



CITY OF RICHMOND

Housing &  
Community Development

September 29, 2025

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# Affordable Housing Trust Fund





# Purpose

*The purpose of the [Affordable Housing Trust] fund shall be to aid in meeting the needs of low and moderate-income households in the City by providing loans and grants to for-profit and non-profit housing developers and organizations for the acquisition, capital and other related costs necessary for the creation of affordable rental and owner-occupied housing in the City.*



# Minimum Program Requirements

- Agree to a minimum 15-year affordability period (Rental ONLY)
- Target low-income (0% - 80% AMI) and/or moderate-income households (81% - 120% AMI)
- Incorporate *Universal Design* principles (New Construction and Substantial Rehab)
- Promote energy efficiency

# Minimum Program Requirements cont'd

- Leverage funds from other sources
- Applicant **must** be a single-purpose entity (SPE)
- Site control **must** be in the name of the applicant entity. Future transfers to the owner and site control in the name of a closely related party are not sufficient.



# **Types of Projects that Can Be Funded**

(Sec. 16.53)

1. The construction and substantial rehab of affordable for sale or rental housing in mixed-income neighborhoods
2. The substantial rehab of owner-occupied homes or multifamily buildings in communities with higher-than-average City foreclosure rates or number of blighted properties
3. The adaptive reuse of buildings into affordable housing



# Types of Funding

Funding will be in the form of short-term, below-market rate loans, sized according to risk and based on funds available.

# Types of Funding cont'd

1. **Gap Financing** – secondary loans to fill funding gaps between the primary loan amount and the available capital or equity from other sources (i.e., developer funds or tax credits); repaid upon permanent financing
2. **Bridge Financing** – senior, short-term, flexible financing to cover acquisition, rehab, or construction completion; repaid upon permanent financing
3. **Pre-development Cost Financing** – funds required to ready the project for construction including, but not limited to, architectural services, engineering services, attorneys' fees, appraisals and title reports; repaid upon permanent financing
4. **Strategic Initiatives Financing** – mission-aligned loan capital; **does not** include housing services



# Licensed Contractor Required

Project construction and improvements **must** be completed by a contractor, licensed to do business in the City of Richmond.





# Naming Protocol

Submit documents as individual files.

- 1 - Excel application
- 2 - Project Design
- 3 - Financial Analysis
- 4 - Development Schedule
- 5 - Appraisal with Market Study (New Construction ONLY)
- 6 - Financing Commitments
- 7 - By-right Zoning/Planning Approval for Special Use Permit (SUP)
- 8 - Location Maps
- 9 - Permanent Supportive Housing documentation, if applicable

# Naming Protocol cont'd

- 10 - Green Building Certification or RVAgreen 2050 info, if applicable
- 11 - Org Chart and Development Team Resumes
- 12 - Non-Profit documentation, if applicable
- 13 - Three most recent years of developer/owner's financial statements (balance sheet, income statement & statement of cash flows)
- 14 – Three most recent years of developer/owner's tax returns (signed)
- 15 – Virginia SCC Certificate of Incorporation



# (Excel) Application

1. Application - Rental Projects
2. Application - Single-family Homeownership
3. Application - Strategic Initiatives

The application and attachments **must** be submitted electronically.  
Applications that are deemed substantially incomplete will be rejected.

# Accessing the Application

1. Access the Excel application on our website:  
<https://rva.gov/housing-and-community-development>
2. Complete all applicable sections of the Excel application.
3. Compile documents requested in the Excel application checklist.

# Submitting the Application

After gathering **all** requested documentation:

1. Request a 'submission' link by emailing Jaynell.Pittman-Shaw@rva.gov.
2. Upload the Excel application and project documents (individual files, numbered) to the provided link.
3. Notify HCD contact that the application has been uploaded.

# Application Review Timeline

Estimated and dependent on promptly receiving information/documents from applicant

| Activity         | Schedule Date                   |
|------------------|---------------------------------|
| Threshold Review | Up to 2 weeks                   |
| Underwriting     | Up to 4 weeks                   |
| Award            | Up to 1 week after Underwriting |
| Closing          | 4 weeks+                        |



# **Application Review Process**

- 1. Threshold Review**
- 2. Scoring and Ranking**
- 3. Underwriting Review** – addt'l docs required
- 4. Award**
- 5. Closing**
- 6. Construction**
- 7. Compliance**

# Application Review

## Threshold Review

- ❖ the proposed project meets program qualifications
- ❖ the Excel application is filled out in its entirety
- ❖ all required documentation has been submitted

## Scoring & Ranking

1. project readiness
2. community amenities
3. income targeting
4. target population
5. sustainability
6. developer experience and capacity



# Application Review cont'd

## Underwriting

- ❖ financial feasibility
- ❖ project readiness
- ❖ program compliance

*Underwriting is not complete until:*

- All documentation requested by HCD has been submitted; and
- The applicant has secured enforceable commitments for all other funding sources

# Application Review cont'd

## Award

After the project is deemed eligible for an award and the underwriting criteria is met, HCD will issue a formal commitment for funds.

Awards will be adjusted, rescinded or recaptured (and the applicant will be required to repay the HCD determined amount) if significant changes to the project occur post award, including a reduction in the number of units, a change in the affordability percentage of the project, and not providing final documentation for items for which the application received points (i.e., green building or other sustainability certification).

# **Application Review** cont'd

## **Closing**

Before \$\$ can be disbursed, the applicant must finalize all legal documents with HCD/the City Attorney.

## **Construction Start**

- ❖ approved schedule
- ❖ scope of work
- ❖ Plans & specs

# Application Review cont'd

## Compliance Period

The compliance period begins with construction completion and extends through the 15-year AHTF affordability period

- Quarterly reports are due through construction completion
- Final Report due when construction completed
- Annual Affordability Certification (self-reporting)

# Evaluation Criteria

|   | Rental        | Homeownership |
|---|---------------|---------------|
| <b>Project Readiness</b>                                  | <b>60 pts</b> | <b>60 pts</b> |
| Planning Approval   | 30            | 30            |
| Funding Commitments                                       | 30            | 30            |
| <b>Proximity to Community Amenities</b>                   | <b>40 pts</b> | <b>40 pts</b> |
| Proximity to Public Transit                               | 20            | 20            |
| Proximity to Grocery or Drug Store                        | 20            | 20            |
| <b>Target Population and Sustainability</b>               | <b>70 pts</b> | <b>70 pts</b> |
| Income Targeting  | 25            | 35            |
| Permanent Supportive Housing                              | 20            | N/A           |
| Housing for Special Needs Populations                     | 10            | N/A           |
| Sustainability Features                                   | 15            | 35            |
| <b>ROFR and Developer Experience</b>                      | <b>30 pts</b> | <b>30 pts</b> |
| Non-profit ROFR   | 10            | N/A           |
| Developer Experience (≥ 4 residential projects completed) | 20            | 20            |
| <b>Total Possible Points</b>                              | <b>200</b>    | <b>190</b>    |
| <b>Threshold</b> (minimum points required)                | <b>130</b>    | <b>130</b>    |

# Why does HCD describe this round of funding as an 'Open Round'?

## Waitlist

Projects added to the list according to score as they complete the Threshold Review. If underwriting for a higher scoring application is completed ahead of the next application on the waitlist, HCD will advance the higher scoring project.

If the request from the next eligible project on the waitlist exceeds available funding, HCD may offer partial funding to the next eligible project or award the next project on the list whose request does not exceed available funding.

The waitlist will be active until all funds are committed.

# 'On Hold' Status

## 'On Hold' Status

Even after financing is committed, at its sole discretion, HCD may place a project *on hold* if:

- It is determined that any principal or any related entity is **involved in litigation with the City of Richmond, owes taxes to the City of Richmond or has an open code violation**
- It appears that construction will be delayed more than 90 days beyond the agreed upon start date
- Another city-funded project by the same developer is stalled or underperforming
- HCD is **not** obligated to reserve or preserve funds for projects *on hold*.
- Projects *on hold* are **not** eligible for funding unless and until all identified issues are resolved.



# Excel Rental Application Review





# Q&A

# What's next?

- The following will be made available on our website,  
<https://rva.gov/housing-and-community-development>
- 9/29 PowerPoint Training
- AHTF Guidelines
- Excel Applications
- Q&A



# Still have questions?

Staff is available to discuss proposed projects, the application process, and program information.

- Phone, 804-646-6822
- via TEAMS (virtual)
- In-person

Email meeting requests to [Jaynell.Pittman-Shaw@RVA.gov](mailto:Jaynell.Pittman-Shaw@RVA.gov).