PY27/FY28 Federal Entitlement Funds

CDBG, ESG, HOME, and HOPWA

Notice of Funding Availability (NOFA)

Release of NOFA Packet: November 5, 2026

Information Session: November 6, 2026, at 1:30 p.m.

Application Opens: November 9, 2026, at 9:00 a.m.

Application Due: December 11, 2026, at 5:00 p.m.

Contents

Notice of Funding Availability 2
For PY27/FY28 Federal Entitlement Funds 2
CDBG, ESG, HOME, and HOPWA 2
Key Dates 3
Important Links 4
Submission Process and Deadline 4
Sources of Funds and Eligible Activities 4
Application Sections 7
Performance Metrics 7
Strategic Priorities 8
Insufficient Demand 8
Minimum Threshold Criteria 9
Competitive Applications 9
Application Evaluation Criteria 10
Federal Requirements 10
Additional City of Richmond Requirements 10
Disclaimers and Disclosures 11
Attachment A 12
Attachment B 13
Attachment C 14
Attachment D 15
Attachment E 16
PY27/FY28 Federal Entitlement Application Submission Instructions and WizeHive Tips 16

Notice of Funding Availability
For PY27/FY28 Federal Entitlement Funds
CDBG, ESG, HOME, and HOPWA

The City of Richmond (City) invites organizations to apply for funding for projects that meet critical needs through housing 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, through legislation, sets a formula that 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 PY27/FY28.

Source of Funding	Amount
CDBG	**$6,170,240**
ESG	**$379,813**
HOME	**$2,627,567**
HOPWA	**$3,061,325**

The City intends to award projects using two different funding approaches.

The following project may be awarded funding for a two-year period of performance spanning July 1, 2027, through June 30, 2029.

- All ESG-funded projects

- All HOPWA-funded projects
- CDBG- or HOME-funded Owner-Occupied Rehabilitation projects
- CDBG- or HOME-funded Homebuyer Assistance projects

Funding in Year 2 is contingent upon the subrecipient's performance in Year 1. Factors considered will include achievement of targeted outcomes in the Year 1 item plan, compliance with reporting requirements, timely expenditure of funds, and the availability of pass-through funds from HUD in Year 2. Due to the nature of formula funding, projects selected for a two-year period of performance could see reduced funding in Year 2 if Congress reduces the City's Federal Entitlement allocation.

All other projects will be funded for a one-year period of performance from July 1, 2027, through June 30, 2028. Certain project types, such as new construction activities, may require an extended period of performance. Any approved extension will be identified in the item plan and reflected in the contract executed between the subrecipient and the City.

Key Dates

Event	Date
PY27/FY28 NOFA Released on HCD Website	Thursday, November 5, 2026
PY27/FY28 Virtual Pre-Application Meeting	Friday, November 6, 2026, at 1:30 pm
WizeHive Portals Open for PY27/FY28 Applications	Monday, November 9, 2026, at 9:00 am
WizeHive Portals Close for PY27/FY28 Applications	Friday, December 11, 2026, at 5:00 pm
PY27/FY28 CHDO & CBDO Application Deadline	Friday, January 15, 2027, at 5:00 pm

Applicants will receive either an award recommendation or a denial letter in March 2027, along with a period of performance recommendation. The Richmond City Council must approve all awards, which will be submitted for consideration along with HCD's draft PY27/FY28 Annual Action Plan as part of the City's 2028 Fiscal Year Budget. Final award amounts will depend on HUD's actual allocation to the City for PY27/FY28. This schedule may shift due to other City of Richmond or HUD timelines or available program funding.

Important Links

Virtual Pre-Application Meeting

Interested applicants, especially first-time applicants, are encouraged to attend the Virtual Pre-Application Meeting on November 6, 2026, at 1:30 PM. To attend, please register at https://forms.cloud.microsoft/g/STyCwhTkUf or contact Amanda Wrinkle, Senior Manager of Federal Entitlement Programs, at 804-646-1876 or amanda.wrinkle@rva.gov. HCD intends to record the pre-application meeting and make it available upon request.

WizeHive Portals

Applications must be submitted through the appropriate WizeHive portal based on project type.

- **Housing-Related Services**: Housing-Related Services projects are activities that help the community gain or maintain housing or access services. These projects commonly apply for ESG, HOPWA, and CDBG public service funding. Outcomes for these projects relate to the number of people served through a program or assisted.
    - https://webportalapp.com/sp/federal_entitlement_fy28_services
- **Construction and Rehabilitation**: Construction or Rehabilitation projects are activities that are construction in nature. These projects commonly apply for CDBG or HOME funding. Outcomes for these projects are primarily measured by the number of housing units constructed, acquired, or rehabilitated. These projects will still have a household profile reporting requirement.
    - https://webportalapp.com/sp/federal_entitlement_fy28_const_and_rehab

Submission Process and Deadline

The WizeHive Portals will open for PY27/FY28 Federal Entitlement application submissions starting Monday, November 9, 2026, at 9:00 am. Applicants should utilize the appropriate WizeHive Portal links listed in the previous section to complete or revise the agency profile, complete an application, complete budgetary information, including completed Excel Workbooks, and submit required and additional relevant supporting documentation. Additional WizeHive tips and instructions can be found in **Attachment E.**

The deadline to submit PY27/FY28 Federal Entitlement applications is Friday, December 11, 2026, at 5:00 pm. All applications must be submitted through the WizeHive portals. **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 PY27/FY28 Federal Entitlement application in WizeHive. Applicants who need a CBDO or CHDO application must email Amanda.Wrinkle@rva.gov to obtain the latest version and receive an upload link for submission. CHDO and CBDO applications must be submitted by Friday, January 15, 2027, at 5:00 pm.

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 CDBG activities will be accepted.

- Rehabilitation of residential structures (single-family owner-occupied homes)
- Homebuyer Assistance
- Public Service activities such as:
    - Housing Counseling, Rental Counseling, and Foreclosure Prevention;
    - Job Training and Employment Services (e.g., job training)
    - Health Care and Substance Abuse 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 quickly regain stability in permanent housing after a crisis or period of 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)

Under ESG regulations, HUD limits the City to allocating up to 60% of its funds to street outreach and emergency shelter efforts. Currently, the City is prioritizing emergency shelter activities with these funds. The 21st Century ROAD to Housing Act of 2025 allows the City to apply for a waiver of the 60% cap for PY27-

PY30. HCD may pursue this waiver opportunity in consultation with HUD's Office of Community Planning and Development (CPD), based on prior-year applications and community need.

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 activities such as 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
- Single Family Rehabilitation

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 called 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, and 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)
- Supportive 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/.

Application Sections

Applicants will complete either the Housing-Related Services Application or the Construction and Rehabilitation Application **from the links found in the** Important Links **section of this document.**

In the Profile section, applicants will provide key information and required documentation about their organization, its operating status, structure, and budget. Returning applicants must update this section as some information has changed.

In the Project Details section, applicants will describe their proposed project, demonstrate their organization's capacity, identify expected outcomes, and upload supporting documentation.

In the Project Budget & Match/Leverage section, applicants will provide information on matching and leveraged funds, as well as any previous City funding awards.

Applicants completing the Housing-Related Services Application must also upload the completed Excel Workbook shown in Attachment C.

Applicants completing the Construction and Rehabilitation Application must upload:

The completed Excel workbook shown in Attachment C for owner-occupied or single-family construction projects, or

The completed Excel workbook shown in Attachment D for multifamily construction or rehabilitation projects.

Performance Metrics

Applicants applying for CDBG, ESG, or HOPWA funding must specify measurable outcomes that can be achieved within the period of performance 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 for use in the Consolidated Annual Performance and Evaluation Report (CAPER).

Applicants applying for CDBG or HOME funding for construction projects must provide clear responses as a part of their application detailing the number of units to be constructed or rehabilitated, and information concerning the income ranges for the units or the number of HOME set-aside units. Relevant project

completion data and household information must be submitted promptly upon project completion and/or lease-up.

Additional data reporting requirements related to specific funding sources and HUD Activity codes will be outlined in individual subrecipient's item plans. HCD reserves the right to request additional reporting information or increased frequency reporting concerning a project. Failure to meet approved project outcomes, deliverables, or reporting requirements may result in corrective actions, recapture of funds, or the denial of Year 2 funding for projects approved under a multi-year award.

Strategic Priorities

The City is continuing 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 and understand that updated versions may influence HCD's award recommendations.

For the PY27/FY28 NOFA, applicants should be particularly familiar with the two (2) plans mentioned below.

The Mayoral Action Plan

In October 2025, Mayor Danny Avula's administration launched the Mayoral Action Plan (MAP). The MAP sets specific goals for each of the Mayor's seven (7) pillars, along with metrics the City has developed and tracks to measure 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's Five-Year Consolidated Plan for PY 2026-2030 is now available on HCD's website at https://rva.gov/housing-and-community-development/public-documents in the Annual Action Plans section. Applicants are asked to respond to specific questions related to the Consolidated Plan in the application, as awarded projects will help HCD make progress towards its identified priorities and goals. See **Attachment B** for a list of the PY 2026 – 2030 Consolidated Plan priorities and goals.

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 "Debarment" in SAM.
- 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 primarily benefit low-and-moderate income persons. Subrecipients must document income eligibility and capture demographic data for clients served, in accordance with the Federal program funding source's requirements. Programs serving the general public without a method to document participant demographics, income eligibility, or beneficiary characteristics will not be considered for funding.
- 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 a CHDO Application. CHDO Applications for PY27/FY28 projects must be submitted by 5:00 pm on January 15, 2027. Submit the CHDO Application and all supporting documentation 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. CBDO Applications for PY27/FY28 projects must be submitted by 5:00 pm on January 15, 2027. Submit the CBDO Application and all supporting documentation to Amanda Wrinkle, Senior Manager for Federal Entitlement, at amanda.wrinkle@rva.gov.

Competitive Applications

Competitive applications will:

- Clearly demonstrate need using local data and information;
- Show measurable outcomes tied to HUD performance measures;
- Present realistic budgets and implementation timelines;
- For construction projects, applications will demonstrate the need for gap funding assistance;
- Demonstrate organizational capacity and prior experience;
- Align with the Consolidated Plan priorities and the Mayoral Action Plan.

Application Evaluation Criteria

Applications will be evaluated using a 100-point scale. Applications scoring below 75 points will not be considered for funding. Applications scoring 75 points or higher will advance to the ranking and funding recommendation process.

Housing-Related Services - The Housing-Related Services project will be rated using the following criteria and scoring.

Topic Area	Maximum Point Value
Program Design and Outcomes	30
Organizational Capacity	25
Budget and Cost Appropriateness	25
Alignment with Consolidated Plan Goals and MAP	20

Construction and Rehabilitation - The Construction and Rehabilitation project will be rated using the following criteria and scoring.

Topic Area	Maximum Point Value
Alignment with Consolidated Plan Goals and MAP	25
Budget and Cost Appropriateness	35
Organizational Capacity Section	25
Sustainability	15

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)
- Choice-Limiting Actions
- 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 (SAM)
- 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 (GRCoC).

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, or the period of performance. This NOFA does not constitute a commitment of funds to any activity or applicant.

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

Attachment A

FY 2026 Income Limits Summary

FY 2026 Income Limit Area	Median Family Income	FY 2026 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Richmond, VA HUD Metro FMR Area	$113,500	Very Low (50%) Income Limits ($)	$39,750	$45,400	$51,100	**$56,750**	$61,300	$65,850	$70,400	$74,950
		Extremely Low Income Limits ($)*	$23,850	$27,250	$30,650	**$34,050**	$38,680	$44,360	$50,040	$55,720
		Low (80%) Income Limits ($)	$63,600	$72,650	$81,750	**$90,800**	$98,100	$105,350	$112,600	$119,900

Download .csv

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; Colonial Heights city, VA; Dinwiddie County, VA; Goochland County, VA; Hanover County, VA; Henrico County, VA; Hopewell city, VA; King William County, VA; New Kent County, VA; Petersburg city, VA; Powhatan County, VA; Prince George County, VA; Richmond city, VA; Sussex County, VA.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Information from HUD's Income Limits Documentation System

Attachment B

PY2026-2030 Consolidated Plan Priorities and Goals

Priority Needs

- Preservation and production of affordable housing units.
- Making homelessness rare, brief, and non-recurring.
- Increasing housing stability and supportive services.

Geographic Priorities

- Citywide
- RRHA Big 6
- Richmond EMSA

Goals

- Goal 1: Preserve existing affordable housing.
- Goal 2: Create new affordable rental housing.
- Goal 3: Expand homeownership opportunities.
- Goal 4: Support programs for special needs populations and community members experiencing homelessness.
- Goal 5: Invest in services and opportunities for low-and moderate-income (LMI) residents.
- Goal 6: Manage grant funds efficiently and effectively.

Attachment C

Applicants completing the Housing-Related Services Application or the Construction and Rehabilitation Application for owner-occupied repair or single-family construction projects should use the Excel Workbook pictured below and upload it to WizeHive. The full Workbook can be found on HCD's website as a separate attachment from the NOFA.

Instructions for Completing Project Budget Request
Overview
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. 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.
Submission Instructions
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.
Budget Category Definitions
Personnel Cost - List the total cost of each staff position that will work on the project, noting salary and fringe separately.
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.
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***
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.

Attachment D

Applicants completing the Construction and Rehabilitation Application for multifamily construction or rehabilitation projects should use the Excel Workbook pictured below and upload it to WizeHive. The full Workbook can be found on HCD's website as a separate attachment from the NOFA.

Multifamily Subsidy Layering Worksheet

Bold, PURPLE Text Denotes USER INPUT
Plain Black Text Denotes CALCULATED RESULTS

[PROPERTY NAME] / As of [Month, DD, YYYY]

Uses of Funds	Application (Projected Cost)	Notes
Construction Costs	$0	
Total Developer Fee	$0	
Total Soft Costs	$0	
Initial Reserves / Other	$0	
Acquisition: Land	$0	
Acquisition: Buildings Only	$0	
Acquisition: Other	$0	
Total Uses of Funds	**$0**	

Sources of Funds Other Than Requested in Application	Application (Projected Cost)	Notes
1st Mortgage Hard Debt	$0	
2nd Mortgage Hard Debt	$0	
Tax Credit Equity	$0	
Deferred Developer Fee	$0	
Owner/GP Cash	$0	
Other Source 1 (Specify)	$0	
Other Source 2 (Specify)	$0	
Other Source 3 (Specify)	$0	
Other Source 4 (Specify)	$0	
Other Source 5 (Specify)	$0	
Other Source 6 (Specify)	$0	
Sources Other Than HCD Requested CDBG/HOME	**$0**	
Funding Gap	**$0**	

Construction Costs	$ Amount	Notes
Hard Costs: Site Improvements	$0	
Hard Costs: Construction	$0	
Hard Costs: Contingency	$0	

Attachment E

PY27/FY28 Federal Entitlement Application Submission Instructions and WizeHive Tips

All applications for the Federal Entitlement funding round must be completed through HCD's WizeHive platform.

WizeHive applications are connected year over year using an Agency Profile, and there can be only one WizeHive User linked to each Agency Profile. If your agency was awarded funding in FY26, and someone other than yourself completed the reporting requirements for FY26 in WizeHive, please contact Amanda Wrinkle, Senior Manager for Federal Entitlement, at amanda.wrinkle@rva.gov to gain access to your Agency's Profile. This will help avoid reporting challenges for any funds awarded in FY27 and future work in FY28.

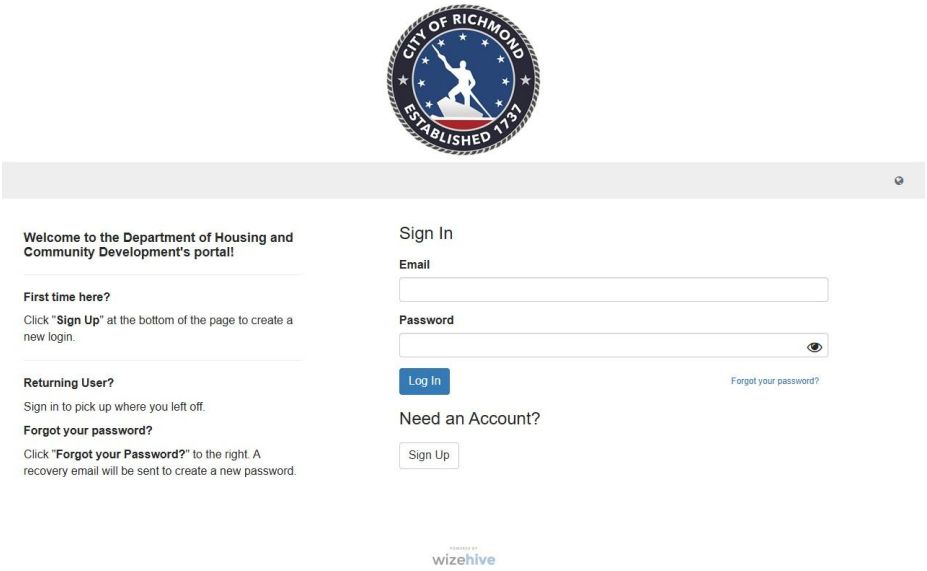
The deadline for submitting your agency's application is 5:00 p.m. on December 11, 2026

Information Covered

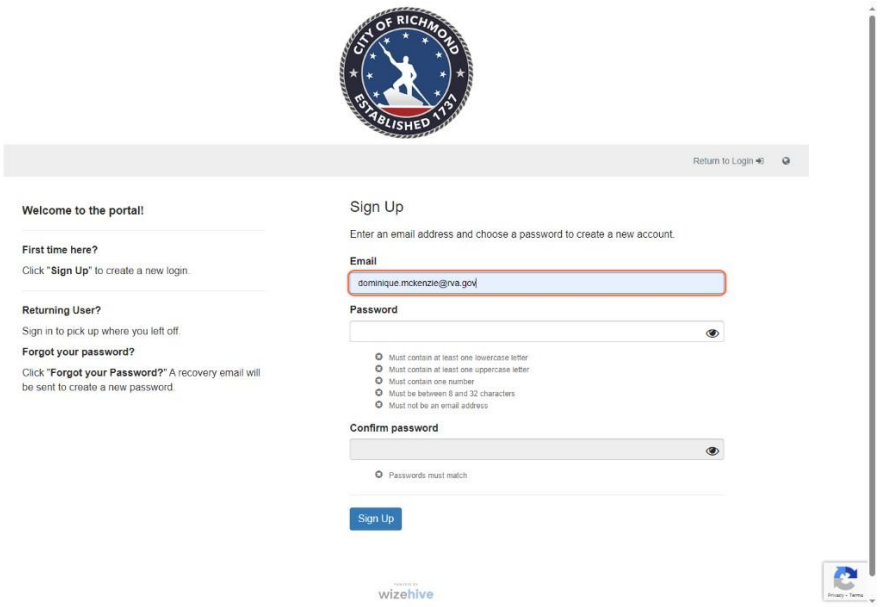
- Accessing the WizeHive platform for the First Time
- Accessing Agency Profile after FY26 Award
- Accessing and Completing the Application
- WizeHive Tips

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

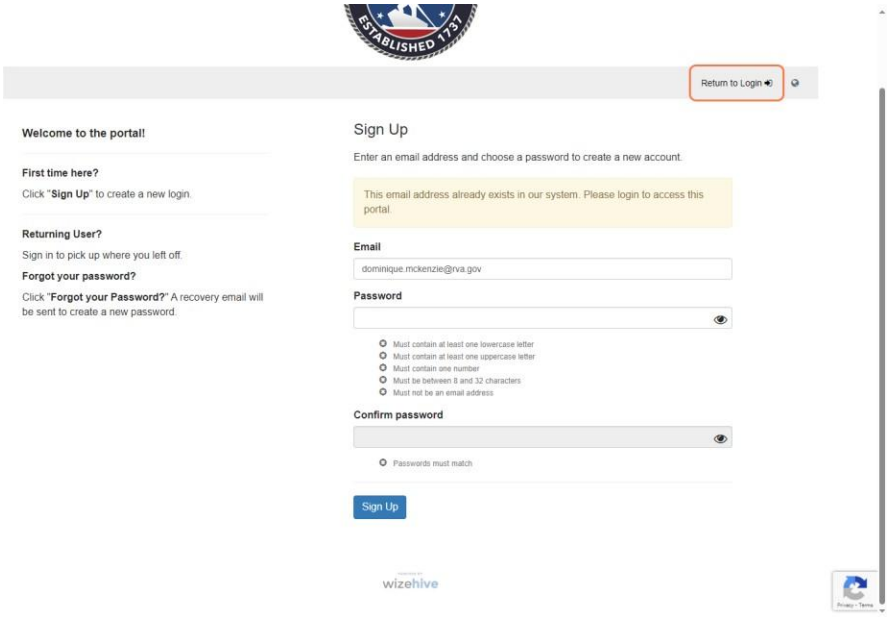
The first time your organization uses the City of Richmond's WizeHive platform, you'll need to create an account. Do so by selecting the "Sign-Up" button shown below.



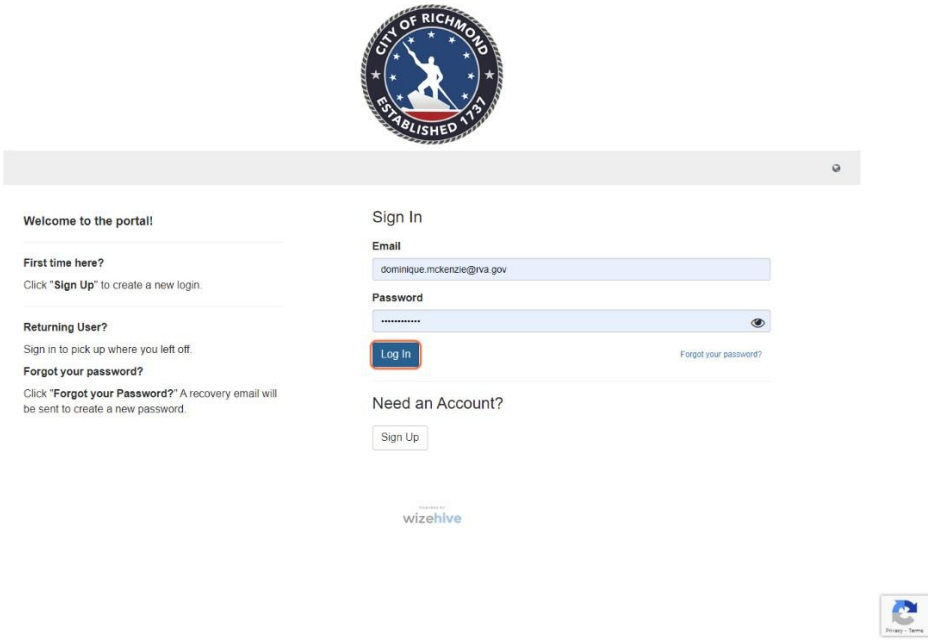
Next, enter your email address, create a password that meets the stated criteria, and confirm it. Once finished, select "Sign Up".



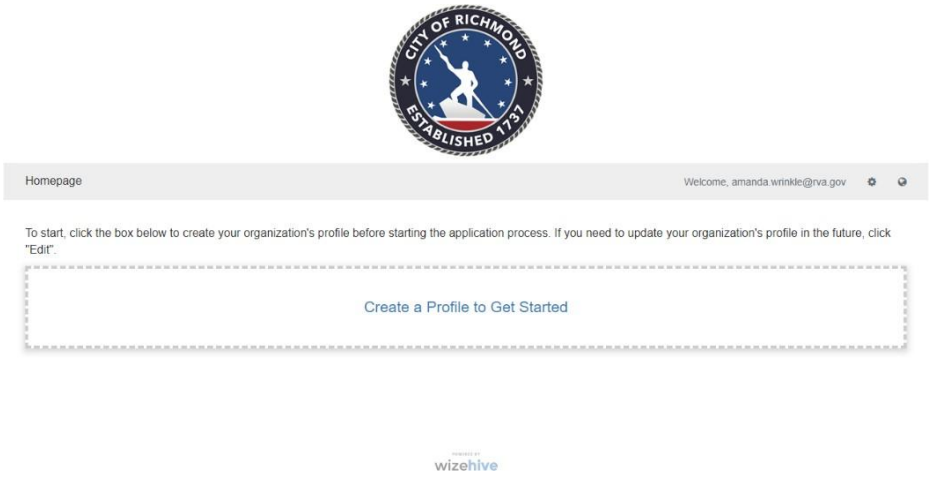
After selecting “Sign Up,” you may be directly taken to the homepage. If not, follow these instructions. Select the “Return to Login” link at the top right-hand side of the page to return to the main page.



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



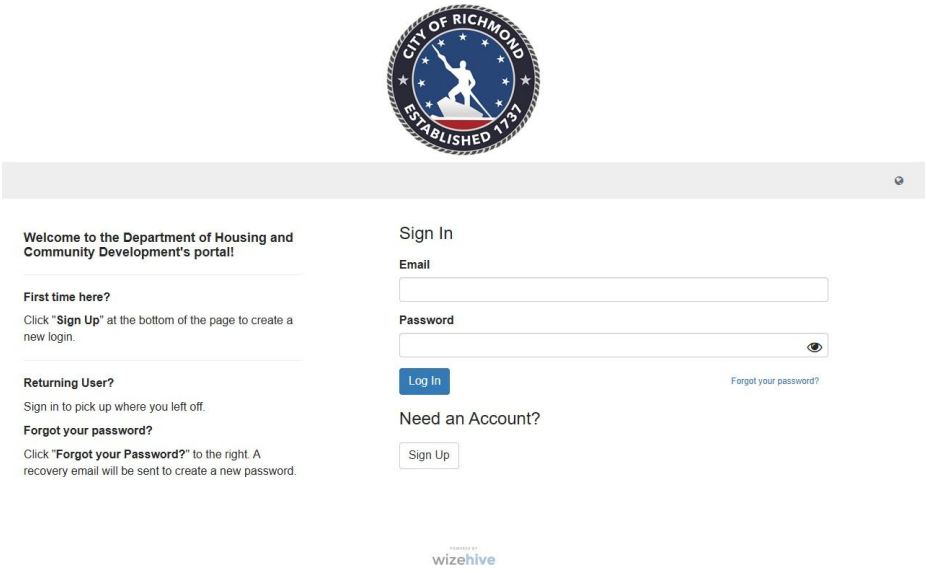
Once your account is created**,** you'll be prompted to create a profile for your agency.



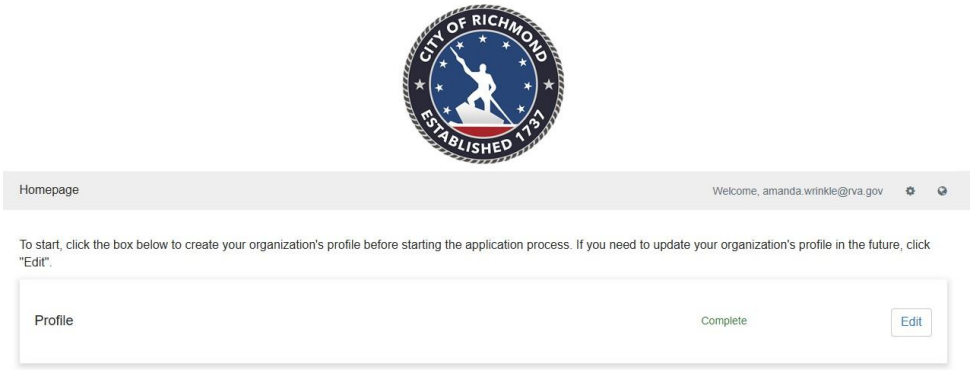
Returning to the Federal Entitlement Application via the WizeHive Platform –

Submitted Application in FY27 or Awarded funds in FY26

If you applied for your organization in FY27, or reported outcomes for FY26 awards, 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. Please refer to the note on the first page concerning access to your agency's profile if you were not the last individual to utilize WizeHive with the City.

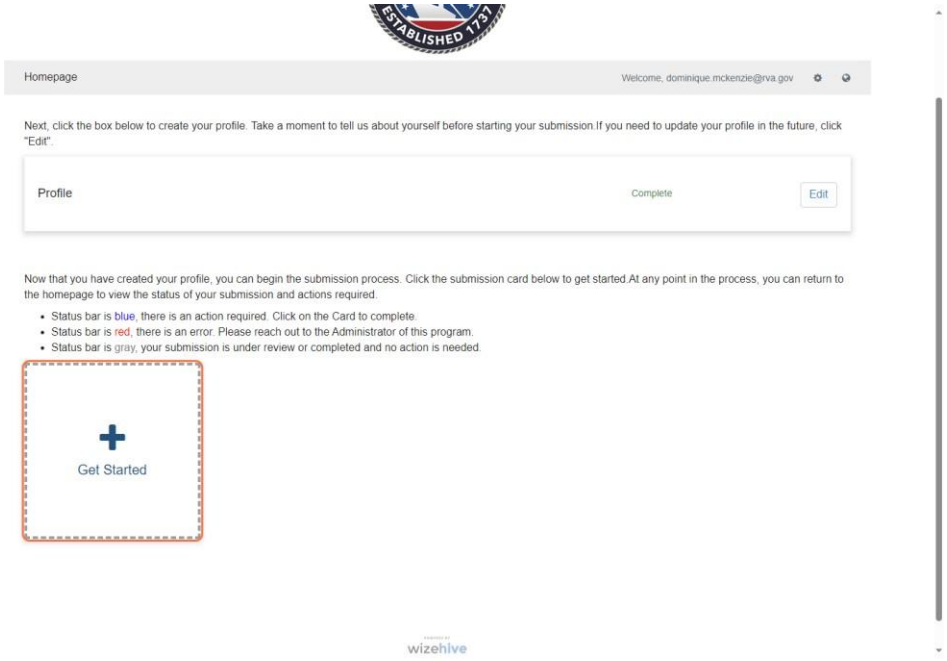


Once inside, you will see that your agency's profile is marked as "Complete". Before starting your FY28 application, please review your agency's profile information, revise as needed, and upload all requested documentation. When finished, select "Save Changes" at the top or bottom of the screen.

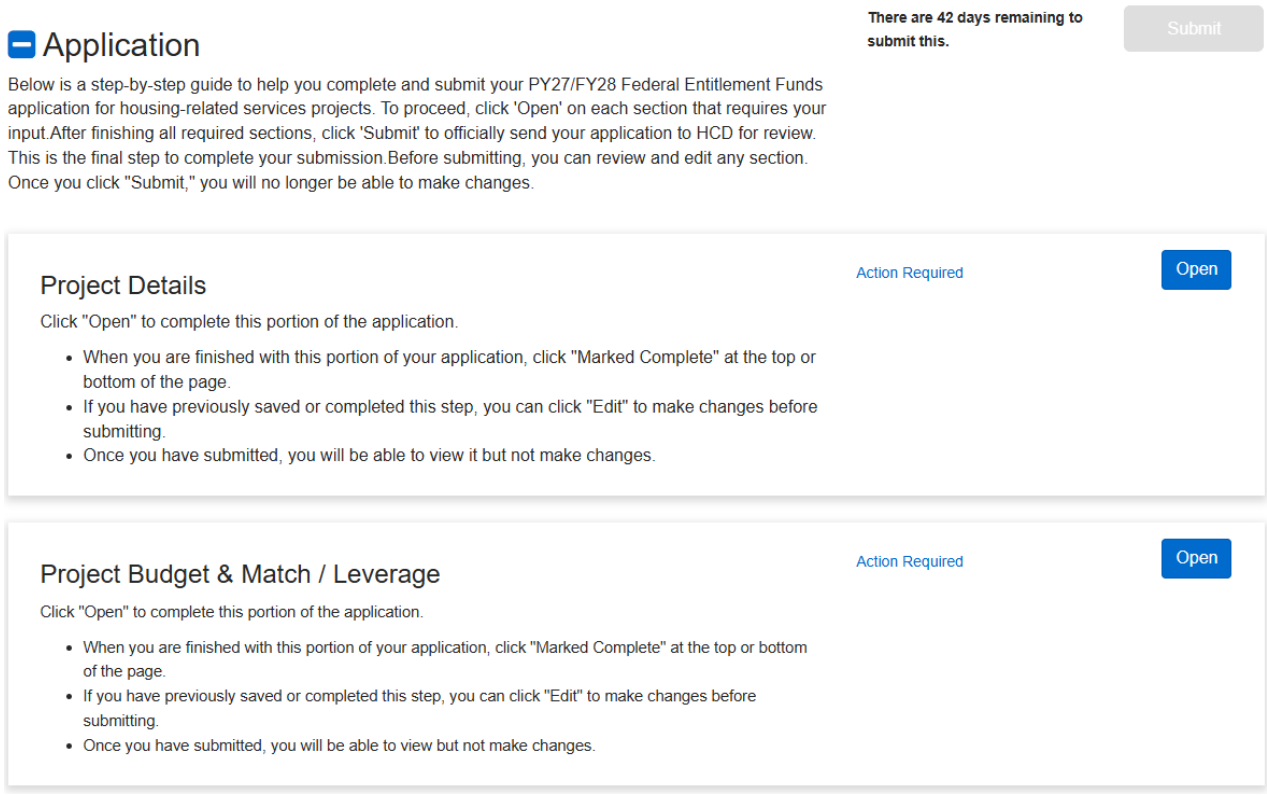


Accessing and Completing the Application

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.



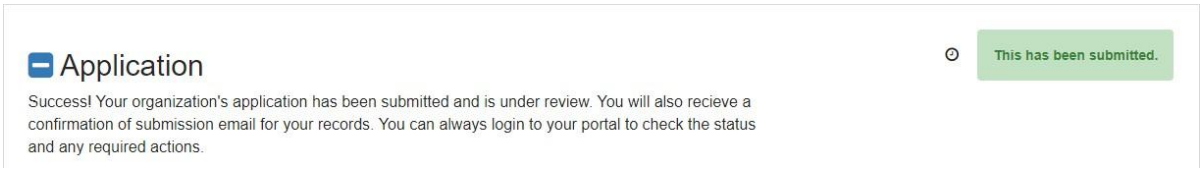
Once inside the application card, you will see the two sections your organization must complete. To access each section, click “Open”.



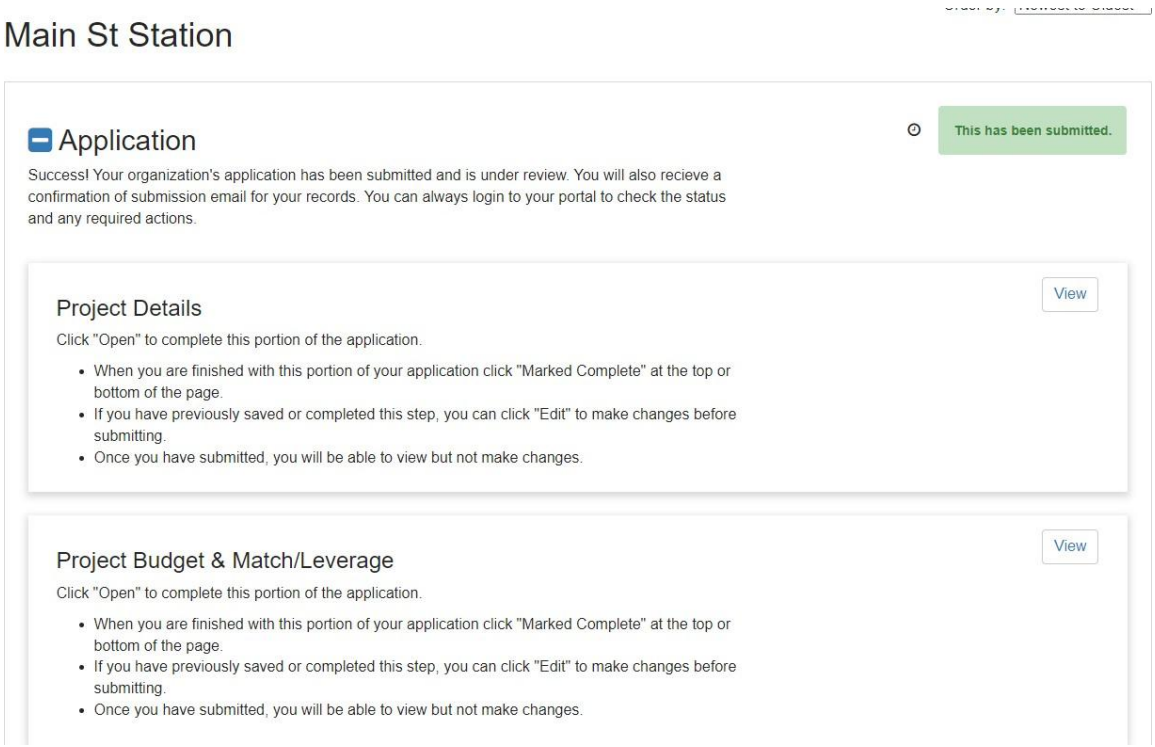
When you have completed a section of the application and selected “Marked Complete,” that section will show as complete on the application. NOTE – you should select “Save Draft” as you are working on the application or when you log out.



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.



Upon submission, an email 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 Activities under ESG, like Emergency Shelter and Rapid Re-Housing. However, two applications would be needed if the organization planned to request ESG funds for Emergency Shelter and Rapid Re-Housing and CDBG funds for “Renovations” to the organization's existing shelter to create additional space.
- 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 applying, 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 deadline.