



**City of Charlottesville**  
**Housing Operations and Program Support (HOPS)**  
**Application for Funding**

This program will provide operating-type funding for eligible not-for-profit affordable housing-related organizations. This competitive application process is for applications related to affordable housing organizations or affordable housing-related activities. Applications must demonstrate the organization's Diversity, Equity, and Inclusion commitment, including its governing board's makeup. All applicants must have a substantial presence in the City of Charlottesville. A total of \$575,000 in program funding will be recommended for approval to be awarded to eligible applicants effective July 1, 2024. Applications will be reviewed and evaluated, and information and recommendations will be provided to the City Council for direction on funding awards.

**Submission of an application is not a guarantee of approval and is subject to availability.**

This funding may not be used to support capital projects or bricks-and-mortar projects. This funding may only be used for operational support for programs.

Applications must be received by **October 27, 2023, at 5:00 PM** to be considered for funding. Applicants must email completed applications to Antoine Williams, Housing Program Manager.

**Submit the completed application to** [officeofcommunitysolutions@charlottesville.gov](mailto:officeofcommunitysolutions@charlottesville.gov)

Applications that are incomplete and applications received after the deadline will not be considered for funding. Completed applications are defined as applications for which all required documentation and the completed application form have been submitted. Please see the HOPS Application Checklist (Exhibit 1) for further details.

Please see Exhibit 4 for full details regarding the HOPS program and application.

This application packet includes the following:

- HOPS Application Checklist (Exhibit 1)
- HOPS Application (Exhibit 2)
- HOPS Timeline (Exhibit 3)
- HOPS Program Overview (Exhibit 4)



## Exhibit One: *City of Charlottesville Housing Operations and Program Support (HOPS) Application for Funding Checklist*

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Completed applications must contain **all** the following to be considered for funding:

- Completed Housing Operations & Program Support (HOPS) Application for Funding
- Budget Narrative
- Pred and Actual Outcomes Narrative
- Current Outcomes Narrative

If the organization is submitting more than one application, you are only required to submit the following items once:

- Evidence of 501(c)3, or similar, status
- Copy of most recent Form 990 from non-profit organizations
- Organization's current Annual Audit
- Organization's current financial statement with annual budget and operating expenses.
- Organization's DEI statement
- Fact Sheet or brochure listing all services provided by the organization (to include any cost to the project participants)
- List of board members and staff names and positions

General programmatic questions about the application or process can be emailed to OCS staff: [officeofcommunitysolutions@charlottesville.gov](mailto:officeofcommunitysolutions@charlottesville.gov)



## Exhibit Two: *City of Charlottesville Housing Operations and Program Support (HOPS) Application for Funding*

All Items Must Be Completed, and All Requested Materials and Information Included or Attached

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### I. **Applicant Information**

#### 1. Contact Information

- a) Organization name:
- b) Organization Address:
- c) Contact name (first and last):
- d) Title:
- e) Phone:
- f) Email:

#### 2. **501(c)(3) or equivalent:** Is the organization organized, qualified, and recognized as non-profit, tax exempt as defined by the Internal Revenue Service under U.S.C. 501(c)(3) or equivalent?

- Yes
- No

#### 3. **Locality Presence:** Does the organization have a significant presence in the City of Charlottesville? If yes, please describe.

- Yes
- No

#### 4. **Program Location:** Are the proposed program activities within the City of Charlottesville? If yes, please describe.

- Yes
- No

#### 5. **Date of Incorporation:** Is the organization incorporated as defined by the State Corporation Commission? If yes, what year was the incorporation? If yes, what is the exact name listed?

- Yes
- No

#### 6. **Department of Agriculture:** Is the organization registered with the Virginia Department of Agriculture, Division of Consumer Affairs, Charitable Solicitation Section?

- Yes
- No

7. **Audit >\$500,000:** If the organization's budget is over \$500,000, is there an audit by an independent certified public accountant every year? *If the answer is no, the organization will be required to have an audit before funds are distributed.*
- Yes  
 No  
 N/A budget is \$500,000 or less.
8. **Audit <\$500,000:** If the organization's budget is \$500,000 or less, is the organization audited by an independent certified public accountant at least every three years? *If the answer is no, the organization will be required to have an audit before funds are distributed.*
- Yes  
 No  
 N/A budget is over \$500,000.

## II. Program Information

1. Program Name:
2. Program Description:
3. Amount of HOPS funding requested for THIS program ONLY:
4. Purpose of requested funding:
5. List ALL programs for which you plan to submit separate applications. List each program on a separate line:
6. **Need:** Describe local needs the program addresses. Local data must be used to describe:
  - a. the overall community needs.
  - b. the specific needs and strengths of their beneficiaries
7. **Funding Impact:** Describe what the program will do if it does not receive any or all the funds requested. Be as specific as possible:
  - a. Would funds be sought from other sources? Would services or staffing decrease? If so, quantify:
  - b. Is this request serving as a match for other grants? If so, please explain:
8. **Strategies:** Explain what strategies the program uses to specifically and directly address the identified needs and promote equity. State how expected outcomes will be accomplished. Describe activities the program uses to effectively address the identified needs.

- a. Describe how and why the strategies were selected.
  - b. Are strategies connected with an “evidence-based” practice? If yes, name the practice. If no, present well-researched evidence that demonstrates that the strategies are effective.
9. **Evaluation:** How is the program evaluated locally? What metrics are used and why were they selected? What, if any, standardized or normed tools are used?
  - a. Do program beneficiaries participate in evaluation? If so, how? If it is not appropriate, please explain.
  - b. Please give an example of when you used beneficiary feedback to improve outcomes or quality of programming.
10. **Collaboration:** Explain how the program formally collaborates to decrease duplication and improve results (i.e. information sharing, shared resources, defined measurables, written partnership agreements, joint marketing, memoranda of agreement, etc.)
  - a. Name organizations with which the program collaborates and describe the nature of the collaboration, including written agreements.
  - b. Please provide an example of how your beneficiaries benefit from cited collaborations.
11. **Capacity:** Describe, in detail, the applicant’s administrative, financial and personnel capacity in relation to its ability to provide this program?
12. **Engagement:** Describe the program’s engagement with underserved and/or marginalized populations, particularly low-wealth residents and Black, Indigenous, and People of Color (BIPOC).
  - a. What is your outreach strategy?
  - b. How effective is your strategy?
  - c. How are program beneficiaries involved in program planning and governance?
  - d. Please list some examples of how participant involvement has been used to improve programming.
13. **Outcomes:** How are program outcomes used to improve the practices of the program?

### **III. Alignment with City Priorities**

1. **Equity:** The City of Charlottesville has established equity as an overarching priority. Provide your organization’s definition of Diversity, Equity and Inclusion (DEI). What strategies does your organization and this program use to promote DEI? Attach your organization’s DEI mission, vision, and/or value statement. When was this statement adopted and/or updated?

2. **Priority:** Explain how the program directly and specifically addresses the City Council Priorities of Affordable Housing and Equity.

#### **IV. FY 23 Program Data**

1. Please provide your organizations race and ethnicity information as it relates to your beneficiaries for FY23. The selections listed are based on HUD language:

- White (Non-Hispanic)
- White Hispanic
- Black/African American (Non-Hispanic)
- Black/African American Hispanic
- Asian (Non-Hispanic)
- Asian Hispanic
- American Indian/Alaska Native (Non-Hispanic)
- American Indian/Alaska Native Hispanic
- Native Hawaiian/Other Pacific Islander (Non-Hispanic)
- Native Hawaiian/Other Pacific Islander Hispanic
- American Indian/Alaska Native & White (Non-Hispanic)
- American Indian/Alaska Native & White Hispanic
- Asian & White (Non-Hispanic)
- Asian & White Hispanic
- Black/African American & White (Non-Hispanic)
- Black/African American & White Hispanic
- American Indian/Alaska Native & Black/African American (Non-Hispanic)
- American Indian/Alaska Native & Black/African American Hispanic
- Other Multi-Racial (Non-Hispanic)
- Other Multi-Racial Hispanic

2. Please provide any information you have on AMI as it relates to your beneficiaries for FY23. (*AMI = Area Median Income*)

- Extremely Low Income (0-30% AMI)
- Low Income (31-50% AMI)
- Moderate Income (51-80% AMI)
- Greater than 80% AMI

3. Please provide any gender-based information for your beneficiaries in FY23.

- Female
- Male
- Non-Binary
- Transgender
- Other

**V. Budget**

**Funding Uses/Expenses**

Provide actual expenses for FY22, and projected expenses for FY23 and FY24.

<b>Item Description</b>	<b>Prior Year FY23</b>	<b>Current Year FY24</b>	<b>Projected Amount FY25</b>
Personnel (Salary/Fringe)			
Occupancy			
Development/Fundraising			
Other Operational Expenses			
Other (list)			
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Revenues**

Provide actual revenues for FY23 and projected revenues for FY24. For FY25, put in the amount of funding the program is REQUESTING from Albemarle County and the City of Charlottesville, and projected amounts from other sources.

<b>Item Description</b>	<b>Prior Year FY23</b>	<b>Current FY24</b>	<b>Year</b>	<b>Requested/Projected FY25</b>
Albemarle County				
City of Charlottesville				
Other Local Governments				
United Way – Thomas Jefferson Area				
Albemarle County – other				
City of Charlottesville – other				
State of Virginia – including grants				
Federal Funding – including grants				
Other grants				
Fee for Service				
Fundraising/Gifts and Bequests				
Investment Income				
Reserves				
Miscellaneous Income (list)				
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>

**Budget Narrative** (Discuss the items and amounts you entered above).

Respond to any relevant question(s). Please number responses.

1. Thoroughly explain any revenue/expenditure line items that show an increase or decrease of 10% or more.
2. If the program is receiving/requesting funding from localities other than Charlottesville or Albemarle, provide the localities and amounts.
3. If "Miscellaneous" revenues are more than 10% of the overall budget, provide a breakout of those revenues.
4. Explain the source of "City of Charlottesville-other" revenue.
5. Provide any additional information about the budget.
6. Some organizations maintain operational reserve funds and/or capital reserve funds. Operational reserve funds are cash or cash equivalent funds available to support programming (this does not include value of real estate, vehicles or other assets unless they are maintained strictly as investments). Capital reserves are funds restricted for a one-time project. Provide information about reserves below.

**VI. Activity Outcomes Plan and Report**

**Projected and Actual Outcomes Narrative**

1. Projected Outcomes for FY25: Describe projected FY25 outcomes, as well as methods of measurement. Provide two outcomes.
2. FY24 Projected Outcomes: Provide the projected outcomes from the FY24 HOPS Application. Copy exactly as presented in the FY24 HOPS application. Applicants not funded for FY24, leave blank.

**Current Outcomes Narrative**

1. Provide FY23 HOPS application actual results for projected outcomes. Applicants not funded in FY23, leave blank.
2. If projections were not achieved, you may provide an explanation here.

**VII. Beneficiaries**

Provide numbers of projected and actual beneficiaries. If the number projected in the FY24 HOPS application is no longer accurate, it can be revised. Applicants not funded in FY24 or FY23, leave blank.



Locality	FY23 Projected	FY23 Actual	FY24 Projected in Application	FY24 Revised (if applicable)	FY25 Projected
Albemarle					
Charlottesville					
Other					
<b>TOTAL</b>					

**VIII. Program Demographics**

Please provide the number of staff members and board members in each of the following categories.

Number in Each Category	Total	BIPOC	Disabled	LGBTQ+	Below 80% AMI
Staff					
Board					
TOTAL					

**IX. Authorization**

Organization Name: \_\_\_\_\_

Program Title: \_\_\_\_\_

I, \_\_\_\_\_ certify that I am authorized to submit  
(Authorized Organization Official – print name)

this application for funding interest to the City of Charlottesville. I certify that all information contained herein is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# Exhibit Three: City of Charlottesville Housing Operations and Program Support (HOPS) Process Timeline



Please note this timeline is subject to change without notice. Applicants should confirm approval and award dates.





## **Exhibit Four: City of Charlottesville Housing Operations and Program Support (HOPS) – Additional Information**

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### **I. Program Background**

In November 2021, the City Council approved and adopted the 2021 Comprehensive Plan Amendment, of which the Charlottesville Affordable Housing Plan was a part. As part of the implementation process of this new plan, the City is revising its approach towards allocation of funding for affordable housing and homelessness support initiatives. As funding is limited, applications for funding will be made through a series of application processes specific to the source of funds and/or process of allocation of funding.

The Affordable Housing Plan recommends that the City make a strong and recurring financial commitment to address housing needs in Charlottesville in order to (1) increase the number of subsidized affordable homes by 1,100 homes (on top of an existing 1,630 actively subsidized homes), (2) preserve 600 existing subsidized affordable homes, and (3) stabilize 1,800 to 2,200 owner and renter households facing housing instability. City preference identifies affordable housing initiatives as those that support long-term affordability for households earning up to 60% Average Median Income (AMI).

### **II. City of Charlottesville Budget Adoption Process**

Annually, the City of Charlottesville City Council considers various Capital Improvement Project and General Fund budget requests and deliberate these proposals through a public budget cycle process. The City of Charlottesville's Fiscal Year starts July 1 and ends June 30. Funding requests shall be based on the City's Fiscal Year. A total of \$575,000 in program funding will be recommended for approval to be awarded to eligible applicants and anticipated to be available July 1, 2024. Amounts of funding will ultimately be determined by City Council. Other City departments that administer grants may be consulted if an applicant applies in other processes. Off-cycle requests for City funding for operating type funding will not be considered outside of this application process.

**All funding is contingent on the availability of sufficient funds.**

### **III. Conformance with City Plans**

The City of Charlottesville has identified various priorities and goals as a tool to improve the key processes for planning, budgeting, and performance management.

The priorities and goals 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 affordable housing.

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### Charlottesville City Council Vision 2025 and the City of Charlottesville Strategic Plan:

The Charlottesville City Council Vision 2025 identifies vision statements for the city, including a vision statement for Quality Housing Opportunities for All. The Strategic Plan contains five high level citywide goals that provide the longer-term direction of the city. There are several objectives under each goal which are statements of what the city must do well or barriers that the city must overcome to achieve a specific goal. Goal 1.3 specifically addresses the need to Increase Affordable Housing Options.

*The Charlottesville City Council Vision 2025 can be found at:*

- <https://www.charlottesville.gov/DocumentCenter/View/1576/City-Council-Vision-Statement-PDF>

*The Charlottesville Strategic Plan can be found at:*

- <https://www.charlottesville.gov/1373/Strategic-Plan>

### Consolidated Plan and Action Plan for the City of Charlottesville and the Thomas Jefferson Home Consortium:

This Consolidated Plan serves as the City's application to the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program and the HOME Investment Partnerships (HOME) program. In addition to the Plan, the City is required to complete an Annual Action Plan that is approved by HUD before funds can be spent. The Annual Action Plan specifies project and program information about how the funds are intended to be used to meet the priority needs identified in the Consolidated Plan. The objectives of the CDBG and HOME programs are to benefit low/moderate income persons, aid in the prevention or elimination of slums/blight, to address urgent community needs, and provide affordable and safe housing.

*The Consolidated Plan can be found at:*

<https://www.charlottesville.gov/DocumentCenter/View/1511/2018-to-2022-Consolidated-Plan-and-Fiscal-Year-2018-to-2019-Action-Plan-PDF>

### City of Charlottesville Comprehensive Plan:

The Charlottesville Comprehensive Plan provides Guiding Principles, Visions, Goals, and Strategies related to a variety of topics. Connected to the Comprehensive Plan are several functional plans that provide more detailed information about specific topics. These include, but are not limited to, the Affordable Housing Plan (2021) and the Bicycle and Pedestrian Master Plan (2015). This also includes the forthcoming Climate Action Plan.

Also connected to the Comprehensive Plan, and informed by functional plans, there are Small Area Plans and similar documents which lay out a vision for land use, transportation, housing, and more for specific areas in the city.

*The Comprehensive Plan can be found at:*

- <https://www.charlottesville.gov/DocumentCenter/View/7073/Comprehensive-Plan-Documents---2021-1115-Final?bidId=>

City of Charlottesville Affordable Housing Plan:

The Affordable Housing Plan contains immediate, short-term, and longer-term recommendations to advance affordable housing. The Plan is ultimately a living document to be used by City staff, housing policy advisors, and elected leadership to guide affordable housing policies and investments over the coming years.

*The Affordable Housing Plan can be found at:*

- <https://www.charlottesville.gov/DocumentCenter/View/8600/Chapter-05-Appendix-2---Charlottesville-Affordable-Housing-Plan-PDF>

All applications received through this application process must conform to the above respective City Plans. Additional resources can be found in Exhibit Five.

City of Charlottesville Small Area Plans:

- <https://www.charlottesville.gov/270/Approved-Plans>

City of Charlottesville 2025 Goals for Affordable Housing

<http://www.charlottesville.org/home/showdocument?id=24716>

Achieve a minimum 15% supported affordable housing throughout the city by 2025.

***“Increase the ratio of supported affordable units to 15% of total housing units by 2025.”***

Charlottesville City Council Vision 2025 and the City of Charlottesville Strategic Plan:

The Charlottesville City Council Vision 2025 identifies vision statements for the city, including a vision statement for Quality Housing Opportunities for All. The Strategic Plan contains five high level citywide goals that provide the longer-term direction of the city. There are several objectives under each goal which are statements of what the city must do well or barriers that the city must overcome to achieve a specific goal. Goal 1.3 specifically addresses the need to

Increase Affordable Housing Options.

#### **IV. Application Process and Submission Requirements**

Information and Applications for Funding Interest will be published on the Charlottesville Affordable Housing Fund page of the City website:

<https://www.charlottesville.gov/679/Charlottesville-Affordable-Housing-Fund>

All applications for funding interest must be received no later than 5:00 PM on October 27, 2023

Only organizations actively involved in affordable housing-related activities are eligible to apply.

Only programs provided within the jurisdictional boundaries of the City of Charlottesville are eligible to apply.

**Applications must be submitted electronically, in one single file, to the contact information email address listed below. Any application received after the deadline or missing one or more of the required information or documents will be considered incomplete and will not be reviewed or considered. Only applications completed using the application format included in Exhibit 2, and submitted by the application deadline will be accepted.**

You may request a PDF or Word document version of the application. It is the applicant's responsibility to ensure that the application package is fully completed and received on or before the deadline.

#### **Contact Information**

The Office of Community Solutions will be accepting applications for this application process. If you have any questions, please contact the Office of Community Solutions directly at the contact information listed below.

Antoine Williams, Housing Program Manager  
Office of Community Solutions  
[williamsan@charlottesville.gov](mailto:williamsan@charlottesville.gov)

#### **V. Eligible Applicants:**

- Applicant must have a 501(c)(3) or similar nonprofit organization designation or be a government entity, experienced housing developer or public housing agency
- Applicant must be registered with the State Corporation Commission and the Virginia Department of Agriculture, Division of Consumer Affairs, Charitable Solicitation Section.
- Applicant must not be in violation of any federal, state or local laws/regulations.
- Organizations with a budget of over \$500,000 must have a financial audit every year.

- Organizations with a budget of \$500,000 or LESS must have a financial audit every 3 years.
- Organizations must have been operational for at least two years as of July 1, 2023.
- The applicant must engage in activities that support housing units affordable to households with household incomes up to 60% Area Median Income as published by the US Department of Housing and Urban Development (HUD) for the Charlottesville, Virginia region, adjusted for household size.
- The applicant must engage in activities that occur within the jurisdictional boundaries of the City of Charlottesville.
- Individuals and for-profit businesses are not eligible for this funding.

## **VI. Application Review and Evaluation Criteria**

Information from completed applications will be summarized in order to provide information that may be used during the City's annual budget process. Applications will be reviewed by staff for completeness and ease of understanding of the project and the funding requests.

Applications will be evaluated on the following:

- The quality of programming and effectiveness of outcomes
- The importance of the type of service being provided, based on the following criteria:
  - The applicant is a 501(c)3, government entity, experienced housing developer, or public housing agency
  - The proposed program activities are within the City of Charlottesville
  - The application addresses the overall priority of promoting diversity, equity and inclusion
  - The application explains how the program addresses a Charlottesville City Council priority
  - The program presents local data to describe the need addressed for the program
  - The program demonstrates a good understanding of actual participants needs and strengths
  - The program strategies address an identified need
  - The program strategies utilize best practices research or evidence-based practices
  - The program implements an evaluation plan with program-appropriate metrics
  - The program reports on outcomes which are used to improve practices
  - The program collaborates with other organizations to address an identified need
  - The application addresses the applicant's administrative, financial and personnel capacity in relation to its ability to provide the program
  - The program has strategies for outreach to underserved populations
  - The program effectively engages underserved populations
  - The program addresses the impact if all or some of the funds requested are not received
  - The program and organization are fiscally sound
  - The organization's staff and board represent the community served
  - Projected FY22 outcomes were achieved (if applicable)
- The affordability level of the programs or services the organization typically provides