

Notice of Funding Availability (NOFA)

**The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
Under The American Rescue Plan Act (ARPA) and
Various Federal Entitlement Funds**



Inclement Weather Shelter

Release of Application Packet: July 26, 2022

Applications Due: August 25, 2022

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NOTICE OF FUNDING AVAILABILITY

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Under The American Rescue Plan Act (ARPA) and Various Federal Entitlement Program Funds

The City of Richmond is issuing this Notice of Funding Availability (NOFA) for portions of various funding allocations under the American Rescue Plan Act (ARPA) and Federal Entitlement funds (CDBG, CDBG-CV, ESG, and ESG-CV). On March 11, 2021, the American Rescue Plan Act was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses. The City of Richmond’s ARPA Spending Plan was approved by City Council on October 25, 2021. The funds are to be used in response to the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency and cannot be grossly disproportionate to the harm experienced. This funding is intended for projects that will align with “Building Stronger Communities Through Investments in Housing and Neighborhoods”. The Federal Entitlement funds under this NOFA include Community Development Block Grant (CDBG), CDBG-CV, and Emergency Solutions Grant (ESG and ESG-CV) funds that are allocated to the City through the U.S. Department of Housing and Urban Development for housing, community development, economic development, and supportive services. The amount available is up to \$3,000,000. Funding from the various sources will be utilized for the implementation of an Inclement Weather Shelter (IWS), which according to ARPA regulations as well as the City’s 5-Year Consolidated Plan, meet an identified priority and will have a direct impact on providing services to address homelessness and mitigation of the effects of COVID-19.

Application packages will be available beginning July 26, 2022, on the City of Richmond’s website: <https://www.rva.gov>. To request an application by email or for a paper copy, please contact Ms. Sherrill Hampton via email at Sherrill.Hampton@rva.gov or by phone at (804) 646-6822. Applicants must submit their applications electronically to Ms. Sherrill Hampton, by email at Sherrill.Hampton@rva.gov. **Please submit applications and attachments in a compressed file or link. Applications may also be hand-delivered or mailed to the Housing and Community Development Department, Main Street Station, 1500 East Main Street, Suite 300, Richmond, VA 23219. If mailing, please ensure that the application would be received by the deadline listed below.**

All applications must be received no later than 4:30 p.m. on Thursday, August 25, 2022. Faxed applications and late submissions will **not** be accepted.

The City will host two (2) Questions/Answers Sessions on **August 3, 2022, 11:00 am – Noon** and on **August 5, 2022, 10:30 am – 11:30 am** for interested applicants. All entities that will apply are strongly encouraged to attend one of the aforementioned virtual sessions. Please contact Kristen Stell at Kristen.Stell@rva.gov or via telephone at (804) 646-7824 to register for either of the sessions.

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 City's general provisions for this NOFA.



GENERAL GUIDELINES FOR ENTITIES APPLYING FOR AVAILABLE FUNDING *(to Implement an Inclement Weather Shelter)*

The City of Richmond's Housing and Community Development Department (HCD) will utilize a portion of the City's allocation from the following funds for the implementation of an Inclement Weather Shelter: Community Development Block Grant (CDBG), CDBG-CV, and Emergency Solutions Grant (ESG and ESG-CV), along with Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (ARPA).

- **Specifically, the eligible uses for the available funding are the implementation and operations of an Inclement Weather Shelter (IWS), including any minor building retrofits and operations of the IWS from November 1, 2022 – April 15, 2023, and November 1, 2023 – April 15, 2024, and during any severe weather event as well as days of extreme heat during the summers of 2023 and 2024.**
- **Eligible applicants include current shelter providers and faith-based entities within or serving the City of Richmond. The successful applicant must be a member of the Greater Richmond Continuum of Care (GRCoC) and have an agreement with the GRCoC whereby all IWS clients served can be included in the Coordinated Entry process. The process for becoming a member of the GRCoC and its requirements concerning Coordinated Entry will be covered during each of the Questions/Answers Sessions.**
- **The IWS can be operated and associated services provided by one main service provider or through several service providers working collaboratively under a Memorandum of Understanding (MOU).**
- **All activities must benefit low and moderate-income persons as defined by HUD. See **Attachment B – HUD 2022 Income Guidelines**. The successful applicant or applicants must follow all HUD and US Treasury requirements regarding the use of the respective funding.** Note that not all eligible uses under ARPA are permitted uses under this NOFA. In addition, the City reserves the right to make revisions to these guidelines, if HUD or US Treasury Departments make changes to their requirements, or given changes in community impacts based on the COVID-19 pandemic, as well as local needs. However, the City of Richmond will provide notice of revisions made within fifteen (15) days of their implementation.

- Other requirements for the implementation and operation of the Inclement Weather Shelter include the following:

- Provide a regular schedule of 5:00 pm – 8:30 am. This schedule may be adjusted for Daylight Savings Time.
- Possess the ability to stay open for 24 hours if there is a severe weather occurrence.
- Provide onsite security.
- Provide two (2) meals per day and when staying open 24 hours, provide a third meal.
- Either provide street outreach activities and behavioral health counseling services as the main operator or collaborate by having an agreement with other entities to provide these services for IWS clients.
- Operator must have a Plan of Action in conjunction with a Street Outreach Team for the mitigation of loitering and other unintended consequences to the surrounding neighborhood(s).
- Co-present, along with HCD, at the applicable neighborhood or community meetings to provide periodic updates to residents.

- **Ineligible Uses:** While some of these activities may be eligible under ARPA or HUD Federal Entitlement Programs, they are **not** permitted uses under this NOFA. The City is using the funding solely for the implementation and operations of an Inclement Weather Shelter.

- Major construction or substantial rehabilitation activities
- Short-term or other rental assistance (rent deposits, utility deposits, arrearages, etc.)
- Eviction diversion activities
- Payment of property taxes
- Indirect costs
- Assistance to unemployed workers, state unemployment insurance trust funds
- Educational disparity assistance
- Premium Pay
- Revenue Loss
- ARPA funds cannot be used as a non-federal match for other federal programs, especially where it is explicitly prohibited
- Community violence prevention programs
- Rainy day funds, financial reserves, or similar funds
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding, except to the extent the judgment or settlement requires the provision of services that would respond to the COVID-19 public health emergency

➤ **Additional items to note for entities applying:**

- Collaborative applications between entities are encouraged.
- Eligible applicants include nonprofits with federal tax-exempt designation as well as faith-based entities.
- All applications must clearly address how the proposed project meets or is in direct response to the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency.
- CDBG-CV and ESG-CV must be expended first and the deadline for expending ARPA funding under this NOFA is September 30, 2024.
- An Environmental Assessment is required and will be handled by HCD's 3rd Party Vendor once an award is made.

➤ **Associated Documents:**

- 2020 -2030 Strategic Plan to End Homelessness_
https://www.rva.gov/sites/default/files/2021-02/RVA_Strategic_Plan_To_End_Homelessness_Final_05_11_2020.pdf
- Richmond300 https://www.rva.gov/sites/default/files/2021-03/R300_Adopted_210331_0.pdf

APPLICATION GUIDELINES

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

Under The American Rescue Plan Act (ARPA)

Purpose

The City of Richmond is utilizing a competitive application process to allow applicable service providers and faith-based entities to apply for up to \$3,000,000 in funding from various federal sources for the implementation and operation of an Inclement Weather Shelter (IWS).

I. Planning and Submission

- A. Distribution** - Application packages will be available on the City of Richmond's website: <https://www.rva.gov/>. To request an application by email or for a paper copy, please contact Ms. Sherrill Hampton via email at Sherrill.Hampton@rva.gov or via phone at (804) 646-6822.
- B. Staff Consultation** - Staff members are available to discuss the application process and other associated matters over the phone or in person. In addition, two (2) Questions/Answers sessions are being held on July 27, 2022, and July 29, 2022, via a Microsoft TEAMS meeting. To register for either session, please contact Kristen Stell at Kristen.Stell@rva.gov or (804) 646-7824.

Language Assistance Information

Office of Multicultural Affairs – (804) 646-0145

- C. Deadline for Submission** – Applications under this NOFA must be submitted no later than **4:30 p.m. on Thursday, August 25, 2022**. Applicants must submit their application electronically to Ms. Sherrill Hampton, by email at Sherrill.Hampton@rva.gov. Submit applications and attachments in a compressed file or link. Applications may also be hand-delivered or mailed to the Housing and Community Development Department, Main Street Station, 1500 East Main Street, Suite 300, Richmond, VA 23219. If mailing, please ensure that the application would be **received** by the aforementioned deadline.

- II. NOFA Application Instructions** - In an effort to simplify the preparation and review of applications, there is one application format for all proposals. Please check the appropriate funding type and complete the appropriate sections of the application. An application packet for each project that an applicant proposes to receive funding for must be submitted. Applications are to be submitted electronically in a compressed file to Ms. Sherrill Hampton at Sherrill.Hampton@richmondgov.com. Please read all of the information carefully before applying.

- a. **Application Checklist** - The Application Checklist should be used to ensure that a completed application is being submitted.
- b. **Attachments** - All attachments must be provided, and the attachments should be kept to a minimum. All necessary information should be placed on the application forms. Other

documents cannot replace the application. All attachments should be submitted with the application in a compressed file sent to Sherrill.Hampton@rva.gov

III. Summary of Evaluation Criteria (See Attachment A)

- a. A review process will be conducted by HCD and other applicable City staff.

The evaluation consists of four parts, 100-point evaluation criteria, with the opportunity for applicants to gain ten (10) bonus points. Applications are evaluated based on the following criteria: Project Feasibility (50 points), Objectives and Linkages (35 points), Special Populations Served (5 points), and Leveraging (10 points).



Cover Sheet

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Under The American Rescue Plan Act (ARPA) and Various Federal Entitlement Funds

1. **Program Funds Requested: (Remember an application is required for each proposed activity if not being supplied by or included in the budget of the Main Operator).**

PROJECT FUNDING REQUEST:

- ☐ Implementation and Operations of the Inclement Weather Shelter
- ☐ Street Outreach Activities Only
- ☐ Behavioral Health Counseling Activities Only
- ☐ _____

2. **Amount Requested:**

3. **Contact Information:**

Organization:

Project Name:

Contact Person:

Phone:

Email:



APPLICATION CHECKLIST
The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
Under The American Rescue Plan Act (ARPA) and
Various Federal Entitlement Funds

Project Name:

Applicant (Organization) Name:

Funding Package: (Submit electronically to Sherrill Hampton)

Application Checklist

Activity Budget Summary Sheet

Overall Budget Sheet

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Attachments: (Provide as applicable, please check the appropriate boxes)

- Federal Tax-Exempt Certification
- Latest IRS 990 or Tax Returns
- Previous Fiscal Year Audit/Financial Statements
- Current Year Operating Budget
- By-Laws
- Articles of Incorporation
- Organizational Chart
- List of Board of Directors, Members, and Executive Officers
- List of Full- and Part-time Employees assigned to project
- Project Assigned Employee Resumes
- Partnership Agreements with other agencies
- Site Control, Building, and/or Zoning Documentation
- Insurance Certificate for the Building and General Liability
- SAMS Registration
- Council Adopted Plan
- Personnel Manual, as applicable
- Policy/Procedures Manual
- Other (Specify) [Click or tap here to enter text.](#)

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APPLICATION
The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
Under The American Rescue Plan Act (ARPA) and
Various Federal Entitlement Funds

Instructions: This form must be completed by all organizations and agencies applying for funds.
(Remember an application is required for each proposed activity if not being supplied by or included in the budget of the Main Operator.)

1. Funds Requested:

- ☐ Implementation and Operations of the Inclement Weather Shelter
- ☐ Street Outreach Activities Only
- ☐ Behavioral Health Counseling Activities Only
- ☐ _____

2. Organization Information:

Organization Name:

Federal Tax ID:

DUNS Number:

Project Name:

Project Contact Person:

Mailing Address:

Phone:

Facsimile:

Email:

Chief Executive Officer/Executive Director:

Signature:

Is your organization incorporated? (include applicable attachments) ☐ Yes ☐ No

Is your organization: (include applicable attachments)

A non-profit with approved Federal tax-exempt certification? ☐ Yes ☐ No

A faith-based entity

☐ Yes ☐ No

Total operating budget for the organization, including income/revenues from all sources.

(Attach a copy of your current year's operating budget)

3. Location of Project:

A. Name and Location of the Proposed Shelter (Include Street names):

B. Census Tract(s):

Council District(s):

4. Description of Project:

A. Provide a concise description of how the Inclement Weather Shelter will be implemented and operated. Include how the project will meet the required offerings provided in the General Guidelines. Is this a new facility site or will an existing shelter be expanded? What is the capacity of the proposed location? How many persons will be served? Are any facility retrofits required? If so, please described and provide an estimate of the cost? Please keep in mind the requirement to provide safety and social distancing measures to reduce the spread of COVID-19.

B. Please list all proposed performance measures and metrics for this project. Performance measures, agreed upon by City staff and recipient organizations, will be incorporated into grant contracts prior to the disbursement of funds. If this is the expansion of an existing shelter, please share the increase in the number of beds and individuals to be served.

Proposed Objectives and Outcomes for this Project:

Fiscal Year Objectives	Fiscal Year Outcomes	# of Beds	# of Clients	# of Other

Click or tap here to enter text.

5. Community Impact:

A. Briefly describe the neighborhood where the shelter will be located, neighborhood strengths/weaknesses, and describe how the proposed street outreach and behavioral health counseling activities will mitigate any negative impacts.

B. Briefly describe how the shelter is in proximity to medical facilities, retail and employment centers, grocery stores, and public transportation.

6. Description of Applicant and Overall Capacity:

A. Briefly describe the background and mission of your organization. Be concise.

B. Briefly highlight the organization's significant achievements or community service projects in the last 3-5 years, specifically the capacity to complete current or past projects and activities on budget and within the schedule or to provide services in a timely manner. Please explain any challenges that you may have experienced with past projects, and how the matter was resolved.

C. Please attach a list of all full- and part-time employees, copies of their resumes, and the percentage of time they will spend providing shelter services. Will new employees be hired, and if so when and how many? How will security for the facility be handled? How will meals be provided?

D. Attach a list of current board members, including their address, occupation, and role on the Board.

E. Describe your organizational structure, recordkeeping, financial/audit system, policies, and procedures. (Attach the most recent audit report and/or financial statements, and an organizational chart)

F. Provide a brief description of any financial default or involvement in legal actions during the last 3 years. This would include lawsuits, tax delinquency, bankruptcy, client complaints, and citations for violating building, zoning, and environmental codes.

7. Project Beneficiaries

If the shelter will target specific populations, please check all that apply below:

- ☐ Elderly (62+)
- ☐ Disabled
- ☐ Families and Children
- ☐ Youth
- ☐ Other (please indicate):

8. Evidence of Partnership Support: Describe any collaborations as it relates to the implementation and operation of the proposed shelter.

Contact Person	Telephone	Organization	FAX	Address	Date

9. Sustainability Initiatives/Green Practices: Describe any sustainable or “green” aspects of design elements that will be incorporated as part of the implementation of the proposed shelter. (**Only for projects where facility retrofits will be undertaken.**)

10. Evidence of Site Control: Please attach documentation of site control and zoning compliance. If this will be a rented space, please provide evidence or documentation that demonstrates the availability of the leased space.

11. Marketing Strategy: Briefly describe your strategies and methods for marketing the new shelter and services.

12. Funds Received Previously for this Project by Year of Allocation, as applicable (If you received funding or applied for funding through the City’s non-departmental grant or ARPA process, please show that funding in the other funds category in the table below (**Only for Current City Subrecipients**):

	Previous 2020 or 2021	Current 2022	
AFFORDABLE HOUSING TRUST FUND (AHTF)	\$	N/A	N/A
	Previous 2021	Current 2022	Future 2023
CDBG:	\$	\$	\$
ESG:	\$	\$	\$
HOPWA:	\$	\$	\$
Other Funds (Specify):	\$	\$	\$
Other Funds (Specify): ARPA	N/A	\$	N/A

13. Project Leveraging

List all sources of funds you will receive and commit to this project. Please only list funds that will be utilized to complete this project.

Source of Funds	Status	Term of Award	Dollar Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
Leveraged Total:			\$

PROJECT BUDGET SHEET

Instructions: Please provide a detailed line item budget and an associated budget narrative.

ADDITIONAL INFORMATION: Please use this space to provide any additional information not previously articulated in the preceding sections.

Attachment A



Application Evaluation/Rating and Ranking Criteria

A total of 100 points are available with the opportunity to gain 10 bonus points. An application must score a minimum of 70 points to be recommended for funding.

I. Project Feasibility (Total of 50 Points)

a. Soundness of approach and cost-effectiveness (Maximum of 20 Points)

- Is the budget based on reasonable assumptions and is sustainable?
- Is the delivery of services well-thought out and adequate for the populations to be served
- What is the total number of persons to be served? What is the cost per client?
- Will applicable best practices and national standards be employed? If so, are these clearly articulated in the delivery of services?

b. Site Control and/or Site Features (Maximum of 10 Points)

- Own – 10 points
- Space being rented – 5 points
- Is the space appropriate for the number of clients to be served? – 10 points

c. Experience/Capacity (Maximum of 15 points)

- Did the application provide evidence of experience and organizational capacity to undertake the proposed activities?

d. Zoning Compliance/By-Right (no need for special approvals) (Maximum of 5 Points)

II. Objectives and Linkages (Total of 35 Points)

- a. Does the proposed project have realistic goals, objectives, and timelines for the delivery of services? (Maximum of 10 Points)

- b. Will applicable best practices and national standards be employed? If so, are these clearly articulated in the delivery of services? ((**Maximum of 10 Points**)
- c. Does the proposed project utilize collaborative approaches and provide a sound plan of action for minimizing unintended consequences to the surrounding neighborhood and/or community? (**Maximum of 15 Points**)

III. Special Populations Served (**Total of 5 Points**)

- a. Will the project serve a special needs population? (**Maximum of 5 Points**)
Seniors, veterans, youth, persons with mobility challenges, etc.
(No matter if it is one or more populations, the maximum points to be awarded is 5.)

IV. Leveraging (**Total of 10 Points**)

- a. What is the leverage ratio for the project? (**Maximum of 10 Points**)

1:5 or greater	10 points
1:3	5 points
1:1	2 points

Bonus Points: (**Total of 10 Points**)

- a. Does the proposed project correlate to any of the strategies articulated in the 2020-2030 Strategic Plan to End Homelessness or the Richmond 300? If so, which plan? (**Maximum of 5 Points**)
(Only 5 points whether one or both plans.)
- b. Does the proposed project provide an opportunity for individuals with “lived experience” to participate in the planning or delivery of services? If so, which way and how?
(**Maximum of 5 Points**)

Attachment B

HUD 2022-2023 INCOME LIMITS

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Richmond, VA MSA	\$101,000	Very Low (50%) Income Limits (\$) Click for More Detail	35,250	40,300	45,350	50,350	54,400	58,450	62,450	66,500
		Extremely Low Income Limits (\$)* Click for More Detail	21,150	24,200	27,200	30,200	32,650	37,190	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	56,400	64,450	72,500	80,550	87,000	93,450	99,900	106,350

The **Richmond, VA MSA** contains the following areas: Amelia County, VA; Charles City County, VA; Chesterfield County, VA; Dinwiddie County, VA; Goochland County, VA; Hanover County, VA; Henrico County, VA; King William County, VA; New Kent County, VA; Powhatan County, VA; Prince George County, VA; Sussex County, VA; Colonial Heights city, VA; Hopewell city, VA; Petersburg city, VA; and Richmond city, VA.

