

**The City of Richmond's Federal Entitlement
Emergency Solutions Grant
Rapid Re-Housing Programs**

Call for Applications for Available Funding



Release of Application Packet: Friday, April 11, 2025
Applications Due: 5:00 p.m. on Monday, April 28, 2025

Call for Applications

The City of Richmond's Department of Housing and Community Development (HCD) is issuing a call for applications from organizations that are experienced in operating Rapid Re-Housing programs using Emergency Solution Grant (ESG) funds.

A total estimated amount of \$81,811 in ESG funding is anticipated to be available. The amount includes the reallocation of previously awarded funds from an FY25 project totaling \$50,666 and reserves funds from the FY26 Federal Entitlement process designated for Rapid Re-Housing or Homeless Prevention services estimated at \$31,145. The FY26 funding amount is an estimated amount of funds as the final amount will be confirmed once the City of Richmond receives its PY25/FY26 award from the Department of Housing and Urban Development (HUD).

Distribution

The Application Coversheet and General Call for Applications Packet will be available on the Housing and Community Department's (HCD) webpage at <https://www.rva.gov/housing-and-community-development/public-documents>. To request an application packet by email or for a paper copy, please contact Patrick Odehnal, at 804-646-0714 or via email at patrick.odehnal2@rva.gov.

If translation services are required, please contact Avrian Gray at 804-646-1863.

Application Package Instructions

Along with the provided Application Cover Sheet, application packages should include the following information and attachments.

Description of the Applicant Organization

In the description, the Applicant should demonstrate its capacity to address homelessness its current Rapid Re-Housing program, and its ability to utilize the proposed funding. If the applicant received **any** Federal Entitlement funding from HCD in FY23 and/or FY24, please discuss your agency's ability to meet the Item Plans performance objectives and the spending of awarded funds. If necessary, please provide information explaining why performance or expense goals were not met.

Description of Program Design

The Applicant must provide a detailed narrative on how it operates its rapid re-housing program, including the following:

- intake and assessment timelines and practices,
- the delivery of housing-based case management strategies, including any specific supports or services to assist households with increasing their income through employment or connection to benefits,
- the program's strategies for compliance with Housing Quality Standards (HQS) inspections and building relationships with landlords, and
- strategies for connecting households to other opportunities for subsidized or affordable housing when vouchers are limited.

Proposed Performance Objectives

The Applicant must indicate their proposed performance metrics in response to the proposed performance objectives.

- Number of households to be served using the available funding.
- Percentage of households that will maintain or secure employment and/or increase income from cash and noncash benefits programs.
- Percentage of households served that will have an exit destination of permanent housing.

Line-Item Project Budget

The Applicant must include a line-item budget using the following categories. **Please note that HCD will only consider applications that request the full funding amount.**

- **Personnel:** staffing costs associated with housing-based case management, rental search assistance, landlord-tenant mediation, tenant legal services, or credit repair services
- **Rental Assistance:** funds to be used for rental assistance and rental arrears
- **Financial Assistance:** funds to be used for rental application fees, security and utility deposits, utility payments, moving cost

Match Requirement

The Applicant must include a table noting the funds the agency will use to comply with the ESG match requirement per [24 CFR § 576.201](#).

Attachments

Applicants that applied for FY26 Federal Entitlement funding from HCD may include a memo on agency letterhead stating that “All attachments were previously submitted in response to the FY26 Federal Entitlement NOFA.”

Applicants who did not apply for FY26 Federal Entitlement funding must submit the following attachments with their application.

- A copy of your organization’s Articles of Incorporation
- A copy of your organization’s Bylaws
- A copy of Good Standing from the State Corporation Commission
- A copy of your organization’s Federal Tax-Exempt Certification
- A copy of your organization's latest 990 Form
- A copy of your organization’s previous fiscal year audit or financial statements
- A copy of your organization's operating budget

Application Submission Instructions

To apply, Applicants must send the name and email address of the Agency Representative to Patrick Odehnal, Project Manager, at patrick.odehnal2@rva.gov to request an agency-specific OneDrive by 5:00pm on Wednesday, April 23, 2025. Patrick will create an agency-specific OneDrive folder and send a link via Microsoft to the Applicant's Agency Representative. To apply, the agency representative must

upload the application and all required attachments into their agency-specific OneDrive by 5:00 p.m. on Monday, April 28, 2025.

Late applications will not be accepted. HCD will only accept applications via the OneDrive folder process. Faxed applications will not be accepted.

All applications must be uploaded into the agency-specific OneDrive folder by 5:00 p.m. on Monday, April 28, 2025.

Please direct any questions to the Department of Housing and Community Development at (804) 646-1863. The City of Richmond does not discriminate based on disability status in the admission or access to its programs. Virginia Relay Center - TDD users dial 711.

Evaluation Criteria and Funding Notification

Applications will be reviewed by HCD staff using a four-part, 50-point evaluation criteria scale. Applications will be evaluated based on the following criteria: Program Design (15 points), Proposed Performance Measures (15 points), Budget (10 points), and Prior Federal Entitlement Funding Performance in FY23 and/or FY24 (10 points).

Applicants will be notified by May 13, 2025, of their application status. HCD will make its funding recommendation to Richmond City Council for final approval. The contract for these funds will be incorporated into the FY26 Federal Entitlement cycle which begins on July 1, 2025.

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

General Guidelines

HCD will use Emergency Solutions Grant (ESG) funding from the United States Department of Housing and Urban Development for this award. For more information please refer to [24 CFR § 576](#). The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 places emphasis on assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. For more information about ESG and Rapid Re-Housing please refer to the [HUD Exchange website](#).

Applicants seeking funding must be active members of the Greater Richmond Continuum of Care (GRCoC) and incorporate the GRCoC's [Standards for Rapid Re-Housing Programs](#) into their program operations.

In addition to programmatic compliance requirements for ESG Rapid Re-Housing, programs must also follow cross-cutting requirements from federal laws and Executive Orders that apply to federally funded projects. Applicants should be aware of potential cross-cutting requirements, as applicable, when designing their program and requesting federal funds. HCD has included a few cross-cutting requirements in the list below with links to additional information.

- [2 CFR Part 200](#) and [24 CFR Part 570.502](#)
- [Affirmatively Furthering Fair Housing](#) (AFFH)
- [Unique Entity Identifier and System for Award Management](#) (SAMs)
- [Violence Against Women Act](#) (VAWA)



EMERGENCY SOLUTIONS GRANT FUNDING FOR RAPID RE-HOUSING PROGRAMS APPLICATION COVER SHEET

1. Program Funds Requested:

Emergency Solutions Grant (ESG) – Rapid Re-Housing

2. Amount Requested: \$81,811

3. Applicant Organization Information:

Organization Name: _____

Federal Tax ID: _____

SAMS Number: _____

Program Name: _____

Program Point of Contact: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Executive Director/CEO: _____

Attachments: Provide applicable documents and check the corresponding circle of documents submitted. See page 3 of the packet for guidance for applicants who applied for FY26 Federal Entitlement NOFA.

- ☐ A copy of your organization's Articles of Incorporation
- ☐ A copy of your organization's Bylaws
- ☐ A copy of Good Standing from the State Corporation Commission
- ☐ A copy of your organization's Federal Tax-Exempt Certification
- ☐ A copy of your organization's latest 990 Form
- ☐ A copy of your organization's previous fiscal year audit or financial statements
- ☐ A copy of your organization's operating budget
- ☐ Memo stating the organization previously submitted documentation during the FY26 Federal Entitlement NOFA process