

# Community Development Fund

**NOFA Workshop – July 2025**



# Agenda

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1. What's New?
2. Eligibility
3. Timeline & Process
4. Application Overview
5. Evaluation Process & Scoring Guidelines
6. Neighborly Application Demo & Instructions
7. NOFA and Application Questions
8. Planning for and Navigating Uncertainty with Matt Hutt, CPA

# Community Development Team

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# What's New for FY 2027

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- Updated application questions
- Required technical assistance for applicants
- Pre-application requirements
- Applicant presentations eliminated
- Revised budget template
- New evaluation and scoring guidance

# 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 Services: awarded for two years and non-renewable.
  - If awarded AHIF grant in previous year, no need to reapply in second year.
- Public Services: Eligible to request between \$35,000 - \$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 to request between \$35,000 - \$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 2026.

# General Eligibility

- Nonprofit 501(c)(3) organizations serving Arlington residents.
- Projects must principally benefit low- and moderate-income individuals (based on 2025 Income Limits).
- Must demonstrate the ability to track and report household income, race, ethnicity, and demographics of beneficiaries.
- Programs must align with at least one goal in the County's most recently approved Consolidated Plan.
- Sites must be ADA and Section 504 compliant or include alternate delivery plans.
- Programs sponsored by faith-based organizations must be inclusive and non-discriminatory.

# Understanding the Funding Sources

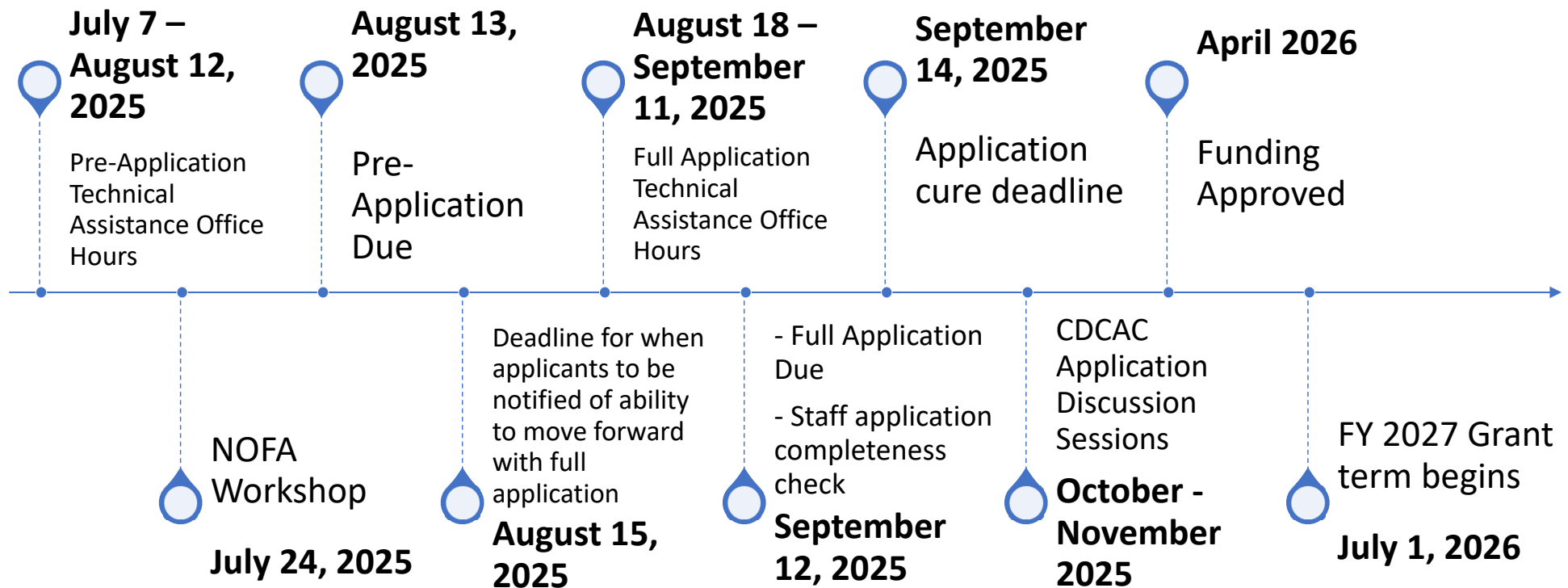
Source	Eligibility
<b>CDBG</b>	<ul style="list-style-type: none"><li>• Must respond to CDBG National Objective</li><li>• Must benefit individuals/households <math>\leq 80\%</math> AMI.</li><li>• Direct payments (e.g., rent, gift cards) are not allowed.</li><li>• Subject to strict federal rules.</li></ul>
<b>CSBG</b>	<ul style="list-style-type: none"><li>• Must serve individuals/households <math>\leq 200\%</math> of the Federal Poverty Level (FPL).</li><li>• Focus on self-sufficiency and poverty alleviation.</li></ul>
<b>CSBG-TANF</b>	<ul style="list-style-type: none"><li>• Targets families with children.</li><li>• Income <math>\leq 200\%</math> FPL.</li><li>• Funds non-assistance activities like job training, transportation, or short-term non-recurrent benefits.</li></ul>
<b>AHIF Housing Services</b>	<ul style="list-style-type: none"><li>• Must benefit individuals/households <math>\leq 80\%</math> AMI.</li><li>• Housing-related services benefitting low/mod income residents living in CAF or MARK units.</li><li>• Two-year funding cycle. Start up or expansion of programs.</li><li>• Direct assistance not eligible.</li></ul>



# 2025 Income Limits

Income Level	1	2	3	4	5	6
Moderate Income (80%)*	\$91,840	\$104,900	\$118,000	\$131,100	\$141,600	\$152,100
Low Income (60%)	\$68,880	\$78,720	\$88,560	\$98,340	\$106,260	\$114,120
Very Low – Section 8 - 50%	\$57,400	\$65,600	\$73,800	\$81,950	\$88,550	\$95,100
Extremely Low - 30%	\$34,440	\$39,360	\$44,280	\$49,170	\$53,130	\$57,060
CSBG (125% of federal poverty level)	\$18,780	\$25,380	\$31,980	\$38,580	\$45,180	\$51,780
CSBG and CSBG – TANF (200% of federal poverty level)**	\$31,300	\$42,300	\$53,300	\$64,300	\$75,300	\$86,300

# Application Timeline



# Technical Assistance Requirements

Applicants are required to participate in **at least ONE (1)** technical assistance offerings for their application to be considered for funding.

- **FY 2027 Community Development Fund NOFA Workshop**

- Thursday, July 24, 10:00am to 12:00pm
- RSVP to Zina Abdulrahman at [zabdulrahman@arlingtonva.us](mailto:zabdulrahman@arlingtonva.us)

- **Technical Assistance Office Hours**

- [Pre-Application Office Hours](#) (July 7-August 12)
- [Full Application Office Hours](#) (August 18-September 11)

# Application Process Walkthrough

- **Pre-Application:**

- *At time of application, reviewing for:* basic eligibility, completion, compatibility with Consolidated Plan and funding sources

- **Full Application:** detailed narrative, outcomes, budget

- *At time of application, reviewing for:* completion, sufficiency of application contents (narratives aren't repeated, accuracy of narratives/budget, etc.)
- Incomplete, insufficient applications will be provided an opportunity to cure deficiencies within 2 business days of the application due date.

# Pre-Application

## ■ Contents

- Basic contact information
- Organizational Overview (high-level)
- Short Program Synopsis
- Program Type checklist
- Consolidated Plan checklist
- Documents

## ■ Reviewing for: completeness and program eligibility

**Arlington County Community Development Fund**  
**Pre-Application**

Submitter First Name		Submitter Last Name	
Submitter Title		Phone	Email
Organization/Applicant/Agency Name			
Mailing Address			
City	State	Zip	
Amount of Funding Requested*		Employer Identification Number (EIN)	
<small>*Please review the Community Development Fund NOFA thoroughly to ensure your funding request falls within the eligible funding cap.</small>			
Brief Organizational Overview: Please briefly summarize your organization's background and overall agency mission, including general service area, population served and years of service (200 words).			
Program Name			
Program Synopsis: Please describe your program in 3-4 sentences (100 words).			

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**Program Type:** Please select a program type that best matches the type of program you intend to apply for. If there are multiple program types that could apply to your program, please select one option that represents the best match.

<input type="checkbox"/> Economic Development / Small Business / Microenterprise Assistance <input type="checkbox"/> Housing Rehabilitation (Owner and Renter-Occupied) <input type="checkbox"/> Homeownership Counseling that leads to home purchase <input type="checkbox"/> Energy Efficiency Improvements <input type="checkbox"/> Job Training <input type="checkbox"/> Youth / Education Program	<input type="checkbox"/> Program to Support Older Adults <input type="checkbox"/> Program to Support People with Disabilities <input type="checkbox"/> Health-Related Program <input type="checkbox"/> Legal Services <input type="checkbox"/> Housing Resident Services <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> Digital Equity and Inclusion <input type="checkbox"/> Other Public Service
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**Arlington County Consolidated Plan Goals and Objectives:** Please indicate which Consolidated Plan funding goal and objective your project is consistent with. Proposed projects must address one or more of these objectives.

<b>Goal 1: Create and sustain affordable housing</b> <input type="checkbox"/> 1.1 Increase the supply of committed affordable units (CAFs) <input type="checkbox"/> 1.2 Rehabilitation or repair of existing CAFs, including improving energy efficiency <input type="checkbox"/> 1.3 Improve owner-occupied housing <input type="checkbox"/> 1.4 Assist households to become first-time homeowners  <b>Goal 2: Promote healthy and self-sufficient families</b> <input type="checkbox"/> 2.1 Provide job training and skills development <input type="checkbox"/> 2.2 Foster microenterprise development <input type="checkbox"/> 2.3 Reduce barriers to employment <input type="checkbox"/> 2.4 Assist families to build assets <input type="checkbox"/> 2.5 Reduce barriers to digital technology and broadband internet <input type="checkbox"/> 2.6 Support increased educational attainment for youth and families <input type="checkbox"/> 2.7 Increase individual and family health and well-being	<b>Goal 3: Stabilize families at risk of homelessness</b> <input type="checkbox"/> 3.1 Provide permanent supportive housing for homeless persons with disabilities <input type="checkbox"/> 3.2 Rapidly rehouse homeless persons <input type="checkbox"/> 3.3 Prevent households from becoming Homeless <input type="checkbox"/> 3.4 Provide emergency housing for persons who are not able to be diverted  <b>Goal 4: Foster vibrant and sustainable neighborhoods</b> <input type="checkbox"/> 4.1 Provide technical assistance and referrals through events and workshops <input type="checkbox"/> 4.2 Educate residents on housing issues through events and workshops <input type="checkbox"/> 4.3 Physically improve neighborhood through cleanup events <input type="checkbox"/> 4.4 Support public infrastructure development that improves access to broadband internet <input type="checkbox"/> 4.5 Foster community engagement through neighborhood-focused community events
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**Required Attachments:**

1. IRS Tax Exempt Status
2. Organization's Articles of Incorporation.

**Note:** County staff will be checking for debarment status and registration with state corporation commission at pre-application stage. To be eligible for funding, please ensure these are up-to-date.

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# Full Application: Community Need

## Question #1

**Community Need:** Describe and document the extent and nature of the unmet need that your project will address. Describe what populations as a whole are adversely affected by the unmet need. Explain how you know this to be true. Include more than one datapoint or example that demonstrates community need and expected demand for the project. Use local data, anecdotal stories, program experiences, or other evidence of observed needs where available. There should be a detailed and logical connection between the need to be addressed, the relevant data or stories, and the population to be served.

## What Reviewers Are Looking For

- Clearly defined need.
- Use of local data, statistics, research, or anecdotes to demonstrate the urgency of the need.
- Integration of community voice.
- Connection between population affected and services proposed.
- Applicant understands systemic barriers, disparities, or service gaps relevant to the target group.

# Full Application: Program Design

## Question #2:

**Program Design Overview:** Provide a synopsis of program activities, including how this program will address community needs as described in question 1. If program activities will be supported or carried out by partner organizations, identify who those partners are and what program activities will be delivered via partners. Consider attaching supplemental documents (training curriculum, sample work plans, annual reports, etc.) to support the application.

## What Reviewers Are Looking For

- Detailed description of what the program will do.
- A strong link between program activities and community need.
- Clear roles for staff and partners—who does what, and how coordination happens.
- Innovative or evidence-based practices, if applicable.

# Full Application: Target Population & Geography

## Questions #3 & #4:

**Target Beneficiaries:** Describe who the more granular targeted beneficiaries are that will benefit from the program. Describe how the program will outreach to the target audience and retain their participation for the program year. Include the number of Arlington residents vs. residents of neighboring jurisdictions to be served. Include specific demographic percentages of race and ethnicity.

**Geography:** Describe where program activities will take place and identify the geographic location. Describe whether this program is supporting a specific Arlington neighborhood or whether the program will be offered to all qualifying low- and moderate-income residents in the County.

## What Reviewers Are Looking For

- Description of who the program is intended to serve, including race, ethnicity, income level, and other relevant characteristics.
- A thoughtful, culturally competent plan for outreach and recruitment.
- Description of where program activities will take place.
- If applicable, description of why the geographic focus is necessary.



# Full Application: Work Plan

## Question #5:

**Work Plan and Project Readiness:** Include an implementation schedule for the program. Include program activities and action steps as described in the Program Design Overview (question 2), listing all the activities, tasks required, and intended amount of time needed to successfully deliver the program. The work plan should demonstrate project readiness and an understanding for how and when program activities will be carried out throughout the program year.

## What Reviewers Are Looking For

- A clear, specific, and realistic step-by-step plan showing how the program will be implemented during the program year.
- Key milestones that reflect realistic timeframes.
- Evidence of staff readiness and defined responsibilities.
- Logical sequence of activities that match the narrative and budget

# Full Application: Organizational Capacity

## Questions #6 & #7

**Organizational Capacity and Experience:** Describe your organization's capacity and experience in delivering programs like the one proposed, including program staff experience and how they will contribute to the program's implementation. Describe why your organization is best suited to implement a project like this and what unique attributes your team brings to the project. If experience is limited, share your organization's general experience with implementing other grant-funded programs and what resources are in place to support this proposed new effort. If hiring for a newly proposed position, what will you be looking for in the hiring process? If partnering or working with other organizations in the delivery of the program, please provide details about partner organizations' capacity and staff involvement in supporting program implementation. 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.

**Financial and Administrative Capacity:** Demonstrate your organization's capacity for operating grant-funded programs by describing existing internal and financial systems in place or ones that you will create to comply with grant requirements. Include information on the accounting system for tracking program costs, recordkeeping regarding beneficiary data, the client intake process including what documentation is collected to verify household income eligibility and describe the system the organization utilizes to track clients throughout the program year.

## What Reviewers Are Looking For

- Proven track record of successfully implementing similar programs.
- Staff qualifications, certifications, or lived experience that contribute to program success.
- If applicable, partner capacity and plans for hiring newly proposed staff.
- Internal capacity, including fiscal management, compliance, data tracking, and reporting.

# Full Application: Program Evaluation

## Questions #8, #9, #10 & #11:

**Program Goals:** Provide a short, bulleted list of no more five (5) goals for the program. For example, the goals are typically the long-term aims or overarching aims for the program, such as "increased job readiness and improved job skills over the course of the grant period" or "reduced housing instability for CAF residents." Goals should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

**Program Outputs:** Provide a bulleted list of no more than five (5) outputs that will be achieved as a direct result of program activities. For example, outputs are typically results that are immediately experienced, such as the number of clients served, workshop attendees, meals delivered, funding distributed, etc. Detail what data and/or metrics as well as the methodology or tools (surveys, intake forms, client notes, etc.) that will be used to track outputs and include the frequency with which this data is collected

**Program Outcomes:** Provide a bulleted list of no more than five (5) outcomes that will be achieved as a direct result of program activities. Outcomes are typically the specific, measurable achievements or results that will be derived from the program or the benefit that program participants will receive based on the program activities, such as reduced housing insecurity, job retention, increased wages, etc. Explain how these outcomes will directly benefit the low to moderate income residents the program intends to serve. Detail what data and/or metrics as well as the methodology or tools (surveys, intake forms, client notes, etc.) will be used to track outcomes and include the frequency with which this data is collected.

**Program Evaluation Form:** Each applicant is required to submit a sample Program Evaluation Form that proposes both outcome and output metrics.

## What Reviewers Are Looking For

- Specific, Measurable, Achievable, Relevant, & Time-bound goals.
- Logic connecting program activities to short- and long-term results.
- Thoughtful selection of metrics, data sources, and evaluation tools.
- Ability to track progress throughout the grant term.
- Explanation of how data will be used to demonstrate impact.

# Full Application: Budget & Narrative

## Questions #12 & #13

**Budget:** Complete the budget template [Appendix 2] for the proposed program's budget. Upload the budget template to your Neighborly application under this question. Be sure to include all sources that have been secured or being sought to carry out program to ensure all sources are accounted for. Note: this template should NOT reflect your overall organizational budget, rather the budget for the specific program being proposed.

**Program Budget Narrative:** Include details on how County funds will support program activities, how the funds will be allocated among any partners, and the rate and number of hours used in your personnel calculations. Also provide explanations for other sources included in the budget that are secured or are being sought, indicating: the amount, type (grant, loan, in-kind), source, and permitted uses.

## What Reviewers Are Looking For

- Complete, transparent budget that aligns with the program description.
- Realistic and justified costs with clear explanations in the narrative.
- Reasonable assumptions for staffing, supplies, and service delivery.
- Identification of all funding sources, including whether they are committed or pending.
- A strong match ratio (leveraged vs. requested funds).

## Community Development Fund Budget Worksheet

**Instructions:** The below fields highlighted in yellow are editable. The total amounts for each row will automatically calculate based on what you fill in for each source. In the "Item Description" sections, include details on how you plan to spend County funds, how the funds will be allocated among any partners, and the rate and number of hours used in your personnel calculations. Include other sources that are both **intended and secured** for the program in the corresponding columns for each line item. You may add additional rows to account for additional line items under each category (i.e., for multiple salaried positions) if necessary.

Organization Name	
Total Funding Request	\$ -
Total Program Budget	\$ -

PERSONNEL Budget Item	Item Description	CD Fund Request	Other Federal/State Sources	Other Local Sources	Private Sources	Volunteer or In- Kind Sources	Total Funds
<b>Salaries</b>							
(Example: Program Manager)						\$ -	-
						\$ -	-
						\$ -	-
						\$ -	-
						\$ -	-
<b>Fringe Benefits</b>							
(Example: Program Manager)						\$ -	-
						\$ -	-
						\$ -	-
						\$ -	-
						\$ -	-
						\$ -	-
	TOTAL PERSONNEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NON-PERSONNEL Budget Item	Item Description	CD Fund Request	Other Federal/State Sources	Other Local Sources	Private Sources	Volunteer or In-Kind Sources	Total Funds
<b>Contracted Services</b>							
							\$ -
							\$ -
<b>Travel &amp; Transportation</b>							
							\$ -
							\$ -
<b>Operating Expenses, Supplies &amp; Equipment</b>							
							\$ -
							\$ -
<b>Indirect Costs</b>							
Indirect Costs							\$ -
		TOTAL NON-PERSONNEL:	\$ -	\$ -	\$ -	\$ -	\$ -

# Full Application: Community Support (Optional)

## Application Details

Applicants are invited to attach additional materials that demonstrate community support or beneficiary support for the program. This could include photos, video links, marketing brochures, news articles, letters of support from funders or partners, statements of support from beneficiaries, program curriculum, annual reports, or other attachments to highlight the program. These materials are not weighted or scored but are rather intended to provide an alternative understanding of the program, showcasing the strengths of the organization and highlighting the benefits of the program outside of the application's narrative responses.

## What Reviewers Are Looking For

- Community validation of the proposed need, program design, or organizational role.
- Letters of support, endorsements, or evidence of coalition participation, collaboration, or partnership.
- Input gathered from community members through town halls, surveys, or advisory groups.
- Connection to existing community plans or County priorities.



# Evaluation Process

- Application Review Team:
  - Arlington County staff (5)
  - CDCAC members (11)
  - Subject-Matter Experts (application-specific)
- October-November: CDCAC Application Discussions
- December: CDCAC Application Ranking by Consolidated Plan / Program Category
  - Bonus Points Awarded Depending on Application “Rank”

# Evaluation Criteria

Community Needs and Program Design: Max 25 Points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Community Need</i>	Is community need defined and documented? Is there supporting data? Is the general impacted population defined and is there a clear link between need, data/examples and impacted population?	No clear need identified. Lacks data or relevance. Population to be served is unclear.	Minimal or outdated data. Vague or loosely connected to target population.	Adequate need described with some relevant data or examples. General link to population.	Strong, well-supported description of need. Multiple data points or examples. Clear link to population.	Compelling description of need, strong local data and lived experience demonstrated. Clear, logical alignment between need, data, and population.
<i>Program Design Overview</i>	Does the program design description provide a clear understanding of program activities? Is there a clear connection between the program design and the stated community need? If partners are being used to carry out program activities, are there sufficient explanations of activities that various partners will be undertaking?	Program activities are unclear, vague, or disconnected from the stated need.	Activities are listed but lack detail or alignment with the identified need. Roles of partners unclear or vague (if applicable).	Program activities are adequately described and tied to the need. Partner roles identified (if applicable).	Activities are clearly defined and logically address the need. Partner contributions are well-articulated (if applicable).	Activities are clearly articulated, strategic, and evidence-based and tailored to support the stated need. Strong partner integration and useful supporting documents (if applicable).
<i>Target Beneficiaries</i>	Is there a clear description of the target beneficiaries that indicates the likely racial/ethnic demographic break down as well as a clear indication for how outreach and retention will take place.	No clear target beneficiaries or client population described; lacks any demographic or geographic detail.	Basic identification of beneficiaries, but limited demographic breakdown or outreach plan.	Target audience defined, including demographic details and general outreach strategy.	Strong understanding of target beneficiaries, demographic detail including racial/ethnic break down; clear outreach and retention plan.	Deep understanding of the target beneficiaries with nuanced outreach and retention strategies tailored for inclusion and equity.
<i>Geography</i>	Is there a clear description of the geographic area described, a clear indication as to where program activities will take place, as well as why those areas or specific locations were selected? Is a specific Arlington neighborhood or county-wide scope identified?	No geographic area described or area seems irrelevant to the program. No indication of where activities will occur.	General area mentioned, but lacks detail or clarity about where program activities will take place.	Program location and service area are described. Some detail on where activities occur is provided.	Geographic service area is clearly described and includes relevant context. Program activity locations are addressed.	Excellent description of geographic areas served. Clearly identifies specific neighborhoods or locations where program activities will occur and why those areas were selected.
<i>Work Plan and Readiness</i>	Does the work plan demonstrate a realistic timeline that includes specific tasks and a clear sequencing of project activities? Does the response indicate that there is project readiness?	Work plan is missing or incomplete.	Work plan is unrealistic and/or timeline/tasks are vague and lack detail.	Work plan is complete with tasks and general timing; readiness is evident.	Tasks are clearly sequenced with feasible timelines and well-organized structure.	Work plan is robust, demonstrates project readiness, and covers all phases of implementation and monitoring.



# Evaluation Criteria

## Organizational Capacity and Experience: Max 10 Points

Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Organizational Capacity</i>	Does the application demonstrate organizational capacity to be able to carry out stated program activities? Does the organization have relevant experience? Are staff roles and qualifications clearly described? Are partners and volunteers integrated effectively (if applicable)?	No prior experience or capacity described. Staff roles unclear or absent.	Limited experience; key roles or responsibilities are not well described. Vague partner experience described (if applicable)	Relevant experience is described with basic staff qualifications. Partner roles are understood (if applicable)	Strong relevant experience; clearly qualified team and well-defined partner roles (if applicable).	Deep experience with similar programs; leadership and staff are highly qualified; excellent fit with project. Strategic use of partners and volunteers (if applicable).
<i>Financial &amp; Administrative Capacity</i>	Are grant management systems described? Does the applicant explain how clients are tracked and verified for beneficiary eligibility? Are internal controls or tools in place?	Financial and administrative systems not addressed or appear inadequate.	Systems described in vague or incomplete terms.	Adequate systems for tracking costs, eligibility, and records are described.	Clear, reliable systems are in place for financial management, compliance, and eligibility verification.	Exceptional systems in place; demonstrates strong compliance capacity and track record. There appears to be a strong capacity to manage grants and complete required reporting.

## Program Evaluation: Max 15 Points

Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Program Goals</i>	Are the goals SMART (Specific, Measurable, Achievable, Relevant, Time-bound)? Are they clearly linked to the program's core activities?	Goals not provided or are unrelated to the program.	Goals are vague or not measurable.	Goals are clearly stated and relevant to the program.	Goals are specific, measurable, and tied to intended impact.	Well-developed SMART goals that are strategic, well-structured, align with organizational mission and community needs, and will define meaningful, long-term program impact.
<i>Program Outputs</i>	Are outputs clearly described and realistic? Do they logically result from the proposed activities? Are they measurable and are data collection tools and timing described?	Outputs missing or not measurable.	Outputs are generic or not tied to program activities. Data collection methods vague.	Clear, realistic outputs linked to program activities. Basic tracking tools described.	Outputs are well-defined, specific, measurable, and show scale of service with tracking frequency and tools explained.	Outputs are clear, realistic, and well-tracked, and reflect a strong alignment to program implementation and expected reach.
<i>Program Outcomes</i>	Are outcomes clearly defined and achievable? Do outcomes reflect meaningful benefits for low/mod-income residents? Are tools and timing for tracking described?	No outcomes identified or outcomes are too vague.	General outcomes with minimal link to program activities.	Outcomes are realistic and linked to activities and outputs.	Outcomes are well-aligned with program goals, describe clear benefits to target beneficiaries and are measurable. Tracking methods are realistic and clear.	Outcomes are compelling, specific, measurable, and directly tied to the needs of low/mod-income residents. Tracking approach is sound.

# Evaluation Criteria

Budget: Max 5 points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Budget</i>	Does the budget cover all aspects of the funding request, the larger program, and to the extent possible, how it fits into the organizational budget? Are line items logical and consistent with the narrative and are all costs justified? Is the use of funds clearly explained? Are partner allocations and personnel costs justified? Are other funding sources described and appropriate?	Budget and/or narrative is missing, incomplete, or inconsistent with program design. No explanation of costs or other funding sources.	Budget is included but lacks clarity or has questionable assumptions. Narrative provides limited or vague explanation of costs or omits mention of other sources.	Budget is complete and mostly aligns with program activities. Narrative explains major costs. Some assumptions may lack detail or clarity. Other funding sources are listed.	Budget is thorough, clearly tied to the program. Narrative is mostly clear and transparent. Assumptions are reasonable. Other sources are identified and appropriately described.	Budget and narrative are complete, detailed, and well-integrated. Costs are transparent and realistic. Assumptions are well-justified. External funding is clearly explained and reflects strong planning and sustainability.

Leverage Score: Max 5 points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Leverage Score</i>	Percent of Program Budget Funded By Sources Other than CD Fund. Formula is calculated by Community Development staff and applied to final score.	0 to 19% of budget leveraged through other sources.	20.0 to 39% of budget leveraged through other sources.	40.0 to 59% of budget leveraged through other sources.	60.0 to 79% of budget leveraged through other sources.	80.0 to 100% of budget leveraged through other sources.

		Possible Score
<b>Score:</b>	Community Needs and Program Design	25
	Organizational Capacity and Experience	10
	Program Evaluation	15
	Budget	5
	Leverage Score	5
<b>TOTAL POSSIBLE</b>		<b>60</b>

## Final Schedule At-a-Glance

Timing	Activity
<b>July 7- August 12</b>	County Staff “Office Hours” for Applicants
<b>August 13</b>	Pre-Application Due
<b>August 15</b>	Applicants notified if they are eligible submit Full Application
<b>August 18- September 11</b>	County Staff “Office Hours” for Applicants
<b>September 12</b>	Full Application Due
<b>October - November 2025</b>	Proposal Discussion Sessions and Ranking for Each Category
<b>December 3</b>	CDCAC Application Ranking Session
<b>March 4, 2026</b>	CDCAC to Review FY 2027 Budget Recommendations
<b>April 2026</b>	County Board to Consider FY 2027 Budget Recommendations

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# Neighborly Application Demo



# QUESTIONS?

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## Next Steps

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- Application Released: July 7, 2025
- Final Review schedule to be sent to CDCAC sometime in August or September.
- Reviewer Demo? July, August or September?