

Request for Project Applications for Housing Opportunity Funding FY 2025-2026



**Housing &
Neighborhood
Preservation**

City of Virginia Beach, Dept. of Housing and Neighborhood Preservation

Released: October 13, 2025

Due: December 12, 2025, 5:00 p.m.

FOR MORE INFORMATION, CONTACT

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PURPOSE AND ELIGIBLE ACTIVITIES

The Virginia Beach Department of Housing and Neighborhood Preservation (DHNP) is making available a limited amount of funds to eligible organizations for the preservation or creation of affordable housing opportunities. This funding must be used for capital costs to preserve existing housing or to create new affordable housing units located in Virginia Beach and must serve Virginia Beach residents. The funding will be available from federal HUD Home Investments Partnership Programs (HOME) and Community Development Block Grant (CDBG) funds received by the city. Any project funded with these funds must meet all applicable HUD and City program requirements as well as the Office of Personnel Management (OPM) regulations.

AVAILABLE HOUSING OPPORTUNITY FUNDS

The available funds may vary at the time of application. Current amount of funding available is approximately \$3.4 Million. There is no set amount for which to apply. The amount of funds requested must be equal to or less than 50% of the total project cost, including acquisition cost. Notification of the decision regarding the application will be made in writing no later than **February 6, 2026**. DHNP reserves the right to award or not award any funding based on its evaluation of proposals submitted. Projects may be funded for only a portion of requested funds.

All awards will be made contingent upon the awardee's compliance with all Federal and City regulatory requirements and specific project award approval by HUD. Due to the regulatory conditions and requirements that must be met, applicants should be aware of significant lead time before construction, relocation, demolition, or site work may begin.

TIMING OF FUND AWARDS:

Funding availability is dependent on many factors, including: the needs of the applicant's project, the approval of a Federal budget, and approval of a City budget. While initial reservations of funds may be made in February, the dates of actual fund availability will vary significantly based on those factors and project-specific factors. Applicants should be aware that significant delays in fund availability are possible.

Organizations applying for HOME/CDBG Funds should be aware of the following conditions:

1. All required land use approvals must be obtained.
2. Project must meet all applicable requirements of the applicable regulations.
3. Construction may trigger the federal Davis-Bacon Wage Requirements. Construction costs *may* be higher if these apply.
4. Projects must comply with AICUZ requirements. Proposed projects located in Accident Potential Zones or Clear Zones will not be considered for funding.
5. Projects must follow HUD Section 3 requirements.
6. An Environmental Review and/or Assessment will be required. If an Assessment is required, the cost will be taken from the amount of the award.
7. Projects that propose to relocate any entity (individual, business or non-profit) are immediately upon submittal of this application responsible for complying with Federal relocation requirements. Compliance with these requirements may delay the project and increase costs. Proposals including relocation will therefore receive a lower priority for funding than other projects, all other things being equal. Relocation of Individuals, residents, farms or non-profits, as well as compliance with all federal regulations under the Uniform Relocation Act and/or Section 104(d) are the sole responsibility of the awardee. Any entity proposing the relocation of existing residents will be required to prepare and submit for approval a complete relocation plan prior to contract execution.
8. The site of the project must be determined to be acceptable as per 24 CFR 983.57. DHNP staff will visit the site to make this determination.

CONDITIONS FOR PAYMENT OF AWARDED FUNDS

Projects selected may receive funds upon compliance with all applicable regulations and in accordance with the below chart. Actual disbursement of funds can only occur after the execution of a contract between the applicant and the City of Virginia Beach. The contract will specify the amount, method of payment and reporting requirements for each applicant.

HOME/CDBG Funds may be awarded in the following manner: ****

Applicant	Type of Project	Average Per-Unit Subsidy (Within HUD Subsidy Limits)	Type of Financial Assistance	Required Period of Affordability
Non-Profit Developer	Rental	Any Amount	Forgivable Loan, 0-1% simple interest (annual, non-compounding)*	20-30 years
Non-Profit Developers	Rental	Any Amount	Deferred payment loan, 1-3% simple interest (annual, non-compounding)**	20-25 years
For-Profit Developer	Rental	Any Amount	Deferred payment loan, 1-2% simple interest (annual, non-compounding)***	30-40 years

*If all requirements of the loan are met for the entire period of affordability, the principal loan amount and Interest will be forgiven. If the requirements of the loan are not met during the period of affordability, the entire principal balance plus any interest due up until the time of the default of the terms of the loan, will be due and payable in full.

**No payment of principal or interest is required to be paid until the end of the period of affordability. However, developers can, should they choose, make annual interest-only payments.

*** Interest payments will be required annually

**** Award conditions may be adjusted by the department based on individual project circumstances or requirements of other funders

ELIGIBLE ORGANIZATIONS

For-Profit Businesses or Non-profit 501(c) (3) Housing Development Organizations are eligible to apply. All organizations that apply shall propose to create housing located in Virginia Beach that will serve low- or moderate-income persons or families AND/OR homeless persons or families who are residents of Virginia Beach.

MINIMUM REQUIREMENTS FOR ENTITIES RECEIVING FUNDS

1. The Entity shall be incorporated in the Commonwealth of Virginia and if they are a non-profit organization, they shall have received an IRS 501(c) (3) tax-exempt letter of determination.
2. The Entity must have an active corporate board of directors that hires senior leadership and sets policy and financial guidelines.
3. The Entity must have policies and procedures that include validated rental or ownership policies, rules for resident behavior, procedures for involuntary discharge and a complaint procedure.
4. The Entity shall be audited annually by a certified public accounting firm and the results must be provided to the City of Virginia Beach each year. The latest audit must be part of this application and subsequent years will be required if the project crosses FYs.
5. The Entity shall carry the following insurance standards, which shall be written by companies authorized to do business in the Commonwealth of Virginia and acceptable to the city:
 - a. Comprehensive general liability insurance at limits not less than \$1 million combined single limits
 - b. Commercial general liability insurance including contractual liability coverage's in the amount not less than \$1 million combined single limits
 - c. Errors and Omissions (Professional Liability) Insurance at limits not less than \$250,000.00
 - d. Workers Compensation Insurance as required under Title 65.2 of the Code of Virginia
6. The Entity shall comply with all the laws and regulations of the City of Virginia Beach including, but not limited to, laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance.
7. The Entity shall not be involved in current litigation or contractual disputes with the City of Virginia Beach or under adverse management oversight by HUD or DHNP or debarred from receiving federal funds.
8. The Entity shall identify a point of contact for DHNP in the administration of these funds and be subject to City, DHNP, and/or HUD on-site and/or desk monitoring of the project.
9. The Entity shall provide to DHNP, and to the U.S. Department of Housing and Urban Development (HUD) or its agents – project construction progress reports, Wage reports, Section 3 reports, financial cost reports, and other information, as requested, that may be needed to ensure compliance with local, state and federal laws and regulations.
10. The Entity shall provide full and clear recognition of the City's contribution in its publications, fundraising documents, and other materials that are used to seek funding or promote the Entity or the project.
11. Entities shall be able to go to contract and start the project for which funds have been

requested, within a 12-month period after the announcement of the award of contingent funding, or DHNP reserves the right to reallocate the funds.

12. No application will be awarded funds if the Entity owns any other property in the City that has been cited by Code Enforcement and the violations have not been corrected in a timely manner.

APPLICATION INSTRUCTIONS

All applicants are required to provide the completed application form in Appendix A - "Application". This document must be signed and scanned if submitting by e-mail.

All applicants are required to provide the completed financial worksheet form in Appendix B – "Financial Worksheet." Please contact Sharon Shoff at sshoff@vbgov.com to obtain this worksheet. For use in completing this worksheet, DHNP's Utility Allowances are attached to these instructions, and the most recent Federal HOME Income and Rent Limits for the State Virginia: VIRGINIA BEACH-NORFOLK-NEWPORT NEWS, VA-NC HUD METRO FMR AREA can be found at the following links:

[HUD HOME Income Limits](#)

[HUD HOME Rent Limits](#)

You may submit more than one application for different projects. Each is to be submitted separately and will be evaluated separately. **DO NOT COMBINE MULTIPLE PROJECTS ON ONE APPLICATION**

Completed, signed Application (Appendix A) and Financial Worksheet (Appendix B) forms must be sent by e-mail as pdf documents, regular mail, or hand delivered to:

Department of Housing and Neighborhood Preservation
ATTN: Sharon Shoff
2424 Courthouse Drive
Building 18A
Virginia Beach, VA 23456
sshoff@vbgov.com

Completed applications must be e-mailed, mailed, or hand-delivered NLT 5:00 PM on Friday, December 13, 2025. Each applicant will receive an e-mail of the date/time the complete application was received. After December 13, 2025, there will be no changes to the application unless a request is initiated by DHNP for clarity or administrative purposes, or discussions are opened by DHNP specifically with an applicant.

Please carefully review the guiding principles and evaluation factors shown on page 6 below. It is critical that the applications respond to these principles and evaluation factors. It is important that applicants review the current regulations to ensure that your proposed program will be compliant with the most recent regulations. The electronic CODE OF FEDERAL REGULATIONS for the Home Investment Partnership Program is [eCFR :: 24 CFR Part 92 – Home Investment Partnerships Program](#). The electronic CODE OF FEDERAL REGULATIONS for the Community Development Block Grant Program is [eCFR :: 24 CFR Part 570 - Community Development Block Grants](#).

Please contact Sharon Shoff at (757) 385-5836 or sshoff@vbgov.com if you have any questions about eligibility or information that has been required in this proposal.

GUIDING PRINCIPLES FOR AWARDING OF FUNDS

The goal of the selection process is to provide funding for the project or projects, which will most effectively maintain and improve existing affordable housing or provide new affordable housing, and which will enhance the area or neighborhood where they are located.

EVALUATION FACTORS:

Aside from the MINIMUM REQUIREMENTS FOR ENTITIES RECEIVING FUNDS listed on page 4-5 of this RFP, DHNP staff and others, as may be selected, will participate on a proposal selection committee, during which all project proposals are reviewed in their entirety by each member and scored for various objectives as well as for certain strengths and weaknesses. The committee uses a combination of Adjectival, Numeric, Ranking, and Discussion points, both individually and as a group. The project proposals are not procured using the Commonwealth of Virginia Procurement guidelines but are “competitive” in so far as the City and DHNP has only a certain pool of HUD grant funds to work with and wants to ensure that the most advantageous and responsible Applicants are provided the opportunity to be selected.

The committee, at a minimum, evaluates the following elements:

- 1) Other successful projects of similar scope or size as to the one the applicant is proposing.
- 2) How the requested funds are used to create, preserve or enhance the affordability level of the units and/or the quality of the units.
- 3) Creating affordable, accessible, or special needs housing opportunities.
- 4) The capabilities of the applicant’s management.
- 5) The overall financial strength of the applicant and its ability to carry out the project.
- 6) The overall desirability of the project to meet needs of the City, taxpayers, and to persons who will reside there.
- 7) Extent to which the project aligns with the City’s Consolidated Strategy and Plan and/or meets the strategic mission to end homelessness.
 - a. [5-year Consolidated Strategy and Plan](#)
 - b. [Community of One: All In Plan](#)
- 8) The location and market information.
- 9) The requested amount in relation to the overall project costs.

DHNP encourages the submission of proposals that include energy efficiency (green) elements; also, projects that provide for housing for special needs, provide accessibility, address senior housing, housing for persons who are homeless and/or the rehabilitation of currently non-residential structures into affordable housing.

UTILITY ALLOWANCE SCHEDULE

Locality/PHA: City of Virginia Beach, Department of Housing & Neighborhood Preservation

Effective 8/1/2025

Unit Type: Multi-Family (1-2 Exposed Walls, not Energy Efficient)

Utility of Service- Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$26.00	\$30.00	\$33.00	\$37.00	\$41.00	\$44.00
Bottle Gas	\$59.00	\$68.00	\$74.00	\$83.00	\$95.00	\$102.00
Electric	\$13.00	\$15.00	\$20.00	\$24.00	\$29.00	\$33.00
Electric Heat Pump	\$11.00	\$13.00	\$16.00	\$18.00	\$20.00	\$22.00
Fuel Oil	\$51.00	\$62.00	\$69.00	\$80.00	\$88.00	\$95.00

Utility of Service- Cooking

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$5.00	\$5.00	\$8.00	\$9.00	\$12.00	\$14.00
Bottle Gas	\$9.00	\$9.00	\$15.00	\$22.00	\$28.00	\$31.00
Electric	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00

Utility of Service- Water Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$9.00	\$11.00	\$17.00	\$21.00	\$26.00	\$30.00
Bottle Gas	\$22.00	\$25.00	\$37.00	\$46.00	\$59.00	\$68.00
Electric	\$11.00	\$13.00	\$17.00	\$20.00	\$24.00	\$28.00
Fuel Oil	\$18.00	\$22.00	\$33.00	\$44.00	\$55.00	\$66.00

Services With no Fuel Type

Utility of Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Other Electric	\$20.00	\$23.00	\$32.00	\$40.00	\$48.00	\$56.00
Air Conditioning	\$7.00	\$8.00	\$11.00	\$15.00	\$18.00	\$21.00
Water	\$31.00	\$32.00	\$43.00	\$53.00	\$63.00	\$74.00
Sewer	\$87.00	\$89.00	\$106.00	\$122.00	\$139.00	\$155.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
Electric Charge \$7.58	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$15.46	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Range/Microwave	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Unit Type: Multi-Family (1-2 Exposed Walls, Energy Efficient)

Utility of Service- Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$21.00	\$24.00	\$28.00	\$32.00	\$34.00	\$37.00
Electric	\$11.00	\$12.00	\$16.00	\$20.00	\$24.00	\$27.00
Electric Heat Pump	\$9.00	\$11.00	\$13.00	\$14.00	\$16.00	\$18.00

Utility of Service- Cooking

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00	\$12.00
Electric	\$4.00	\$4.00	\$7.00	\$9.00	\$11.00	\$13.00

Utility of Service- Water Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$8.00	\$9.00	\$14.00	\$17.00	\$21.00	\$26.00
Electric	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$23.00

Services With no Fuel Type

Utility of Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Other Electric	\$16.00	\$19.00	\$27.00	\$33.00	\$40.00	\$47.00
Air Conditioning	\$6.00	\$7.00	\$9.00	\$12.00	\$15.00	\$17.00
Water	\$27.00	\$32.00	\$42.00	\$52.00	\$62.00	\$72.00
Sewer	\$81.00	\$89.00	\$105.00	\$121.00	\$137.00	\$152.00
Trash Collection	N/A	N/A	N/A	N/A	N/A	N/A
Electric Charge \$7.58	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$15.46	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Range/Microwave	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Unit Type: Row House/Townhouse/ Semi-Detached/Duplex (2-3 Exposed Walls)

Utility of Service- Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$33.00	\$39.00	\$43.00	\$47.00	\$52.00	\$56.00
Bottle Gas	\$74.00	\$86.00	\$99.00	\$108.00	\$120.00	\$132.00
Electric	\$19.00	\$22.00	\$28.00	\$33.00	\$39.00	\$44.00
Electric Heat Pump	\$14.00	\$16.00	\$19.00	\$21.00	\$24.00	\$26.00
Fuel Oil	\$69.00	\$80.00	\$91.00	\$102.00	\$113.00	\$120.00

Utility of Service- Cooking

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$5.00	\$5.00	\$8.00	\$9.00	\$12.00	\$14.00
Bottle Gas	\$9.00	\$9.00	\$15.00	\$22.00	\$28.00	\$31.00
Electric	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00

Utility of Service- Water Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Natural Gas	\$12.00	\$14.00	\$20.00	\$26.00	\$32.00	\$39.00
Bottle Gas	\$28.00	\$31.00	\$43.00	\$59.00	\$71.00	\$86.00
Electric	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$35.00
Fuel Oil	\$26.00	\$29.00	\$40.00	\$55.00	\$66.00	\$80.00

Services With no Fuel Type

Utility of Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Other Electric	\$25.00	\$29.00	\$39.00	\$50.00	\$60.00	\$70.00
Air Conditioning	\$7.00	\$8.00	\$14.00	\$20.00	\$26.00	\$32.00
Water	\$31.00	\$32.00	\$43.00	\$53.00	\$63.00	\$74.00
Sewer	\$87.00	\$89.00	\$106.00	\$122.00	\$139.00	\$155.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
Electric Charge \$7.58	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$15.46	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Range/Microwave	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Unit Type: Detached House/Mobile Home

Utility of Service- Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Natural Gas	\$36.00	\$41.00	\$47.00	\$52.00	\$58.00	\$62.00	\$66.00
Bottle Gas	\$80.00	\$95.00	\$108.00	\$120.00	\$136.00	\$145.00	\$154.00
Electric	\$28.00	\$33.00	\$38.00	\$43.00	\$48.00	\$53.00	\$58.00
Electric Heat Pump	\$16.00	\$19.00	\$22.00	\$25.00	\$28.00	\$31.00	\$33.00
Fuel Oil	\$77.00	\$88.00	\$99.00	\$113.00	\$124.00	\$135.00	\$146.00

Utility of Service- Cooking

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Natural Gas	\$5.00	\$5.00	\$8.00	\$9.00	\$12.00	\$14.00	\$15.00
Bottle Gas	\$9.00	\$9.00	\$15.00	\$22.00	\$28.00	\$31.00	\$34.00
Electric	\$5.00	\$5.00	\$8.00	\$10.00	\$13.00	\$15.00	\$17.00

Utility of Service- Water Heating

Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Natural Gas	\$12.00	\$14.00	\$20.00	\$26.00	\$32.00	\$39.00	\$41.00
Bottle Gas	\$28.00	\$31.00	\$43.00	\$59.00	\$71.00	\$86.00	\$95.00
Electric	\$14.00	\$16.00	\$21.00	\$25.00	\$30.00	\$35.00	\$37.00
Fuel Oil	\$26.00	\$29.00	\$40.00	\$55.00	\$66.00	\$80.00	\$88.00

Services With no Fuel Type

Utility of Service	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Other Electric	\$29.00	\$33.00	\$45.00	\$57.00	\$69.00	\$81.00	\$87.00
Air Conditioning	\$6.00	\$6.00	\$14.00	\$23.00	\$31.00	\$39.00	\$42.00
Water	\$31.00	\$32.00	\$43.00	\$53.00	\$63.00	\$74.00	\$81.00
Sewer	\$87.00	\$89.00	\$106.00	\$122.00	\$139.00	\$155.00	\$167.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00
Electric Charge \$7.58	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
Natural Gas Charge \$15.46	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Range/Microwave	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00