

Application for Housing Opportunity Funds FY 2025-2026

READ APPLICATION INSTRUCTIONS THOROUGHLY

Due: December 12, 2025 by 5:00 PM

Section 1: Agency Information

Organization/Agency Name: _____

Mailing Address Street: _____

City: _____ State: _____ Zip Code: _____

Employer Federal ID Number: _____ SAM UEI Number: _____

Telephone Number: _____ Fax Number: _____

Organization/Agency Website Address: _____

Is this organization/agency a
non-profit organization?

Is this organization/agency
a faith-based organization?

	Executive Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-Mail:			

Section 2: Project Information and Description

Name of Project: _____

Location of Project: _____

Census Tract(s) of Project: _____

Type of Project:

If LIHTC, Indicate proposed submission date (month, year): _____

If transitional rental housing, indicate maximum length of stay: _____

Provide a short description of the project (limit: 280 characters):

Has the applicant or will the applicant be obtaining a market study for this project?

Section 3: Funding Request

Which program is the organization/agency applying for (if you know)?

How much is the organization requesting in this application? \$ _____

Has the organization/agency received an award or commitment of HOME or CDBG funds for this project in the past?

If yes, how much was awarded or committed? \$ _____

If yes, what year(s) were the funds awarded or committed? _____

Section 4: Application Completion Checklist

Each applicant must indicate if they possess the items indicated below. They will be required to be submitted to DHNP if their project is funded.

1. Articles of Incorporation and Bylaws
2. State and Federal Tax Exemption Determination Letters
3. Federal Employment Identification Numbers
4. List of Board of Directors, their Titles and Contact Information
5. Board of Director's Designation of Authorized Official
6. Most Recent Organization Chart
7. List of Previous Housing Developments
8. Financial Statement and Most Recent Audit Report
9. Matching Funds Commitments Documentation
10. List of Collaborative Partners and their roles
11. 504 Self Evaluation Plan (Americans with Disabilities Act) (*For agencies with 15 employees or more*)
12. Project Implementation Timeline and Additional Outcome Objectives
13. Is your SAM UEI number on file?

Section 5: Project Purpose and Consistency with Existing DHNP Plans

This project will (check all that apply)

A. Add new affordable units at the indicated Area Median Family Income (AMFI) through new construction or conversion of existing, non-regulated housing units to affordable units.

Affordability Level	# of Units
<=30% of AMFI	
31-40% of AMFI	
41-50% of AMFI	
51-60% of AMFI	
61-80% of AMFI	

B. Preserve existing units that are currently affordable at the indicated Area Median Family Incomes (AMFI). Indicate current and proposed affordability level of units.

Current Affordability Level	# of Units	Proposed Affordability Level	# of Units
<=30% of AMFI		<=30% of AMFI	
31-40% of AMFI		31-40% of AMFI	
41-50% of AMFI		41-50% of AMFI	
51-60% of AMFI		51-60% of AMFI	
61-80% of AMFI		61-80% of AMFI	

C. Other:

Does this project currently have a project-based Section 8 or other housing subsidy contract?

If yes:

Indicate the number of units under contract: _____

Indicate the contract expiration date (month/year): _____

Does the organization have the ability to renew the contract?

Indicate how the project is consistent with the current City of Virginia Beach Dept. of Housing and Neighborhood Preservation HUD Consolidated Strategy and Plan and/or Community of One— All in Plan.

This project will (Check all that apply):

DHNP HUD Consolidated Strategy and Plan

Increase the accessibility, quality, and quantity of affordable rental housing.

Provide housing and supportive services to persons with HIV/AIDS and their families.

Increase the range of housing options and related services for persons with special needs including elderly, disabled, and military veterans.

Preserve and enhance the quality and livability of the City's housing stock and neighborhoods.

DHNP Community of One— All In Plan

Ensure an adequate supply of affordable housing targeting low-income households.

Ensure an adequate supply of housing that meets the needs of all populations experiencing homelessness.

Section 6: Project Readiness

Has the applicant identified a site?

If the applicant has not identified a site, please skip the section below and go to Section 7.

Site Control

Answer the following questions if the applicant has site control by either a deed, long-term lease, purchase contract, option to purchase, or option to lease. If there is no site control, skip to Section 7.

Indicate the type of site control:

Indicate the expiration date of the document, if applicable (month/year): _____

Other site control explanation: _____

If applicant owns site, has any work commenced at the site?

If yes, please describe:

Zoning

Is the property currently zoned for the proposed use?

If the property is not currently zoned for the proposed use, provide an explanation of the plan and timeline for obtaining the local zoning approvals if needed, including any plans to reach out to the community and/or local property owners:

Site Description

Are there any existing buildings on the proposed site?

If no, skip to Section 7.

If there are buildings at the site, are they occupied?

If no, skip to Section 7.

If they are occupied, are they occupied by (check all that apply):

Existing residential
tenants/occupants

Existing commercial
tenants/occupants

The current owner

Will the applicant need to relocate existing residential and/or commercial tenants?

Provide further explanation for your response:

Section 7: Agency Narrative and Project Description

Total number of buildings with housing units in project/development: _____

Total number of housing units in development: _____

Comments or Explanation: _____

Type of Project by Number of Buildings and Units

Type of Project	Number of Buildings	Number of Units	Explanation, if needed
New Construction:			
Acquisition and Rehabilitation:			
Rehabilitation Only:			
Adaptive Reuse:			

Number of Units by Type

Type of Units	Number of Units	If units will be shared by more than 1 person or household, please indicate how many per unit.
Bedroom only		No Response Needed
Total 0 BR units (Efficiency Apts/SRO units)		No Response Needed
Total 1 BR units		
Total 2 BR units		
Total 3 BR units		
Total 4 BR units		
Total > 4 BR units: _____ BR Units		

Total number of ADA accessible units: _____

Total number of Universally designed units: _____

Number of elevators in project: _____

Number of units by Area Median Family Income (AMFI)

To be affordable at:	Number of units	Comments/Explanation, if needed
<=30% of AMFI		
31-40% of AMFI		
41-50% of AMFI		
51-60% of AMFI		
61-80% of AMFI		
> 80% of AMFI		

Number of Households by Type to be Served

Household Type	Number of Households	Comments/Explanation, if needed
Seniors (state minimum age in comments)		
Veterans		
Homeless		
Disabled (state minimum age, if applicable)		
Other/multiple categories (Describe)		

Proposed Project Timeline

Proposed Project Timeline	Actual/Anticipated Date	Comments, if needed
Site Control Documentation Signed		
Zoning Conditional Use Permit Approval		
Site Acquisition by deed or long-term lease		
Site Plan Approved		
All Project Funding Committed		
Building Plans and Specifications Completed and Approved		
Building Permit Issued		
If LIHTC, Syndication Closing		
Start Construction/Rehab.		
Begin Lease-up		
Complete Construction		
Project Fully Leased		

Use the space provided to answer the questions below. Please stay within the provided character limit for each question.

1. Will the project be completed in phases?

If yes, describe the phases of construction, including what phase the DHNP-funded housing units will be part of. If no, go to question 2 (limit: 3,800 characters).

2. Briefly describe the organization and its mission, including how long the organization has been in existence, the area(s) served, how long the organization has served residents of Virginia Beach, what housing and services the organization provides, areas of expertise, and how long the organization has provided the housing and/or services (limit: 3,800 characters).

3. If this project will rehabilitate existing housing units, please describe the proposed rehabilitation work that will be carried out. Describe any amenities that will be available to residents residing in the units (limit: 3,800 characters).

4. If the project will construct housing units, describe the style of construction and what on-site amenities will be available to the residents. If schematics of the project are available, please provide with application. Include the materials used and any green building certifications (limit: 3,800 characters).

5. Describe the organization's ability and capacity to carry out the development of the proposed project, including the experience of staff, volunteers, and/or other proposed project partners. Include any past experience in carrying out the activities that are proposed in the application. List the name and location of the affordable housing developments that were completed / placed in service by the applicant in the past 5 years, if any (limit: 3,800 characters).

6. Indicate what entity will be responsible for managing and maintaining the property and, if applicable, determining and re-determining income eligibility of applicants throughout the period of affordability or federal funding recapture period, including the experience of the entity responsible (limit: 3,800 characters).

7. Will this project provide any supportive services to the residents?

If yes, please indicate the entity that will be responsible for providing the services, their experience in providing the services, what services will be offered/provided, and if the services are voluntary or mandatory (limit: 3,800 characters).

8. Describe the effect of non-provision of requested funding for the project. Will the project go forward? If not, why not? How will the project be affected (limit: 1,700 characters)?

9. Summarize the key reasons, if not already indicated above, that this project should be funded (limit: 1,700 characters).

Section 8: Budget

Complete all 5 pages of the separate excel Financial Worksheet (Page 5 will autofill from pages 1-4).

The Financial Worksheet can be requested from Sharon Shoff at 757-385-5836 or sshoff@vbgov.com.

Section 9: Additional Requirements if Awarded Funding under this RFP

Read the information below. If the project is conditionally approved for funding under this RFP, this information must be provided to DHNP in order to complete the required Project Underwriting and/or Subsidy Layering Review. By signing the Statement of Applicant in Section 10 of this application, applicant acknowledges and agrees to submit this information when requested.

1. Sources and Uses of Funds Statement
 - a. Sources: List each source separately, indicate whether loan, grant, syndication proceeds, contributed equity, etc. Sources should generally include only permanent financing. If interim financing or a construction loan will be utilized, details should be included in a narrative (item 3 below).
 - b. Uses: Should be detailed. Do not use broad categories such as “soft costs.” Acquisition costs should distinguish the purchase price from related costs such as appraisal, survey, titled and recording, and related legal fees. Construction and rehabilitation should include builder's profit and overhead as separate items.
2. Narrative describing details of each funding source. For loans, details should include principle, interest rate, amortization, term, and any accrual, deferral, balloon or forgiveness provisions. If a lender, grantor, or syndicator is imposing reserve or escrow requirements, details should be included in the narrative. If a lender will receive a portion of the net cash flow, either as additional debt service or in addition to debt service, this should be disclosed in the narrative.
3. Commitment Letters from lenders or other funding sources evidencing their commitment to provide funding to the project and disclosing significant terms. Loan agreements and grant agreements are sufficient to meet this requirement.
4. Appraisal Report. The appraisal should establish the “as is” value of the property, before construction or rehabilitation, and without consideration of any financial implications of tax credits or project-based voucher assistance. An appraisal establishing value after the property is built or rehabilitated is not acceptable unless it also includes an “as is” valuation.
5. Stabilized Operating Proforma. Should include projected rental, commercial, and miscellaneous income, vacancy loss, operating expenses, debt service, reserve contributions and cash flow. The analysis must be projected over a 15 year period. Income and expenses must be trended at a percentage that reflects the current trend.
6. Tax Credit Allocation Letter. Issued by the State tax credit allocation agency, this letter advises the developer of the amount of LIHTCs reserved for the project.
7. Historic Tax Credits. Some projects in designated historical districts may receive an additional one-time historic tax credit. If applicable, the amount of the historic tax credit should be disclosed.
8. Equity Contribution Schedule. If equity contributed to the project will be paid in installments over time, a schedule should be provided showing the amount and timing of planned contributions.
9. Bridge Loans. If the financing plan includes a bridge loan so that proceeds can be paid up front when equity contributions are planned over an extended period, appropriate details should be provided.
10. Standard disclosure and perjury statement
11. Identity of Interest Statement
12. PHA commitment letter for project-based voucher assistance.
13. Proposed gross rent amounts for project-based voucher units.

Section 10: Statement of Applicant

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That this request may be forwarded for consideration under other budget processes if it is determined that alternative sources may be appropriate.
3. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
4. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
5. The City of Virginia Beach reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
7. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines.
8. That past program and financial performance will be considered in reviewing this application.
9. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
10. That, if the project(s) is funded, the City will perform an environmental review prior to the obligation of funds.
11. That, if the project(s) is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets may be required between the organization and the City.
12. That, if the project(s) is funded, provide the additional information outlined in Section X of this application when requested.
13. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.
14. Agrees to abide by the City of Virginia Beach's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.
15. Agrees to comply with the following: Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Davis Bacon Act, Section 3 and other Federal Regulations.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above on this ____ day of _____, 202__.

Signature

Title

Organization