



ASNH RENTAL PROGRAM MANUAL

FISCAL YEAR 2027 (FY27)

Updated July 2026

FY 2027 Application Cycles:

- The fall application will be open from August 5th through September 16th
- DHCD anticipates offering a spring application cycle, contingent upon remaining funds and program needs

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FY27 ASNH RENTAL PROGRAM UPDATES

FY 2027 updates include updating the rental project subsidy limits to HUD's May 2026 limits, reflecting the current subsidy limit schedule applicable to rental project underwriting, updating the Phase I Environmental Site Assessment (ESA) provisions, adding a cross-reference to the newly issued Environmental Review Guide, and updating application attachments.

FY27 RENTAL APPLICATION OVERVIEW

This Manual is intended to provide guidance on funding availability and limits, as well as the application and decision notification process for the FY27 ASNH Rental application cycle.

For guidance on applicant and project eligibility and program and regulatory requirements, please see the **ASNH Program Guidelines**.

If you require information, please contact DHCD staff for assistance.

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FY27 AVAILABLE FUNDS

For the **2026-2027** program year (**Virginia FY27**), the sources and approximate amounts allocated to the ASNH Program are below. DHCD reserves the right to update these funding amounts during the program year, and the right to roll over funding to future program years at its sole discretion.

Per project and per source maximums awards apply, with further details below and under Project Competitive Funding Limits. DHCD reserves the right to restrict total funds awarded to a project.

SOURCE OF FUNDS	FY27 AVAILABILITY ¹
Virginia Housing Trust Fund (VHTF)	\$108,500,000
HOME Investment Partnerships Program (HOME)	\$16,065,000
National Housing Trust Fund (NHTF)	\$7,900,000
Housing Innovations in Energy Efficiency (HIEE)	\$52,249,845

PROJECT COMPETITIVE FUNDING LIMITS

In FY27, an applicant may request up to \$2,000,000 of Virginia Housing Trust Fund and an additional \$1,000,000 of an eligible federal source (National Housing Trust Fund or HOME Investment Partnerships), for a maximum total request of \$3,000,000 in competitive sources.

At time of application, the project must be eligible for the requested federal source(s) based on the income targeting requirements of that program as well as not exceed the HUD maximum investment limits for the number of proposed eligible unit types. The maximum subsidy limits are in the next section of this manual and in the Application Workbook attachment.

To summarize, an applicant may request:

- \$2,000,000 of Virginia Housing Trust Fund
- \$1,000,000 of an eligible federal source (National Housing Trust Fund or HOME Investment Partnerships)
- For a total of \$3,000,000 in competitive sources

¹ Allocation amounts listed are approximate for the fiscal year and may subject to change, based on any returned funds, adjustments to federal allocations, earned interest or program income.

RENTAL PROJECT SUBSIDY LIMITS

The maximum investment of HOME or NHTF funds, the limits **effective May 2026** are calculated as follows:

Bedrooms	Subsidy Limit
0	\$187,658
1	\$215,122
2	\$261,595
3	\$338,419
4+	\$371,477

Rental projects are subject to additional program requirements including the final number of assisted units based on total amount of HOME or NHTF assistance (including HOME from other resources) as compared to the total development costs. For this purpose, total development costs are limited to HOME or NHTF eligible costs (found in the *ASNH Program Guidelines*) and must exclude non-eligible costs such as community buildings, market rate or unrestricted units, and retail space.

The final number of assisted units in a project will be determined by DHCD during underwriting. Selected projects will always be assisted with the minimum amount of funds needed, as demonstrated by the underwriting and subsidy layering review.

APPLICATION ELIGIBILITY THRESHOLDS

In addition to all federal program requirements included in the **ASNH Program Guidelines**, rental projects must meet the following threshold requirements at time of application to be considered eligible for funding:

- All applicants must complete and submit with their application a Phase I Environmental Site Assessment (ESA).
 - o Per EPA guidance, a Phase I ESA is valid for 180 days from the date of the report but may be used for up to one year if updated in accordance with ASTM and EPA requirements. For more information, visit the [EPA's All Appropriate Inquiries Rule](#).
 - o *Please see the **ASNH Division Environmental Review Policies and Procedures** for more information.*
- All applications must be complete at the time of submission to include completion of all applicable narrative questions and required attachments. *ASNH Rental narrative questions and required attachments are included in later sections of this manual.*
- All 9% LIHTC projects must have a valid commitment of 9% credits at time of application, and all 4% LIHTC projects must complete the **"4% Intent to Apply"** section of the **Application Certification** attachment.

APPLICATION SUBMISSION

All applications for Affordable and Special Needs Housing (ASNH) must be submitted through DHCD's [Centralized Application and Management System](#) (CAMS) prior to the application submission deadline.

The deadline for Fall 2026 submissions is September 16, 2026, at 11:59pm.

CAMS will automatically close the application to submissions.

The [CAMS User Guide](#) provides information and instructions on setting up and managing a CAMS account and should be used first to troubleshoot any errors. Please allow up to two business days for responses to any CAMS Help Desk request. DHCD technical assistance is limited to normal business hours.

Applications must be submitted by the primary partner in the Project, which is responsible for long-term operations and compliance. Applications made by a project legal entity or limited liability corporation are ineligible and will not be accepted or scored.

Applicants with outstanding or unresolved findings from audit or monitoring findings, unresolved IRS findings, unresolved compliance findings – including those issues which may be identified to DHCD by another previous partner such as Virginia Housing (VH) –, or which are not in compliance with previous DHCD agreements will not be eligible for a funding commitment for any Project until such findings and/or compliance issues are resolved. DHCD staff are committed to working with any interested party to develop a plan for resolution and restoration of eligible status.

All ASNH applicants must be in compliance with the [Agency Audit Policy](#) at time of application. If you have questions about the audit policy, please contact DHCD staff.

APPLICATION REVIEW

DHCD has the discretion to utilize a cure period for technical deficiencies. All applicants are notified of whether there is technical deficiency. If the application has technical deficiencies, staff will notify the Applicant's Primary Contact of the deficiency and the length of the cure period.

DHCD conducts panel reviews of all Applications submitted in CAMS after the submission deadline. During this panel review, the Application is first screened to ensure the Project and Applicant meet the eligibility requirements. Projects or Applicants which do not meet eligibility requirements are not provided with a numerical score.

After DHCD screens all applications to determine eligibility and completes the cure period, DHCD will provide a "**Funding Round Overview**" notice to all applicants. The **Funding Round Overview** will include the total number of applications received and the total amount of funding requested. No other information regarding the application round will be provided until the Notification of Funding Decision by the Office of the Governor of Virginia.

SCORING CRITERIA

Applications are scored on a one hundred (100) point scale, and Projects must score sixty (60) points or higher to be qualified for funding.

Scoring criteria are as follows:

- Need – 40 points:
 - The Applicant demonstrates through narrative responses and information in attachments that the Project fills a critical need in the market area.
 - For HOME funds only, projects in non-Entitlement or non-Consortium localities receive points (5) in this category.
- Feasibility – 30 points:
 - The Applicant demonstrates through narrative responses and information in attachments that the Project is likely to come to a timely completion.
- Developer Capacity – 30 points:
 - The Applicant demonstrates through narrative responses and information in attachments that the development team has the ability to successfully complete projects and deliver affordable housing.
 - For HOME funds only, CHDO-involved projects receive points (5) in this category.

DHCD staff will rank all qualified applications based on score. The highest scoring applications from each round will receive offers of funding from DHCD, up to the amount requested in the Application as available based on per-project caps, and remaining funds for allocation through the ASNH Program. These offers are preliminary awards and are contingent upon the Applicant meeting certain requirements as outlined in the **ASNH Program Guidelines** and in the source-specific letter of award offer.

DHCD prioritizes funding projects that are eligible and feasible. However, DHCD reserves the right to retain any funds offered during an application cycle or program year as unallocated, and such unallocated funds will carry forward to future application cycles and program years as allowed.

NOTIFICATION OF FUNDING DECISION

Please note: In FY 2027, [HB1043](#) requires DHCD to review and notify applicants of award or denial within 90 days of the application submission deadline.

The Office of the Governor of Virginia approves the Affordable and Special Needs Housing program funding award announcements, typically by the publication of a press release.

After the ASNH Program application cycle closes, DHCD staff are unable to answer inquiries as to the timing or contents of this announcement.

Following the approval of ASNH Program awards, DHCD staff will notify each project's Primary Contact, as listed in CAMS, via email. This notification will include either an award confirmation or a notice of denial.

Applicants whose projects are not funded will be invited to participate in an "ASNH Rental Funding Round Overview" conference call, during which DHCD staff will provide insight into the funding decisions for the current round. After attending the overview call, applicants may request

a one-on-one technical assistance or debriefing session to receive specific feedback on their application.

Applicants with awarded projects are required to participate in an onboarding conference call. Details regarding this call, along with the terms letter(s), will be sent to the Project Primary Contact via email.

REAPPLICATION POLICY

Starting in FY25, DHCD does not accept applications for “top off” funding or additional sources for a currently funded project. Any prior awardee must formally return a prior award by email to DHCD staff before submitting a new application. Applicants seeking to reapply should schedule a preapplication consultation prior to application.

POST-AWARD PROCESS

EXECUTION OF AWARD TERMS

Applicants receiving a notification of awarded funds for Projects are considered preliminarily qualified. The full notification of awarded funds consists of two documents.

The first document is a letter of award specifying the project awarded, and the sources and amounts of preliminarily awarded funds.

The second document contains additional terms of the awarded funds, including interest rate, length of affordability period, and details program requirements (including environmental review processes). This *terms letter* must be countersigned by the Applicant and returned to DHCD staff prior to the issuance of a Program Agreement.

DHCD’s expectation is that all Applicants requesting ASNH funds are prepared to return executed *terms letter(s)* in a timely manner. Applicants which delay the return of an executed terms letter without communicating with their assigned Program Administrator may not be eligible for an extension of time to complete the Program Agreement.

EXECUTION OF PROGRAM AGREEMENT(S)

Applicants have a minimum of twelve (12) months from the date the application closes to complete all program requirements and execute the Project’s Program Agreement. DHCD will determine the program agreement dates before each application round opens. This window of time is intended to allow both Applicants and DHCD to complete necessary processes which may have predetermined time requirements, such as Applicant underwriting review or DHCD public notice and comment periods.

For FY 2027, all program agreements must be executed by:

- Fall 2026 Round: November 1, 2027

The Program Agreement (a formal commitment of funds, and prerequisite for a legal loan commitment for rental projects or prerequisite to Deeds of Trust and remittance eligibility for homeownership projects.) Program requirements vary by source but may include an

environmental review process with public comment periods as required by HUD, and program agreements cannot be issued until all contingencies and program requirements are met.

ASNH Program Agreements expire three years from the date the application closes, by which time the Project should be completed and ready to schedule permanent conversion or closing (rental projects) or should be completed and ready to submit closing disclosures on final home sales (homebuyer projects). Written requests for extensions of any deadline above must be received by DHCD prior to the expiration of the agreement or commitment and are approved on a case-by-case basis at DHCD's discretion.

For FY 2027, all program agreements will expire on:

- Fall 2026 Round: November 1, 2029

FY27 RENTAL NARRATIVE QUESTIONS

1. Briefly describe the proposed development, including:
 - a. Type of construction (new, rehab, or adaptive reuse)
 - i. For new construction: planned buildings and amenities
 - ii. For rehab: scope of work and whether it's a former LIHTC or DHCD HOME-awarded project
 - iii. For adaptive reuse: scope of work
 - b. Total number of units (by bedroom size) and buildings
2. Explain how the project fits into the surrounding neighborhood. If not in a low-poverty or low-minority area, describe how it supports local revitalization or opportunity goals.
 - a. Note: Complete the required **Site and Neighborhood Standards** tab in the Workbook.
3. Describe the housing need the project addresses, including income levels, unit sizes, and vacancy rates. Reference your market study or other supporting data.
4. List nearby amenities such as jobs (not required for senior projects), transit, stores, healthcare, parks, etc., and note distances from the site.
5. Will the project provide any of the following:
 - a. Permanent supportive housing (PSH) units for residents with intellectual or developmental disabilities, serious mental illnesses, or who were chronically homeless? If yes, name the targeted population, percentage of PSH units in the development, the source of rental subsidies, and the name of the referring agency.
 - b. Project-based subsidies or rental assistance. If yes, name the type, source, and status of commitment.

An executed PSH Referral MOU, voucher award letters/contracts, and/or subsidy award letters/contracts must be included in the "Resource Documentation" attachment to receive points.

6. Describe project-based services for tenants, differentiating between services for all tenants versus PSH residents.
 - a. If known, name the provider and upload the contract to “Resource Documentation”
 - b. If not contracted, explain your service plan and experience with similar models
7. Will the project meet a third-party green building standard (EarthCraft Gold+, Enterprise Green, LEED, or NGBS Silver+)? If so, upload preliminary documentation. If not certified, describe green features.
8. Rental projects must meet minimum unit standards under Section 504/UFAS. Minimum requirements are five percent (5%) of units (minimum 1) accessible to individuals with physical impairments, and two percent (2%) of units (minimum 1) accessible to individuals with sensorial impairments.
 - a. State the number and percentage of units meeting Section 504 accessibility standards (physical and sensory) and any additional accessibility or Universal Design features.
9. The Uniform Relocation Act (URA) applies to all projects where development activities will result in permanent or temporary dislocation of households, businesses, farms, and/or nonprofits, and a completed URA attachment is required regardless of project type.
 - a. Will the project cause temporary or permanent dislocation? If so, describe the relocation plan and any planned measures (e.g., hospitality suites). Ensure you complete and attach the required URA attachment.
10. Confirm the Sources and Uses tab is complete and accurately reflects funding status.
 - a. Upload commitment documentation in “Resource Documentation”
 - b. If pending, explain timing and contingency plans
11. The Applicant must be the primary partner in the Project that will be responsible for long-term operations and compliance. Describe the specific role the Applicant will have from project development through the thirty-year affordability period. If partners are involved, describe their role(s), and describe the Applicant’s relationship to the Project LLC or Ownership entity, if applicable. Please note that an organizational structure chart is a required attachment.
 - a. The project LLC or ownership entity and the applicant will be listed as the responsible parties on the program agreements and loan documents. If a sponsor structure or co-developer structure is required, DHCD pre-application consultation is required.
12. Briefly describe the Applicant’s past development experience with this type of project, noting previous use of ASNH-awarded funds. If the Applicant has other projects currently in development, list those projects (noting those which have an award of

ASNH funds) and provide the status of these projects including whether the project is currently on-time for delivery. If any projects are not currently on time for delivery, please provide an explanation.

13. Please name the property management team and describe their experience managing similar projects, including experience maintaining long-term compliance of projects with HOME, NHTF, LIHTC, PBV or other government-related funding sources.
14. Projects awarded funds from this application cycle will need to execute program agreements no later than November 1, 2027, and are expected to have construction completed for permanent conversion no later than November 1, 2029.
 - a. Please discuss any barriers or challenges to meeting the milestones and discuss any variance from these dates on the submitted timeline. Please note that DHCD considers extensions to these deadlines on a case-by-case basis.
15. If your Phase I Environmental Site Assessment or Part 58 Environmental Review identified any findings, Recognized Environmental Conditions (RECs), or concerns, please describe the mitigation measures implemented and any additional studies conducted, along with their outcomes.
 - a. Any supplemental documentation should be uploaded in the Optional Attachments section of your application.
16. ASNH awarded funding sources are available to projects ONLY at permanent conversion and are provided as a low rate (3% default) interest only, must-pay deferred principal loan over the full affordability period of thirty (30) years. Do you request changes to the standard ASNH loan terms (3% interest-only over 30 years)? If yes, explain and justify.
 - a. VHTF may be as low as 0%; HOME/NHTF as low as 0.5%
 - b. Changes must be reflected in the underwriting section of the Application Workbook.
 - c. Example: Request 1% interest to meet primary lender DCR.
17. **For for-profit developers requesting a back-to-back loan structure wherein the sponsor loan will carry an interest rate different than the ASNH loan:** prior to application, you must consult with DHCD staff. If you have consulted with DHCD staff, describe the proposed financing arrangement, including:
 - a. The relationship between the project-level debt and the sponsor/developer entity.
 - b. The interest rate proposed for the sponsor loan and how it aligns with the estimated Applicable Federal Rate (AFR).
 - c. How the required 3% interest-only, deferred principal structure for DHCD funds will be integrated; and
 - d. Any implications for long-term project feasibility or compliance with program requirements.

18. Do you have DHCD CHDO status?
 - a. If yes, write “Yes” and upload your certification letter
 - b. If pending, approval must occur before application submission for HOME scoring preference

FY27 APPLICATION ATTACHMENTS

Required Attachments (all applicants)

1. ASNH Application Workbook – **required template**
2. Application Certification Package – templates in a zip file; complete and upload as zip file
 - a. Rental Application Certifications – **required template**
 - b. Zoning Certification – **required template**
 - c. Lead Safe Checklist – **required template**
 - d. Site and Neighborhood Checklist – **required template**
3. Resource Documentation – **required template**
4. Affirmative Marketing Plan – template provided
5. Uniform Relocation Assessment – template provided
6. Market Study
7. Environmental Phase I
8. Property Status Documentation
9. Project Organizational Chart
10. Sample Lease

Required Attachments (Source Specific)

11. HIEE Eligibility Documentation (required for HIEE requests)
 - a. See **Appendix A** for performance requirements
12. ASNH Environmental Review Project Information Form – **required template for NHTF or HOME requests**
13. CHDO Certification (required for HOME if claiming DHCD CHDO status)

Optional Attachments

14. Part 58 or HTF Environmental Provisions
15. LIHTC Award Documentation – **required template (if applicable)**
16. PSH/Voucher/Rental Assistance Documentation – **required template (if applicable)**
17. Green Build Documentation
18. Assorted Contracts (Tenant Services Contract, Broadband Service Contract, etc.) – **Please upload as a zip file or combine into one document**

APPENDIX A – HIEE MINIMUM ENERGY EFFICIENCY PERFORMANCE REQUIREMENTS

HIEE Minimum Energy Efficiency Performance Requirements	
New Construction	Green building certification required* Zero Energy Ready Homes (ZERH) Version 1 Revision 8 OR higher****
Substantial Rehabilitation	Green building certification required* Average HERS index of 70 or below across all units OR 40% improvement in HERS index Additional requirements: - ACCA Manual J calculations for heating/cooling loads - Fresh air ventilation and dehumidification** - Duct leakage testing and sealing*** - Architect cost certification of upgrades needed to meet HIEE requirements
Adaptive Reuse	Green building certification required* Average HERS index of 80 or below across all units Additional requirements: - ACCA Manual J calculations for heating/cooling loads - Fresh air ventilation and dehumidification** - Duct leakage testing and sealing*** - Architect cost certification of upgrades needed to meet HIEE requirements

*Eligible green building certifications include: LEED, EarthCraft Gold or higher, National Green Building Standard Silver or higher, and Enterprise Green Communities.

**Dehumidification strategy/equipment shall provide for occupant comfort and health by maintaining interior RH in 40-60 percent range. For renovations and adaptive reuse projects, if building/unit envelopes are tightened to new construction standards (5 ACH₅₀), ventilation system(s) shall provide fresh air supply per the most current version of ASHRAE 62.1 or 62.2, or the most current version of USBC, whichever is more stringent.

***Existing ductwork shall be sealed and tested to be ≤10 percent total duct leakage; if HVAC system/ductwork will be newly-installed, duct leakage shall meet new construction energy code requirements (≤4 percent total duct leakage).

****For new construction rental developments, the HIEE program requirements currently reference the Department of Energy's Zero Energy Ready Home program. No updates to the renamed Efficient New Homes program are currently required by ASNH awards.



Department of Housing and Community Development

Affordable and Special Needs Housing – Rental Program

Rev. FY26 Spring

Submitting Resource Documentation for Committed Funding Sources

Purpose:

The ASNH team will utilize the **Committed Funds Resource Documentation Template** to verify that documentation has been provided for all financial sources identified in the ASNH Application Workbook as "committed" to the project. Ultimately, this template provides the ASNH team with a table of contents of the committed sources that a project already has in place at the time of application, thus streamlining the scoring process and providing further transparency for applicants on this scoring metric.

How:

1. Download the template from the CAMS Application.
2. Using the lines on the first page, outline the documents you will be providing for the sources you have identified as committed to the project. *Please use the same name or abbreviation as you did for the source in the ASNH application workbook.*
3. Attach each of the documents to the Committed Funds Resource Documentation Template.
4. For each document listed on the first page (and attached), identify the page number that the document starts on.
5. Upload the completed document (table of contents filled out on the first page), and the applicable resource documents attached to your CAMS ASNH Application attachments.

What:

The table below outlines the types of documents that applicants can attach to the Committed Funds Resource Documentation Template for the financial source to be considered as committed to the project for the ASNH application.

Acceptable Documents Include:	Please do NOT Include:
• Official Loan Terms Letter • Grant Award Letters (with Award Amount) • HOME Match Documentation • Comfort Letter on Lenders' Letterhead • Loan Commitments • Official Documentation From Lender/Grantee	• LIHTC Announcement/Rankings • Project Service MOU's/Contracts • Greenbuild Certifications • Environmental Review Documentation • Rental Assistance/PBV Documentation

Permanent First Mortgage- Due to standard financing timelines, permanent first mortgage sources may be considered "preliminarily awarded" at time of application. If the applicant has a first mortgage lender identified/preliminarily in place, this financing component will be evaluated as committed.

LIHTC Documentation- Do not attach LIHTC resource documentation to this template. There is a separate template for that information and documentation. While it will depend on where the project is in the LIHTC process, this financial component is evaluated as committed. *(See LIHTC Template Guide for more information)*

Deferred Developer Fee- Given the nature of this financial source, it will also be considered as "preliminarily in place", and this financing component will be evaluated as committed.



Submitting LIHTC Award Documentation Guide

Purpose:

The ASNH team will utilize the **LIHTC Award Documentation Template** to verify that the necessary documentation has been provided for the Low-Income Housing Tax Credits (LIHTC) allocated to the project that is applying for ASNH funds. Ultimately, this template provides the ASNH team with a summary of the projects' LIHTC status at the time of application, and a table of contents of the LIHTC documentation provided by the applicant, thus streamlining the scoring process and providing further transparency for applicants on this scoring metric.

How:

1. Download the “LIHTC Award Documentation” template from the CAMS Application.
2. Input the project’s information on the table at the top of the page, and complete the appropriate table below regarding the type (4% or 9%) of credits the project has.
3. Using the lines at the bottom of the page, outline the documents you will be providing for documentation you will be attaching to the template.
4. Attach each of the documents to the “LIHTC Award Documentation” template.
5. For each document listed on the first page (and attached), identify the page number that the document starts on.
6. Upload the completed document (table of contents filled out on the first page), and the applicable LIHTC documents attached to your CAMS ASNH Application attachments.

What:

The type of LIHTCs a project has, and the stage a project is at in the LIHTC process, will determine the type of documentation that is necessary to provide with your ASNH application. If your project has any of the following documents, it should be included as an attachment with your application.

9% LIHTC Documents	4% LIHTC Documents
• Award letter for your 9% credit allocation • LOI from a LIHTC syndicator • Confirmation email of the 9% Credits refresh app received by Virginia Housing	• Copy of the LNI submitted (with date submitted) • Confirmation email of the 4% Credits app received by Virginia Housing • 42M Letter • Bond inclusion documentation

Please Note: there is no need to attach documentation that is already posted and publicly available online/the Virginia Housing website.

ASNH Application Eligibility Reminders!

All projects **applying as a 9% LIHTC deal** must have a valid commitment of 9% credits at time of application.

All projects **applying at a 4% LIHTC deal** must complete the “Low Income Housing Tax Credit Certification” Section of the Application Certification attachment.



Submitting Resource Documentation for PSH/Vouchers/Rent Assistance

Purpose:

The ASNH team will utilize the **Documentation of PSH/Vouchers/Rent Assistance Template** to verify that the necessary documentation has been provided for the type of rental assistance a project is providing as outlined in their ASNH Application Workbook. Ultimately, this template provides the ASNH team with a table of contents of the documents the applicant provided to satisfy the requirements for points in the PSH/Voucher/Rental Assistance category.

How:

1. Download the template from the CAMS Application.
2. Check the boxes for the type(s) of rental assistance the project will be providing.
3. Enter the information as applicable for the type of assistance you checked.
4. Using the lines at the bottom of the page, outline the documents you will be providing/attaching for the assistance type(s) you identified. *Please use the same name(s) or abbreviation(s) as you did in the ASNH application workbook.*
5. Attach each of the documents to the Documentation of PSH/Vouchers/Rent Assistance Template.
6. For each document listed on the first page (and attached), identify the page number that the document starts on.
7. Upload the completed document (table of contents filled out on the first page), and the applicable resource documents attached to your CAMS ASNH Application as the "Documentation of PSH/Vouchers/Rent Assistance" attachment.

What:

An executed PSH Referral MOU, voucher award letters/contracts, and/or subsidy award letters/contracts must be attached to the provided template and uploaded as the "Documentation of PSH/Vouchers/Rent Assistance" attachment in CAMS to receive points.

The following items are not applicable when evaluating this scoring category:

- Brochures or marketing materials about general services or amenities your organization typically provides for rental developments.
- Organizational annual reports, mission statements, vision statements, or any sort of organizational documentation outlining the priorities your organization has.
- Amenities or services that are going to be offered to all tenants (*not directed at a specific population in need*)



Site and Neighborhood Standards – Data Collection Guidance

As a Participating Jurisdiction (PJ), DHCD must collect information on site and neighborhood standards for **all projects**. The **Site & Neighborhood Standards** form within the ASNH application is used to gather this information. This document outlines the process that applicants should follow in order to provide the information necessary to complete the Site & Neighborhood Standards form. For single-site projects, please complete just **one** Site & Neighborhood Standards form. For scattered-site projects, please complete a separate form **for each census tract** where project activities will take place. Please see the example following these instructions for step-by-step guidance.

1. Verify the project's street address, census tract, and locality are correct

Please ensure that the street address listed in the application is tied to the physical project site, and not the organization/developer address. If the project does not have an official street address yet, please make a good-faith effort to identify the nearest valid street address. Once the project street address has been verified, use the [Census Geocoder](#) to identify the project's census tract and locality. Alternatively, you can collect this information using the **"Search by Address"** function through the [Census Data](#) website. See the example on Page 2 for step-by-step guidance on using these tools.

2. Gather required Census data

Next, applicants must gather several data points for the project, including:

Locality Minority Percentage: the estimated percentage of a locality's population that is people of color, between 2020 and 2024

Census Tract Minority Percentage: the estimated percentage of a census tract's population that is people of color, between 2020 and 2024

Census Tract Poverty Percentage: the estimated percentage of all people in a census tract that are living in poverty, between 2020 and 2024

While a variety of sources can be used to determine these figures for a project, ASNH recommends that applicants use [PolicyMap](#), a free mapping and Census data visualizer. See the example on Page 2 for step-by-step guidance on using this tool.

Example

For this example, we will be gathering data for DHCD's main office location: 600 E Main St, Richmond, VA 23219.

Verify the project's street address, census tract, and locality

1. Enter the project street address into the [Census Geocoder](#), and press "Get Results":

Find Address Geographies

House number and Street name:

City:

State:

ZIP Code:

Benchmark:

Vintage:

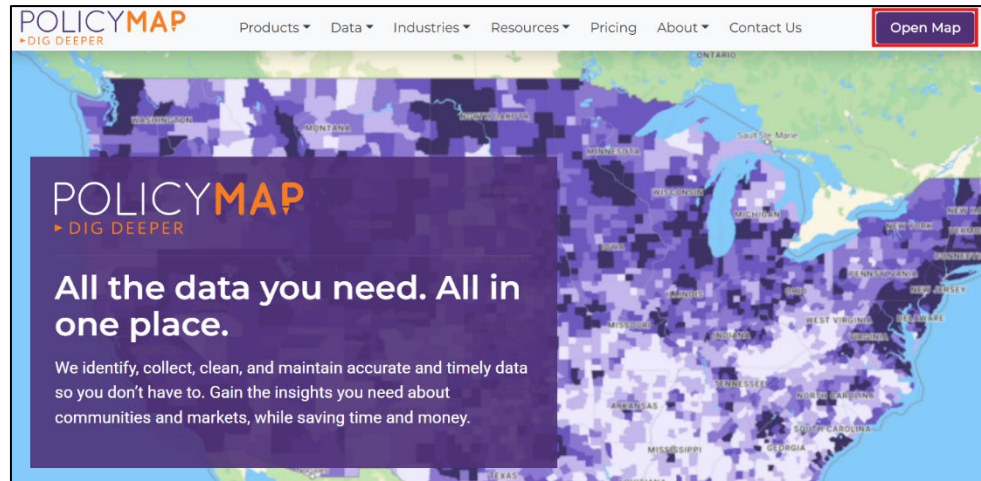
2. Scroll down to the "Census Tracts" and "Counties" section to identify the Project Locality and Project Census Tract, respectively:

Counties:
STATE CODE: 51
CENTLON: -077.4755831
GEOID: 51760
CENTLAT: +37.5294349
COUNTY CODE: 760
AREAWATER: 6849166
AREALAND: 155205053
NAME: Richmond city

Census Tracts:
STATE CODE: 51
CENTLON: -077.4392476
GEOID: 51760030502
CENTLAT: +37.5360537
COUNTY CODE: 760
TRACT CODE: 030502
AREAWATER: 375712
AREALAND: 1436525
NAME: Census Tract 305.02

Gather required Census data

1. Once you've reached the [PolicyMap](#) website, click the **"Open Map"** button in the top-right corner of your screen, then click **"enter without logging in"** at the bottom of the page to access the mapping tool:



Log in to PolicyMap

If you are a subscriber, log in using your username/email and password:

Username/Email

Password

[Forgot Password?](#)

[Log in](#)

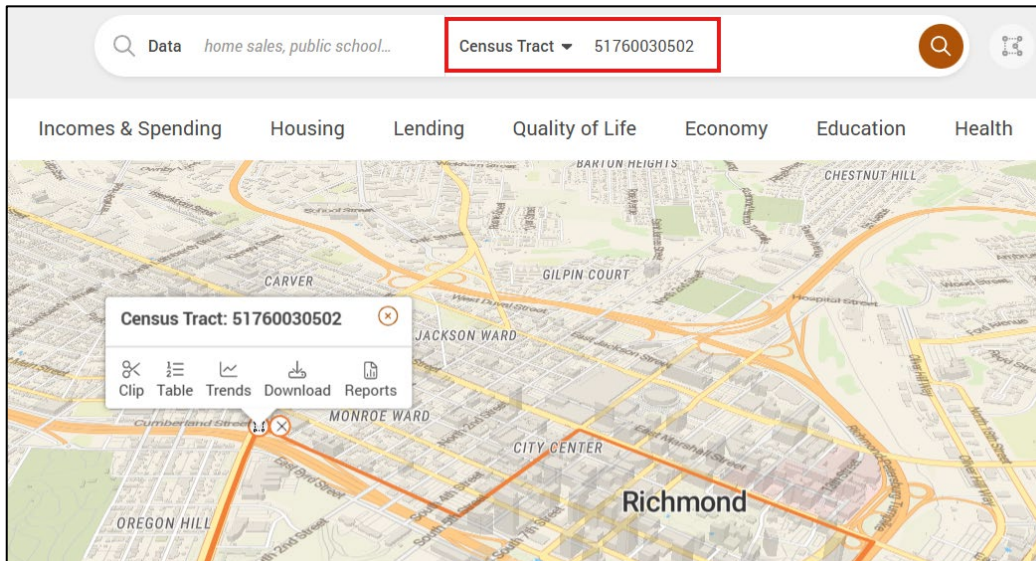
To try PolicyMap with limited data and features, [enter without logging in.](#)

If your institution or organization has a PolicyMap enterprise license, access it here:

Examples: American University, City of Philadelphia

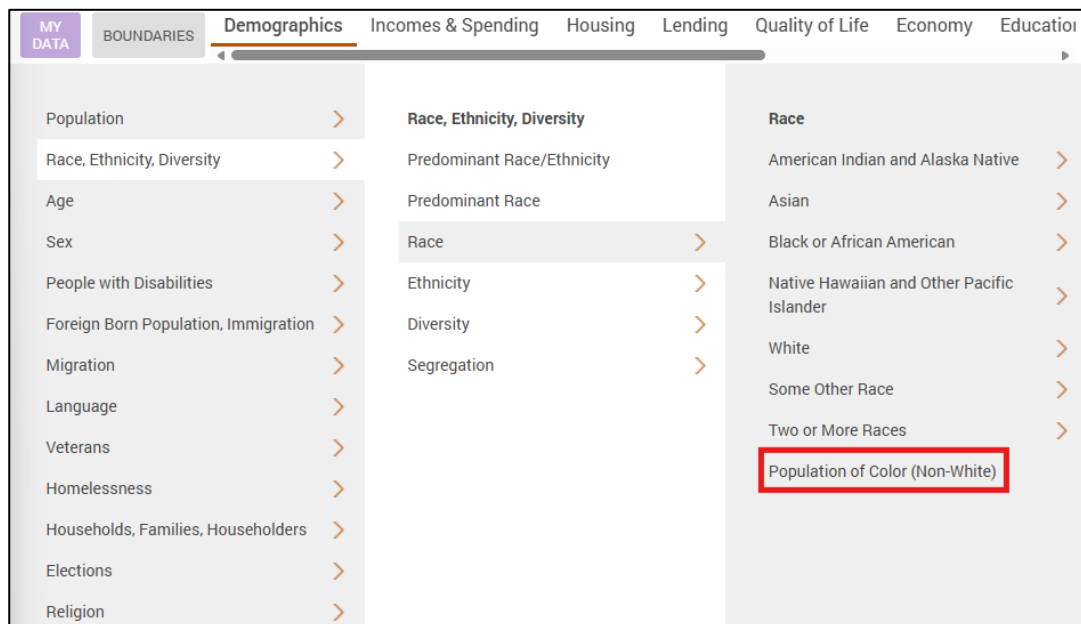
Not finding your [institution or organization?](#)

2. At the top of your screen, change the **"Location"** drop-down to **"Census Tract"**, then enter the project census tract (the 11-digit GEOID gathered from the Geocoder). Click the **"Search"** button:

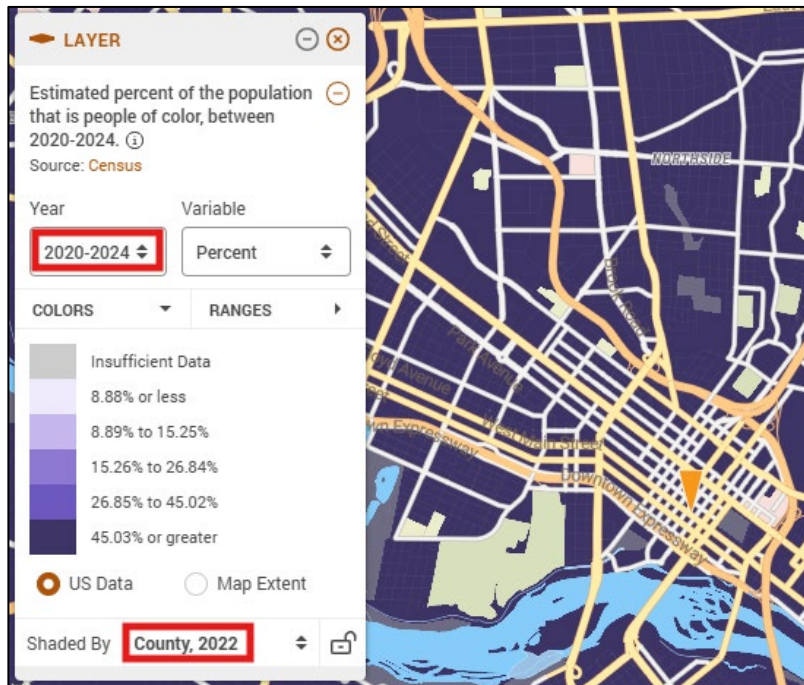


3. Find the **Locality Minority Rate**:

- Select the **“Demographics”** tab at the top of your screen, then select **“Race, Ethnicity, and Diversity”** from the drop-down list
- Click **“Race”**, then select Population of Color (Non-White):



- Return to the map, ensuring the layer is measuring for the correct year (2020-2024) and area (County, 2022):

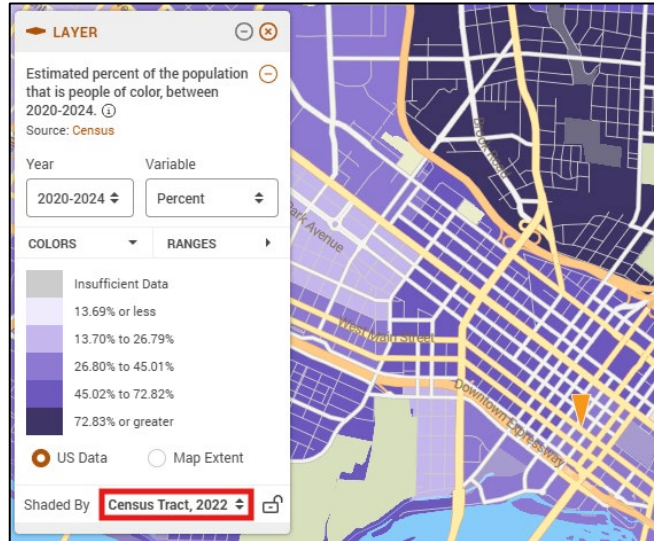


- d. Hover your cursor over the project area and note the resulting percentage in the “Locality Minority Percentage” box of the Site & Neighborhood Standards form. In this example, the Locality Minority Percentage is 58.6%.

Site and Neighborhood Standards		
Project Name:	Example Project	
Project Locality:	Richmond City	
*Locality Minority Percentage:	*Development's Census Tract Minority Percentage:	*Poverty Percentage:
58.6%		

4. Find the **Census Tract Minority Percentage**:

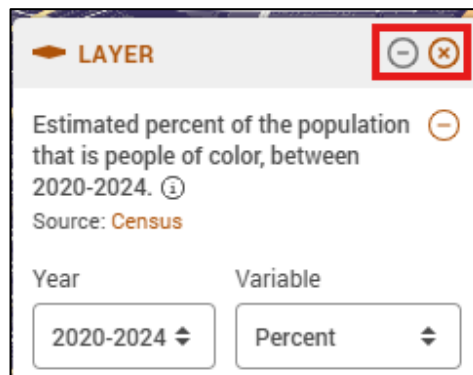
- a. Do not exit out of the previous layer. To find the Population of Color (Non-White) at the census tract level, simply change the “**Shaded By**” function to Census Tract (2022).



- b. Hover your cursor over the project area and note the resulting percentage in the “Census Tract Minority Percentage” box of the Site & Neighborhood Standards form. In this example the Census Tract Minority Percentage is 34.2%.

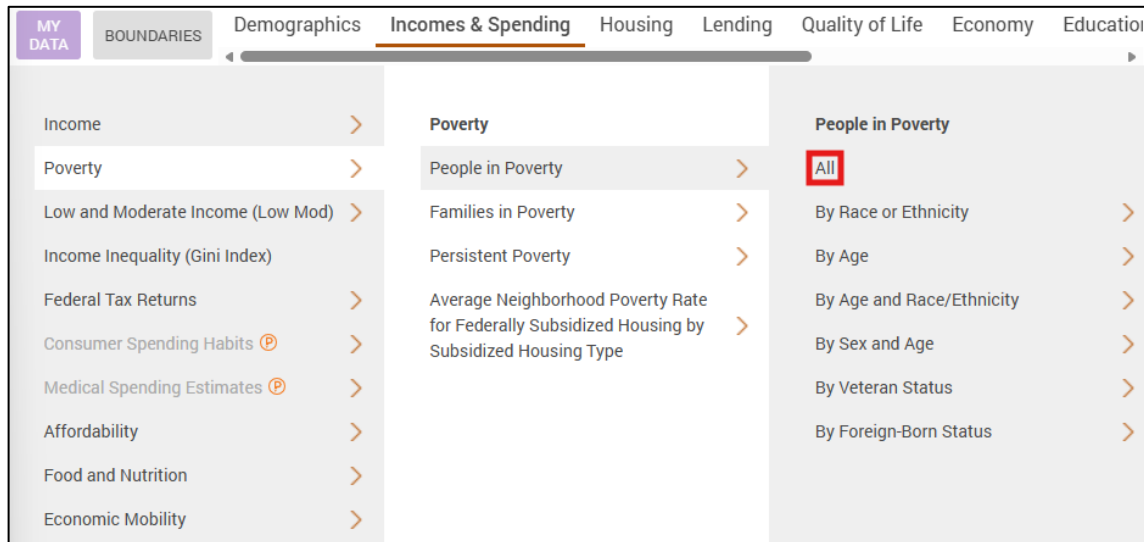
Site and Neighborhood Standards		
Project Name:	Example Project	
Project Locality:	Richmond City	
*Locality Minority Percentage:	*Development's Census Tract Minority Percentage:	*Poverty Percentage:
58.6%	34.2%	

- c. Be sure to exit out of the current layer by clicking the orange “X” in the top-right corner of the “**Layer**” section.

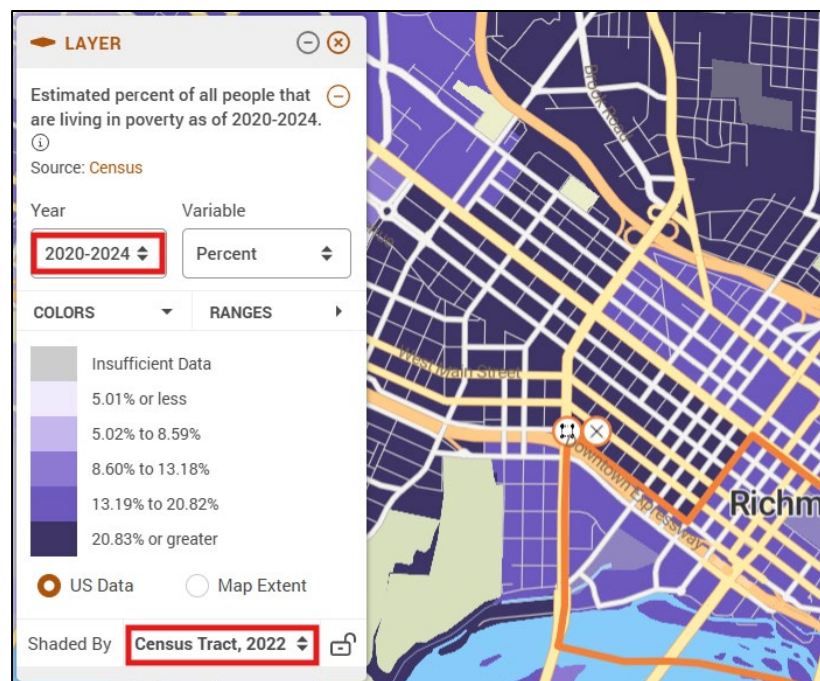


5. Find the **Census Tract Poverty Percentage**:

- a. Select the ***“Income & Spending”*** tab at the top of your screen, then select ***“Poverty”*** from the drop-down list. Click ***“People in Poverty”***, then select ***“All”***.



- b. Return to the map, ensuring the layer is measuring for the correct year (2020-2024) and area (Census Tract, 2022):



- c. Hover your cursor over the project area and note the resulting percentage in the “Census Tract Poverty Percentage” box of the Site & Neighborhood Standards form. In this example, the Census Tract Poverty Percentage is 14.7%.

Site and Neighborhood Standards		
Project Name:	Example Project	
Project Locality:	Richmond City	
*Locality Minority Percentage:	*Development's Census Tract Minority Percentage:	*Poverty Percentage:
58.6%	34.2%	14.7%