

# REQUEST FOR APPLICATION

Virginia Housing PDC Housing Development Program Grant  
Central Virginia Planning District Commission Housing Development Program

Date Issued: December 19, 2022

The Central Virginia Planning District Commission (CVPDC), as a result of a \$2 million-dollar PDC Housing Development Program Grant award from Virginia Housing, seeks applications from for-profit and non-profit developers for projects that will increase the inventory of affordable housing units in the region.

The Request for Applications (RFA) and related documents may be obtained during normal business hours at 828 Main St., 12<sup>th</sup> Floor, Lynchburg, Virginia or viewed and/or downloaded from the CVPDC website at <https://www.cvpdc.org/community-development/housing.html>.

Non- and For-Profit agencies and local governments are permitted to submit multiple applications. However, only one application per project may be submitted and each will be evaluated individually. This is a competitive grant process; application submittal does not guarantee funding award or a guarantee of award at the full request amount.

**Request for Application Release Date:** December 21, 2022

**Deadline for Submission:** 5:00 p.m., February 3, 2023

*Applications must be received prior to 5:00 p.m., EST on Friday, February 3, 2023 to be considered.*

*Questions and applications are to be submitted to Kelly Hitchcock, Deputy Director of Planning, at [kelly.hitchcock@cvpdc.org](mailto:kelly.hitchcock@cvpdc.org).*



NOTICE: The CVPDC reserves the right to reject any or all proposals if deemed in the best interest of the agency. Questions related to this shall be directed to Kelly Hitchcock at [kelly.hitchcock@cvpdc.org](mailto:kelly.hitchcock@cvpdc.org). The CVPDC is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to apply.

Central Virginia Planning District Commission  
Housing Development Program

RFA #: 2022 – 1

Issue Date: December 21, 2022

Issued By: Central Virginia Planning District Commission (CVPDC)  
Attn: Kelly Hitchcock, Deputy Director of Planning  
828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
Email: [kelly.hitchcock@cvpdc.org](mailto:kelly.hitchcock@cvpdc.org)

Sealed proposals will be received **by or before 5:00 p.m. EST, Friday, February 3, 2023** for submittal of application for housing development funding as described herein. The time of receipt shall be determined by the digital clock on the computer of the CVPDC Executive Assistant. Applications submitted after the deadline will not be considered.

Non- and For-Profit organizations and CVPDC local governments are eligible to submit project applications.

All questions related to this Request for Application must be submitted **before 5:00 p.m. EST, Wednesday, January 18, 2022** to Kelly Hitchcock at [kelly.hitchcock@cvpdc.org](mailto:kelly.hitchcock@cvpdc.org). Responses to all questions will be posted to the CVPDC's website at <https://www.cvpdc.org/community-development/housing.html>. If necessary, based on questions submitted, an addendum will be issued and posted to the same place. If an addendum is issued, the CVPDC reserves the right to extend the RFA due date.

Applications may be mailed or hand-delivered to the address listed above. **Faxed or e-mailed application will not be accepted.**

The CVPDC reserves the right to cancel this RFA and/or reject any or all proposal and to waive any informalities in any proposal.

## **BACKGROUND**

The Central Virginia Planning District Commission (CVPDC) is a regional governmental agency that coordinates with member jurisdictions and local, regional and state stakeholders to advance projects of local, regional and statewide significance. The CVPDC ten member localities the comprise our region are the Counties of Amherst, Appomattox, Bedford and Campbell, the Towns of Amherst, Altavista, Appomattox, Bedford and Brookneal and the City of Lynchburg. The CVPDC works with stakeholders to identify and develop planning and implementation projects in a wide range of disciplines, including community development, transportation, housing, hazard mitigation, workforce development, infrastructure and economic development, that advance the economic vitality of our region.

The CVPDC was awarded \$2 million to support the creation of affordable housing within the planning area from Virginia Housing. Virginia Housing allocated \$40 million in grants to be awarded to Planning District Commissions (PDCs) across the Commonwealth to support the agency's committed mission to expand affordable housing across the Commonwealth. Approximately \$1.65 million will be awarded to program applicants to implement selected housing projects. Funding awarded from this program must result in the development of at least twenty (20) housing units affordable to individuals and/or families at or below 80% AMI. The remaining of the Virginia Housing PDC Housing Development Grant awarded funds will be used by the CVPDC to operate the program.

## **PERIOD OF PERFORMANCE**

Units created through the Virginia Housing PDC Housing Development are to be completed and move-in ready by July 1, 2024.

## **ELIGIBLE APPLICANTS**

Housing developers from both for-profit and non-profit entities, as well as from local housing authorities and member local governments, are eligible to apply. Applicants may submit multiple project applications; however, funding request will be limited to one application per project. The CVPDC does not guarantee that all proposed projects eligible for submission will receive funding through this program. The CVPDC further, can not guarantee that grant awards amounts for those projects chosen will equal the full request amount.

## **ELIGIBLE PROJECT LOCATIONS**

- Counties of: Amherst, Appomattox, Bedford, Campbell
- Towns of: Amherst, Altavista, Amherst, Bedford, Brookneal
- City of Lynchburg

## **ELIGIBLE PROJECT TYPES**

- New unit construction – ownership or rental
- Rehabilitation of currently uninhabitable units
- Adaptive re-use of existing structures
- Mixed-use developments

## **GRANT USE ELIGIBILITY, INELIGIBILITY & VIRGINIA HOUSING GUIDELINES**

### Eligible Use of Funds:

- Consultant fees
- Construction costs (contractor fees, tap fees, materials)
- Soft costs (permits, utility connections, final design, inspection/capitalization fees)
- Land and building acquisition costs (maximum \$500,000 available across all projects)

### Ineligible Use of Funds:

- Land trust development or land banking

- Emergency shelter or transitional housing
- Rental assistance or owner equity requirements for loan qualification
- Rehabilitation or replacement of existing occupied units
- Funding of units proffered as part of rezoning
- Units already proffered to a locality through a formal zoning review process
- Subsidy for funded units (project that have already closed financing)

Projects Must Adhere to Virginia Housing Threshold Criteria:

- Be located within the CVPDC area footprint (see ‘Eligible Project Locations’).
- Rental units must remain affordable for a designated affordability period to households whose incomes do not exceed 80% AMI.  
[FY 2022 MTSP Income Limits Documentation System -- Select Geography \(huduser.gov\)](http://huduser.gov)
- Units for homeownership must comply with Virginia Housing’s income and sales price limits (<http://virginiahousing.com/loanlimits>).
- Mixed-use projects must include at least 60% of the square footage as residential.
- Mixed-income project must include at least 50% of the units restricted to at or below 80% AMI or as additional funding sources require, whatever is more restrictive.
- Projects to be move-in ready by July 1, 2024.
- Applicants with existing/previous Virginia Housing grants must not have any outstanding compliance issues resulting from funds withheld within 12 months.

**APPLICATION PROCESS**

Application Open Period

Beginning December 21, 2022, the CVPDC will solicit and review proposals from parties interested in utilizing grant funds for affordable housing development with in the CVPDC area. **Proposals will be accepted starting December 21, 2022 and ending 5:00 p.m. EST, Friday February 3, 2023.**

Submission of a full application does not guarantee funds.

Questions and Responses

Questions regarding the RFA may be submitted through January 18, 2023, after which time all questions and responses will be made available on the CVPDC website.

Submission Instructions and Deadline

Four copies of the Application should be submitted. Applications must be submitted in a sealed envelope addressed as noted below. Submittals may be hand-delivered or mailed to CVPDC, 828 Main Street, 12<sup>th</sup> Floor, Lynchburg, VA 24504. No faxed or emailed applications will be accepted.

Applications must be received at CVPDC by the deadline of February 3, 2023 at 5:00 p.m. EST. Last applications will not be reviewed or considered for funding.

Required Application Components

All applications must utilize the CVPDC Housing Development Application Form, which begins on page 4 of this document, to include questions and the budget template as presented in Sections 1 through 7. Applications must include also include copies of the supplemental documents as presented in Section 8.

**PROJECT ANALYSIS AND SELECTION**

The CVPDC will oversee the selection process including the review, selection and award process. Project selection and approval will be guided by funding allowances and restrictions from Virginia Housing grant guidelines and threshold criteria.

Virginia Housing developed the PDC Housing Development Program to facilitate the development of affordable housing within the Commonwealth. The CVPDC has identified additional focus area or program goals which are:

- Increase the availability of affordable housing units in historically underserved markets in the region.
- Expand units for first-time homebuyers.
- Projects that serve marginalized populations, including senior, special needs population, and low-wage essential workers.

Projects will be evaluated on the following criteria:

A. Supply

- Total number of newly constructed affordable units
- Number of units at or below 80% AMI
- Length of affordability period

B. Project Experience, Capacity & Readiness

- Demonstrated history of providing affordable housing
- Demonstration of organization financial viability and project financial feasibility
- Site control (if applicable)
- Description of planning, design, or construction process
- Project timeline and/or construction schedule
- Regulatory compliance with current zoning, for by-right development, or description of ongoing rezoning process

C. Budget

- Total grant request to CVPDC
- Projects that demonstrate leverage of other funding sources
- CVPDC cost per unit

Project selection may be subject to additional competitive criteria as follows:

- Projects incorporating innovative or sustainable building practices or design (e.g., eco-friendly, green building practices).
- Projects located in close proximity to jobs, transit, community services, etc.
- Projects that serve levels of affordability at less than 80% AMI.
- Projects that demonstrate they are serving special populations and improving housing choice amount eligible tenants and first-time home buyers.

### **PROJECT AWARD PROCESS**

The CVPDC will review all projects in early February and will notify applicants of funding decisions at the end of February. Submission of a full application does not guarantee award.

The CVPDC expects to notify applicants of award decisions in March, 2023.

The CVPDC will oversee and manage the award process. CVPDC will also administer the Virginia Housing grant fund distribution. All grant funds will be distributed through a reimbursement request process according to Virginia Housing protocol. All project awards will be conditional on execution of a formal written agreement between the CVPDC and the selected project applicant.

<b>SECTION 1. GENERAL APPLICANT INFORMATION</b>	
Organization Name	
Organizational status? (501(c)(3), private, local government, etc.	
Lead Applicant Contact	
Role and/or Relationship to organization	
E-mail	
Phone Number	

<b>SECTION 2. ORGANIZATIONAL EXPERIENCE, CAPACITY, AND READINESS</b>
Please tell us about your organization’s mission and how it relates to producing an affordable housing unit as proposed in this application.
Please describe the financial viability of your organization and the financial feasibility of the project. Include information on how your organization typically manages large projects to ensure they remain on-time and on-budget. Describe how your organization manages cashflow on a cost reimbursement project.
If your organization/locality is new to housing development, please describe how developing affordable housing relates to your mission and the partners you will be working with to produce affordable housing.

Please describe why you are seeking funding for this project. Briefly describe other current, committed funding sources and existing funding gaps.

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**SECTION 3. Organizational Capacity**

*Section 3 is for not- and for-profit organizations only.*

Is your organization currently delinquent on any real estate taxes or delinquent on any mortgage?	Yes or No
Do you have any outstanding code violations on any of your real estate?	Yes or No
Has your organization filed for bankruptcy in the past seven years?	Yes or No
Is your organization currently a party in any pending lawsuit?	Yes or No
Has your organization owned property foreclosed on for tax delinquency in the past seven years?	Yes or No

*If the answer is "Yes" to any question above, please elaborate and provide attachments as if necessary.*

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**SECTION 4. PROJECT BASICS**

Project Name	
Project Location (Locality, physical address, parcel if known)	
Number of Units	
AMI Level(s) To Be Served	
CVPDC Funding Amount Requested	

<b>SECTION 5. PROJECT SPECIFICS</b>	
Tell us about the development you are proposing. Use the boxes below in describing the development and the proposed beneficiaries.	
What type of development is the proposed project (multifamily, single family, mixed-use, acquisition, adaptive re-use, etc.)? Include how many units proposed. Is it acquisition/rehab/repair of vacant units or new construction?	
Is the proposed project for home ownership, rental or both?	
If the proposed projects includes homeownership units, will the sales price and income limits be consistent with Virginia Housing limits for our region? What is the estimated sales price?	Yes or No
Number of units affordable to household incomes less than 80% AMI or less? 60% AMI or less? 40% AMI or less? Describe income mix and estimate rental rates.	
What configuration of bedroom sizes do you anticipate?	
For what activities is your organization seeking gap funds? Please include total funding request \$ amount.	
Please briefly describe any project partners (financial, administrative, etc.) for this development and specify their respective roles. <i>All budget information to be included in the CVPDC budget form and budget narrative template (See Section 7).</i>	
If you are seeking acquisition funding, do you commit to providing a detailed development plan, clean title, appraisal, environmental study, and proof of line of credit?	Yes, No, or N/A



<b>SECTION 5b. PROJECT SPECIFICS - VIRGINIA HOUSING THRESHOLD CRITERIA</b>	
Will the units be move-in ready and habitable by July 2024? If no, what date do you anticipate that units will be move-in ready?	Yes or No
Will the units be affordable to households with incomes at or below 80% AMI? ( <a href="https://www.huduser.gov/portal/datasets/il.html">https://www.huduser.gov/portal/datasets/il.html</a> ).	Yes or No
Will units remain affordable for a designated affordability period?	Yes or No
If yes, please elaborate. How long will units remain affordable? How will your organization maintain affordability over this period of time?	
If the project is mixed-use, will at least 60% of the square footage be for residential use?	Yes, No, or N/A
If the project is mixed-income, will at least 50% of units be restricted to at or below 80% AMI?	Yes, No, or N/A
If your organization has existing/previous Virginia Housing grants, do you have any outstanding compliance issues resulting in funds withheld in the past 12 months?	Yes, No, or N/A
Funding under this program, with the exception of acquisition costs, will be disbursed on a quarterly reimbursement schedule. Do you agree to incur eligible costs prior to receiving funding?	Yes, No, or N/A
Are you prepared to move forward on your project if the CVPDC is unable to support the project? Please elaborate.	

Please briefly describe the planning, design, and construction process thus far.	
Do you have site control for the proposed development? If not, please elaborate.	
Does the proposed development comply with current zoning? If not, is your organization in the re-zoning process? Please elaborate.	
If you are requesting funds for land acquisition, please provide a demonstration of past land acquisition success (N/A if not seeking funds for acquisition).	

**Overflow** *If need be, use this section to expand on answers.*

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**SECTION 6. HOUSING IMPACT AND PARTICIPATION**

Please describe the tenants/homebuyers this project will serve, including income levels, age restrictions, permanent supportive housing, housing for individuals with disabilities, etc. Describe why this type of housing is needed and any of your organization's previous affordable housing development efforts that have served these populations.

Please describe any innovative project features of your development, if applicable. This could include energy efficiency, universal design and accessibility, eco-friendly building, modular home design, etc.

Please describe the public participation process to date. Is the locality the project is located in supportive of this project? Has any public outreach been conducted? If not, what are your organization's future plans for outreach, if any?

**SECTION 7. Project Budget Template**

Uses of Funds (Expenses)	Funds Committed	CPDC Grant Funds Requested	Total Budget	Description
1. Contractor fees				
2. Materials				
3. Equipment				
4. Engineering & design				
5. Utility connections				
6. Permitting Fees				
7. Inspection Fees				
8. Capitalization fees				
9. Site Surveys				
10. Demolition				
11. Property acquisition				
12.				
13.				
14.				

Additional Funding Sources <i>Please complete all that apply.</i>	Source Amount	Sources Narrative <i>Please provide a brief description of other financial sources being leveraged.</i>
Equity		
Grants		
Grants		
Loan #1		
Loan #2		
Loan #3		
Other Source #1		
Other Source #2		
Other Source #3		
<b>TOTAL SOURCES OF FUNDS</b>	<b>\$</b>	

## **SECTION 8 APPENDICES**

The following documents are to be included as a component of the application form. These items will be added as Appendices to the application.

1. Project Pro Forma
2. Project Timeline/Construction Schedule (including work already done)
3. Site plan and/or map
4. Evidence of any other committed funding sources
5. Documentation of past affordable housing development projects
6. Any other supporting documentation as appropriate (could include public participation information, innovative project features, locality support, etc.)