

**PY25/FY26 Federal Entitlement Funds
CDBG, CDBG-CV, ESG, HOME and
HOPWA**



Notice of Funding Availability (NOFA)

Release of Application Packet: November 20, 2024

Applications Due: December 18, 2024 @ 1:00 p.m.

Tech Help: November 22, 2024 @ 1:30 p.m.

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NOTICE OF FUNDING AVAILABILITY FOR PY25/FY26 Federal Entitlement Funds CDBG, CDBG-CV, ESG, HOME and HOPWA

The City of Richmond is issuing this Notice of Funding Availability (NOFA) for the allocation of its Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership Program (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) for the Federal Program Year (PY) 2025/City of Richmond Fiscal Year (FY) 2026, and the remaining unallocated funds from the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (CDBG-CV). The Federal funds are entitlement funds allocated to the City through the U.S. Department of Housing and Urban Development (HUD) for housing, community development, economic development, and supportive services. The Federal grant program applications must be for projects that will directly impact very low and low- to- moderate-income residents living within the City of Richmond, except for HOPWA. The City administers HOPWA grant funds for the entire Metropolitan Statistical Area (MSA), which includes, 17 independent jurisdictions: Cities of Richmond, Colonial Heights, Hopewell, Petersburg, and the Counties of Amelia, Caroline, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, Prince George, and Sussex. CARES Act funding must be for projects that will prevent, prepare for, and respond to the Coronavirus pandemic and have a direct impact on our low- and moderate-income City residents and businesses. The City of Richmond has unallocated CDBG-CV funds and anticipates receiving the following HUD funding for the CDBG, ESG, HOME and HOPWA grant programs based on last year's Federal allocations:

CDBG	\$ 6,669,077
CDBG-CV	\$ 27,215
ESG	\$390, 608
HOME	\$4,020,944
HOPWA	\$2,795,634

Priority will be given to those projects that not only assist in meeting the goals articulated in the City of Richmond's 2021-2025 Consolidated Plan but also help advance the new housing goals.

The application will be available for viewing beginning Wednesday, November 20, 2024, on the City of Richmond's website: <https://www.rva.gov/housing-and-community-development>. **All applications will be submitted through the grant management software, WizeHive**, click the link to apply https://webportalapp.com/sp/login/federal_entitlement_fy26.

All applications must be submitted no later than 1:00 p.m. on Wednesday, December 18, 2024.

WizeHive is the only way to apply. No late applications will be accepted.

The City will host an optional virtual information session for applicants on Wednesday, November 20, 2024, from 1:30pm – 2:30pm. A virtual tech support session for the WizeHive system will also be offered on Friday, November 22, 2024, at 1:30pm. Those interested in attending the optional virtual workshop and/or virtual tech support session for WizeHive can contact Amanda Wrinkle at amanda.wrinkle@rva.gov or via telephone at 804-646-1876 to request the link to attend.

Please direct all questions to the Department of Housing and Community Development at (804) 646-1766. 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.

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



APPLICATION GUIDELINES

PY25/FY26 Federal Entitlement Funds CDBG, CDBG-CV, ESG, HOME and HOPWA

Purpose

This application process allows organizations to apply for funding that meets critical needs through housing, economic, and community development activities. Funding is made available through the following federal programs: Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership Program (HOME), and Housing Opportunity for Persons with AIDS/HIV (HOPWA). Community Development Block Grant funds that were awarded during the pandemic to prevent the spread of the Coronavirus is not an annual allocation. The City's program has remaining funds that are being included in this NOFA (CDBG-CV).

Congress, by a formula set by legislation, determines how much funding the City will receive and be allowed to award in grants. These funds are allocated annually on a competitive basis to the following types of organizations: non-profits, Community Housing Development Organizations (CHDOs), Community-Based Development Organizations (CBDOs), for-profit developers, government agencies, and authorities, economic development, housing, or human service agencies, and/or organizations with federal tax-exempt status. The use of the funds is to support activities that benefit low-and-moderate-income areas or low- and moderate-income persons. The City has unallocated CV funds and anticipates receiving the following HUD funding for the CDBG, ESG, HOME, and HOPWA grant programs based on last year's Federal allocations:

CDBG	\$ 6,669,077
CDBG-CV	\$ 27,215
ESG	\$390, 608
HOME	\$4,020,944
HOPWA	\$2,795,634

The funding amounts listed above are estimates only. Note that PY25/FY26 funding awards will be based on the City of Richmond's actual allocations from HUD.

Disclaimer/Disclosure: The City of Richmond reserves the right to award funds from a different funding source or an amount other than what an applicant may have selected on the application. In the event of unallocated funds, the City, at its discretion, may award additional funding to an applicant whose project meets an immediate need, priority, and goal of the City.

The City is seeking to fund the following eligible HUD Activities through this application process. Applications for other eligible HUD Activates will also be accepted.

CDBG

- 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 and Foreclosure Prevention, Behavioral Health Case Management, Residential Support for Homeless Families, or Medical Services for Homeless Families
- Economic Development such as provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

CDBG-CV

- Facility upgrades or renovations to prevent or eradicate the spread of the Coronavirus
- Expansion of services (shelter or housing assistance) to address displacement due to the Coronavirus

ESG

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

HOME

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

HOPWA

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

Strategic Priorities

PY 2021-2025 Consolidated Plan

The City, through its Five-Year Consolidated Plan, PY 2021-2025, has developed strategic objectives, priorities and goals as a tool to improve the key processes for planning, budgeting, and performance management. The priorities and goals are an approach to strategic management that links the City's mission and vision to developing strategies intended to achieve specific performance objectives related to Housing and Community Development. See **Attachment A** for the full list of priorities and goals. A copy of The City of Richmond's Five-Year Consolidated Plan can be accessed at the following link: <https://www.rva.gov/housing-and-community-development/public-documents>

Neighborhood Revitalization Strategy

The City Council and City Administration have approved a Neighborhood Revitalization Strategy Area to use Federal HUD funds, the Capital Improvement Program (CIP), and its General Fund Budget. In the 2021 – 2025 Consolidated Plan, the Department of Housing and Community Development also adopted focus/priority areas. See **Attachment B** for the full list and detailed

descriptions.

New Housing Goals

As the City is aligning its available resources to meet the priorities and goals listed that are found in the Strategy to End Homelessness and the Equitable Affordable Housing Plan, the City is particularly interested in applications from organizations that will help achieve the goals of providing new homeownership opportunities and the preservation of affordable housing units. As a result, this would also support the neighborhood revitalization strategy, as well as the priorities identified in the 2021-2025 Consolidated Plan. The City encourages applications that will facilitate the preservation of multifamily rental units and single-family houses for homeownership, as well as provide services to homeless individuals and families.

City of Richmond Strategic Plan to End Homelessness 2020-2030

Although the City of Richmond has seen a reduction in the number of single adults experiencing homelessness there are still many challenges facing the City. In this plan, the staff within the Departments of Housing and Community Development and Social Services worked with organizations to identify seven (7) strategies to reduce the number of individuals experiencing homelessness. The goal, as outlined, is to make homelessness rare. See additional information at [CITY OF RICHMOND STRATEGIC PLAN TO END HOMELESSNESS 2020-2030 \(rva.gov\)](https://www.rva.gov/city-of-richmond-strategic-plan-to-end-homelessness-2020-2030)

Organizational Threshold Criteria

The Organizational Threshold Criteria listed on **Attachment C** are the minimum standards an applicant must meet. The Project proposed should be consistent with the Five-Year Consolidated Plan and other City Priorities and goals. The project should be leveraged with other funding sources. The applicant should demonstrate how services are linked with other programs in the same delivery service area. The organization doesn't currently have any violations or outstanding taxes.

For CDBG-CV applicants the organization must demonstrate the capacity to deliver services to persons impacted by the Coronavirus. For rehabilitation projects the applicant must demonstrate the capacity to rehabilitate a facility to address the prevention or spread of the Coronavirus.

Description of Federal Grant Funds and Requirements

Federal Grants

The following are Federal Entitlement Program funds given each year by the U.S. Department of Housing and Urban Development to the City of Richmond to administer and award. Each of these programs has specific regulations, which the City must follow in expending funds. The overall objective of the Federal funds is to benefit low-and-moderate-income persons, which are those households with an income of 80% or less of the Area Median Income (AMI).

- **Community Development Block Grant (CDBG)** –A flexible grant that provides communities with resources to address a wide range of unique community development needs. This includes Public Services funding. Each activity must meet one of the following national objectives; benefit low-and moderate-income persons, prevent or eliminate slums or blights, or address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

Please note that HUD, by regulation, only allows the City to award 15% of its CDBG allocation to Public Service activities. See more information at

https://www.hud.gov/program_offices/comm_planning/cdbg/entitlement-program

- **Community Development Block Grant (CDBG-CV)**- This is not an annual allocation as these funds were awarded during the pandemic to prevent the spread of the Coronavirus. The remaining funds from this program are being included in this NOFA. The funding is to implement programs/projects that are consistent with the objectives of the CARES Act, which are to be used to “prevent, prepare for, and respond to the coronavirus pandemic” and have a direct impact on our low- and moderate-income City residents and businesses.

Please note that CDBG-CV funding must be expended by August 24, 2026. See more information at <https://www.hudexchange.info/programs/cdbg-cv/>

- **Emergency Solutions Grant (ESG)** – This grant serves individuals and families experiencing homelessness by providing supportive services, emergency shelter/transitional housing, assisting persons at risk of becoming homeless with homelessness prevention assistance, and providing assistance to obtain permanent housing. The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 places new emphasis on assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

Please note that HUD, by regulation, only allows the City to award up to 60% of its funds for street outreach and emergency shelter activities. Currently the City is prioritizing the emergency shelter activity with these funds.

See more information at https://www.hud.gov/program_offices/comm_planning/esg

- **HOME Investment Partnership Program (HOME)** – The program funds a wide range of activities including building, acquiring, and/or rehabilitating affordable housing for rental or homeownership, and providing direct rental assistance to low-income persons. HOME is the largest Federal Block Grant to state and local governments designed exclusively to create affordable housing for low-income households.

Please note that HUD, but regulation, requires that at least 15 % of HOME funds be set aside for specific activities to be undertaken by a special type of nonprofit called a Community Housing Development Organization (CHDO). These organizations will need to verify their current certification with HCD as a part of the FY26 process. HCD will follow-up with relevant organizations through a separate email process.

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 the housing needs of people living with HIV/AIDS. HOPWA provides grants for projects that will benefit low-income persons living with HIV/AIDS and their families. This is regional funding and can be used by 17 independent jurisdictions: Cities of Richmond, Colonial Heights, Hopewell, Petersburg, and the Counties of Amelia, Caroline, Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King William, New Kent, Powhatan, Prince George, and Sussex. See more information at https://www.hud.gov/program_offices/comm_planning/hopwa

Federal Requirements

In addition to programmatic compliance requirements for each grant, Federal Entitlement Program funds must also follow cross-cutting requirements from federal laws and Executive Orders that apply to the federally funded projects. Applicants should be aware of potential cross-cutting requirements, as applicable, when designing their project and requesting federal funds. HCD has included a few cross-cutting requirements in the list below with links to basic information.

- [2 CFR Part 200](#) and [24 CFR Part 570.502](#)
- [Affirmatively Furthering Fair Housing \(AFFH\)](#)
- [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 \(VAWA\)](#)

Staff Consultation and Important Notes

Staff Consultation

All program or programmatic design questions must be in writing and emailed to Michelle Peters, Deputy Director of HCD at Michelle.Peters@rva.gov and cc' Amanda Wrinkle, Sr. Project Development Manager at Amanda.Wrinkle@rva.gov. If needed, HCD staff may schedule a follow-up call. Note that program or programmatic design questions must be submitted by 5:00pm on Friday, December 6, 2024. Any tech support questions regarding the application submission process will continue to be accepted until 5:00pm on Friday, December 13, 2024.

Important Notes about Application Process

If your agency applied for FY25 Federal Entitlement Funds via WizeHive it is possible to update your agency's previous profile to save time. To do so, the same individual that completed the application for FY25 will need to login and complete the FY26 application. If this person is no longer with the organization, or a new person needs to be made owner of the profile, please contact Amanda Wrinkle via email at amanda.wrinkle@rva.gov .

To simplify the preparation and review of applications, there is one application for all proposals that uses logic to ask additional questions based on an applicant's funding source and project type. Please check the appropriate funding source and complete the appropriate sections of the application as directed. One (1) application must be submitted for each project and funding source requested; however, an applicant can choose to operate multiple eligible HUD Activities under one funding source or project.

The WizeHive application will prompt the applicant to submit required attachments in the Profile, Application and Project Match & Budget sections with the notation of an asterisk (*) and will not allow the applicant to submit until the attachment is upload. WizeHive will also provide space for the applicant to upload additional optional attachments. Please only upload the requested information in the appropriate location in the application. Note you may need to combine documents

into one document before uploading.

A budget must be submitted for all applications. Instructions for completing the project budget worksheet is provided as an Excel Workbook with instructions and tabs for multiple eligible Activities, if needed. The Excel Workbook also includes Budget Category Definitions. A copy of the Excel Workbook can be seen in **Attachment E**. Applicants should upload a PDF version of the completed Excel Workbook tabs into the Project Match & Budget portion of the application.

Note that the applicant's Board Chair, or highest-ranking Officer, must sign an Application Acknowledgement Form (**Attachment D**) that is required to be submitted with each application via WiseHive in the Profile section. Applicants who applied last year will need to submit the latest version of the form for their FY26 application. If awarded, the Board Chair must sign the contract, or the organization must pass a resolution acknowledging the award as outlined in the form.

A copy of the NOFA and application guidelines can be requested from City staff by emailing your request to Kristen.Stell@rva.gov . If you have problems accessing the NOFA and application guidelines, you may also call (804) 646-1766.

Deadline for Submission

Applications, and additional required documentation, must be submitted through the grant management software, WiseHive, at https://webportalapp.com/sp/login/federal_entitlement_fy26 no later than **1:00 p.m. on Wednesday, December 18, 2024**.

Application Rating and Ranking for Funding

Each application will be rated by a staff member of HCD and one or more designees of the Director of Housing and Community Development. There will be two rating forms, one for projects seeking funding from CDBG, CDBG-CV or HOME for acquisition, construction, or rehabilitation. The second form will be for all other projects that will provide housing related support and services to individuals and families.

All applications will be rated in four (4) areas that total 100-point. The minimum score of funding consideration is 75-points. An application evaluation form (**Attachment F**) with specific questions will be used in the rating of submitted applications.

Applications for projects request CDBG, CDBG-CV or HOME funds for acquisition, construction or rehab are evaluated based on the following criteria areas:

- Alignment with Consolidated Plan and City Priorities (25 points)
- Budget and Cost Appropriateness (35 points)
- Sustainability (15 points)
- Organizational Capacity (25 points)

Applications for projects that will provide housing related support and services to individuals and families are evaluated based on the following criteria:

- Program Design and Outcomes (30 points)
- Organizational Capacity (25 points)
- Budget and Cost Appropriateness (25 points)
- Alignment with Consolidated Plan and Departmental Priorities (20 points)

HCD staff will consider raters scores when ranking applications for funding recommendations to be approved by Richmond City Council. Please note that applications submitted for funding for existing projects or continued services will be evaluated on past performances, ability to meet deadlines and their record in expending the awarded funds in a timely manner. The City of Richmond reserves the right to award funding, other than what has been requested by an applicant, at its discretion, for projects that meet an immediate need, priority, or goal of the City, and is an eligible activity as permitted by HUD.

Attachment A

City of Richmond PY 2021 – 2025 Consolidated Plan Priorities Strategic Priorities

Major Objectives:

1. **Create Decent and Affordable Housing** – This broad goal promotes the rehabilitation and retention of the existing affordable housing stock where possible; increases the availability of permanent housing, including homeownership and rental units, that is affordable to all residents without discrimination on the basis of race, color, religion, sex, national origin, language spoken, familial status or handicap; increases the supply of supportive housing which includes structural features and services to enable persons with special needs to live with dignity; and assists the homeless and other persons with special needs to obtain needed services, including appropriate housing as necessary. To provide housing and housing services for persons and families at or below the 30% of Area Median Income.
2. **Create Suitable Living Environments** – The concept of a suitable living environment includes improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing isolation of income groups within an area through deconcentrating of housing, revitalization of deteriorating neighborhoods; restoring and preserving properties of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
3. **Create Economic Opportunities** – This includes job creation and retention; establishment, stabilization, and expansion of small businesses (including micro- businesses); provision of jobs for low-income persons; making mortgage financing available for low-income persons at reasonable rates; providing access to credit for development activities that promote long- term economic and social viability of the community; and reducing generational poverty in federally assisted and public housing by empowering low-income persons to achieve self-sufficiency.

The City of Richmond's goals for the 5-year Consolidated Plan, listed in no order, include:

1. **Ensure sustainable, safe, and healthy affordable housing is located throughout the City.**

The quality of housing is important to low- and moderate-income people. The majority of housing units in Richmond were constructed before 1980. The aging of our housing stock creates a demand for major housing rehabilitation. Almost half of owner and renter units have at least one condition that warrants attention. The owner-occupied rehabilitation program and multifamily rental rehabilitation address these widespread needs. Lead poisoning is also a risk in older homes. The rehabilitation program can be used to reduce

the hazard of lead-based paint and to address gentrification. The preservation of affordable housing in gentrifying neighborhoods by keeping low-income residents in their neighborhoods with homeowner rehabilitation, and the exploration of innovative new programs utilizing city-funding works to combat the impacts of gentrification.

2. Increase the supply of affordable rental housing, especially for households earning at or below 50% of AMI.

Efforts are directed toward providing housing for low- and moderate-income households, particularly those that are cost burdened or earn at or below 50% of area median income, throughout the city. This includes supporting rental housing activities by nonprofits and for-profit developers that contribute to sustainable, mixed-income neighborhoods. Increases may occur through the modernization and rehabilitation of existing housing stock or the construction of new units.

3. Provide affordable rental housing and services for special needs and homeless populations.

The City will provide supportive services for the homeless, persons living with HIV/AIDS, and Special Needs populations. These services include case management, counseling, financial assistance with services, housing, shelters, transitional housing, housing assistance, rapid re-housing, and permanent supportive housing. Homeless efforts will be coordinated and provided by the Greater Richmond Continuum of Care (GRCoC) to end homelessness.

4. Increase homeownership for lower-income working households.

The City seeks to have a balance of affordable rental and homeownership opportunities within its neighborhoods. It encourages mixed-income neighborhoods to provide opportunities for all and reduce the economic isolation of any of its residents. Homeownership can provide stability for working families by building equity, enable long-term social investment in the community, and control housing payments while area rents continue to rise.

5. Manage grant funds efficiently and effectively.

The City is committed to being a well-managed government and an efficient and effective steward of its federal funds. With recognition of decreasing revenues in today's economy, the City is very focused on the completion of projects in its pipeline and projects that will substantially contribute to program objectives for decent and affordable housing, creating suitable living environments, and creating economic opportunities.

6. Programs and resources for LMI households

Many Richmonders need assistance to help gain stability in their lives. Services funded by the City allow organizations to be able to fill these gaps to provide people with the necessary help and resources.

The Priority Needs identified in the 5-year Consolidated Plan, listed in no order, are:

1. Supply of Decent and Healthy Affordable Housing

As Richmond continues to grow and areas continue to gentrify, efforts are directed toward providing housing for low- and moderate-income households, particularly those that are cost-burdened, throughout the city. This includes supporting rental housing activities by nonprofits and for-profit developers that contribute to sustainable, mixed-income neighborhoods. Increases may occur through the modernization and reconfiguration of existing housing stock or the construction of new units.

2. Making homelessness rare, brief, and non-recurring

There is a definite need for homeless services and housing in Richmond. According to the City of Richmond's Strategic Plan to End Homelessness 2020-2030, the 2019 Point in Time (PIT) count showed there were 497 single adults experiencing homelessness. However, the number of people living in the streets, in city parks and plazas, under the train trestles, or camping in one of the City's many James River islands appears to be growing.

3. Locations of Affordable Housing

Census tracts with racial and ethnic concentrations of poverty exist throughout the City of Richmond. Many of them are a result of historic red lining. Many of these census tracts have aging public housing communities as well. The lack of resources and economic opportunities makes it difficult for residents to thrive. Subsidized affordable housing located more equitably throughout the City would open up opportunities for residents.

4. Access to Housing and Economic Opportunity

There is a lack of access for many to live in high-opportunity areas in the City of Richmond. The following is from the 2020 Analysis of Impediments to Fair Housing Choice in the Greater Richmond and Tri-Cities Region: "Historical actions of forced segregation, restrictions on migration into higher opportunity areas, and housing and employment discrimination have created unequal economic conditions that restrict housing choice. Despite recent changes in state law, some landlords refuse to accept Housing Choice Vouchers, and those that do are located in higher crime neighborhoods. Furthermore, the limited federal funding for Housing Choice Vouchers and the growing gap between residents who need assistance, and the number of vouchers available forces unassisted renters into housing in very poor condition. Landlord decisions to evict tenants, sometimes without cause, create a long-term barrier to accessing stable rental housing. These high-eviction landlords, who prey on residents in high-poverty, racially concentrated, and under-resourced neighborhoods, effectively compromise evicted renter's chances at finding safe, quality housing in higher opportunity areas. Segregation by school quality is highest in Richmond, where non-Hispanic Whites have around twice the level of access to proficient schools as African Americans/Blacks and Latinos/Hispanics. Job-rich areas lack affordable housing and transit access limiting employment for low-income and transit-dependent residents."

5. Resources for Special Needs Populations.

HUD has a broad definition of special needs populations which includes the elderly, persons with Alcohol or Other Addictions, persons with HIV/AIDS and their families, victims of domestic abuse, and people with mental, physical, or developmental disabilities. Rental housing impediments include the lack of affordable, accessible housing for persons with disabilities. The very limited income supports for residents with disabilities and lack of accessible, affordable units force low- income renters with disabilities into inaccessible homes in poor condition and in neighborhoods lacking public transit. Furthermore, in residential zoning districts group homes are only allowed with conditional use permits, not by right. This can lead to "Not in My Backyard" mentalities when applying for Conditional Use Permits in residential areas. The narrow definition of family also limits group homes in the number of unrelated people that can live together.

6. Preservation of housing for low-income residents in rapidly gentrifying neighborhoods.

One of the guiding principles of the An Equitable Affordable Housing Plan draft is "Low-income households living in our gentrifying neighborhoods desire the right to stay and be part of the increase in property wealth and must not be displaced." According to a study conducted by the National Community Reinvestment Coalition, Richmond is among the list of cities with high percentage of "eligible gentrifying neighborhoods."(2020 Analysis of Impediments to Fair Housing Choice in the Greater Richmond and Tri-Cities Region)

7. Transform public housing sites into communities of choice.

Physical Condition Assessments (PCA) for RRHA's Big 6 (Creighton, Gilpin, Hillside, Fairfield, Mosby, and Whitcomb Courts) conclude that these developments are functionally obsolete and beyond their usefulness and viability, necessitating the active pursuit of comprehensive, strategic, and inclusive transformation implementation. This determination is primarily based on inspections and reports determining that rehabilitation of our developments is cost-ineffective to correct deficiencies of aged systems within the developments. RRHA's goal is to transform its entire public housing portfolio into quality affordable housing by offering a variety of housing options to reposition the agency's public housing developments into modern, better performing developments that are competitive in the marketplace, as well as to improve the physical and social conditions of such developments. (MA-25)

8. Services to low- income households

Low-income households do not have access to as many opportunities as households with higher incomes. Services are needed to assist low-income households to access resources. Services are administered through non-profits and organizations that seek to assist low-income households through anything from legal services to youth programs.

Attachment B

Federal Entitlement Focus/Priority Areas

1. Hull Street - Swansboro Corridor

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

2. Hull Street - Lower Corridor

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

3. Richmond Highway- North

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

4. Richmond Highway- South

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

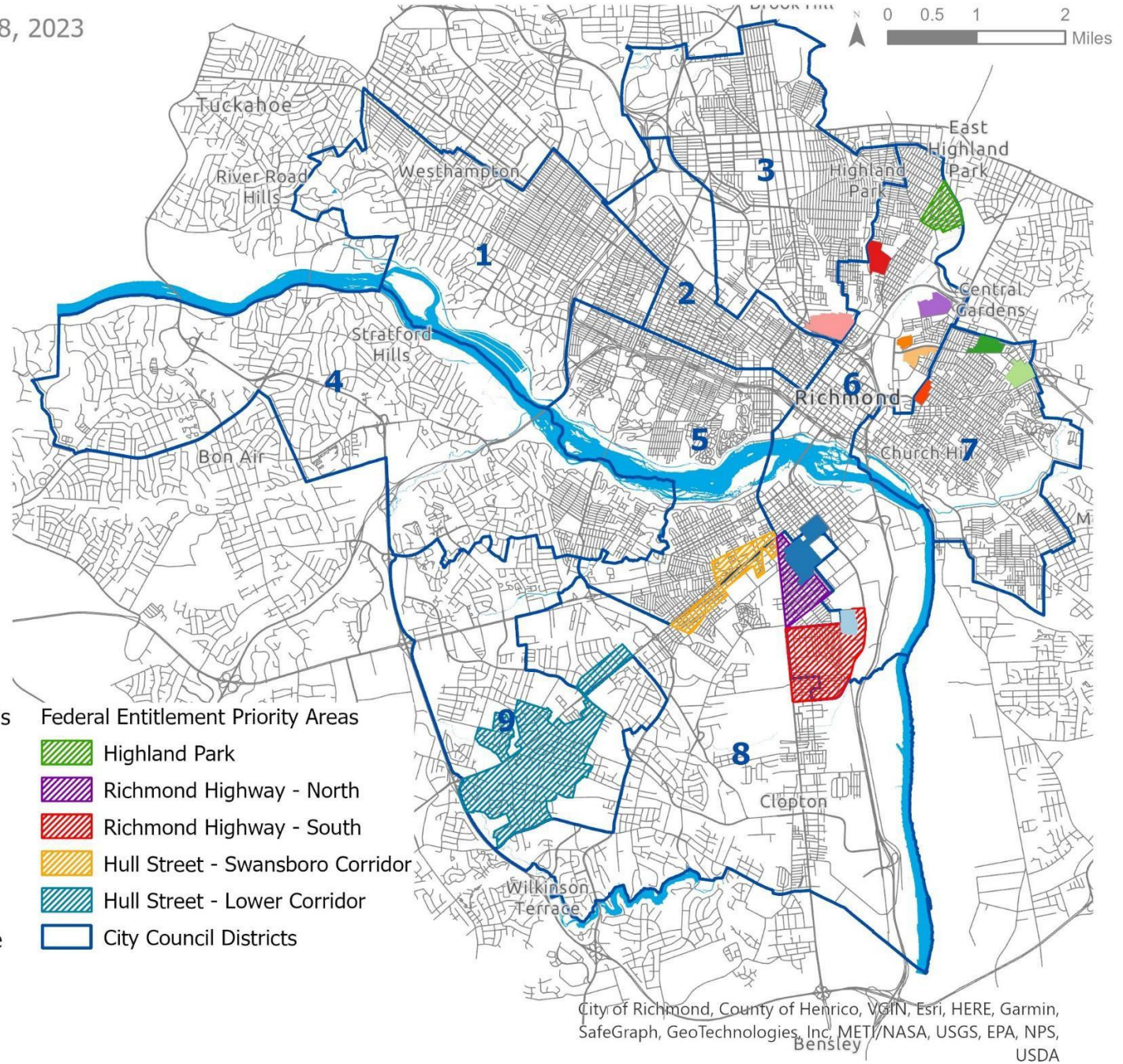
5. Highland Park

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

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

City Council District Boundaries can be found at the [Richmond City Council \(2024\) Richmond Voter Districts Maps Package](#)

As of December 28, 2023



Priority Neighborhoods

- Hillside
- Blackwell
- Creighton
- Fairfield
- Gilpin
- Highland Grove
- Mosby Central
- Mosby North
- Mosby South
- Whitcomb

Federal Entitlement Priority Areas

- Highland Park
- Richmond Highway - North
- Richmond Highway - South
- Hull Street - Swansboro Corridor
- Hull Street - Lower Corridor
- City Council Districts

Attachment C

Organization Threshold Criteria

1. All organizations applying for Federal funds are required to have a Unique Entity Identifier Number (UEI). To obtain a UEI number, visit the System for Award Management (SAM) website at <https://www.sam.gov> . Organizations receiving Federal funds must also provide evidence of registration with SAM. SAM registration is only valid for one year and must be updated and renewed annually.
2. If the agency is a non-profit, it must have the appropriate non-profit certification already approved by the Federal government.
3. The project proposed by the applicant is consistent with the Consolidated Plan, City Strategic Plan or located in a focus/priority area.
4. Project funds from other public and private sources are leveraged by the applicant at least at a one-to-one ratio to the funds being requested. For ESG projects, the applicant must provide evidence of the required match.
5. The applicant follows all federal, state, and local regulations, and has no outstanding violations, taxes, or penalties.
6. The applicant links its services with the related programs in the same service delivery area (particularly CDBG, CDBG-CV, ESG and HOPWA subrecipients) or links its services delivery with comparable services provided by other agencies.
7. The applicant has a well-developed organizational structure. If the applicant is a non-profit, it must have an adequate board to oversee the activities of staff and has a clear separation of board and staff responsibilities.
8. The applicant coordinates its projects with the appropriate partners, civic groups, business organizations, and City departments.
9. Applicants who are applying for continued services or an expansion of existing services must demonstrate that they spent their award timely submitted invoices as requested.

Attachment D



City of Richmond Department of Housing and Community Development Application Acknowledgement Form for Federal Entitlement Funding

The signature below indicates that the Board Chair of (applicant name) is aware of the organizations intention to apply for Federal Entitlement funds administered by the City of Richmond’s Department of Housing and Community Development (HCD). The Board Chair is aware that Federal Funding administered by HCD is subject to compliance with all applicable federal laws and regulations, along with any local requirements, and that failure to do so could result in recapture of such funds by the City.

The Board Chair also understands that if (applicant name) ’s application is selected for an award that the organization has two options in the completion of the contract with the City of Richmond. Either the Board Chair can sign the contract between the agency and the City of Richmond as their acknowledgement of the receipt of the Federal funds or the (governing board) may pass a Resolution of the Board to acknowledge the receipt of funds. One of these two options must be selected at the time of the notification of the award and communicated to HCD in writing.

Board Chairperson’s Signature and Date

Instructions for Completing Project Budget Request

Attachment E

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 in 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 WiseHive 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, moving cost.

*** Other allowable cost can/should be listed based on 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 of building for redevelopment including total or partial demolition, environmental abatement, and similar cost.

*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 cost must relate to the activities undertaken by the applicant in direct proportion to the amount of HUD funds requested.

Eligible CDBG, CDBG-CV, 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, behavioral health case management, residential support and medical services for homeless families
- *Economic Development such as provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

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

- *Facility upgrades to prevent or eradicate the spread of the Coronavirus
- *Expansion of services (shelter or housing assistance) to address displacement due to the Coronavirus

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
- *Single Family Rehabilitation

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:		FY26 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		\$ -	\$ -

Attachment F
HCD's FY26 Federal Entitlement Application
Evaluation Form and Scoring Sheet
Construction or Rehabilitation Projects

Name of Organization:

Name of Project as listed on Application:

Type of Project

- Construction or Rehabilitation Project - Single Family, Multi-Family or Shelter

Type of Funds Requested

- CDBG
- CDBG-CV
- ESG
- HOME
- HOPWA

Amount of funds requested for project _____

NOTE: A total of 100 points are available. An application must score a minimum of 75 points to be recommended for funding.

Program Design and Outcomes (Total 30 Points)

Is the proposed program design sound for the delivery of the services to be provided? For economic development projects, does the program ensure that jobs will be available to low-to-moderate-income persons? Maximum 10 points.

At which income level will a majority of the beneficiaries of this program be at? 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 projects discussed to show experiences? If this is an Economic Development project, did the applicant demonstrate experience in facilitating growth of businesses, retention, and the creation of new jobs for low-to-moderate income persons? Maximum 10 points.

Did the applicant clearly explain/demonstrate their staffing model and is it sufficient to meet the deliverables/outcomes of the project. Did the applicant demonstrate that the appropriate skills and experience exist for the services to be provided? Maximum 10 points.

Did the applicant clearly discuss how it met its FY24 performance goals as outlined in their Item Plan, and expend all awarded funds? If not, was the applicant's justification sound? If the applicant was not awarded funds in FY24 applicant should receive 5 points. Maximum 5 points.

Budget and Cost Appropriateness (Total 25 Points)

Does the project leverage or commit funds from other sources? The greater the leverage demonstrated in the application the better the opportunity to receive the maximum points. If no leverage is demonstrated, then zero points should be awarded. Applicant seeking ESG funding must demonstrate dollar-for-dollar match to be awarded points. Maximum 10 points.

The proposal is cost-effective and reflects current market conditions and cost. The services to be delivered as explained in the applicant's description must have a budget that demonstrates the activity that will be funded. Does the cost of the services provided align with industry standard-cost? Maximum 10 points.

The proposal is financially feasible for the funds requested and other committed funds. Is the majority of the funding going to overhead or administrative personnel versus direct-services and client support? Maximum 5 points.

Alignment with Consolidated Plan and Departmental Priorities (Total 20 Points)

Do the services provided meet a Priority Need as identified in the 5-year Consolidated Plan? Please select all that apply. Points awarded for alignment with Priority Needs. Maximum 10 points.

- Making homelessness rare, brief, and non-recurring
- Resources for special needs populations
- Access to housing and economic opportunity
- Services to low-income households

Does the applicant adequately describe how the project meets the Priority Need(s)? Maximum 10 points.

Evaluation Total

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

Reviewer Recommendation and Overall Comments

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

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

HCD's FY26 Federal Entitlement Application Evaluation Form and Scoring Sheet All Other Projects

Name of Organization:

Name of Project as listed on Application:

Type of Project

- All Other Projects

Type of Funds Requested

- CDBG
- CDBG-CV
- ESG
- HOME
- HOPWA

Amount of funds requested for project _____

NOTE: A total of 100 points are available. An application must score a minimum of 75 points to be recommended for funding.

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

Is the project meeting any of the Consolidated Plan Goals or City Priorities? Select all that apply. Points awarded for alignment with Consolidated Plan and City Priorities. Maximum 10 points.

- Reduces the likelihood of a homeowner becoming homeless.
- Preserves housing for low-income residents in a rapidly gentrifying neighborhoods.

Which Identified Focus/Priority Area(s) will the project(s) be in? Select all that apply. Points awarded for project(s) occurring in Focus/Priority Area(s). Maximum 5 points.

- Hull St. - Swansboro Corridor
- Hull St. - Lower Corridor
- Richmond Highway North
- Richmond Highway South
- Highland Park
- RRHA “Communities of Choice”

At which income level will a majority of the beneficiaries of this program be at? 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 realistic objectives, performance measures, timeline, and site control, if applicable. Maximum 10 points.

What is the leverage ratio for the project? If the ratio doesn't fit into the criteria provided, then 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 for the funds requested as well as the other funds that are committed to the project. Maximum 10 points.

The proposal is cost-effective and reflects current market conditions and cost. 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? Does the applicant currently have open projects with the City, if so, will they be completed by the end of the existing contract? 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 the understanding of the importance of Richmond's green canopy and 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 a minimum of 75 points to be recommended for funding. Total points out of 100. As a reminder, applications must score a minimum of 75 points to be recommended for funding. ____ / 100

Reviewer Recommendation and Overall Comments

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

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