

FY 2024  
COMMUNITY DEVELOPMENT FUND  
NOTICES OF FUNDING AVAILABILITY



**ARLINGTON**  
VIRGINIA

July 13, 2022

# AGENDA

1. Community Development Fund framework
2. FY 2024 NOFA – purpose and requirements
3. Application instructions
4. NOFA and Application Questions
5. Lana Shope, CARES Project Director for the Community Action Partnership

# COMMUNITY DEVELOPMENT TEAM

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# COMMUNITY DEVELOPMENT FUND OVERVIEW

- Competitive grant program
- Funding sources:
  - Federal Community Development Block Grant (CDBG)
  - Local Affordable Housing Investment Fund (AHIF)
  - Federal/state Community Services Block Grant (CSBG)
  - State Temporary Assistance for Needy Families (CSBG-TANF)

# COMMUNITY DEVELOPMENT FUND OVERVIEW

- CDBG and CSBG: One-year renewable grants
- AHIF Housing Services: awarded for two years and non-renewable. If awarded AHIF grant in previous year, no need to reapply second year.
- Public Services: Eligible to request up to \$50,000.
  - Eviction and homelessness prevention, job training, health-related programs, youth and senior programs that serve low- and moderate-income residents, immigration legal services
- Other Programs: Eligible up to \$100,000
  - Housing development, homeownership counseling that leads to property acquisition, rental and owner housing rehabilitation, certain economic development programs, and business development (microenterprise, small business assistance)
- Federal funds awarded through the federal appropriations process, so funding availability may not be known until Spring 2023.

# PREVIOUSLY-FUNDED PROGRAMS

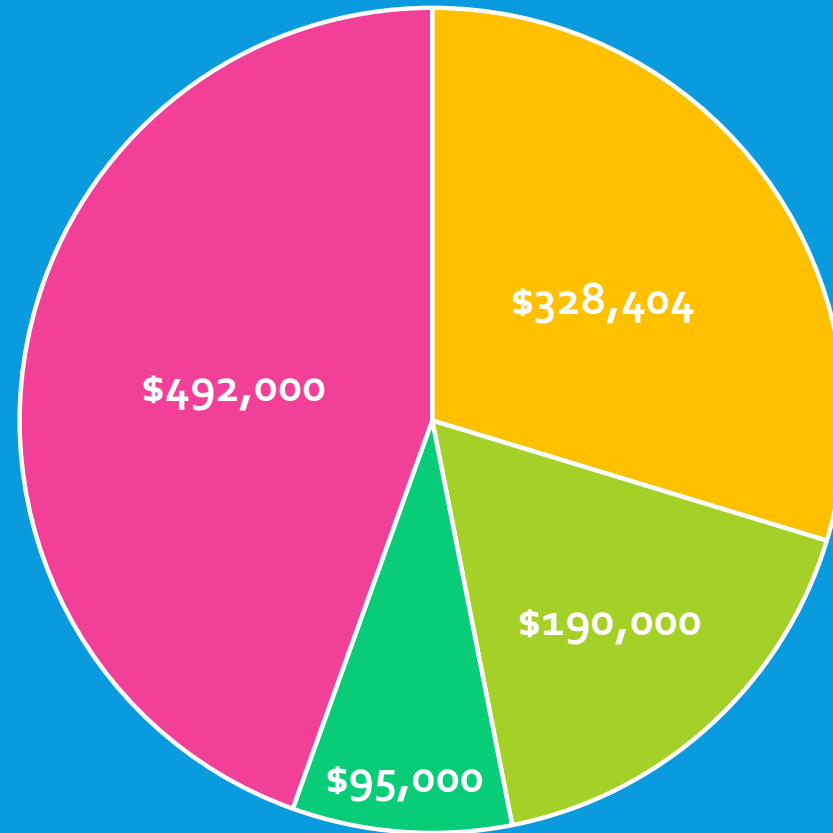
## FY 2023 Community Development Fund Programs

■ Economic Development / Job Training

■ Housing

■ Prevent Homelessness

■ Public Services (Youth Programs, Health Programs, Immigration Services, etc.)



# GENERAL ELIGIBILITY REQUIREMENTS

- Nonprofit 501(c)(3) organizations serving Arlington residents
- Responsive to goals and objectives of [Five-Year 2022-2026 Consolidated Plan](#).
- Activities must be delivered from an Americans with Disabilities Act (ADA) and Section 504 compliant location.
- Programs sponsored by faith-based organizations must deliver services and outreach regardless of program beneficiary religious affiliation.
- Must serve primarily low- to moderate-income beneficiaries; income guidelines vary based on funding source
- Applicants do not apply for a specific funding source, rather the Community Development Fund program in general. Staff matches programs to funding source during review process.

# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- CDBG programs must comply with [Title 24 of the Code of Federal Regulations, Part 570](#)
- Must respond to CDBG National Objective and serve clients up to 80% area median income
- Direct assistance or income payments (rent assistance, subsidies, gift cards, etc. made directly to beneficiaries) are not eligible under CDBG.
- Additional Federal compliance requirements *might* apply, including National Environmental Policy Act (NEPA), Fair Housing Act, and more.



# AFFORDABLE HOUSING INVESTMENT FUND (AHIF) HOUSING SERVICES

- Programs must be related to homelessness and/or housing stability and/or to benefit residents living in committed affordable units (CAFs)
- Funds generally reserved for new, start-up, demonstration projects or involve the expansion of a current program.
- Direct assistance or income payments (rent assistance, subsidies, gift cards, etc. made directly to beneficiaries) is not eligible under AHIF.
- CDBG income and reporting requirements apply; can serve clients up to 80% area median income

# COMMUNITY SERVICES BLOCK GRANT

- CSBG programs must comply with [Title 45 of the Code of Federal Regulations, Part 96](#)
- CSBG can serve clients up to 200% federal poverty level\*
- Direct assistance may be eligible under CSBG rules, however applicants that choose to include this in their proposed program budgets should discuss specifics with County staff prior to submitting a proposal.

\* The standard CSBG income limit is 125% of federal poverty but CSBG income limits were increased to 200% of federal poverty level until further notice.

# COMMUNITY SERVICES BLOCK GRANT – TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (CSBG-TANF)

- CSBG-TANF can serve clients up to 200% FPL.
- CSBG-TANF-specific requirements:
  - Families must include a minor child (less than 18 years old) who resides with the family.
  - Services or payments cannot be considered “assistance” as defined by the TANF grant
  - All costs incurred must relate to one or more of the following: work subsidies, education and training, child care, transportation and non-recurrent short-term benefits which cannot extend beyond 4 months.

# 2022 INCOME LIMITS

Number of Persons	1	2	3	4	5	6
Area Median Income	\$99,700	\$113,900	\$128,100	<b>\$142,300</b>	\$153,700	\$165,100

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%)*	\$79,760	\$91,120	\$102,480	<b>\$113,840</b>	\$122,960	\$132,080
Low Income (67%)	\$66,799	\$76,313	\$85,827	<b>\$95,341</b>	\$102,979	\$110,617
Very Low – Section 8 - 50%	\$49,850	\$56,950	\$64,050	<b>\$71,150</b>	\$76,850	\$82,550
Extremely Low - 30%	\$29,910	\$34,170	\$38,430	<b>\$42,690</b>	\$46,110	\$49,530
CSBG (125% of federal poverty level)	\$16,988	\$22,888	\$28,788	<b>\$34,688</b>	\$40,588	\$46,488
CSBG and CSBG – TANF (200% of federal poverty level)*	\$27,180	\$36,620	\$46,060	<b>\$55,500</b>	\$64,940	\$74,380

<https://housing.arlingtonva.us/income-rent-limits/>

# CONSOLIDATED PLAN

## Goal 1 – Create and sustain affordable housing

- 1.1 Increase the supply of committed affordable units (CAFs)
- 1.2 Rehabilitation or repair of existing CAFs, including energy efficiency
- 1.3 Improve owner-occupied housing
- 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 Reduce barriers to digital technology and broadband internet
- 2.6 Support increased educational attainment for youth and families
- 2.7 Increase individual and family health and well-being

# CONSOLIDATED PLAN

## 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 Provide technical assistance and referrals
- 4.2 Educate residents on housing issues through events and workshops
- 4.3 Physically improve neighborhood through cleanup events
- 4.4 Support public infrastructure development that improves access to broadband internet
- 4.5 Foster community engagement through neighborhood-focused community events

# FY 2024 NOFA TIMELINE

<b>Proposals Due</b>	<b>Friday, September 10</b>
Proposals reviewed by staff and CDCAC or Housing Commission	September – November
Proposal Presentations	October 5, 12, 19, 26, November 2
County Manager budget proposal released	February 2023
CDCAC and Housing Commission recommendations completed	February 2023
County Board budget hearing	March 2023
Final budget adopted	April 2023
Community Development Funds available	July 2023

# PROPOSAL SUBMISSIONS

Proposals must be submitted online via ZoomGrants

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



# PROPOSAL REQUIREMENTS

- Proposal Narratives
- Proposed Budget and Narrative
- Performance Measures
- Attachments
  - Most attachments are optional for proposal submission, but **will be required** if you are awarded a grant

# MAJOR CHANGES TO FY 2024 NOFA

- Application question clarified
- Included one additional required documents needed at time of application submission
  - Now only require Non-Profit Tax Exempt Status, Articles of Incorporation, and the organization's most recent Form 990.

# FY 2024 NOFA QUESTIONS

## Overall Program Design

### 1. Provide a brief project synopsis.

The project synopsis should include a detailed description of program activities, project methodology and work plan, populations and beneficiaries to be served including how you will document if they are income-eligible, total amount requested and total project cost.

### 2. What is the designated timeframe for the project?

Provide a work plan that includes dates or time periods for planning, staffing, implementation, and completion

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

Where the program will be located? Will the activity impact a specific neighborhood? 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.

# FY 2024 NOFA QUESTIONS

## Community Needs

- 4. 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.

- 5. What level of community support currently exists to address this unmet need? What makes this program proposal unique or different from existing services?**

Identify past and current efforts and organizational characteristics that makes this program or your organization uniquely qualified to meet the needs of the community.

- 6. What do you anticipate that the project will accomplish?**

Describe the project methodology and detailed description of program activities and outcomes

# FY 2024 NOFA QUESTIONS

## Collaboration and Coordination with Other Organizations

7. Will your organization collaborate with other organizations on this project?

Collaborative submissions are 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

8. Describe the long-term strategy of your project and detailed plan for project sustainability and eventual economic independence.

How will the project eventually become self-sufficient?

9. If requesting additional funds **over the amount awarded** in the previous year, please describe in detail what the additional funds will be used for.

How will your project build upon previous years? What will you do differently this year over previous years? If this is a new proposal, please write not applicable.

# FY 2024 NOFA QUESTIONS

## Goals, Objectives, Outcomes & Evaluation Plan

### **10. Describe your projects overall goals and objectives.**

The organization's goals are the long term proposed results of the program. Objectives are specific, measurable strategies and steps the organization will take to accomplish goals.

### **11. 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.

### **12. 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 to demonstrate how outcomes will be assessed. Describe rationale and methodology.

# FY 2024 NOFA QUESTIONS

## Organization Description & Experience

13. 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.

14. Provide names and 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).

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

## Organizational Capacity and Past Performance

16. Describe your organization's demonstrated ability to carry out this program and if program has received CDF grant in the past, describe impact **that the prior-year funding had** 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.

# BUDGET TIPS

- 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”.
- Salary cost and fringes must be specifically and clearly attributed to each 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.
- Please specify position titles, hourly rate and estimated number of hours to work in the budget narrative.
- To include indirect costs:
  - Subrecipients that DO NOT have a federally negotiated indirect cost rate may charge up to 10% of allowable costs for indirect costs. Subrecipients that DO have a federally negotiated indirect cost rate may use that rate.



# EVALUATION CRITERIA

<b>Quality of Program Design and Proposal Elements (Max 40 points)</b>	
<ul style="list-style-type: none"><li>• Overall Strength of Proposal Elements</li><li>• Addresses Unmet Community Need</li><li>• Collaboration / Coordination with Other Nonprofits/ Existing County Services</li><li>• Long-Term Strategy / Project Sustainability</li></ul>	<p>Up to 10 points</p> <p>Up to 10 points</p> <p>Up to 10 points</p> <p>Up to 10 points</p>
<b>Goals, Objectives, Outcomes &amp; Evaluation Plan (Max 20 points)</b>	
<ul style="list-style-type: none"><li>• Goals and Objectives address Consolidated Plan priority</li><li>• Evaluation Plan is Reasonable and Quantifiable</li></ul>	<p>Up to 10 points</p> <p>Up to 10 points</p>
<b>Budget Feasibility and Leveraging (Max 20 points)</b>	
<ul style="list-style-type: none"><li>• Project Budget Feasibility and Reasonableness</li><li>• Leveraging of Other Resources (reviewer score)</li><li>• Leverage Score (calculated by staff)</li></ul>	<p>Up to 10 points</p> <p>Up to 5 points</p> <p>Up to 5 points</p>
<b>Capacity and Experience (Max 20 points)</b>	
<ul style="list-style-type: none"><li>• Direct Experience &amp; Organizational Capacity</li><li>• Past Organizational / CDF-Funded Program Performance</li><li>• Community Support/ References</li></ul>	<p>Up to 10 points</p> <p>Up to 5 points</p> <p>Up to 5 points</p>
<b>Total Proposal Score (up to 100 points)</b>	

# PROPOSAL TIPS

- Read the Notice(s) of Funding Availability carefully for eligibility requirements.
- Be sure to document leverage, including in-kind such as volunteers.
- Consider including 3 letters of support to submit along with application, they are optional but a good way to provide reviewers with a sense of community support of the program
- Contact County staff with questions about whether your program is eligible!

Questions?