

**FY24 Federal Entitlement Funds
(CDBG, HOME, ESG and HOPWA)**



Notice of Funding Availability (NOFA)

Release of Application Packet: February 7, 2023

Applications Due: March 3, 2023

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NOTICE OF FUNDING AVAILABILITY FOR FY 24 Federal Entitlement Funds CDBG, HOME, ESG and HOPWA

The City of Richmond is issuing this Notice of Funding Availability (NOFA) for the allocation of its Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) for Federal Fiscal Year (FY) 2024. 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). The City of Richmond anticipates receiving the following HUD funding for the CDBG, HOME, ESG, and HOPWA grant programs based on last year's Federal allocations:

CDBG	\$4,474,570
HOME	\$1,764,354
ESG	\$ 384,355
HOPWA	\$1,794,492

The funding amounts listed above are estimates only. Note that the FY24 funding awards will be based on the actual allocation the City of Richmond receives from the U.S. Department of Housing and Urban Development (HUD).

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 identified below:

- 200 new low and moderate-income (LMI) homebuyers by January 1, 2025.
- 2,000 new affordable rental units built by January 1, 2025.
- 200 new Permanent Supportive Housing (PSH) units development by January 1, 2025.
- Transformation of the Big Six RRHA public housing sites into "*Communities of Choice*", and deconcentration of poverty in Council Districts 3,6, and 7 by January 1, 2037.

The application will be available beginning February 7, 2023, on the City of Richmond's website: <https://www.rva.gov/>. To request an application by email or for a paper copy please contact Kristen Stell or Wilken Fernandez via email at Kristen.Stell@rva.gov or Wilken.Fernandez@rva.gov via phone at (804) 646-7824 or (804) 646-0361. Applicants must submit their applications

electronically to Ms. Sherrill Hampton, by email, at Sherrill.Hampton@rva.gov. **Please submit all applications and attachments in a single compressed file.**

All applications must be received no later than 4:00 p.m. on March 3, 2023. Faxed applications and late submissions will **not** be accepted.

The City will host a mandatory virtual workshop for applicants on Thursday, February 16, 2023, from 10:00 a.m. - 12:30 p.m. All entities that will submit an application must attend the virtual workshop. Please contact Kristen Stell at Kristen.Stell@rva.gov or via telephone at (804) 646-7824 by 4:00 p.m. on February 15, 2023, to register for the workshop. The workshop link and other materials will be sent to all registered persons on the evening before the workshop.

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 regulations.



FY24 APPLICATION GUIDELINES FOR THE CDBG, HOME, ESG and HOPWA FUNDS

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), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunity for Persons with AIDS/HIV (HOPWA).

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 anticipates receiving the following HUD funding for the CDBG, HOME, ESG, and HOPWA grant programs based on last year's Federal allocations:

CDBG	\$ 4,474,570
HOME	\$ 1,764,354
ESG	\$ 384,355
HOPWA	\$ 1,794,492

The funding amounts listed above are estimates only. Note that FY24 funding awards will be based on the actual allocations the City of Richmond receives from HUD.

Disclaimer/Disclosure: The City of Richmond reserves the right to award funds from a different funding source 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.

I. City Strategic Priorities

The City through its Consolidated Plan has developed the following priorities and goals as a tool to improve the key processes for planning, budgeting, and performance management. The priorities and goals below are an approach to strategic management that links the City's mission and vision to the development of strategies intended to achieve specific performance objectives as it relates to Housing and Community Development. (**See Attachment B**):

- Ensure sustainable, safe, and healthy affordable housing is located throughout the city
- Increase the supply of affordable rental housing, especially for households earning at or below 50% of the Area Median Income (AMI)
- Provide affordable rental housing and services for special needs and homeless populations

- Increase homeownership for lower income working households
- Provide economic empowerment opportunities that assist in reducing poverty
- Provide programs and resources for low-and-moderate-income households
- Manage grant funds efficiently and effectively

A. Consolidated Plan (See Attachment B)

The 5-Year Consolidated Plan is a document that assesses community needs, sets goals and objectives, and allocates funds from Federal sources for housing and community development activities over a five-year period. The City of Richmond has completed its FY 2021-2025 Consolidated Plan. Any reference to the Consolidated Plan in this application is referring to the City of Richmond’s FY 2021-2025 Consolidated Plan. All recipients of HUD funds are required to submit a Consolidated Plan, and an Annual Action Plan. The City of Richmond’s Five-Year Consolidated Plan can be accessed by the following link: https://www.rva.gov/sites/default/files/2021-06/Final%202021-2025%20Consolidated%20Plan%20Draft%205-20-21%20CDBG%20HUD%20Funding%20Added_1.pdf

B. Neighborhood Revitalization Strategy

The City Council and City Administration have approved a Neighborhood Revitalization Strategy Area to use Federal HUD funds, Capital Improvement Program (CIP), and its General Fund Budget. In the 2021 – 2025 Consolidated Plan, the Department of Housing and Community Development adopted the following focus areas:

- Hull Street – Swansboro Corridor
- Hull Street – Lower Corridor
- Richmond Highway – North
- Richmond Highway – South
- Highland Park

C. New Housing Goals (Attachment B-1)

- 200 new low and moderate income (LMI) homebuyers by January 1, 2025
- 2,000 new rental units built by January 1, 2025
- 200 new Permanent Supportive Housing (PSH) units developed by January 1, 2025.
- Transformation of the Big Six RRHA public housing sites into “*Communities of Choice*”, and deconcentration of poverty in Council Districts 3,6, and 7 by January 1, 2037.

As the City is aligning its available resources to meet the priorities and goals listed above which 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 these goals. 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 or development of multifamily rental units and single-family houses for homeownership, as well as provide services to homeless individuals and families. In addition, the City is seeking applications

with creative strategies that will also address vacant, blighted, and/or abandoned housing as a part of the revitalization strategy.

D. Organizational Threshold Criteria (See Attachment C)

The Organizational Threshold Criteria are the minimum standards an applicant must meet.

II. Description of Federal Funds and Requirements

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 website at <C:\Users\petersmb\Downloads\www.sam.gov>www.sams.gov.

Organizations receiving Federal funds must also provide evidence of registration with the System for Award Management (SAM). Organizations can register with the SAM at www.sam.gov. SAM registration is only valid for one year and must be updated and renewed annually.

A. 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:

1. Community Development Block Grant (CDBG) –A flexible grant that provides communities with resources to address a wide range of unique community development needs.

2. HOME Investment Partnerships Program (HOME) – The program funds a wide range of housing 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.

3. Emergency Solutions Grant (ESG) – This grant program that serves homeless individuals and families provides supportive services, emergency shelter/transitional housing, assists persons at risk of becoming homeless with homelessness prevention assistance, and provides permanent housing to the homeless population. 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. Our goal as outlined in our Homeless Strategy is to make homelessness rare. https://www.rva.gov/sites/default/files/2021-02/RVA_Strategic_Plan_To_End_Homelessness_Final_05_11_2020.pdf.

4. 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.

Each of these programs have 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).

B. Section 3 of the HUD Act of 1968 – Congress established the Section 3 policy to guarantee that the employment, and other economic opportunities, created by Federal financial assistance for housing and community development programs should, if possible, be directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing.

1. Section 3 Resident

- Public housing resident
- Low- and very low-income persons who live in the metropolitan area where a HUD-assisted project for housing or community development is located.
- Low income is defined as 80% or below the median income of that area
- Very low income is defined as 50% or below the median income of that area

2. Section 3 Business

- At least 51% or more owned by Section 3 residents
- Permanent, full-time employees include persons, at least 30% of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents.
- More than 25% of their work is subcontracted to businesses that meet either of the first two conditions.

C. Affirmatively Furthering Fair Housing

Affirmatively Furthering Fair Housing (AFFH) – Requires communities to address historic patterns of segregation, promote fair housing choice and foster inclusive communities that are free of discrimination. All housing providers must comply with AFFH. For more information see <https://www.hudexchange.info/programs/affh/>.

III. Planning and Submission

A. Distribution - Application documents can be requested from City staff by emailing your request to Kristen.Stell@rva.gov or Wilken.Fernandez@rva.gov. If you have problems accessing the application, please contact either of the persons listed above or call (804) 545-1766. Paper copies of the application documents can be obtained by calling (804) 646-1766. The Housing and Community Development Department is located at Main Street Station at 1500 E. Main Street on the 3rd Floor.

B. Staff Consultation - Staff members are available to discuss applications, the application process, and other issues over the phone or in person; appointments are required. Appointments may also be held via a TEAMS meeting. Projects should be linked to comparable services throughout the City and related services in the same service area.

Listed below are staff members and the associated program areas:

CDBG Program	Michelle Peters – (804) 646-3975
Housing Projects/ HOME Program	Loren Brown – (804) 646-7824 or Michelle Peters
ESG Program	Amanda Wrinkle or Sherrill Hampton – (804) 646-6822
HOPWA Program	Amanda Wrinkle or Sherrill Hampton – (804) 646-6822
Language Assistance Information	Office of Multicultural Affairs – (804) 646-0145

C. Deadline for Submission – Applications for FY24 Federal funds must be submitted no later than 4:00 p.m. on March 3, 2023. Applicants must submit their application electronically to Sherrill Hampton, through email at Sherrill.Hampton@rva.gov. Submit applications and attachments in a single compressed file.

D. 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 source 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 Sherrill Hampton at Sherrill.Hampton@rva.gov. Please read all of the information before submitting your packet.

- 1. Application Checklist-** The NOFA Application Checklist should be used to ensure that a completed application is being submitted.
- 2. Budget Summary** - Budget Summary sheets must be prepared for all applications. The first sheet requires that the project budget be provided for two years and be organized by activity categories. Attachment D contains a detailed summary of the eligible activities. See Attachment E for the budget definitions.
- 3. Attachments** - A list of 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.

E. Evaluation and Criteria (Attachment A)

Each application will be evaluated by staff or a designee of the Director of Housing and Community Development. The evaluation consists of a four-part, 100-point evaluation form. The evaluation form (see Attachment A) is evaluated based on the following criteria: Community Impact (27 points), Organizational Threshold Criteria & Capacity (25 points), Objectives and Linkages (20 points), Consistency with the Consolidated Plan and Departmental Goals (20 points), Sustainability and Multicultural Services (8 points).



Cover Sheet

CDBG, HOME, ESG, & HOPWA, FY24

1. **Program Funds Requested (Check all that apply):**

Federal Funds:

CDBG HOME ESG HOPWA

2. **Amount Requested:** Click or tap here to enter text.

3. **Contact Information:**

Organization: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.



APPLICATION CHECKLIST

FEDERAL FUNDS FY 24 (CDBG, HOME, ESG, & HOPWA)

Check Boxes Below:

- CDBG
 HOME
 ESG
 HOPWA

Project Name: Click or tap here to enter text.

Applicant (Organization) Name: Click or tap here to enter text.

Request for Funding Package: (Submit electronically to Sherrill Hampton)

Application Checklist

Activity Budget Summary Sheet

Overall Budget Sheet

Attachments: (Provide as applicable, complete Attachment List)

- 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
- Business Strategic Plan
- 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
- Development Budget, Pro Forma Operating Budget, Financial Commitments
- Market Analysis
- Marketing Plan
- Corporation Commission Certification
- SAM Registration
- Council Adopted Plan
- Personnel Manual
- Policy/Procedures Manual
- CHDO/CBDO Certification packet, if applicable



APPLICATION

FY24 FEDERAL FUNDS (CDBG, HOME, ESG, & HOPWA)

Instructions: This form must be completed by all organizations and agencies applying for funds.
PLEASE NOTE: You must complete a separate application for each project. Individual projects may use one application for multiple funding sources, i.e. CDBG and HOME. Funding source specific questions are found at the end of this packet.

1. Funds Requested:

Federal Funds:

CDBG HOME ESG HOPWA

2. Organization Information:

Organization Name: Click or tap here to enter text.

Unique Identifier Number/DUNS Number: Click or tap here to enter text.

Federal Tax ID: Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Project Contact Person: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Phone: Click to enter text. Facsimile: Click to enter text. Email: Click to enter text.

Board Chairperson: Click to enter text. Signature: Click or tap here to enter text.

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

Is your organization: (include applicable attachments)

A government entity

Yes No

A non-profit with approved Federal tax-exempt certification?

Yes No

A for-profit business

Yes No

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

Click to enter text.

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

3. Location of Project:

A. Is the project City-wide or does it serve a specific project area?

City-wide Specific Project area Poverty Census Tract Richmond MSA

B. Name and Geographic Boundaries of Project Area (Include Street names): Click to enter text.

C. Census Tract(s): Click to enter text. Council District(s): Click to enter text.

Consolidated Plan and Focus Areas:

- Hull Street – Swansboro Corridor
- Hull Street – Lower Corridor
- Richmond Highway – North
- Richmond Highway – South
- Highland Park
- RRHA “*Communities of Choice*”
- Other: _____

4. Description of Project:

A. Provide a concise but inclusive description of the proposed project and the clients served. Include how on-site services and or affordable housing units will be produced or preserved as a result of this funding. For a construction project, include all resident amenities that will be offered by the project. If relocation is a part of your preservation project, please include your relocation plan. In addition, please provide a detailed project schedule including realistic and achievable milestones from commencement to completion including sale and or lease up. If this is an ongoing project in pre-development or under construction, please be specific as to why the additional funding is required for completion.

Click or tap here to enter text.

B. Describe 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 disbursement of funds.

Click or tap here to enter text.

5. Community Impact: Briefly describe the neighborhood to be served, highlighting such items as: population to be served, housing conditions, median household income, neighborhood strengths/weaknesses and describe how the project will positively impact the community.

Click or tap here to enter text.

6. Description of Organization and Overall Capacity:

A. Briefly describe organization’s background and mission. Be concise.

Click or tap here to enter text.

B. Briefly highlight the organization’s significant achievements in the last 5 years, including the capacity to complete current projects and development activities. Describe any projects that have been delayed and why.

Click or tap here to enter text.

C. Attach a list of all full- and part- time employees, resumes, and percentage of time that will be spent on the project.

Click or tap here to enter text.

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

Click or tap here to enter text.

E. Describe your organizational structure, record keeping and financial/audit systems, policies and procedures, and program evaluation results. (Attach the most recent audit report and/or financial statements, and an organizational chart)

Click or tap here to enter text.

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 of violating building, zoning, and environmental codes.

Click or tap here to enter text.

7. Project Beneficiaries

Population Served:

#Click to enter text. at or below 30% of the Area Median Income

#Click to enter text. at or below 50% of the Area Median Income

#Click to enter text. at or below 80% of the Area Median Income

Percentage of Units (Rental Units): Click or tap here to enter text.

Percentage of Units (Owner Occupied Units):_Click or tap here to enter text.

Length of time in which housing units will remain affordable at each income threshold:

Click or tap here to enter text.

If this project will target specific populations, please check all that apply below:

Elderly (62+)

Disabled

Families and Children

Single-Parent Household

Homeless

Other (please indicate): [Click or tap here to enter text.](#)

8. Evidence of Neighborhood/Partnership Support: Describe the neighborhood/partnership support for the proposal, including Partners, Civic Association, Continuum of Care (CoC), City Department support, and groups that will assist in the implementation or be directly affected by the project. If a development project, please describe the collaboration between any partners (Attach written partnership agreements and letters of support.)

[Click or tap here to enter text.](#)

9. Sustainable/Green Practices: Describe any sustainable or “green” aspects or design elements that will be incorporated as part of the implementation of the proposed project.

[Click or tap here to enter text.](#)

10. Evidence of Site Control/Compliance with Zoning/Building Codes: If the project involves the development of a public facility, organizational offices or the development/conversion of housing (Attach plans and documentation of site control).

If you have an existing facility, provide documentation that the facility is in compliance with building and zoning codes for the services provided.

[Click or tap here to enter text.](#)

11. Market Analysis: If the project involves the development of rental or for-sale housing or the creation of a first-time homebuyer program, a Market Analysis must be completed to verify the need for the type of housing to be developed.

[Click or tap here to enter text.](#)

12. Marketing Strategy: Briefly describe your strategies and methods for marketing your program, and the target population of your efforts.

[Click or tap here to enter text.](#)

13. Section 3 Residents or Section 3 Businesses: Detail your organization or business efforts in targeting Section 3 residents, or if your business is a Section 3 business. [Click or tap here to enter text.](#)

14. Funds Received Previously for this Project by Year of Allocation:

	Previous 2021	Previous 2022	Current 2023	Request for 2024
		Previous 2022	Current 2023	Request for 2024
CDBG:		\$	\$	\$
HOME:		\$	\$	\$

ESG:		\$	\$	\$
HOPWA:		\$	\$	\$
Other Federal Funds (Specify): Click or tap here to enter text.		\$	\$	\$

15. Accomplishments in the Current Fiscal Year

Describe project progress in the current fiscal year. Emphasize measurable outcomes and project benefit to the community. This shows the impact of your efforts with existing funding. Please be sure to capture all accomplishments.

Fiscal Year Objectives	Fiscal Year Accomplishments to Date	# of Units	# of Clients	# of Other

Proposed Objectives and Outcomes for this Project:

Fiscal Year 2024 Objectives	Fiscal Year 2024 Outcomes	# of Units	# of Clients	# of Other

16. Project Match

List all sources of funds you will receive and commit for this project. Please only list funds that will be spent on this project. Do not list your organization’s match capacity, but only the funds that will be utilized to complete this project. **(Denote all funds you anticipate receiving with an asterisk [*]).**

Source of Funds	Status	Fiscal Year Dates	Dollar Amount
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
11.			\$
12.			\$
13.			\$
14.			\$
15.			\$
16.			\$
17.			\$
18.			\$
2023 Matching Total:			\$
2024 Matching Total:			\$
Grand Total of Matching Funds:			\$

17. Project Budget

List all project sources and uses for the proposed project.

List of Expenses (Uses)	Cost of Expenses	Source of Funds	Funding Amount	Amount Committed Y/N
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
	\$		\$	Choose an item.
Total Expenses:	\$	Total Funding:	\$	Choose an item.

Partnership Agreements (formal agreements with other agencies, including City departments, to implement the proposal).

Contact Person	Telephone	Organization/Developer	FAX	Address	Date

Attachment List

Instructions: All attachments for the Requests for Funding Form must be listed below. If attachments are not available at the time of submission, an asterisk (*) should be placed next to these items to indicate that they are anticipated, and the date that they are anticipated should be included.

b. Other Documents (please refer to the Attachments List on the Cover Page of the Application)

Name

**FY2024
FEDERAL FUNDS (CDBG, HOME, ESG, and HOPWA)
ACTIVITY BUDGET SHEET**

Instructions: **DO NOT** complete this form until you have read the guidelines that define the eligible activities. (See Attachment E). In the first column, check the funding activities requested and then show all eligible costs for each activity.

CDBG Eligible Activities

		Current Funds Allocation	
		Requested Funds	Requested Funds
# of Units (where applicable)		Fiscal Year 2023	Fiscal Year 2024
1	<input type="checkbox"/> Acquisition of Real Property	\$	\$
2	<input type="checkbox"/> Disposition	\$	\$
3	<input type="checkbox"/> Public Facilities & Improvements	\$	\$
4	<input type="checkbox"/> Clearance & Demolition	\$	\$
5	<input type="checkbox"/> Public Services	\$	\$
6	<input type="checkbox"/> Interim Assistance	\$	\$
7	<input type="checkbox"/> Urban Renewal Completion	\$	\$
8	<input type="checkbox"/> Relocation	\$	\$
9	<input type="checkbox"/> Loss of Rental Income Replacement	\$	\$
10	<input type="checkbox"/> Removal of Architectural Barriers	\$	\$
11	<input type="checkbox"/> Privately Owned Utility Development	\$	\$
12	<input type="checkbox"/> Construction of Housing	\$	\$
13	<input type="checkbox"/> Direct Homeownership Assistance	\$	\$
14	<input type="checkbox"/> Micro Enterprise Assistance	\$	\$
15	<input type="checkbox"/> Rehabilitation	\$	\$
16	<input type="checkbox"/> Lead-Based Paint Hazard Evaluation/Reduction	\$	\$
17	<input type="checkbox"/> Code Enforcement	\$	\$
18	<input type="checkbox"/> Historic Preservation	\$	\$

- 19 Commercial/Industrial Improvement by Nonprofit
- 20 Economic Development Services

- 21 Direct Economic Development Assistance to Private For-Profit Entities
- 22 CBDO Activities for Otherwise Ineligible Activities (must include a CBDO Certification packet)
- 23 Planning
- 24 Program Administration (For City Administration Projects Only)

	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL CDBG FUNDING	\$	\$

HOME Eligible Activities: (Must submit CHDO Certification, if applying as a CHDO)

- # of Units (where applicable)**
- 1 Acquisition of Real Property
 - 2 Rehabilitation
 - 3 Homeownership Assistance
 - 4 New Construction
 - 5 Program Administration
(For City Administration Projects Only)
 - 6 CHDO Capacity Building
 - 7 CHDO Loan Funds

TOTAL HOME FUNDING

	Current Funds Allocation	Requested Funds
	Fiscal Year 2023	Fiscal Year 2024
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

ESG Eligible Activities

- # of Units (where applicable)**
- 1 Street Outreach Component
 - 2 Emergency Shelter Component
 - 3 Homelessness Prevention Component
 - 4 Rapid Re-Housing Component
 - 5 Homeless Management Information System (HMIS) Component
 - 6 Administrative Costs

TOTAL ESG FUNDING

	Current Funds Allocation	Requested Funds
	Fiscal Year 2023	Fiscal Year 2024
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

HOPWA Eligible Activities

- # of Units (where applicable)**
- 1 Housing Information and Counseling
 - 2 Resource Identification and Development
 - 3 Acquisition, Rehab, Conversion & Repair of Facilities
 - 4 Lease of Facilities
 - 5 New Construction
 - 6 Project or Tenant-Based Rental Assistance (Long-Term)
 - 7 Short-Term Rent, Mortgage and Utility Payments
 - 8 Supportive Services
 - 9 Operating Costs for Housing Facilities
 - 10 Technical Assistance
 - 11 Administrative Expenses (Grantee and Project Sponsor)

Current Funds Allocation	Requested Funds
Fiscal Year 2023	Fiscal Year 2024
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$
\$	\$

TOTAL HOPWA FUNDING

Federal Funds Specific Questions

HOME, CDBG, HOPWA, ESG

Federal Funds Applications - Consistency with Eight Focus Areas, Consolidated Plan and HCD's New Housing Goals (see Attachments B & B-1)

A. Describe how the project meets the priorities listed in Attachment B

Click or tap here to enter text.

B. How is your project consistent with HCD's New Housing Goals? – (see Attachment B-1)

Click or tap here to enter text.

C. Detail which activity category applies to your proposal. Each activity category must include all staff time and other costs that are necessary to support that activity. See Attachment D

Click or tap here to enter text.

Attachment A

CDBG, HOME, ESG and HOPWA Request for Funding Application Evaluation Form

Name of Project: Click or tap here to enter text.

Name of Organization: Click or tap here to enter text.

Description of Project: Click or tap here to enter text.

Reviewer Name Click or tap here to enter text. and Phone: Click or tap here to enter text.

NOTE: A possible 100 points are available; however, a minimum of 70 points are necessary to be recommended for funding.

I. **COMMUNITY IMPACT** (Total 27 Points)

- a. Will the project have a substantial and positive impact on the neighborhood, or population being served?

Click to enter text./10 points

- b. Proposed project is located in an Identified Focus Area

Click to enter text./10 points

- c. What is the income level of the beneficiaries of this program?

- 0-30% AMI (7 points)
31-50% AMI (5 points)
51%-80% AMI (3 points)

Click to enter text./7 points

SECTION TOTAL: _____

II. ORGANIZATIONAL THRESHOLD CRITERIA & CAPACITY (Total 25 Points)

- a) The proposal meets the organizational requirements.

Click to enter text./5 points

- b) Past performance within the past 5 years, the applicant has demonstrated the capacity to complete the project.

Click to enter text./10 points

- c) The application documents leveraged or committed funds of 3 other dollars for each CDBG/HOME dollar (3-to-1 ratio) invested in the proposed project. ESG 1-to-1

Click to enter text./5 points

- d) The proposal is financially feasible for the funds requested and other funds committed to it.

Click to enter text./5 points

SECTION TOTAL: Total

III. OBJECTIVES AND LINKAGES (Total 20 Points)

- a) The proposal has realistic objectives, timelines, and site control, if applicable.

Click to enter text./10 points

- b) The project links services and resources with similar projects to achieve its goals or links different, but related, services in the same service area (Documentation of linkage must be provided.)

Click to enter text./5 points

- c) The proposal is cost effective and includes defined performance measures and metrics.

Click to enter text./5 points

SECTION TOTAL: Total

IV. CONSISTENCY WITH CONSOLIDATED PLAN and DEPARTMENTAL GOALS: (Total 20 Points)

- a. Consistency with the Overall Consolidated Plan Priorities - The proposal is consistent with the Major Objectives and Priority Needs of the Consolidated Plan (see Attachment B).

Click to enter text./10 points

- b. Does the project meet one of the Departmental goals? If so, what goal (see Attachment B-1).

Click to enter text./10 points

SECTION TOTAL: Total

V. SUSTAINABILITY AND MULTICULTURAL SERVICES: (Total 8 Points)

- a. The project has incorporated sustainable/green design elements into its program design.

Click to enter text./5 points

- b. The project incorporates improved access and availability of services to multicultural communities especially but not limited to those with Limited English Proficiency.

Click to enter text./3 points

SECTION TOTAL Total

OVERALL TOTAL POINTS _____

Attachment B

City of Richmond FY 2021 – 2025 Consolidated Plan 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 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 particular 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) in an effort 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 as means to provide opportunities for all and reduce 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 in order to provide people with the necessary help and resources.

The Priority Needs identified in the 5-year Consolidated Plan, listed in no particular 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 make it difficult for residents to thrive. Subsidized affordable housing located more equitably throughout the City would open up opportunity 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 in an effort 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.

Consolidated Plan – Boundaries for the Focus Areas

1. Area Name: Hull Street-Swansboro Corridor

This mainly residential corridor extends along Hull Street from Cowardin Avenue/Richmond Highway to Broad Rock Road and includes the adjoining and nearby residential blocks.

2. Area Name: Hull Street - Lower Corridor

This mixed-use corridor stretches along Hull Street from the train tracks just south of Southside Plaza to the corporate limit/Chippenham Parkway intersection and includes the adjoining and nearby residential blocks.

3. Area Name: Richmond Highway-North

This mainly retail/commercial corridor extends along Richmond Highway from its intersection with Hull Street south to its intersection with Hopkins Road/Harwood Street and includes the adjoining and nearby residential blocks.

4. Area Name: Richmond Highway-South

This mainly retail/commercial corridor extends along Richmond Highway from its intersection with Hopkins Road/Harwood Street south to its intersection with Bellemeade Road and includes the adjoining and nearby residential blocks to the east of the corridor and the Hillside Court public housing complex on the far eastern edge of the corridor.

5. Area Name: Highland Park

The boundaries for this area are 2nd Ave on the north, E Brooklyn Park Boulevard on the west, Detroit Ave on the south, and the CSX railroad on the east. This target area is in part of North Highland Park neighborhood.

City Council District Boundaries can be found at:

<https://www.rva.gov/sites/default/files/2019-04/RichmondVoterDistrictMaps.pdf>

Attachment B-1

New Housing and Community Development Goals

- 2,000 new low and moderate income (LMI) homeowners (50%-80%AMI), by January 1, 2033, with 200 new LMI homebuyers by January 1, 2025.
- 10,000 new affordable rental units by January 1, 2033, with 2000 new rental units built by January 1, 2025.
- 350 new Permanent Supportive Housing (PSH) units by January 1, 2026, with 200 new PSH units developed by January 1, 2025.
- Communities of Choice: The transformation of the Big Six RRHA public housing sites into “*Communities of Choice*” and a de-concentration of poverty in Council Districts 3, 6, and 7 by January 1, 2037.

Attachment C

Organization Threshold Criteria

1. For housing non-profits, the applicant has submitted and met all requirements of CDCs set forth by the Department of Housing and Community Development (see attachment D)
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, HCDs new departmental goals, and the City's neighborhood plans.
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 is in compliance with 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, HOME, ESG and HOPWA sub recipients) 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. The applicant is helping to meet the City's objectives for the reduction of crime in the City of Richmond.

Attachment D

Eligible CDBG, HOME, ESG and HOPWA Activities

On the application and the Budget Summary it's important that the applicant break their proposal down into all of the activity categories that apply to a proposal. Some proposals may involve only one category, while others may involve several different categories.

EACH ACTIVITY CATEGORY MUST INCLUDE ALL STAFF TIME AND OTHER COSTS THAT ARE NECESSARY TO SUPPORT THAT ACTIVITY. As a result, it will become necessary to prorate certain costs among the different activity categories. Listed below are the funding sources and the categories that apply for each one.

CDBG Eligible Activities – Each activity must meet one of the following national objectives for the program: benefit low- and moderate-income persons, prevention or elimination of slums or blight, or address community development needs having 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.

CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property
- Relocation and Demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Public Services, within certain limits
- Activities relating to energy conservation and renewable energy resources
- Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities

HOME Eligible Activities – Participants may choose among a broad range of eligible activities:

- Provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers
- Build or rehabilitate housing for rent or ownership
- Other reasonable and necessary expenses related to the development of non-luxury housing
- Acquisition or improvement
- Demolition of dilapidated housing
- CHDO Administration, Loans, and Capacity Building
- HOME Program Administration – The program administration category is only for programs which pay for the overall administration of HOME funds. Generally, this category will only apply to the City of Richmond, RRHA and other non-profit organizations for the general administration of funds. The administration costs of sub-recipients must be prorated over the costs of different project categories.

ESG Eligible Activities – ESG funds may be used for six program components:

- Street Outreach Component
- Emergency Shelter Component
- Homeless Prevention Component
- Rapid Re-Housing Component
- Homeless Management Information System (HMIS) Component
- Administrative Activities

HOPWA Eligible Activities – Funds may be used for a wide range of housing, social services, program planning, and development costs. These include, but are not limited to:

- Acquisition
- Rehabilitation
- New Construction of housing units
- Costs for facility operations
- Rental assistance
- Short-term payments to prevent homelessness
- Support Services
- Assessment and Case Management
- Substance Abuse Treatment
- Mental Health Treatment
- Nutritional Services
- Job training and placement assistance
- Assistance with daily living
- Administrative Expenses- Expenses of the grantee (City) of up to 30% of the total HOPWA grant, or administrative expenses of an individual subrecipient of up to 7% of the total HOPWA funds they receive

Attachment E

Budget Category Definitions

In completing the Overall Project Budget, it is necessary to look at the total costs of the overall project (as opposed to the specific activities within the project).

Personnel Costs – List the total costs of each staff person who will work on the project (salary and fringe), the percentage of time that they will be working on the overall project, and the sources and amount of funding to pay for the project.

Supplies and Materials – Supplies and materials for the project include the following categories

- Office Supplies - General office supplies such as paper, pens, pads, files etc.
- Operating Supplies - Postage, photo supplies
- Tools and Minor Equipment - Any tool or piece of equipment that costs less than \$500.
- Telecommunication - Costs for telephone, internet, facsimile, and other communications services.
- Postage- The cost of all mailings pertaining to a project.
- Transportation and Travel - The costs of maintaining an agency vehicle for the project or reimbursing staff for mileage.
- Insurance - The costs of general insurance coverage for the agency related to the project.
- Rent and Utilities - Rent and utilities for the office of the agency or for a space where the project is held. Rent and Utilities should be prorated across all grants and funding.
- Car and Equipment Rentals - The costs of renting an automobile or equipment for completion of the project.
- 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 and training. This category does not apply to services that directly relate to Land, Buildings and Equipment

Land & Building

- Land Acquisitions for Preparation - The costs of purchasing or receiving property for redevelopment. The costs of preparing a site for building or redevelopment including total or partial demolition, environmental abatement, and similar costs.
- Design and Inspection - Architectural and engineering services for the project and construction and other relevant inspections.
- New Construction/Improvements - Building a new structure, building public improvements or installing site improvements.
- Renovation/Rehabilitation - Any change to an existing building from repairs to total renovation

Note – All costs must relate to the activities undertaken by the applicant in direct proportion to the amount of HUD funds requested.