Community Development Fund
FY 2017
Notice of Funding Availability
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Introduction

Arlington County invites nonprofit organizations to submit proposals requesting funds for eligible programs and services from the Community Development Fund for a one year grant.

The Community Development Fund is a pool of funding comprised of a combination of federal, state, and local sources:

- Federal Community Development Block Grant (CDBG)
- Federal and State Community Services Block Grant (CSBG)
- Arlington County’s Affordable Housing Investment Fund, Housing Services Pool (AHIF Services)

Contracts will be awarded for one year, beginning July 1, 2016 through June 30, 2017. The actual amount will be determined upon the Arlington County Board’s approval of the Fiscal Year 2017 budget, and may be dependent on federal appropriations.

Grants between $15,000 and $50,000 may be requested for public services that serve low and moderate income residents, such as neighborhood, job training, youth or senior programs. Housing development, homeownership, housing rehabilitation, certain economic development programs, and business development (microenterprise, small business assistance) are eligible for grants up to $100,000.

*AHIF HOUSING SERVICES POOL*

Applications that involve housing-related services may be considered for funding within the AHIF Housing Services funding pool. Eligibility requirements differ slightly for projects funded through AHIF Housing Services pool:

- Projects must be related to homelessness and/or housing stability or benefit residents living in Committed Affordable Housing (CAF) units
- Projects must be new, start-up, demonstration or involve the expansion of a current program

AHIF projects are funded for two (2) years at a time. Once the initial two (2) years are complete, the project will no longer be eligible to receive AHIF Housing Services funding. However, grantees may reapply through the Community Development Fund to be considered for CSBG or CDBG funding, of which there is no length of time restriction.

During the application review process, Housing Division staff will, at its sole discretion, designate projects that meet the appropriate eligibility requirements as eligible for funding within the AHIF Services pool. If these projects ultimately receive funding through the AHIF Housing Services pool, applicants will be subject to an alternate Committee review process, which will be communicated after initial staff review.

QUESTIONS?

The following instructions and the attached forms are provided to help you prepare a complete and well-documented proposal. Applicants are encouraged to contact County staff to discuss program ideas. If you have any questions, or would like assistance in completing your proposal, please call (703) 228-3762.
Submission Requirements

**DEADLINE:** All proposals must be submitted *electronically* no later than 5:00 pm on Friday, September 11, 2015. Applicants should submit their proposal to:

Jairo Rodriguez, Housing Division, CPHD  
housingdivision@arlingtonva.us

*Note:* Special consideration will be given on an as needed basis to applicants who are *unable* to submit an electronic copy. Please contact Housing Division staff at (703) 228-3762 for more details.

**FORMAT:**

1. All applications must be completed using the forms / Appendices supplied with this NOFA. Any application not following the prescribed format will not be considered for funding.
2. All pages are to be numbered, including attachments.

Important Dates

**Tuesday, July 21, 2015; 10:30 am -- 12:00 pm**

Workshop for Prospective FY 2017 NOFA Applicants and Presentation on OMB Super Circular (Optional)

An optional workshop for prospective applicants will be held on Tuesday, July 21. Interested organizations are strongly encouraged to attend the workshop. In addition to the workshop, there will be a short presentation on the recently released OMB super circular guidance, which will cover the new indirect cost guidelines, audit requirements, and more. Attendance is **NOT** mandatory.

Arlington County Central Library Auditorium  
1015 North Quincy Street  
Arlington, VA 22201

**Friday, September 11, 2015; 5:00 pm**

Application Deadline

All proposals must be submitted *electronically* no later than 5:00 pm on Friday, September 11, 2015. Applicants should submit their proposal to:

Jairo Rodriguez, Housing Division, CPHD  
housingdivision@arlingtonva.us

**Wednesday, October 7, 14, 21, and 28, 2015; 6:30 -- 9:30 pm**

Mandatory Applicant Proposal Presentations

All prospective applicants will be required to attend a proposal presentation session to discuss proposals with staff and Community Development Citizens Advisory Committee (CDCAC) members. You will be notified of the exact date, and time. **Please indicate on the Proposal Cover Sheet (Appendix 1) if there are any dates that absolutely will not work for your organization to be present.** Sessions will be held at:

Courthouse Plaza  
2100 Clarendon Boulevard, Room 311  
Arlington, Virginia 22201
Eligibility Requirements

Arlington County is required to submit a Consolidated Plan for CDBG funding every five years to outline intended community development priorities and funding objectives. The County will only consider funding projects which are consistent with the Consolidated Plan. The most current funding priorities, which are outlined in the FY 2016-2020 Consolidated Plan, can be found at www.arlingtonva.us (search Consolidated Plan), or on page 5. Other eligibility requirements can be found below.

For help in determining if your project is eligible, call County staff at (703) 228-3762.

1. Eligible organizations must be nonprofit 501(c)(3) agencies serving Arlington residents. Organizations may be based in other jurisdictions, provided that the proposed project benefits eligible Arlington County residents.

2. Projects MUST serve a limited clientele and principally benefit low- and moderate-income persons. Clients that ARE NOT low- or moderate-income cannot benefit from these restricted federal and local funds. Subrecipients will be required to document the income-eligibility and capture demographic data (ethnicity, income, family composition, other traits, etc.) of clients served. “Open” beneficiary programs that cannot accurately and realistically demonstrate demographic and income data of clientele served will NOT BE CONSIDERED.

The 2015 income limits CURRENTLY in effect for CDBG and CSBG are listed on page 6. Each spring, the federal government releases new income limits and subrecipients will be required to follow updated current-year limits.

3. Successful projects will be responsive to the goals and objectives of the Five Year 2016-2020 Consolidated Plan. See page 5 for detailed description of Arlington County’s Community Development Fund / FY 2016-2020 Consolidated Plan funding priorities. It is highly recommended that proposed projects address one or more of these objectives. You must include the Consolidated Plan checklist (Appendix 3) in your application packet.

4. Activities must be delivered from a location that is accessible to all potential beneficiaries (ADA and Section 504 compliant) or an alternative means of service delivery to people with disabilities must be identified. County staff will visit the proposed service delivery site to determine accessibility as part of the proposal evaluation process.

5. If projects are sponsored by faith-based organizations, outreach efforts and service delivery must be conducted regardless of program beneficiary affiliation. Programs cannot be marketed exclusively to members of the sponsoring organization’s religious affiliation or denomination.
Funding Priorities

This NOFA encourages community development programs which support the FY 2016-2020 Five Year Consolidated Plan objectives, including:

<table>
<thead>
<tr>
<th>Five Year Goals and Strategies</th>
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<tbody>
<tr>
<td>Goal 1 – Create and sustain affordable housing</td>
</tr>
<tr>
<td>1.1 Increase the supply of Committed Affordable Units, including 10% permanent supportive housing</td>
</tr>
<tr>
<td>1.2 Improve owner-occupied housing</td>
</tr>
<tr>
<td>1.3 Rehabilitate or repair rental housing</td>
</tr>
<tr>
<td>1.4 Assist households to become homeowners.</td>
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<tr>
<td>Goal 2 – Promote healthy and self-sufficient families</td>
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<tr>
<td>2.1 Provide job training and skills</td>
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<tr>
<td>2.2 Foster microenterprise development</td>
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<tr>
<td>2.3 Reduce barriers to unemployment</td>
</tr>
<tr>
<td>2.4 Assist families to build assets</td>
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<tr>
<td>2.5 Support increased educational attainment</td>
</tr>
<tr>
<td>2.6 Increase individual and family well-being</td>
</tr>
<tr>
<td>Goal 3 – Stabilize families at risk of homelessness</td>
</tr>
<tr>
<td>3.1 Provide permanent supportive housing for homeless persons with disabilities</td>
</tr>
<tr>
<td>3.2 Rapidly rehouse homeless persons</td>
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<tr>
<td>3.3 Prevent households from becoming homeless</td>
</tr>
<tr>
<td>3.4 Provide emergency housing</td>
</tr>
<tr>
<td>Goal 4 – Foster vibrant and sustainable neighborhoods</td>
</tr>
<tr>
<td>4.1 Inspect committed affordable units</td>
</tr>
<tr>
<td>4.2 Provide technical assistance and referrals</td>
</tr>
<tr>
<td>4.3 Conduct community events and workshops</td>
</tr>
<tr>
<td>4.4 Conduct neighborhood cleanups</td>
</tr>
</tbody>
</table>

In general, preference or priority will be given to:

- Projects involving collaboration with other service providers
- Projects that demonstrate significant leveraging of match funding
- Projects with a strong sustainability plan or long-term strategy
- Projects that serve non-traditional minority groups residing within the County that have not received the same outreach services as other traditional minority groups (i.e. more recent immigrant communities and members of the LGBT community)
2015 Federal Income Limits
Washington-Arlington-Alexandria, DC-VA-MD-WV MSA

The US Department of Housing and Urban Development (HUD) estimated that the median family income for a family of four for the Washington Metropolitan Area for 2015 was $109,200. HUD computed median incomes by household size from this dataset by formula. The US. Department of Health and Human Services’ Office of the Assistant Secretary for Planning and Evaluation (ASPE) publishes the poverty levels used for the CSBG Program.

<table>
<thead>
<tr>
<th>Number of Persons in Household</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Median Income</td>
<td>$76,500</td>
<td>$87,400</td>
<td>$98,300</td>
<td>$109,200</td>
<td>$118,000</td>
<td>$126,700</td>
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</tbody>
</table>

Depending on the type of program support, the following income limits are required for Community Development Block Grant and Community Services Block Grant activities.

<table>
<thead>
<tr>
<th>Income Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate Income (80%)</td>
<td>$61,200</td>
<td>$69,920</td>
<td>$78,640</td>
<td>$87,360</td>
<td>$94,400</td>
<td>$101,360</td>
</tr>
<tr>
<td>Very Low – Section 8 (50%)</td>
<td>$38,250</td>
<td>$43,700</td>
<td>$49,150</td>
<td>$54,600</td>
<td>$59,000</td>
<td>$63,350</td>
</tr>
<tr>
<td>Extremely Low (30%)</td>
<td>$22,950</td>
<td>$26,220</td>
<td>$29,490</td>
<td>$32,760</td>
<td>$35,400</td>
<td>$38,010</td>
</tr>
<tr>
<td>CSBG (125% of federal poverty level)</td>
<td>$14,713</td>
<td>$19,913</td>
<td>$25,113</td>
<td>$30,313</td>
<td>$35,513</td>
<td>$40,713</td>
</tr>
<tr>
<td>CSBG – TANF (200% of federal poverty level)</td>
<td>$23,540</td>
<td>$31,860</td>
<td>$40,180</td>
<td>$48,500</td>
<td>$56,820</td>
<td>$65,140</td>
</tr>
</tbody>
</table>

Subrecipients will be required to update income eligibility in Spring 2016 as soon as the income guidelines are updated by HUD.
Required Contents of Proposal

1. Cover Sheet (Appendix 1)

2. Narrative
   a. Proposal Summary
      Please include a brief project synopsis (Max 300 words, bullet points acceptable)
      i. Overview of program activities
      ii. Beneficiaries / populations to be served
      iii. Amount requested.
   b. Detailed Description of Proposed Activity
      Elements to include:
      i. **What**: Describe the project methodology and detailed description of program activities (what will the project accomplish?).
      ii. **When**: Designate the time frame for the project (dates or time periods for planning, staffing, implementation, and completion). Provide a work plan.
      iii. **Who**: Document the number of users/beneficiaries/clients of the proposed program. Provide demographic information on anticipated clients. It is imperative that applicants anticipate, plan and describe in detail the methods that will be used to determine and document the incomes of those that will be served through the CDF-funded activity.
      iv. **Where**: Define the geographic area to be served and the address from which the project will be conducted. Will the activity impact the surrounding community? If you designate a specific geographic area, please document that the project has been reviewed with the residents of that area and has their support.
   c. Statement of Unmet Need
      i. Document the nature, extent and impact of the unmet need that your proposal addresses (who is affected, where it occurs).
   d. Collaboration and Coordination
      i. Identify other organizations/ programs that are providing the proposed service or a similar one. Describe past and current efforts by your organization and others to address the need, how the proposed program interfaces with those programs, and the uniqueness of your program. Proposed programs/projects cannot replace existing services. If submitting a collaborative project, the lead agency must be identified and the collaborating agency(ies) must demonstrate managing executive and board support of the collaboration.
   e. Long-Term Strategy / Project Sustainability
      i. **Long-Term Strategy**: If the project addresses persistent/recurring needs, describe your long term strategy (3-5 years) to address those needs.
      ii. **Project Sustainability**: Provide a detailed plan for program sustainability. How will the requested funding impact need? How will other funds be secured as CDF support ends?
f. Goals and Objectives
   i. **Overall Goals/Objectives:** Describe the project's overall goals and objectives. Please provide objectives that are clear and measurable.
   ii. **County Objectives:** Describe specifically how the project will address a Consolidated Plan priority. You must include a completed Consolidated Plan checklist (Appendix 3) in your application packet.

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g. Evaluation Plan

The evaluation plan should clearly describe the intended outcomes of the project, the level of impact on populations served, how outcomes will impact targeted program goals, and how outcomes will contribute to the goals and objectives of the FY 2016-2020 Consolidated Plan.

Every proposal must include specific information about how outcomes will be assessed with a plan for what specific data will be collected, how often data will be collected, how long after the program is completed will clients be tracked, and the likelihood for the proposed solution to be sustained long-term. Applicants should also describe the rationale and methodology used to arrive at the plan.

*Note:* Instead of simply stating numbers or statistics with regards to outcomes, applicants must clearly define the intended impact, recognizable difference or net benefit as a result of those numbers. For example, "persons who remained in their homes" is a more appropriate measurement of service to prevent homelessness than "the number of clients served."

All applicants are required to complete the Program Evaluation ("PE") form (Appendix 4) to define program outcomes, strategies and performance measures. If your proposal is selected for grant funding, staff will work with you to finalize appropriate performance measures.

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3. Budget / Leveraging

a. **Budget:**

   All applicants must provide a project budget, providing a detailed estimate of all resources to be used and all costs associated with the project for the one year period beginning July 1, 2016. All applicants must use the Project Budget excel worksheet Appendix 2. Budgets completed in a different format will not be accepted.

   i. For volunteer in-kind resources, please calculate $24.90 (BLS standard for 2014 for the Commonwealth of Virginia)/hour for volunteers, unless they provide skilled labor, such as carpentry. In that case, please explain the rationale for calculating a higher rate. *Note: Failure to include all volunteer hours, in-kind donations, and direct organizational financial program support will have a negative impact on the scoring of your proposal submission.*

   ii. Salary costs and fringes allocable to a grant application must be specifically and clearly attributed to each (as appropriate) person working on the project. Do not lump salaries into one line item if more than one person will be paid out of the requested grant amount. You must delineate exactly what fringes are to be paid (e.g. retirement, unemployment insurance, health insurance, employer contribution to social security, etc).

   iii. If other monies will be combined with a Community Development Fund grant, applicants must describe how costs will be allocated among the various funding sources. If you plan
to charge a portion of "common" costs to the proposed program (salaries, overhead, rent, etc.) you must provide a cost allocation plan and follow the below guidance for indirect cost rates.

- **Indirect costs:** Subrecipients that DO NOT have a federally negotiated indirect cost rate may charge up to 10% of modified total direct costs (MTDC) for indirect costs. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000.

- **Subrecipients** that DO have a federally negotiated indirect cost rate may apply for a one-time extension of the current rate for a period up to four years with the applicable agency. At the end of the four-year extension period, the subrecipient must renegotiate a rate, which may or may not be extended.


v. Questionable organizational accounting procedures and unclear budget submissions are grounds for proposal rejection or low scoring.

### b. Leverage:

Please describe other resources that will be available or are being sought, indicating: the amount, type (grant, loan, in-kind), source, and permitted uses.

### 4. Organization Description and Data

#### a. Organization Description

Describe your organization - its history, mission, goals, programs, capacity to carry out project/activity, and future plans.

#### b. Organizational Chart and Board of Director’s Roster

Provide organizational chart and a roster of the organization’s current Board of Directors.

#### c. Organizational Performance and Impact

Describe your past performance and demonstrated organizational impact on the community. If your organization has received a CDF grant in the past, please describe past performance of the CDF-funded grant program. This includes, how the organization has met or exceeded program goals, how your organization has impacted the unmet need that the CDF-funded program addresses, and how additional funding will contribute to further addressing that unmet need.
d. Resumes and Job Descriptions

Provide brief résumés for personnel who will directly implement the project, and job descriptions for both present and proposed key positions. If volunteers will be used, describe their roles, whether they are volunteering professional or non-professional services, your prior experience using volunteers, and your strategy for recruiting volunteers and accounting for their value added to the project. Describe mechanisms that exist or will be established to provide project control and to measure staff performance in meeting program objectives.

e. Nonprofit Tax-Exempt Status

Provide nonprofit tax exempt status; articles of incorporation and bylaws. If organization is faith-based, clearly describe role of parent organization with program and service delivery and the methodology in adhering to provisions in Final Rule 4782-F-02 as it applies to 24 CFR, Parts 92, 570.572. 574. 576. 582, 583, and 585. If applicable, provide most current Federal Tax Form 990 indicating tax-exempt status.

f. Current Financial Audit and Management Letter

Include a current budget and recent financial statement for the organization and one copy of your most recent independent financial audit.

g. Organizational Description, Chart, Resumes, etc. for Project Partners

If other organizations will be involved in planning or implementation of your project, provide all the aforementioned organizational information for them as well.

5. Letters of Support (Maximum 3)

Letters of support (maximum of 3) for a proposed program must be submitted along with application package. Letters of support must include the name, address, and phone number of the person / organization supporting the application submission as well as identify the need for the proposed program and explain the supporter’s involvement with the activity. If an organization is submitting a letter of support, the letter must be on organizational letterhead and include the signature of the organization’s chief operating officer and the director of the board.

Letters of support must be submitted with the proposal. Any letters submitted separately will not be considered.
Proposal Checklist

Proposal Preparation: All applicants, please include these items in the following order:

- Proposal Cover Sheet (Appendix 1)
- Proposal Narrative
  - Proposal Summary
  - Detailed Description of Proposed Activity
  - Statement of Unmet Need
  - Collaboration and Coordination
  - Long-Term Strategy / Project Sustainability
  - Goals, Objectives
  - Evaluation Plan
- Proposed Budget (Appendix 2) budget must be submitted in the required format
- Organization Description and Data
  - Organization Description
  - Organizational Chart and Board of Director’s Roster
  - Organizational Performance and Impact
  - Resumes and Job Descriptions
  - Non-profit / Tax-Exempt Status
  - Current Financial Audit and Management Letter
  - Organizational Description, Chart, Resumes, etc. for Project Partners
- Letters of Support (Maximum 3)
- Consolidated Plan Checklist (Appendix 3)
- Sample Program Evaluation Form (Appendix 4)
Proposed Evaluation

Grants are awarded through a competitive evaluation process. The evaluation considers all aspects of the proposal, as described in the application.

Proposals are reviewed by County staff to determine which funding source is appropriate and determine whether the proposal is responsive to this solicitation. Responsive proposals will be forwarded to the Community Development Citizens Advisory Committee (CDCAC). County staff and CDCAC will review projects for CDBG and CSBG funding. County staff and the Housing Commission will review AHIF Housing Service proposals.

All applicants are required to attend a proposal review session. You will be notified of the exact date and time. You should be prepared to briefly present your proposal and to answer questions.

### Evaluation Criteria

<table>
<thead>
<tr>
<th>Quality of Program Design and Proposal Elements (Max 40 points)</th>
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</thead>
<tbody>
<tr>
<td>● Overall Strength of Proposal Elements................................................................. Up to 10 points</td>
</tr>
<tr>
<td>● Addresses Unmet Need......................................................................................... Up to 10 points</td>
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<tr>
<td>● Collaboration / Coordination with Other Nonprofits / Existing County Services........ Up to 10 points</td>
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<tr>
<td>● Long-Term Strategy / Project Sustainability......................................................... Up to 10 points</td>
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<tr>
<th>Intended Outcomes (Max 20 points)</th>
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<tbody>
<tr>
<td>● Goals &amp; Objectives are Clearly Stated and Address CDF Priority.............................. Up to 10 points</td>
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<tr>
<td>● Evaluation Plan is Reasonable and Quantifiable......................................................... Up to 10 points</td>
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<thead>
<tr>
<th>Budget Feasibility and Leveraging (Max 20 points)</th>
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<tbody>
<tr>
<td>● Project Budget Feasibility and Reasonableness......................................................... Up to 10 points</td>
</tr>
<tr>
<td>● Leveraging of Other Resources (Scored by CDBG Financial Manager)........................... Up to 10 points</td>
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</tbody>
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<tr>
<th>Capacity and Experience (Max 20 points)</th>
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<tbody>
<tr>
<td>● Direct Experience &amp; Organizational Capacity........................................................ Up to 10 points</td>
</tr>
<tr>
<td>● Past Organizational / CDF-Funded Program Performance.......................................... Up to 5 points</td>
</tr>
<tr>
<td>● Community Support / References.............................................................................. Up to 5 points</td>
</tr>
</tbody>
</table>

### Total Proposal Score (up to 100 points)
Proposal Timeline

October-November 2015
Proposal review by County staff and citizen commissions; applicant interviews

February 2016
County Manager’s Proposed FY 2017 County Budget released

March 2016
County Board FY 2017 Budget Hearing

April 2016
Final FY 2017 County Budget adopted

July 1, 2016
Agreements executed and funds available

Ineligible Applicants

Organizations that are in receivership status or debarred by the U.S. Government and/or Arlington County are not eligible.

Organizations whose county contract award has been terminated for cause within the last two years are not eligible.

For-profit organizations will not be considered for funding.
Special Provisions Applicable to Successful Applicants

All programs receiving funds from Community Services Block Grant or Community Development Block Grant will be subject to all Federal and State laws, regulations and guidelines governing those grants.

The contractor will provide an annual audit report including the opinion letter, management letter, income statement, balance sheet, and notes to the financial statements, within (120) days after the end of the contractor’s fiscal year, unless Arlington County has granted a written extension. In addition, the county may request other financial documents, including, but not limited to, monthly balance sheet, payroll records, interim financial statements, etc. as part of a financial review of the contracted services. Non receipt of an annual audit and/or other financial documents may affect funding disbursements and/or future county funding consideration.

If the contractor expends in excess of $750,000 annually in combined Federal awards, it shall be the responsibility of the contractor to obtain a single OMB A-133 audit or program-specific audit conducted. Non-Federal entities can elect a program-specific audit when there is only one program. The Commonwealth of Virginia requires that nonprofit organizations with gross annual revenue of $1 million or more may be required to provide an audited financial statement prepared by an independent CPA. A nonprofit entity with gross annual revenue less than $1 million and at least $750,000 must provide a financial review by an independent CPA. The contractor shall maintain books, records and documents of all costs and data in support of the services provided. Arlington County or its authorized representative shall have the right to audit the books, records and documents of the contractor under the following conditions:

a. If the contract is terminated for any reason in accordance with the provisions of the contract documents in order to arrive at equitable termination costs;

b. In the event of a disagreement between the contractor and the County on the amount due the contractor under the terms of this contract;

c. To check or substantiate any amounts invoiced or paid which are required to reflect the costs of services, or the contractor's efficiency or effectiveness under this contract; and,

d. If it becomes necessary to determine the County's rights and the contractor’s obligations under the contract or to ascertain facts relative to any claim against the contractor, which may result in a charge against the County.

e. If at any time during the course of the contract there are indications that the financial solvency of the contractor may affect its ability to complete the terms of the contract.

These provisions for an audit shall give Arlington County unlimited access during normal working hours to the contractor’s books and records under the conditions stated above. Unless otherwise provided by applicable statute, the contractor, from the effective date of final payment or termination hereunder, shall preserve and make available to Arlington County for a period of five (5) years thereafter, at all reasonable times at the office of the contractor but without direct charge to the county, all its books, records, documents and other evidence bearing on the costs and expenses of the services relating to the work hereunder. Arlington County’s right to audit and the preservation of records shall terminate at the end of five (5) years as stated herein. The contractor shall include
this “Right of Audit and Preservation of Records” clause in all subcontracts issued by it and they shall require same to be inserted by all lower tier subcontractors in their subcontracts, for any portion of the work. Should the contractor fail to include these clauses in any such contract or lower tier contract, or otherwise fail to insure Arlington County’s rights hereunder, the contractor shall be liable to Arlington County for all reasonable costs, expenses and attorney fees which Arlington County may have to incur in order to obtain an audit or inspection of or the restoration of records which would have otherwise been available to Arlington County or its authorized representative from said persons under this clause. Such audit may be conducted by Arlington County or its authorized representative.

The contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith whether owned by the contractor or by the County. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work. The contractor shall, during the continuance of all work under the contract provide the following:

a. Maintain statutory Worker’s Compensation and Employer’s Liability insurance in limits of not less than $100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted. b. The contractor agrees to maintain Commercial General Liability insurance in the amount of $1,000,000 per occurrence/aggregate, to protect the contractor, its subcontractors, and the interest of the County, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.

b. The contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of $1,000,000 per occurrence/aggregate, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.

c. Agrees to maintain, if applicable, insurance coverage typical to and in compliance with requirements of Arlington County for real property acquired and owned as a result of or in connection with a resulting contract.

d. The contractor agrees to maintain Professional Liability insurance in the amount of $1,000,000 per occurrence/aggregate to cover each individual professional staff.

e. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.

f. Rating Requirements:
   i. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
ii. European markets including those based in London and the domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor’s broker can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best’s rating of A:VI or better.

g. Indemnification:
   i. Contractor shall indemnify, keep and save harmless the County, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the County in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the County in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

   ii. The contractor will provide an original, signed Certificate of Insurance citing the contract number and such endorsements as prescribed herein, and shall have it filed with the CDBG Financial Manager in the Housing Division before any work is started.

   iii. If the contractor delivers services from a County-leased facility, the contractor is required to carry property insurance on all equipment, to include County-owned installed and maintained equipment used by the contractor while in their care, custody and control for use under this contract.

No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to the County designated project manager. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

Precaution shall be exercised at all times for the protection of persons (including employees) and property.

Arlington County, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage the County may possess.

If an "ACORD" Insurance Certificate form is used by the program/project's insurance agent, the words "endeavor to" and "...but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the Cancellation paragraph of the form shall be deleted or crossed out.
The contractor for awards funded in whole or in part with Community Development Block Grant Funds (CDBG) shall obtain a Fidelity Bond covering all persons handling funds received or disbursed and/or signing or co-signing checks to disburse funds under this contract, within thirty (30) days after the contract award date. The Fidelity Bond shall be in an amount no less than one hundred percent (100%) of the contract amount. The contractor shall furnish the County proof of an adequate Fidelity Bond within thirty (30) days of the contract award date of this contract and prior to any disbursement of funds hereunder.

If the contractor, whether directly or through contractors, engages in any construction, rehabilitation or renovation type activities, utilizing funds provided through this contract, the current and specific bonding and compliance provisions required at that time will prevail.

The contractor must maintain all records in compliance with federal and state regulations. The contractor must submit to the County performance measures, demographics, outcome measurements, monthly financial expenditures and any other reports as specified by the County. Unless otherwise stated in federal and state regulations, the contractor shall retain program documentation, including but not limited to client files, for a period of no less than three (3) years from the termination of the contract. Note: CSBG and CDBG funded programs are required to maintain files for five (5) years from the termination of the contract. The County must receive the quarterly reports referenced above by the 15th day of each month following the quarter the contractor provided the service. Failure to submit reports in accordance with the previously stated timelines may affect funding disbursements and/or future county funding consideration.

None of the contract performance by the County shall involve, and no portion of the funds received by the contractor shall be used for, any political activity (including, but not limited to, an activity to further the election or defeat of any candidate for public office) or any activity undertaken to influence the passage, defeat or final content of legislation. The contractor certifies, to the best of the contractor’s knowledge and belief, that:

a. No federal appropriated funds have been paid or will be paid, by or on behalf of the grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the County contract the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions. The instructions and form can be found at http://www.whitehouse.gov/omb/grants/sflillin.pdf

c. The contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts
under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

All firms doing business in Arlington County, shall obtain a license as required by County Code. The Commissioner of Revenue assesses Arlington County business privilege license taxes on business conducted in Arlington County, including home-based businesses. In all cases where a person begins a business at any time after January 1 of any year, such license tax and fee are due and payable when such person begins business. It is unlawful to engage in any business without first obtaining a business license.

Arlington County levies a tax on all tangible personal property located in Arlington on January 1 and used in a trade or business. This includes items such as furniture, fixtures, machinery, tools, and programmable computer equipment. Businesses must itemize personal property and/or equipment, giving its date of acquisition and original purchase price. You must file a return by May 1; payment, beginning in 2010, is due by September 5. Business tangible personal property tax is not prorated if you should cease business during the year.

For additional information contact:

Commissioner of Revenue  
2100 Clarendon Boulevard, Suite 208  
Arlington, Virginia 22201  
703-228-3060

All corporations and limited partnerships conducting business in Virginia must register with the State Corporation Commission. To register or to incorporate contact:

State Corporation Commission  
Box 1197  
Richmond, Virginia 23218  
804-371-9967  
Toll free (within Virginia only): 800-552-7945
Appendix 1

COMMUNITY DEVELOPMENT FUND
Proposal Cover Sheet
For the Fiscal Year Beginning July 1, 2016

DATE SUBMITTED: ______________ AMOUNT OF FUNDS REQUESTED FY 2017 $_____________
   (Round to nearest hundred)

PROJECT NAME (7 words or less)____________________________________________________________

PROJECT DESCRIPTION (25 words or less)

SUBMITTED BY: _______________________________________________________________________

ADDRESS: Street
                City                      State                      Zip

CONTACT PERSON: ___________________________TITLE ___________________________________

PHONE NUMBER (Work) _______________________ E-Mail _________________________________

ALTERNATE CONTACT: _______________________TITLE _________________________________

PHONE NUMBER (Work) _______________________E-Mail _________________________________

WHERE WILL PROJECT BE LOCATED? ________________________________________________

ESTIMATED NUMBER OF UNDUPLICATED BENEFICIARIES: ________ PERCENT LOW INCOME: ____%

(Please indicate if you are unavailable for ANY of the following proposal presentation dates in October)
   ☐ OCTOBER 7   ☐ OCTOBER 14   ☐ OCTOBER 21   ☐ OCTOBER 28

(For County Use)

CFR Citation and Eligibility Determination: _______________________________________________

Lead Staff: __________________________

Review Team: ________________________________

Other SME Reviewers: ________________________________
Appendix 2

All applicants must provide a project budget, providing a detailed estimate of all resources to be used and all costs associated with the project for the one year period beginning July 1, 2016. All applicants must use the Project Budget excel worksheet which can be downloaded by clicking the following link.


NOTE: Budgets completed in a different format will not be accepted.

Sample budget worksheet pictured below

<table>
<thead>
<tr>
<th>Consultant services (describe):</th>
<th>Unit Cost</th>
<th>CD Fund Request</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Private</th>
<th>In-Kind</th>
<th>Total Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Consultant 1, specialist in abc</td>
<td>$3,000.00</td>
<td>$2,500.00</td>
<td>$500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>b. Consultant 2, specialist in xyz</td>
<td>$4,000.00</td>
<td>$2,000.00</td>
<td></td>
<td>$2,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$4,000.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel (specify position titles, no. of staff, hours worked, etc.)</th>
<th>Unit Cost</th>
<th>CD Fund Request</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Private</th>
<th>In-Kind</th>
<th>Total Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Staff 1</td>
<td>$50,000.00</td>
<td>$30,000.00</td>
<td></td>
<td>$20,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$50,000.00</td>
<td></td>
</tr>
<tr>
<td>b. Staff 2</td>
<td>$45,000.00</td>
<td>$15,000.00</td>
<td>$30,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$45,000.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fringe costs (list each separately):</th>
<th>Unit Cost</th>
<th>CD Fund Request</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
<th>Private</th>
<th>In-Kind</th>
<th>Total Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Social Security:</td>
<td>$40,000.00</td>
<td>$5,000.00</td>
<td></td>
<td>$35,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$40,000.00</td>
<td></td>
</tr>
<tr>
<td>Retirement:</td>
<td>$10,000.00</td>
<td>$1,000.00</td>
<td></td>
<td>$9,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Unemployment Insurance:</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Health Insurance:</td>
<td>$40,000.00</td>
<td>$5,000.00</td>
<td></td>
<td>$35,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$40,000.00</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Construction materials, contracts</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Purchase of real property</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Equipment &amp; furnishings (specify what is being purchased or leased)</td>
<td>$15,000.00</td>
<td></td>
<td>$15,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td>Printing, duplicating</td>
<td>$1,500.00</td>
<td></td>
<td>$1,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>Space costs, rent</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Utilities (list each separately)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Travel (specify local, out-of-town)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Training/publications</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Volunteers (calculate at $24.49/hour, or see instructions in packet)</td>
<td>$3,674.00</td>
<td></td>
<td>$3,764.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,764.00</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Indirect Cost rate (must be federally or County negotiated and approved) | calculate |               |         |       |       |   |      |           | |

| TOTAL                               | $212,174.00 | $60,500.00 | $0.00 | $30,000.00 | $101,000.00 | $17,000.00 | $3,764.00 | $212,264.00 | |

ARLINGTON COUNTY, VIRGINIA
Community Development Fund

Proposed Budget for Fiscal Year Beginning July 1, 2016 (FY 2017)
Organization DUNS #: xxx
Organization TIN / FEIN #: xxx
NAME OF PROJECT OR PROGRAM: Community Project
NAME OF APPLICANT: Nonprofit Organization

Total Cost | Unit Cost | Other Funding Sources | CD Fund Request | Federal | State | Local | Private | In-Kind | Notes |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$212,174.00</td>
<td>$60,500.00</td>
<td>$0.00</td>
<td>$30,000.00</td>
<td>$101,000.00</td>
<td>$17,000.00</td>
<td>$3,764.00</td>
<td>$212,264.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3

Arlington County Consolidated Plan Goals and Objectives Checklist

Goal 1: Create and sustain affordable housing
☐ 1. Increase the supply of Committed Affordable Units, including 10% permanent supportive housing.
☐ 2. Improve owner-occupied housing.
☐ 3. Rehabilitate or repair rental housing.
☐ 4. Assist households to become homeowners.

Goal 2: Promote healthy and self-sufficient families
☐ 1. Provide job training and skills.
☐ 2. Foster microenterprise development.
☐ 3. Reduce barriers to unemployment.
☐ 4. Assist families to build assets.
☐ 5. Support increased educational attainment.
☐ 6. Increase individual and family well-being

Goal 3: Stabilize families at risk of homelessness
☐ 1. Provide permanent supportive housing for homeless persons with disabilities.
☐ 2. Rapidly rehouse homeless persons.
☐ 3. Prevent households from becoming homeless.
☐ 4. Provide emergency housing.

Goal 4: Foster vibrant and sustainable neighborhoods
☐ 1. Inspect committed affordable units.
☐ 2. Provide technical assistance and referrals.
☐ 3. Conduct community events and workshops.
Appendix 4
Program Evaluation Form
Complete all highlighted sections

<table>
<thead>
<tr>
<th>PROGRAM:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLOCATION:</td>
<td>To be Determined</td>
</tr>
<tr>
<td>IMPLEMENTING AGENCY:</td>
<td></td>
</tr>
<tr>
<td>GRANT YEAR:</td>
<td>FY 17/CD 42</td>
</tr>
<tr>
<td>CD STAFF:</td>
<td>To be Determined</td>
</tr>
<tr>
<td>EVALUATION PERIOD:</td>
<td>July 1, 2016– June 30, 2017</td>
</tr>
<tr>
<td>DATE EVALUATION COMPLETED:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAM OBJECTIVE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STRATEGIES (add as many as needed)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERFORMANCE MEASURES (add as many strategies as needed and expected # in next column)</th>
<th>EXPECTED #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
</tr>
</tbody>
</table>
For year-end reporting: **(THIS PART DOES NOT NEED TO BE COMPLETED)**

**Dollar amount of funds leveraged through donations, grants, etc.:**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Federal Funds Leveraged</td>
<td>$</td>
</tr>
<tr>
<td>State Funds Leveraged</td>
<td>$</td>
</tr>
<tr>
<td>Local Funds Leveraged</td>
<td>$</td>
</tr>
<tr>
<td>Private Funds Leveraged</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS LEVERAGED</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**Demographics**

**RACE and ETHNICITY TABLE**

<table>
<thead>
<tr>
<th>Race</th>
<th>Year to Date Number non-Hispanic</th>
<th>Year to Date Number Hispanic</th>
<th>Year to Date Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian/Other Pacific Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native &amp; White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian &amp; White</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Black/African American &amp; White</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan Native &amp; Black/African American</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other Multiracial</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Female Headed Households</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NUMBER ASSISTED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INCOME TABLE**

<table>
<thead>
<tr>
<th>Income Level</th>
<th>Year to Date Number*</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Income (over 80% of median)</td>
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</tr>
<tr>
<td>Moderate Income (67-80% of median)</td>
<td></td>
</tr>
<tr>
<td>Low Income (51-67% of median)</td>
<td></td>
</tr>
<tr>
<td>Very Low Income (0-50% of median)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NUMBER ASSISTED</strong></td>
<td></td>
</tr>
</tbody>
</table>

*These totals should be the same
Appendix 5
Community Development Fund Proposal Score Sheet FY 2017

Name of Applicant: _______________________________   Program Name: _______________________________

1. Quality of Program Design & Proposal Elements (40 Points) Initial Final Comments
   a) Overall Strength of Proposal Elements (up to 10 points)
   b) Addresses an Unmet Need (up to 10 points)
   c) Collaboration / Coordination with Other Nonprofit / Existing County Services (up to 10 points)
   d) Long-Term Strategy / Project Sustainability (up to 10 points)

   TOTAL SCORE FOR QUALITY OF PROGRAM DESIGN & PROPOSAL ELEMENTS (up to 40 points):

2. Intended Outcomes (20 points) Initial Final Comments
   a) Goals & Objectives are Clearly Stated and Address CDF Priority (up to 10 points)
   b) Evaluation Plan is Reasonable and Quantifiable (up to 10 points)

   TOTAL SCORE FOR INTENDED OUTCOMES (up to 20 points):

3. Budget Feasibility & Leveraging (20 points) Initial Final Comments
   a) Project Budget Feasibility and Reasonableness (up to 10 points)
   b) Leveraging of Other Resources / Leverage Score (up to 10 points)

   TOTAL SCORE FOR BUDGET FEASIBILITY AND LEVERAGING (up to 20 points):

4. Capacity & Experience (20 points) Initial Final Comments
   a) Direct Experience & Organizational Capacity (up to 10 pts)
   b) Past Organizational / CDF-Funded Program Performance (up to 5 points)
   c) Community Support / References (up to 5 points)

   TOTAL SCORE FOR CAPACITY AND EXPERIENCE (up to 20 points):

TOTAL SCORE: