



**ARLINGTON**  
**VIRGINIA**

**Supplemental COVID-19  
Community Development Fund  
Notice of Funding Availability**

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## Introduction

On March 13, 2020, Arlington County Manager Mark Schwartz signed a [Declaration of Local Emergency](#) for Arlington County in response to the public health threat posed by the novel coronavirus (COVID-19). While the long-term effects of this public health crisis are currently unknown, the County is committed to supporting nonprofits that are on the front lines assisting victims of the COVID-19 virus, as well as vulnerable communities impacted by the associated economic downturn.

Arlington County invites nonprofit organizations to submit proposals requesting funds for eligible programs and services that serve low- and moderate-income residents in Arlington through a Supplemental COVID-19 Notice of Funding Availability. Arlington County will make approximately \$400,000-700,000 in one-time [federal Community Development Block Grant \(CDBG\)](#) funds available to assist qualified nonprofit organizations in their response to the COVID-19 public health crisis. Grant funds are expected to be available November 2020, and will be awarded for the eight-month period of November 1, 2020 through June 30, 2021.

Grants between \$50,000 and \$200,000 may be requested for public services that are meeting the needs of low- and moderate-income residents related to the COVID-19 public health crisis. Proposals must document how the grant will specifically support residents and communities impacted by COVID-19, and may include housing (retaining existing and finding new housing), food security, small business retention and support, and job training and soft skills. Capital projects or projects involving housing development, rehabilitation, or infrastructure-related activities will not be considered for funding under this Notice of Funding Availability.

***These funds are being made available in addition to the regular FY 2022 Community Development Fund.*** If you are applying for funding under the regular FY 2022 Community Development Fund, the Notice of Funding Availability can be found [here](https://housing.arlingtonva.us/community-development) (https://housing.arlingtonva.us/community-development).

## Funding Priorities

Applications for this NOFA must support the broad goals outlined in the [FY 2016-2021 Consolidated Plan](#), including:

1. Create and sustain affordable housing.
2. Promote healthy and self-sufficient families.
3. Stabilize families at risk of homelessness.
4. Foster vibrant and sustainable neighborhoods.

Priority will be given to:

1. Projects or activities that meet the following priority areas:
  - **HOUSING:** assist residents to acquire new or retain existing housing, including eviction prevention, technical or legal assistance, mediation, and other related services.
  - **FOOD SECURITY:** assist residents to become food secure, including purchase of food or equipment, developing food security network, and other related services.
  - **JOB TRAINING AND PLACEMENT:** provide job training and upscaling for essential and supply chain occupations (such as health care, cleaning, and grocery), including industry in-demand certifications, as well as soft skills such as ESOL and computer training.
  - **SMALL BUSINESS RETENTION AND SUPPORT:** design training and provide one-on-one technical assistance to low- and moderate-income entrepreneurs using tools such as the [Business Model Canvas](#), providing direct assistance to entrepreneurs who need to pivot their existing business model.
2. Projects or activities that demonstrate the unmet need is a result of the COVID-19 crisis.
3. Projects or activities that propose new or innovative solutions to be successful in the current environment, including technology solutions to bridge the digital divide in providing services to low and moderate income residents.
4. Projects or activities with the ability to quickly deploy during the November 1, 2020-June 30, 2021 grant period and demonstrate funds can be spent in full by June 30, 2021.

## Eligibility Requirements

### Community Development 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** principally benefit low- and moderate-income persons. Clients that **ARE NOT** low- or moderate-income cannot benefit from these restricted funds. Subrecipients will be required to document income eligibility of clients served, as well as document COVID-19-related need. The 2020 income limits CURRENTLY in effect for CDBG are available [here](#).
3. Successful projects will be responsive to the goals and objectives of the [Five Year 2016-2021 Consolidated Plan](#).
4. Activities must be delivered from a location that is accessible to all potential beneficiaries (Americans with Disabilities Act and Section 504 compliant) or an alternative means of service delivery to people with disabilities must be identified. County staff may 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.

### Special Requirements for Supplemental COVID-19 Community Development Fund

In general, all the above eligibility requirements described under the Community Development Block Grant (CDBG) program will also apply to this supplemental funding opportunity. There are, however, additional eligibility criteria that must be considered when determining whether your program is eligible to request funding under this special funding category:

1. Any activity proposed for funding must respond to community needs related to the COVID-19 public health crisis, including a plan for documenting client eligibility.
2. Applications must be responsive to priority areas on page 3.
3. Proposed programs must be able to expend all awarded funds by June 30, 2021.

### 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.

## Submission Information

**DEADLINE:** All proposals for the Supplemental COVID-19 Community Development Fund must be submitted no later than **5:00 pm on Friday, August 7, 2020.**

**FORMAT:**

1. All applications must be completed using the online application.
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 6.

## Proposal Timeline

**August 7, 2020:** Proposals due

**September 18, 2020:** Draft recommendations released

**September 23, 2020:** Community Development Citizens Advisory Committee (CDCAC) meeting and public hearing to review recommendations

**October 17, 2020:** County Board adoption of funding recommendations and amended FY 2021 annual Action Plan

## Additional Information

A virtual workshop to provide an overview and answer questions about the regular FY 2022 Community Development Fund and the supplemental COVID-19 Notices of Funding Availability (NOFA) will be held on Tuesday, July 14<sup>th</sup> at 10:00-11:00am. To register for the workshop and receive a meeting link, contact Zina Abdulrahman at [zabdulrahman@arlingtonva.us](mailto:zabdulrahman@arlingtonva.us).

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

Jennifer Daniels  
(703) 228-3822  
[jldaniels@arlingtonva.us](mailto:jldaniels@arlingtonva.us)

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

[Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)

## Setting up a ZoomGrants™ Account

1. Create a ZoomGrants™ account or log in to your existing account by visiting [ZoomGrants](#).
2. Find the “Supplemental COVID-19 Community Development Fund” and click the Apply button to get started
  - a. Note: If you are applying for funding from **both** the Community Development Fund and the Supplemental COVID-19 Community Development Fund, your organization must submit **two separate applications**. **Applications requesting funding for the same program from both funding sources will not be accepted.**
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, August 7, 2020**. You will receive a confirmation. Note: If you are also planning to apply to the regular FY 2022 Community Development Fund, note separate deadlines in the NOFA.
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](#)

# Required Contents of Supplemental COVID-19 Community Development Fund Proposal

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

*Please Note:* The below proposal narratives and application questions are specific to the Supplemental COVID-19 Community Development Fund NOFA. The application questions for the County's FY 2022 Community Development Fund NOFA can be found [here](#).

## Proposal Narratives

### 1. Provide a brief project synopsis

The project synopsis should include an overview of project activities, populations to be served, amount requested, and specific COVID-19 needs that will be met.

### 2. Describe and document the extent and nature of the emergency need that your proposal addresses.

What populations are adversely affected by the problem and where does it occur in the community? Please be sure to use local data that demonstrates the progression of the need since the beginning of the COVID-19 public health crisis.

### 3. What do you anticipate that the project will accomplish?

Describe the project methodology and detailed description of program activities.

### 4. Describe new or innovative approaches to implement the project that respond to the COVID-19 crisis.

This could include use of technology, new program goals or strategies, or adjustments to service to meet public health requirements.

### 5. 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 and that their need arose because of the COVID-19 crisis?

### 6. Define the geographic area to be served.

Will the activity impact a particular housing complex, neighborhood and/or 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.

### 7. Describe your project's overall goals and objectives.

The organization's goals and description of intended outcomes as a result of the program. Objectives are specific, measurable strategies and steps the organization will take to accomplish goals.

### 8. Arlington County Consolidated Plan Goals Checklist

Please indicate which Consolidated Plan funding goal(s) your project addresses. It is highly recommended that proposed projects address one or more of these goals.

- Goal 1: Create and sustain affordable housing
- Goal 2: Promote healthy and self-sufficient families
- Goal 3: Stabilize families at risk of homelessness
- Goal 4: Foster vibrant and sustainable neighborhoods

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

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

**10. Provide a brief description of your organization.**

The description should include the organization's history, mission, goals, and programs.

**Optional** - in the Document upload section, please upload the following items (**these items will be required if your proposal is selected for funding**):

- 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
- Financial Policy Manual

**11. Describe your demonstrated organizational capacity to meet the COVID-19 need.**

How does the past performance of your organization make you uniquely qualified to meet the emergency need identified in this proposal? How has your organization responded to this emergency need over the course of the COVID-19 public health crisis? How will additional funding contribute to further addressing that unmet need.

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

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

## Budget

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 project period November 1, 2020-June 30, 2021. **All applicants must submit budgets electronically through the Budget & Budget Narratives tab in the ZoomGrants™ application system.**

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 the requested 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](#)".

## 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.

## Program Evaluation Form

In this section, please describe the strategies that you will use to meet your goals, and the performance measures that you will use to measure success. This should reflect the evaluation plan described in the Proposal Narratives section.

# Proposal Evaluation

Supplemental COVID-19 Community Development Fund grants will be awarded through a competitive evaluation process. The evaluation considers all aspects of the proposal, as described in the application. Proposals will be reviewed and scored by County staff to determine whether the proposal is responsive to this solicitation.

## Evaluation Criteria

<b>Quality of Program Design and Proposal Elements (Max 40 points)</b>	
• Overall strength of proposal elements	Up to 10 points
• Addresses unmet COVID-19 need	Up to 20 points
• Demonstrates innovative/new approach to meet COVID-19 challenges	Up to 10 points
<b>Intended Outcomes (Max 30 points)</b>	
• Goals and objectives address COVID-19 priority	Up to 20 points
• Evaluation plan measures desired outcomes effectively	Up to 10 points
<b>Budget Feasibility and Leveraging (Max 10 points)</b>	
• Project budget feasibility and reasonableness	Up to 10 points
<b>Capacity and Experience (Max 20 points)</b>	
• Direct experience and organizational capacity	Up to 20 points
<b>Total Proposal Score (up to 100 points)</b>	

## Proposal Checklist

**Required:** These items need to be submitted as part of the proposal submitted in ZoomGrants:

- Application Summary
- Proposal Narratives
- Budget and Budget Narratives
- Program Evaluation

**Optional:** If your proposal is selected for funding, you will need to submit the following items before funds are available:

- 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*
  - Cost Allocation Plan – *Optional*
  - Current Year W-9
  - Direct Deposit Information