



ARLINGTON
VIRGINIA

Community Development Fund
FY 2022 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 for FY 2022. If you are interested in applying for a supplemental COVID-19 Community Development Fund grant, the NOFA is available [here](#).

Community Development Fund

The Community Development Fund is an annual competitive grant 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 4.*
- **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), by supporting programs and services that improve economic self-sufficiency. *More information about CSBG eligibility can be found on page 4.*
- **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 5.*
- **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 5.*

Grants will be awarded for one year, beginning July 1, 2021 through June 30, 2022. The actual amount will be determined upon the Arlington County Board’s approval of the Fiscal Year 2022 budget and may be dependent on federal appropriations.

Grants between \$20,000 and \$50,000 may be requested for a wide range of public services, including eviction and homelessness prevention, job training, youth and senior programs that serve low- and moderate-income residents. 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, County staff will determine the most appropriate funding source for projects. Applying for a Community Development Fund grant does not guarantee funding under one specific source.

This NOFA is being published at the same time as the Supplemental COVID-19 Notice of Funding Availability. If you are applying for the Supplemental COVID-19 Community Development Fund, the

Notice of Funding Availability, including eligibility guidelines and submission requirements, [can be found here](#).

Funding Priorities

Applications for this NOFA must support the goals, strategies and objectives outlined in the FY 2016-2021 Five Year Consolidated Plan, 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

Eligibility Requirements

Arlington County is required to submit a Consolidated Plan for CDBG funding every five years to outline intended housing and 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 are outlined in the [FY 2016-2021 Consolidated Plan](#).

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.

Each funding source that comprises the Community Development Fund has unique requirements. County staff will determine which funding source best fits proposed projects or programs.

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** 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 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 2020 income limits CURRENTLY in effect for CDBG and CSBG are listed on page 9.**
3. 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 will visit the proposed service delivery site to determine accessibility as part of the proposal evaluation process.
4. 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.
5. 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.

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.

Projects that are recommended for AHIF Housing Services funding may be invited to present to the Housing Commission, in addition to the regular Community Development Citizens Advisory Committee review.

2020 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 2020 was \$126,000. 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	\$94,500	\$100,800	\$113,400	\$126,000	\$136,100	\$146,200

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%)*	\$75,560	\$80,640	\$90,720	\$100,800	\$108,880	\$116,960
Low Income (67%)	\$63,315	\$67,536	\$75,978	\$84,420	\$91,187	\$97,954
Very Low – Section 8 - 50%	\$47,250	\$50,400	\$56,700	\$63,000	\$68,050	\$73,100
Extremely Low - 30%	\$26,400	\$28,150	\$31,650	\$35,150	\$38,000	\$40,800
CSBG (125% of federal poverty level)	\$15,950	\$21,550	\$27,150	\$32,750	\$38,350	\$43,960
CSBG – TANF (200% of federal poverty level)	\$25,520	\$34,480	\$43,440	\$52,400	\$61,360	\$70,320

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

Submission Requirements

DEADLINE: All proposals must be submitted *electronically through ZoomGrants™* no later than **5:00 pm on Friday, September 11, 2020.**

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 7.

Proposal Timeline

July 6, 2020 – NOFA released

July 14, 2020 - NOFA workshop (details below)

October-November 2020: Proposal review by County staff and citizen commissions; applicant interviews (details below)

February 2021: County Manager’s Proposed FY 2022 County Budget released

March 2021: County Board FY 2022 Budget Hearing

April 2021: Final FY 2022 County Budget adopted

July 1, 2021: Agreements executed and funds available

Additional Information

An **optional** 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 14th at 10:00-11:00am. To RSVP and receive a meeting link, contact Zina Abdulrahman at zabdulrahman@arlingtonva.us.

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 (currently scheduled for October 7, 14, 21, 28 between 6:30-9:00pm). Alternatives to the provided time will be considered on a limited basis, if the assigned application time absolutely does not work for the applicant.

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

Jennifer Daniels

(703) 228-3822

jldaniels@arlingtonva.us

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

Questions@ZoomGrants.com

Setting up a ZoomGrants™ Account

1. Create a ZoomGrants™ account or log in to your existing account by visiting [this page](#).
2. Find the “FY 2022 Community Development Fund” and click the Apply button to get started
 - a. Note: If you are applying for funding from **both** the regular Community Development Fund and the supplemental COVID-19 Community Development Fund, your organization must submit **two separate applications**.
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 11, 2020. You will receive a confirmation and will be contacted to schedule an applicant interview with staff and citizen commission. Note: If you are also planning to apply to the Supplemental COVID-19 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 Proposal

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

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? Please ensure that the application provides specific evidence or data identifying local need.
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. **What makes this project proposal unique or different from similar programs operated by other organizations that serve the community?**

Identify characteristics that makes this program uniquely qualified to meet the needs of the community as defined in the previous section.

12. 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?

13. 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

14. 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.

15. 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?

16. 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

17. 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.

18. 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

19. 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

20. 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

21. 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.

22. 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).

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

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. **All applicants must submit budgets electronically through the Budget & Budget Narratives tab.**

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 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](#)".

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.

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 County staff for each application, the leverage score compares the amount of the 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:

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

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.

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

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. The Housing Commission may also invite applicants recommended for AHIF Housing Service funding to attend a meeting.

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 and objectives address Consolidated Plan priority	Up to 10 points
• Evaluation plan measures desired outcomes effectively	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 and 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)	

Proposal Checklist

Proposal Preparation: **All applicants**, please include these items:

- Application Summary
- Proposal Narratives
- 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*