



ARLINGTON
VIRGINIA

Community Development Fund
FY 2021 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 (CDF) 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):** CDBG provides funding for housing and neighborhood revitalization programs to benefit low- and moderate-income people in Arlington County. Established in 1974, CDBG is administered directly to jurisdictions (“entitlement communities”) via the U.S Department of Housing and Urban Development (HUD). *More information about CDBG eligibility can be found on page 6.*
- **Federal and State Community Services Block Grant (CSBG):** CSBG is a Federal block grant program, administered by the Virginia Department of Social Services, that addresses the causes of poverty among low-income persons and families (125% of poverty or below), including homeless, migrants and elderly by supporting programs and services that improve economic self-sufficiency. *More information about CSBG eligibility can be found on page 6.*
- **Community Services Block Grant – Temporary Assistance for Needy Families (CSBG-TANF):** CSBG-TANF provides a supplemental allocation of Federal funds with specific eligibility requirements for families with children under 18; income levels at or below 200% of poverty; and reimbursements are tied to specific activities. *More information about CSBG-TANF can be found on page 7.*
- **Arlington County’s Affordable Housing Investment Fund, Housing Services (AHIF Services):** A portion of Arlington’s AHIF funds are used for new or expanding housing or homelessness-related programs. *More information about AHIF Housing Services eligibility can be found on page 7.*

Grants will be awarded for one year, beginning July 1, 2020 through June 30, 2021. The actual amount will be determined upon the Arlington County Board’s approval of the Fiscal Year 2020 budget, and may be dependent on federal appropriations.

Grants between \$20,000 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.

During the application review process, Housing Division staff will, at its sole discretion, designate projects that meet appropriate eligibility requirements as eligible for each funding source listed above. It is important to note that applying for Community Development Fund funding does not guarantee funding under one specific source.

Submission Requirements

DEADLINE: All proposals must be submitted *electronically through ZoomGrants™* no later than **5:00 pm on Friday, September 6, 2019.**

Note: Special consideration may be given on an as needed basis to applicants who are *unable* to submit an electronic copy. Please contact Housing Division staff at (703) 228-3761 for more details.

FORMAT:

1. All applications must be completed using the online application software ZoomGrants™ . Any application not following the prescribed format will not be considered for funding.
2. In order to submit an application, you must create a user account through ZoomGrants™. More information about setting up an account can be found on page 4.

Proposal Timeline

October-November 2019: Proposal review by County staff and Citizen Commissions; applicant interviews

February 2020: County Manager's Proposed FY 2021 County Budget released

March 2020: County Board FY 2021 Budget Hearing

April 2020: Final FY 2021 County Budget adopted

July 1, 2020: Agreements executed and funds available

Setting up a ZoomGrants™ Account

1. Create a ZoomGrants™ account or log in to your existing account by visiting the following page:
<https://zoomgrants.com/gprop.asp?donorid=2227&limited=2246>
2. Find the “FY 2021 Community Development Fund” and click the Apply button to get started
3. Answer the questions and/or fill in the fields in each tab:
 - a. Proposal Cover Sheet
 - b. Proposal Narratives
 - c. Budget and Budget Narrative
 - d. Program Evaluation Form
 - e. Documents Upload
4. Submit your application by Friday, September 6, 2019. You will receive a confirmation and will be contacted to schedule an applicant interview with staff and citizen commission.
5. If you are selected to receive funding, you will be required to submit invoices and quarterly Program Evaluation reports online.

Tips for Using ZoomGrants™:

- Answers are saved automatically when you leave each field.
- Turn SPELL-CHECKING on.
- Copying/pasting data works best when you are pasting UNFORMATTED text. (Bullets and other special characters do not transfer and are usually replaced with question marks.)
- When you paste data into a field, the character count will be inaccurate until you add/delete at least one character.
- Log out and come back at any time to continue your work, but be sure to finish and submit before the deadline.
- Submit early, if you can!

ZoomGrants™ Resources:

- [Video: ZoomGrants™, How to Apply](#)
- [Presentation: How to Apply for Funding via ZoomGrants™](#)
- [ZoomGrants™ Applicant Tip Sheet](#)

QUESTIONS?

Applicants are encouraged to contact County staff for all Community Development, content-related questions. Please contact:

Caitlin Jones
(703) 228-3762
cjones1@arlingtonva.us

ZoomGrants™ Technical Support staff can help with technical questions or general inquiries about the system. Please contact:

Questions@ZoomGrants.com

Important Dates

Tuesday, July 23, 2019; 10:30 am

FY 2021 NOFA and Capacity Building Workshop and Networking Reception

The Community Development Fund Notice of Funding Availability (NOFA) workshop will be held on July 23 from 10:30am to 12:30pm at Arlington Economic Development. A networking reception will be followed by the formal program. County staff will first describe the NOFA process and requirements and answer questions from potential applicants. The workshop will be followed by a presentation from Jennifer Owens, President & CEO of the Arlington Community Foundation, focusing on nonprofit capacity building, fundraising strategies and developing long-term sustainability plans.

Arlington Economic Development
Arlington Room
1100 North Glebe Rd, Suite 1500
Arlington, VA 22201

Friday, September 6, 2019; 5:00 pm

Application Deadline

All proposals must be submitted *electronically via ZoomGrants™* no later than **5:00 pm on Friday, September 6, 2019**. Please see page 4 to learn more about setting up an account in ZoomGrants™.

Wednesday, October 2, 9, 16, 23, and 30 (if needed) 2019; 6:30 – 9:00 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. Applicants will be notified of the exact date and time of their applicant presentation. Alternatives to the provided timeslot will be considered on a limited basis, if the assigned application time absolutely does not work for the applicant. 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 2016-2021 Consolidated Plan, can be found at www.arlingtonva.us.

Community Development Block Grant and Community Services Block Grant Eligibility:

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 2019 income limits CURRENTLY in effect for CDBG and CSBG are listed on page 9.**
3. Successful projects will be responsive to the goals and objectives of the Five Year 2016-2021 Consolidated Plan. See page 8 for detailed description of Arlington County's Community Development Fund / FY 2016-2021 Consolidated Plan funding priorities. It is highly recommended that proposed projects address one or more of these objectives.
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.

Ineligible Applicants

1. Organizations that are in receivership status or debarred by the U.S. Government and/or Arlington County are not eligible.
2. Organizations whose County contract award has been terminated for cause within the last two years are not eligible.
3. For-profit organizations will not be considered for funding.

While CDBG and CSBG funds make up the majority of funding available under the Community Development Fund, there is the possibility that County staff will, at its sole discretion, consider certain projects that meet specific eligibility criteria for the following funding sources.

Temporary Assistance for Needy Families (TANF) Funding Eligibility

Applications that involve economic development activities serving families with children **may** be considered for CSBG-TANF funding. Eligibility requirements are as follows:

1. Services are provided to a family that includes a minor child, i.e., an individual less than 18 years old, or, if a full-time student in a secondary school (or the equivalent level of vocational or technical training) less than 19 years old, who resides with the family, or a pregnant individual.
2. The income level of the family must be at or below 200% of poverty.
3. Services or payments cannot be considered “assistance” as defined by the TANF grant (42 USC 601-619 and 45 CFR Part 260, et al).

TANF funds cannot be used to provide medical services, for juvenile justice activities, or for sectarian worship, instruction, or proselytization.

In addition, all costs must relate to and be reported under one or more of the following program areas:

- A. Work Related Activities/Expenditures
 - a. Work Subsidies
 - b. Education and Training
 - c. Other Work Activities/Expenditures
- B. Child Care (limited to families with a working parent)
- C. Transportation (limited to families with a working parent)
- D. Individual Development Account
- E. Non-Recurrent Short Term Benefit (cannot extend beyond 4 months)
- F. Other

AHIF Housing Services Funding Eligibility:

Applications that involve housing-related services **may** be considered for funding within the AHIF Housing Services funding pool. Eligibility requirements are as follows:

1. Projects must be related to homelessness and/or housing stability or benefit residents living in Committed Affordable Housing (CAF) units
2. 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, after which the project is no longer eligible to receive AHIF Housing Services funds. 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.

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.

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

Funding Priorities

This NOFA encourages community development programs which support the FY 2016-2021 Five Year Consolidated Plan objectives, including:

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

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

2019 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 2019 was \$121,300. 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.

Number of Persons	1	2	3	4	5	6
Area Median Income	\$85,000	\$97,100	\$109,200	\$121,300	\$131,100	\$140,800

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

Income Level	1	2	3	4	5	6
Moderate Income (80%)*	\$68,000	\$77,680	\$87,360	\$97,040	\$104,880	\$112,640
Low Income (67%)	\$56,950	\$65,057	\$73,164	\$81,271	\$87,837	\$94,336
Very Low – Section 8 - 50%	\$42,500	\$48,550	\$54,600	\$60,650	\$65,550	\$70,400
Extremely Low - 30%	\$25,500	\$29,130	\$32,760	\$36,390	\$39,330	\$42,240
CSBG (125% of federal poverty level)	\$15,613	\$21,138	\$26,663	\$32,188	\$37,713	\$43,238
CSBG – TANF (200% of federal poverty level)	\$24,280	\$33,820	\$42,660	\$51,500	\$60,340	\$69,180

Subrecipients will be required to update income eligibility in Spring 2021 as soon as the income guidelines are updated by HUD.

Required Contents of Proposal

Applications must be submitted Through [ZoomGrants™](#)



COMMUNITY DEVELOPMENT FUND For Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

Proposal Cover Sheet

DATE SUBMITTED: _____

PROJECT NAME: _____

AMOUNT OF FUNDS REQUESTED FY 2021 \$ _____
(Round to nearest hundred)

APPLICATION CONTACT PERSON: _____ TITLE _____

PHONE NUMBER (Work) _____ E-Mail _____

ORGANIZATION NAME: _____

ADDRESS: Street _____
City State Zip _____

WEBSITE: _____ SAM Expiration (MM/DD/YYYY): _____

EIN (XX-XXXXXXX): _____ DUNS NUMBER: _____

CEO / EXECUTIVE DIRECTOR NAME & TITLE: _____

CEO / EXECUTIVE DIRECTOR EMAIL: _____

ALTERNATE CONTACT: _____ TITLE _____

PHONE NUMBER (Work) _____ E-Mail _____

WHERE WILL PROJECT BE LOCATED? _____

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

Proposal Narratives

1. **Where will the project be located?**
2. **What is the estimated number of unduplicated beneficiaries?**
3. **What is the percent (%) of low-income beneficiaries that will be served?**

Detailed Description of Proposed Activity

4. **Provide a brief project synopsis**
The project synopsis should include an overview of project activities, populations to be served, and amount requested.
5. **Describe and document the extent and nature of the unmet need that your proposal addresses.**
What populations are adversely affected by the problem and where does it occur in the community?
6. **What do you anticipate that the project will accomplish?**
Describe the project methodology and detailed description of program activities.
7. **What is the designated timeframe for the project?**
Provide a work plan that includes dates or time periods for planning, staffing, implementation, and completion.
8. **Who are the anticipated program beneficiaries?**
What is the anticipated number and demographic makeup of program beneficiaries/clients?
How will you document that clients are income-eligible?
9. **Define the geographic area to be served.**
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.

Collaboration and Coordination with Other Organizations

10. **Identify other organizations / programs that are providing the proposed service or a similar one.**
Proposed programs / projects cannot replace existing services.
11. **Describe past and current efforts by your organization and others to address the unmet need.**
How does your program interface with other community programs and/or how is your program unique?
12. **Will your organization collaborate with other agencies on this project?**
Collaborative submissions are highly encouraged. Please identify **ONLY ONE** lead agency with whom the County will contract. The collaborating agency must demonstrate executive and board support of the project (letters of support encouraged).

Long-Term Strategy / Project Sustainability

13. Describe the long-term strategy of your project.

How will your project build upon previous years? What will you do differently? If the project addresses a persistent / recurring need, describe your strategy to address those needs.

14. Provide a detailed plan for project sustainability demonstrating progress towards economic independence of the project.

How will the project eventually become self-sufficient? Are alternative sources of funding being sought? How will the proposed project impact the long-term need of the community?

15. If requesting additional funds over the previous year, please describe precisely what the additional funds will be used for.

If this is a new proposal, please write not applicable.

Goals, Objectives & Evaluation Plan

16. Describe your projects overall goals and objectives.

The organization's goals are what it hopes to ultimately occur as a result of the program. Objectives are specific, measurable strategies and steps the organization will take to accomplish goals.

17. Arlington County Consolidated Plan Goals and Objectives Checklist

Please indicate which Consolidated Plan funding goal and objective your project is consistent with. It is highly recommended that proposed projects address one or more of these objectives.

Goal 1: Create and sustain affordable housing

- 1.1 Increase the Supply of Committed Affordable Units, including 10% permanent supportive housing
- 1.2 Improve owner-occupied housing
- 1.3 Rehabilitate or repair rental housing, including energy efficiency
- 1.4 Assist households to become homeowners

Goal 2: Promote healthy and self-sufficient families

- 2.1 Provide job training and skills development
- 2.2 Foster microenterprise development
- 2.3 Reduce barriers to employment
- 2.4 Assist families to build assets
- 2.5 Support increased educational attainment
- 2.6 Increase individual and family well-being

Goal 3: Stabilize families at risk of homelessness

- 3.1 Provide permanent supportive housing for homeless persons with disabilities
- 3.2 Rapidly rehouse homeless persons
- 3.3 Prevent households from becoming homeless
- 3.4 Provide emergency housing

Goal 4: Foster vibrant and sustainable neighborhoods

- 4.1 Inspect committed affordable units
- 4.2 Provide technical assistance and referrals
- 4.3 Conduct community events and workshops
- 4.4 Conduct neighborhood cleanups

18. Provide an evaluation plan detailing intended outcomes and outputs of the program.

Evaluation plan should clearly describe intended impact on populations served, how outcomes will impact program and Consolidated Plan goals, as well as what data will be collected and how outcomes will be assessed. Describe rationale and methodology.

Organization Description and Data

19. Provide a brief description of your organization.

The description should include the organization's history, mission, goals, programs, capacity to carry out project/activity, and future plans. In the Document upload section, please upload the following items:

- Organizational Chart
- Board of Director's Roster
- Non-Profit Tax Exempt Status. If applicable, provide most current Federal Tax Form 990 indicating tax-exempt status.
- Articles of Incorporation
- Bylaws
- Most Recent Organizational Independent Financial Audit
- Current Organizational Budget

20. 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.

21. Provide brief job descriptions for personnel who will directly implement the project.

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. You may upload resumes for key staff in the Document upload section (optional).

22. If applicable, please provide a brief description of partner organizations that will be involved in the planning or implementation of your program.

Letters of Support (Maximum 3)

23. In the Document upload section, please include a maximum of 3 letters of support for your proposed program.

Letters of support must be on organizational letterhead and 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. **Letters of support must be submitted with the proposal. Any letters submitted separately will not be considered**

Budget / Leveraging

All applicants must submit 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, 2020. **All applicants must submit budgets electronically through the Budget & Budget Narratives tab in the ZoomGrants™ application system.**

For volunteer in-kind hours, please calculate \$27.50 per hour, which is the 2018 BLS volunteer hourly standard for Virginia. If your volunteers are providing skilled labor, please explain the rationale for calculating a higher rate in your budget narrative. *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.

Salary cost 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. List each staff member whose salary (or part of their salary) will be charged to the grant separately. Please specify position titles and hours worked. If fringe or benefit costs will be charged to the grant, you must delineate what fringes are to be paid (i.e. Employer Social Security, Retirement, Unemployment Insurance, Health Insurance, etc.) and clearly describe the specific amounts to be charged for each staff member in the budget narrative.

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.

It is expected that all applicants follow allowable and unallowable costs principles and guidelines published in 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Guidance may be found at the following link:

<https://www.hudexchange.info/resources/documents/Notice-DC-2015-01-Transition-to-2-CFR-Part-200-Guidance.pdf>.

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

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. It is essential that your budget include an accurate representation of other funding resources that will be used to support your program. Failure to factor these sources into your budget may result in a low scores with relation to leverage.

There are two leverage scoring categories:

- **Leveraging of Other Resources:** Variable score that allows proposal reviewers discretion in how an organization is evaluated with relation to leveraging, other than the Leverage Score (which cannot change). If there are specific circumstances that prevents an organization from leveraging other resources for a particular program, an explanation should be included in the Budget Narrative.
- **Leverage Score:** Calculated by the CDBG Financial Manager for each application, the Leverage Score compares the amount of the CD request in relation to the amount of other sources being leveraged for the program. The Leverage Score cannot change. The Review committee will see this score when reviewing applications. The leverage score formula is as follows:

$$\frac{\text{(Total Program Budget – CDF Request)}}{\text{Total Program Budget}}$$

Example: $(\$70,000 - \$40,000) / \$70,000 = 42\%$, Leverage Score 0

Leverage Score Weights	
Percent of Program Budget Funded By Sources Other than CD Fund	Leverage Score
90.0 to 100%	5
80.0 to 89.9%	4
70.0 to 79.9%	3
60.0 to 69.9%	2
50.0 to 59.9%	1
0 to 49.9%	0

Budget Narrative

The Budget Narrative is the justification of how and/or why a line item helps to meet the program deliverables. Please detail the amount being requested for each cost area as well as specifics about other sources contributing to that project cost area. Also describe other resources that will be available or are being sought, indicating: the amount, type (grant, loan, in-kind), source, and permitted uses.

NOTE: If other funds will be combined with your CD Fund grant in order to carry out your program, 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.), a cost allocation plan must be submitted as an addendum to this application.

Proposal 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, CSBG, TANF, and 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

Quality of Program Design and Proposal Elements (Max 40 points)	
• Overall Strength of Proposal Elements.....	Up to 10 points
• Addresses Unmet Need.....	Up to 10 points
• Collaboration / Coordination with Other Nonprofits / Existing County Services.....	Up to 10 points
• Long-Term Strategy / Project Sustainability.....	Up to 10 points
Intended Outcomes (Max 20 points)	
• Goals & Objectives are Clearly Stated and Address CDF Priority.....	Up to 10 points
• Evaluation Plan is Reasonable and Quantifiable.....	Up to 10 points
Budget Feasibility and Leveraging (Max 20 points)	
• Project Budget Feasibility and Reasonableness.....	Up to 10 points
• Leveraging of Other Resources (Reviewer Score)*.....	Up to 5 points
• Leverage Score (Calculated by Staff)**.....	Up to 5 points
Capacity and Experience (Max 20 points)	
• Direct Experience & Organizational Capacity.....	Up to 10 points
• Past Organizational / CDF-Funded Program Performance.....	Up to 5 points
• Community Support / References.....	Up to 5 points
Total Proposal Score (up to 100 points)	

*See page 15 for more details.

**See page 15 for more details.

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's 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/sflllin.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

Proposal Checklist

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

- Proposal Cover Sheet
- Proposal Narratives
 - Detailed Description of Proposed Activity
 - Collaboration and Coordination
 - Long-Term Strategy / Project Sustainability
 - Goals, Objectives & Evaluation Plan
 - Organization Description and Data
- Budget and Budget Narratives
- Documents:
 - Organizational Chart
 - Board of Director's Roster
 - Non-profit / Tax-Exempt Status
 - Articles of Incorporation
 - Bylaws
 - Most Recent Organizational Financial Audit
 - Current Organizational Budget
 - Financial Policy Manual
 - Resumes for Key Staff – *Optional*
 - Letters of Support (Maximum 3) – *Optional*
 - Cost Allocation Plan – *Optional*
 - Current Year W-9 – *Optional*
 - Direct Deposit Information – *Optional*
- Sample Program Evaluation Form

Program Evaluation Form

Complete all highlighted sections

PROGRAM: [REDACTED]
ALLOCATION: **To be Determined**
IMPLEMENTING AGENCY: [REDACTED]
GRANT YEAR: **FY 21/CD 46**
CD STAFF: **To be Determined**
EVALUATION PERIOD: **July 1, 2020 – June 30, 2021**
DATE EVALUATION COMPLETED: [REDACTED]

HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVE:

PROGRAM OBJECTIVE:

STRATEGIES *(add as many as needed)*

PERFORMANCE MEASURES <i>(add as many strategies as needed and expected # in next column)</i>	EXPECTED #

For year-end reporting: **(THIS PART DOES NOT NEED TO BE COMPLETED)**

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

Other Federal Funds Leveraged	\$
State Funds Leveraged	\$
Local Funds Leveraged	\$
Private Funds Leveraged	\$
TOTAL FUNDS LEVERAGED	\$

Demographics

RACE and ETHNICITY TABLE			
Race	Year to Date Number non-Hispanic	Year to Date Number Hispanic	Year to Date Total
White			
Black/African American			
Asian			
American Indian/Alaskan Native			
Native Hawaiian/Other Pacific Islander			
American Indian/Alaskan Native & White			
Asian & White			
Black/African American & White			
American Indian/Alaskan Native & Black/African American			
Other Multiracial			
Female Headed Households			
TOTAL NUMBER ASSISTED* (indicate persons or households)			
INCOME TABLE			
Income Level	Year to Date Number*		
High Income (over 80% of median)			
Moderate Income (67-80% of median)			
Low Income (51-67% of median)			
Very Low Income (0-50% of median)			
TOTAL NUMBER ASSISTED* (indicate persons or households)			

*These totals should be the same