project Leverage**

For applicants seeking HOPWA funds, 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

Source of Funds	Status	Date	Dollar Amount

**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.

FY26 Federal Grant Source	Activity	FY26 Dollar Amount	FY27 Requested Dollar Amount