



Office Of Opioid and Substance Use Response
REQUEST FOR APPLICATIONS
VOAA Cooperative Housing Stabilization Project

Background and Purpose

The City of Richmond's Office of Opioid and Substance Use Response is seeking proposals from eligible organizations to increase housing stability for individuals impacted by substance use. This initiative is part of a regional collaboration among the City of Richmond, Chesterfield County, and Colonial Heights. Through this approach, the cooperative partnership seeks to create sustainable pathways to housing stability for substance-impacted individuals while expanding access to housing options that are responsive to diverse recovery journeys.

The target service area for this Request for Applications will be The City of Richmond.

Target Population

This initiative is designed to serve substance-impacted individuals who often face barriers to accessing traditional recovery housing or abstinence-based recovery programs. Priority populations include:

- Individuals whose recovery pathways do not involve complete abstinence from substances
- Individuals transitioning from treatment programs, recovery housing, or other structured recovery environments
- Individuals experiencing housing instability as a result of substance use and related challenges

Project Overview

The goal of this initiative is to establish a comprehensive housing stabilization program that combines housing navigation, supportive services, and long-term rental assistance to help participants achieve and maintain stable housing.

Year 1: Program Development and Housing Readiness

During the first year, the selected organization(s) will focus on building the infrastructure necessary for long-term program success. Activities will include:

- Hiring and training program staff to comprise the Housing Stabilization Team
- Establishing relationships with landlords, property managers, and housing providers
- Identifying and enrolling eligible participants
- Developing partnerships with community organizations, employers, and service providers
- Exploring opportunities for dedicated housing units, landlord incentives, and master leasing arrangements
- Assisting participants in becoming "housing ready"

Housing readiness activities may include:

- Obtaining identification and other required documentation
- Connecting participants to employment and income supports



Office Of Opioid and Substance Use Response
REQUEST FOR APPLICATIONS
VOAA Cooperative Housing Stabilization Project

- Addressing legal, transportation, and other barriers to housing
- Providing short-term or emergency housing assistance when needed

Housing Stabilization Team Structure

Each funded team will include:

- **One full-time partner-facing housing navigator**
 - Builds relationships with landlords and housing providers
 - Identifies available units and develops placement opportunities
- **One full-time client-facing housing case manager**
 - Works directly with participants to secure and maintain housing
- **One part-time financial administrator**
 - Supports internal financial policies and administers wrap-around and partial rental subsidy fund

Years 2–5: Housing Stabilization and Rental Assistance

Beginning in Year 2, the selected organization(s) will begin implementing the program. The program will provide eligible participants with housing navigation services and multi-year, partial rental subsidies, to promote long-term housing stability.

Eligible program participants will receive ongoing support services designed to help them secure housing, maintain tenancy, and address barriers that may threaten housing retention.

Evidence-Based Approach

This initiative incorporates several evidence-based practices shown to improve housing outcomes for individuals with complex needs.

Research from the Corporation for Supportive Housing (CSH) demonstrates that programs combining rental assistance with case management achieve housing retention rates exceeding 85% after two years, compared to 54% for rental assistance alone.

The program's design reflects these findings by:

- Combining rental subsidies with individualized housing navigation and support services
- Addressing housing affordability through multi-year rental assistance
- Providing flexible resources to address barriers such as documentation, transportation, and legal challenges
- Building strong relationships with landlords and housing providers to expand housing opportunities for participants
- Supporting individuals who may face additional barriers due to criminal justice involvement, poor rental history, or other challenges



Office Of Opioid and Substance Use Response
REQUEST FOR APPLICATIONS
VOAA Cooperative Housing Stabilization Project

Additionally, the selected organization(s) will partner with Virginia Commonwealth University's (VCU) Wright Center for Clinical and Translational research who will provide ongoing assessment and support for program implementation.

Application materials can be made available in Spanish as well as other languages. To receive these documents or to request other translation and interpretation assistance, please email opioidresponse@rva.gov or call (804) 646-5823.

Podemos tener disponibles los documentos de la solicitud en español y en otros idiomas. Para recibir estos documentos o solicitar otro tipo de asistencia de traducción e interpretación, envíe un correo electrónico a opioidresponse@rva.gov o llame al (804) 646-5823.

Submission and Award Notice:

- Questions about this RFA may be directed to opioidresponse@rva.gov
- Applications, including all required attachments, must be submitted by email to opioidresponse@rva.gov no later than 5:00 PM on Friday July 10, 2026. Late applications will not be accepted.
- Applicants that reach the finalist stage will be required to attend an interview with the multi-locality Review Board as part of the application process. During this interview, Review Board and applicant(s) will discuss further details on project budget and implementation timeline. Therefore, budget template, budget narrative, and timeline are not required as part of the written application.
- The City expects to notify successful applicants by email no later than 5:00 PM on Monday August 10, 2026.

Project Period

- The Performance Period of this project would begin once funds are received in FY27 and commence at the end of FY32. The first year of this performance period will allow time for selected organizations to hire staff and build out necessary programmatic components.

Funding Amount

- A total of \$300,000 is available through this RFA in year one with increasing amounts to cover rental subsidies in years two through five. Program budgets will be refined with Applicant(s) that reach the finalist stage in collaboration with the Review Board.



Office Of Opioid and Substance Use Response
REQUEST FOR APPLICATIONS
VOAA Cooperative Housing Stabilization Project

Eligibility Threshold

- Applicants must be Virginia nonstock (nonprofit) corporations or local governmental entities authorized to conduct business in the Commonwealth of Virginia and be in good standing with the City of Richmond.
- Applicants must be in compliance with all federal, state, and local regulations, and have no outstanding violations, taxes, or penalties.
- Applicants must disclose any lawsuits to which they have been a party in the past three years, as well as any lawsuits and investigations, criminal or otherwise, relating to the financial or business practices of the organization that are pending at the time of application.
- Applicants must provide all attachments listed below:
 - Proof of liability insurance
 - Federal tax-exempt certification
 - Most recent IRS Form 990 (Must be a complete 990. Form 990-N will not be accepted)
 - Current year operating budget for FY 27

Application Elements

1. **Cover Sheet:** See Attachment A
2. **Narrative:** The completed narrative must have the following components and should be no longer than five total pages:
 - a. **Organizational Background and Capacity:** Briefly describe the organization's mission, history, and relevant experience in implementing an initiative of this kind. How has your program demonstrated success providing housing stabilization services in the past (what quantitative and qualitative data can you share, how many people have you helped or supported, results of your program, etc.)?
 - b. **Program Description:** Please describe your organization's program development process. More specific to this RFA, please address how your organization will build the infrastructure and partnerships needed for the program. Share how you will build relationships with local landlords and housing providers to ensure effective implementation of this program. Describe how you plan to identify and recruit participants for the program. How will you reach individuals who are not currently engaged in treatment or recovery services including People Who Use Drugs (PWUD)?
 - c. **Data and Reporting:** How will you track your effectiveness (e.g. qualitative and quantitative data, performance measures, participant feedback)? How would you like to see VCU's Wright Center for Clinical and Translational research support the success of this program?

Review Process Steps

- **Eligibility Screening:** All applications will be screened for completeness and eligibility requirements
- **Technical Review and Scoring:** Eligible applications will be evaluated against the review criteria by the scoring committee of subject matter experts.
- **Final Selection:** The scoring committee and City leadership will together review the top scoring applications to identify 1-3 applicants for a final interview. A minimum score of 80 will be required to advance to the final selection phase. Final applicant(s) will be notified by August 10, 2026.



Office Of Opioid and Substance Use Response
REQUEST FOR APPLICATIONS
VOAA Cooperative Housing Stabilization Project

Review Criteria - Applications will be evaluated based on the following criteria:

Organizational Background and Capacity (40 Points)

- Demonstrated experience and success working with populations of substance-impacted individuals
- Demonstrated ability to equitably manage housing subsidy and wrap-around funds
- Organizational stability and track record of past performance. In partnership with the City of Richmond and/or in other settings, the applicant has demonstrated the capacity to complete the proposed project.
- Staffing qualifications and expertise

Program Description (40 Points)

- Potential for meaningful impact on target population
- Ability to reach populations not currently engaged in treatment or recovery resources
- Alignment with community needs and priorities
- Integration of Harm Reduction principles and Evidence Based Best Practices

Data Collection and Evaluation (20 points)

- Clear data collection plan and reporting capabilities
- Appropriate performance measures
- Ability to collaborate effectively with research partners



Office Of Opioid and Substance Use Response
REQUEST FOR APPLICATIONS
VOAA Cooperative Housing Stabilization Project

Attachment A
Application Cover Sheet

Organization Information:

Organization Name: _____

Federal Tax ID: _____

Project Name: _____

Project Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

REQUIRED ATTACHMENT CHECKLIST

- Narrative
- Proof of liability insurance
- Federal tax-exempt certification
- Most recent IRS Form 990 (Must be a complete 990. Form 990N will not be accepted)
- Current year operating budget

Signature of Authorized Representative (CEO, Executive Director, Board Chair, or other Authorized Representative):
