



ARLINGTON

VIRGINIA

Community Development Fund
FY 2028 Notice of Funding Availability

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Introduction

Arlington County invites nonprofit organizations to submit proposals through this Notice of Funding Availability (NOFA) requesting funds for eligible programs and services from the Community Development Fund (CDF) for the County fiscal year (FY) 2028.

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)
- Federal Community Services Block Grant (CSBG)
- Community Services Block Grant – Temporary Assistance for Needy Families (CSBG-TANF)
- Arlington County’s Affordable Housing Investment Fund, Housing Services (AHIF Services)

For FY 2028, the Community Development Fund application is organized into three tracks to support a range of program types and organizational capacities:

- **Track 1:** Community Development Grants support established programs providing eligible community development initiatives, social services programs and other housing-related activities. Programs funded under this track will be supported by a combination of CDBG, CSBG, CSBG-TANF, and AHIF Housing Services funding, depending on program eligibility.
- **Track 2:** Economic Development Grants support programs focused on entrepreneurship and small business development for low- and moderate-income residents. Programs funded under this track are supported by CDBG funding.
- **Track 3:** Innovation Small Grants support new, emerging, or evolving programs that provide direct services on a smaller scale and are testing or refining program models. Programs funded under this track are supported by local AHIF Housing Services funding.

The majority of grants funded under this NOFA will be awarded for one year¹, beginning July 1, 2027 through June 30, 2028. The actual amount will be determined upon the Arlington County Board’s approval of the Fiscal Year 2028 budget and may be dependent on federal appropriations.

Key Dates

- **July 13, 2026:** FY 2028 NOFA Workshop
- **August 5, 2026:** Pre-Application Due
- **September 16, 2026:** Full Application Due
- **February 2027:** County Manager’s Proposed FY 2028 County Budget released.
- **April 2027:** County Board approval of FY 2028 budget recommendations
- **July 1, 2027:** Agreements executed and funds available.

Questions

Applicants are encouraged to contact County staff for all content and process-related questions. Please contact **Caitlin Jones at (703) 228-3762 or cjones1@arlingtonva.us**.

¹ Certain programs selected for funding under the AHIF Housing Services funding source or through the Innovation Small Grants track will be awarded funding for a two-year period. See more details related to application tracks starting on page 3 and funding source requirements starting on page 7.

Application Tracks and Funding Ranges

Applicants cannot apply for funding for the same program under multiple tracks. Applying for a Community Development Fund grant does not guarantee funding. If your application is successful, staff will recommend a funding source for County Board approval.

Track 1: Community Development Grants

This track supports established or ready-for-implementation programs that provide community development and/or housing-related activities. During the application review process, County staff will determine the most appropriate funding source for projects applying under the Community Development Grant Track.

Public Service Programs (\$35,000 - \$50,000): Public services funding is limited due to caps associated with certain Community Development Fund funding sources. Public services are defined as activities that provide direct services to low and moderate-income individuals or households. Eligible public service program types may include (but are not limited to) eviction and homelessness prevention, job training, health-related programs, education, youth and senior programs, legal services and other programs that do not involve housing development, improvements to physical structures or economic development. Resident services programs offered at one or more apartment communities are considered public services and are only eligible for AHIF Housing Services funding and may not reapply for funding after the initial two-year grant period. Organizations may request **between \$35,000 and \$50,000**.

Housing/Infrastructure Programs (\$35,000 - \$100,000): Eligible program types include housing development, homeownership counseling that leads to property acquisition, and rental and owner housing rehabilitation. Organizations may request **between \$35,000 and \$100,000**.

Track 2: Economic Development Grants

This track supports programs that promote economic development, entrepreneurship, and small business advancement among low- and moderate-income current or aspiring business owners. These types of programs must align with eligible economic development activities under the Community Development Block Grant (CDBG) program and meet all applicable federal eligibility requirements. A total of **up to \$200,000 in CDBG funding** will be made available for awards under this track and the County intends to fund approximately 2-4 programs, depending on application quality and funding availability.

Economic Development Programs (\$35,000 - \$100,000): Eligible activities include programs that provide services, training, or technical assistance to support individuals or small business owners in starting, expanding, or stabilizing a small business. This might include entrepreneurship support, microenterprise assistance, small business development services, business start-up or expansion technical assistance, and financial literacy or asset-building programs tied to business creation or expansion. Programs funded under this track typically emphasize service delivery and technical assistance but might also include direct financial assistance to businesses or activities tied to job creation or retention for specific employers.

Track 3: Innovation Small Grants (*New this year!*)

This track is intended to support new, emerging, or evolving services or programs that provide direct services to low- and moderate-income Arlington residents but may not yet have the scale, track record, or capacity to compete in the Community Development Fund funding pool. A total of up to \$100,000 in **local AHIF Housing Services funding** will be made available for awards under the Innovation Small Grants track and the County intends to fund approximately 3-4 programs, depending on application quality and funding availability. Awards under this track will be structured as **two-year grants**, with funding distributed across two program years. Applicants may request up to \$25,000 per year (for a total of up to \$50,000 over two years).

Eligible Innovation Small Programs (\$10,000 - \$25,000): Eligible programs must describe clearly defined service delivery activities and fall within the same general eligibility as Public Service programs (as described under Track 1). Proposals must reflect a new program, pilot program, or meaningful expansion of an existing program, such as testing a new approach, serving a new population, or addressing a specific unmet need. Programs funded through this track may operate at a smaller scale than those funded under other tracks but must demonstrate a clear pathway toward future expansion. Limited capacity-building activities are allowable only when they are directly necessary to deliver the proposed program. Examples may include staff training specific to the program model, development of program materials or tools (i.e. curriculum, intake forms), or minor system improvements needed to track participants or outcomes. Funding may not be used for general organizational capacity building (i.e. broad organizational strategic planning, organization-wide infrastructure, unrelated staff development, etc.).

Track Snapshot

Track /Amount Available	Track Description	Eligibility	Term	Anticipated Award
1) Community Development Grants Amount Available: Varies based on funding availability	Programs that are either currently operating or ready for full-scale implementation. Various eligible activity types; Public services or housing related.	Nonprofit 501(c)(3) organizations.	One (1) year renewable or two (2) year nonrenewable if funded through AHIF Housing Services Reimbursement-based grant	Public Service: \$35,000–\$50,000; Housing / Infrastructure: \$35,000–\$100,000 Anticipated awards: Varies based on funding availability
2) Economic Development Grants Amount Available: \$200,000 maximum	Supports programs that promote small business development and entrepreneurship.	Nonprofit 501(c)(3) organizations.	One (1) year renewable Reimbursement-based grant	\$35,000 – \$100,000 Anticipated awards: 2-4
3) Innovation Small Grants Amount Available: \$100,000 maximum	Supports new, pilot, or expanded service delivery programs that operate at a smaller scale.	Nonprofit 501(c)(3) organizations with annual revenue ≤ \$500,000.	Two (2) years (nonrenewable) Reimbursement-based grant	\$10,000 – \$25,000 (same amount both program years) Anticipated awards: 3-4

Eligibility Requirements

This section outlines the requirements applicants must meet to be eligible for funding under the Community Development Fund. It includes (1) general eligibility requirements that apply to all programs and/or applicants and (2) track-specific eligibility criteria based on the selected application track.

Note: Applicants apply to a specific funding track; they do not apply for a specific funding source. Additional requirements associated with individual funding sources (CDBG, CSBG, CSBG-TANF, and AHIF Housing Services) are provided in the Funding Source Requirements section for informational purposes and may apply if a program is selected for funding.

Funding Considerations

1. Partial awards may be offered depending on funding availability.
2. All applicants must demonstrate an ability to track demographic information including race, ethnicity, and household income of program beneficiaries. These categories are required by our funding agencies.
3. Unexpended funds after June 30, 2028 are not eligible to be carried over into the following fiscal year and are subject to reprogramming (reallocated to other projects).
4. The County will not use Community Development Fund funding to supplant existing funds. Public service projects must provide a new service or a quantifiable increase in the current level of service.

General Eligibility (Applies to All Applicants)

The following requirements apply to all applicants, regardless of application track:

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 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 2026 income limits CURRENTLY in effect for CDBG and CSBG are listed on page 8.
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 may 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 non-personnel and capital costs must be procured according to federal or local regulations during the program year prior to purchase.
6. The County will only consider funding for projects that are consistent with the County's 5-Year Consolidated Plan, a planning document that outlines intended housing and community development priorities and funding objectives. The most current funding priorities are outlined in the [FY 2027-2031 Consolidated Plan](#).

Track-Specific Eligibility

In addition to the general eligibility requirements above, applicants must meet the following criteria based on the selected application track:

- **Track 1: Community Development Grants**
 - Programs must demonstrate readiness for full implementation within the grant period.
 - Applicants must demonstrate sufficient organizational capacity and experience to deliver the proposed program at scale.
 - Programs must align with eligibility under CDBG, CSBG, CSBG-TANF, or AHIF Housing Services funding sources.
- **Track 2: Economic Development Grants**
 - Programs must align with eligible economic development activities under the Community Development Block Grant (CDBG) program.
 - Programs must emphasize service delivery and technical assistance (e.g., training, entrepreneurship support, business development services).
- **Track 3: Innovation Small Grants**
 - Applicant organizations must have annual total revenue of \$500,000 or less, as demonstrated by the most recent Form 990.
 - Programs must represent a new, pilot, or expanded effort, rather than an existing program at full scale.
 - Programs must be structured to operate within a two-year funding period.

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.
4. Applicants that fail to participate in at least one technical assistance offering made available by Arlington County staff will not be considered (see page 12 for more details).

Funding Source Requirements

The Community Development Fund is comprised of multiple federal, state, and local funding sources, each with its own eligibility requirements and restrictions. Applicants do not apply for a specific funding source. County staff will determine the most appropriate funding source for each selected program based on the application track, program design, eligibility, and available funding.

The information below is provided to help applicants understand potential funding requirements that may apply if their program is selected for funding. These requirements may affect program design, allowable costs, and reporting expectations. This section is not intended to be a full disclosure of all applicable federal, state and/or local rules, regulations, procedures and/or reporting requirements.

Community Development Block Grant (CDBG) Eligibility

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). Eligibility requirements specific to CDBG include:

1. All programs receiving CDBG funds will be subject to all Federal laws, regulations and guidelines governing those grants.
2. Programs receiving CDBG funds must demonstrate compliance with the CDBG National Objective “Benefitting Low/Moderate-Income (LMI) persons” meaning that the programs must serve individuals or households at or below 80 percent of area median income. *See FY 2026 Federal Income Limits Table on page 8.*
3. Direct assistance or income payments (rent assistance, subsidies, gift cards, etc. made directly to beneficiaries) are not eligible under CDBG. Applicants that choose to include direct assistance in their proposed program budgets should discuss specifics with County staff prior to submitting a proposal.

Community Services Block Grant (CSBG) Eligibility

CSBG is a federal block grant program through the U.S. Department of Health and Human Services authorized by the Community Services Block Grant Act, 42 U.S.C. § 9901 et seq. CSBG is passed through to the states and administered by the Virginia Department of Social Services. CSBG is intended to address the causes of poverty among low-income persons and families (currently 200 percent of the federal poverty level or below), by supporting programs and services that improve economic self-sufficiency.

1. All programs receiving CSBG funds will be subject to all Federal and State laws, regulations and guidelines governing those grants.
2. All programs receiving CSBG funds must serve individuals or households at or below 200 percent of the federal poverty level.

CSBG-Temporary Assistance for Needy Families (CSBG-TANF) Eligibility

CSBG-TANF is a state funding program, administered by the Virginia Department of Social Services, that provides a supplemental allocation of State funding and is based on Title IV-A of the Social Security Act as amended by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996. There are specific eligibility requirements for the CSBG-TANF program that are not applicable to CSBG. 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 the Federal Poverty Level (FPL).
3. Services or payments cannot be considered “assistance” as defined by the TANF grant (42 U.S.C. 601-619 and 45 CFR Part 260, et al).
4. 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.

Affordable Housing Investment Fund (AHIF) Housing Services Eligibility

Arlington County sets aside a portion of its annual Affordable Housing Investment Fund (AHIF) allocation for housing and community development grant programs. Applications that involve services that directly support low- and moderate-income residents, including those residents of committed affordable housing (CAF) units or residents living in market-rate affordable (MARK) units may be considered for funding within the AHIF Services funding pool. Projects must be related to housing and/or economic stability. AHIF Housing Services projects are funded for two (2) years at a time. Projects awarded an AHIF Services grant in the first year do not need to reapply for funding in the second year.

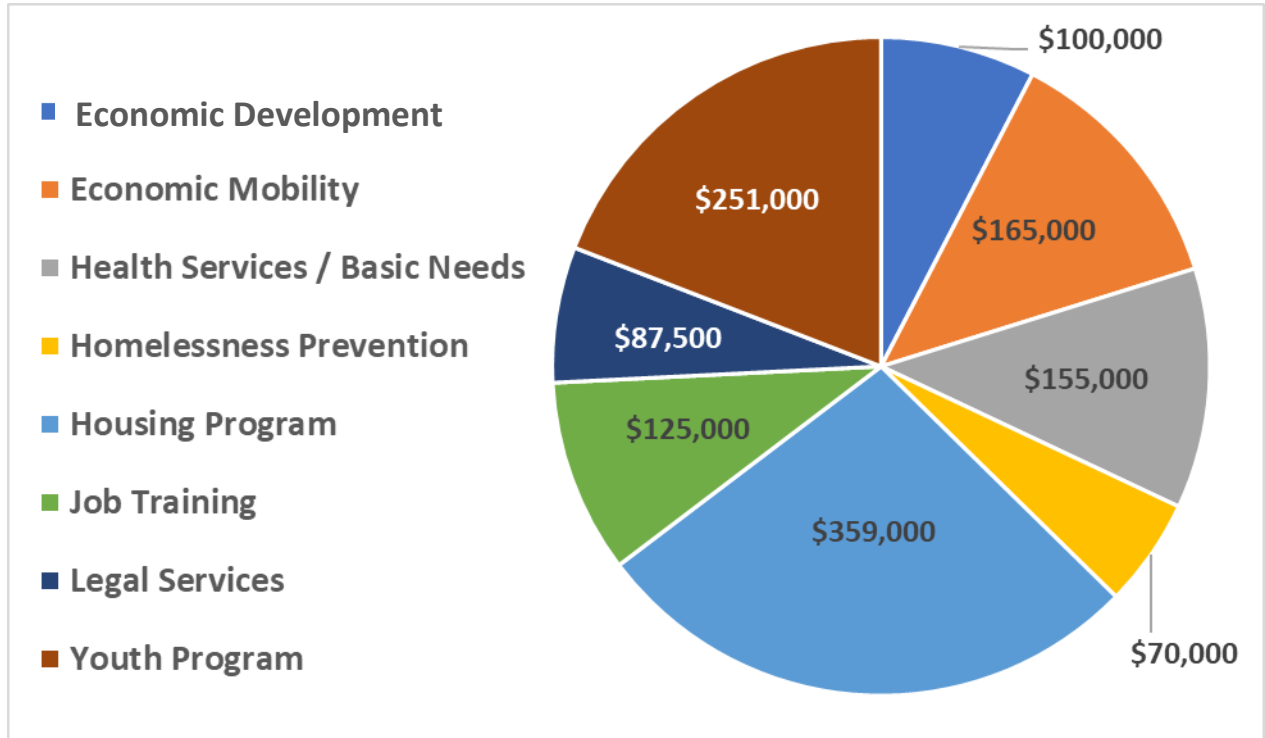
FY 2027-2031 Consolidated Plan Priorities

In order to be eligible for funding, applications for this NOFA must be responsive to the goals, strategies and objectives outlined in the [FY 2027-2031 Five Year Consolidated Plan](#).

Five Year Goals and Strategies
Goal 1 – Create and sustain affordable housing
1.1 Increase the supply of committed affordable units (CAFs)
1.2 Rehabilitation or repair of existing committed affordable rental or group home housing
1.3 Improve owner-occupied housing
1.4 Assist households to become first-time homeowners
Goal 2 – Promote healthy communities and self-sufficient families
2.1 Reduce barriers to employment by providing job training and skills development
2.2 Foster microenterprise development
2.3 Increase household stability by assisting families to build assets, strengthening connection to resources and improving long-term health
2.4 Support increased educational attainment for youth and families
2.5 Educate residents on housing issues and provide technical assistance / referrals
2.6 Physically improve neighborhoods
Goal 3 – Stabilize families at risk of homelessness
3.1 Provide permanent supportive housing
3.2 Rapidly rehouse homeless persons through case management and/or rental subsidies
3.3 Prevent households from becoming homeless
3.4 Provide emergency housing for persons who are not able to be diverted

Past Funded Program Categories

Below is a breakdown of what types of grant programs were funded through the Community Development Fund for FY 2027.



2026 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 2026 is \$166,100. 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.

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%)*	\$93,040	\$106,320	\$119,600	\$132,880	\$143,520	\$154,160
Low Income (60%)	\$69,780	\$79,740	\$89,700	\$99,660	\$107,640	\$115,620
Very Low – Section 8 - 50%	\$58,150	\$66,450	\$74,750	\$83,050	\$89,700	\$96,350
Extremely Low - 30%	\$34,900	\$39,900	\$44,900	\$49,850	\$53,850	\$57,850
CSBG and CSBG – TANF (200% of federal poverty level)**	\$31,920	\$43,280	\$54,640	\$66,000	\$77,360	\$88,720

*Arlington is using the uncapped 80 percent moderate-income limits for the Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area.

**CSBG and CSBG-TANF programs income limits were increased to 200% of federal poverty level until further notice. The standard CSBG income limit is 125% of federal poverty limit and staff will inform CSBG grant subrecipients if the income limits revert to this level.

Submission Process and Requirements

PRE-APPLICATION DEADLINE: All organizations intending to submit a full application must submit a pre-application *electronically through [Neighborly](#)* no later than **5:00pm on Wednesday, August 5, 2026**. Organizations that do not submit a pre-application by the deadline will not be permitted to submit a full application.

All applications that are submitted by the Pre-Application deadline will be evaluated for the following:

1. Eligibility with one or more goals and objectives of Arlington County's FY 2027-2031 Consolidated Plan.
2. Consistency with eligibility requirements for one or more of the funding sources that comprise the Arlington County Community Development Fund.
3. Completeness of pre-application contents, meaning that an application includes all required documents or narratives at the submission deadline.

Ineligible and/or incomplete submissions will not be invited to submit a full application.

Eligible applicants will be notified by Friday, August 7, 2026 if they are invited to submit a full application.

FULL APPLICATION DEADLINE: Full applications must be submitted *electronically through [Neighborly](#)* no later than **5:00pm on Wednesday, September 16, 2026**.

All applications that are submitted by the Full Application deadline will be evaluated for the following:

1. Completeness of application contents, meaning that an application includes all required documents and narratives. **Incomplete submissions will be disqualified.**
2. Sufficiency of application contents, meaning that narratives are not repeated and that the budget is an accurate reflection of the proposed program budget at the submission deadline.

Incomplete and/or insufficient submissions will be given the opportunity to cure their application submission within two (2) business days after the application deadline.

CURE DEADLINE: Applications that are deemed to be incomplete, insufficient, or ineligible will be given two (2) business days after the application deadline to cure their application. Staff will communicate to applicants if they have successfully cured their application so that it may be considered for funding.

Evaluation Process

Grants will be awarded through a competitive evaluation process. Applications will be evaluated by a review panel, which will use Evaluation Criteria and scoring rubric specific to each applicable application track [**Community Development Grants (Appendix 1); Economic Development Grants (Appendix 2); and Innovation Small Grants (Appendix 3)**] to consider all aspects of the application. Each Evaluation Criteria and scoring rubric is scored on a 5-point scale ranging from Strongly Agree (5 points) to Strongly Disagree (1 point).

The evaluation process varies slightly by application track, as described below.

Community Development Grants and Innovation Small Grants

Applications submitted under the Community Development Grants and Innovation Small Grants tracks will be reviewed and scored by a review panel, comprised of the following reviewers:

- Community Development Citizen Advisory Committee (CDCAC) members review and score all applications
- Select Arlington County Economic Development staff review and score all applications

The review panel will assess applications based on the Evaluation Criteria and scoring rubric for each application depending on the applicable track, Community Development Grants (**Appendix 1**) or Innovation Small Grants (**Appendix 3**).

In addition to the Review Committee, select Arlington County staff from various County departments and agencies will serve as subject matter experts (SMEs) and review applications that are applicable to their work with the County. These SME reviewers will not score applications but rather will evaluate proposals based on a standard SME questionnaire, providing feedback on the application about program need, organizational capacity, experience, and community support.

Final Scores: After the application deadline, all eligible applications will be scored and evaluated by the review committee. An application's final score is based on the following inputs:

- Final average score, which is derived from the average of the following:
 - The average score of all Arlington County Housing Division staff reviewers.
 - The average score of all Community Development Citizen Advisory Committee (CDCAC) reviewers.
- Bonus points added to the final average score as derived from application priority ranking.

Priority Ranking and Bonus Points: Following scoring, CDCAC reviewers will rank proposals within specific Consolidated Plan priority areas, program categories or based on impact to a specific beneficiary category. Priority ranking reflects the programs that CDCAC members believe are most needed in the community relative to others in the same category. Each CDCAC reviewer is allocated a set number of votes per category and may distribute those votes across applications. Votes are then translated into bonus points, which are added to the final score. This process allows programs with strong community priority to be competitive even if their initial scores are lower. Votes are then translated into a certain number of bonus points to add to the final average score for each application, to support programs that might not have scored well but rank highly as far as priority.

Economic Development Grants

Applications submitted under the Economic Development Grants track will be reviewed and evaluated by Arlington County staff. County staff will assess applications based on the Evaluation Criteria and scoring rubric (**Appendix 2**) with a focus on eligibility under CDBG economic development requirements and the ability to deliver measurable economic benefits to low- and moderate-income residents. After staff review and scoring is complete, the following will take place:

- Staff will develop funding recommendations based on application scores, eligibility, and available funding.
- Recommendations will be presented to CDCAC for review and discussion as part of the overall funding recommendation process.

CDCAC will not independently score applications within the Economic Development Grants track.

Funding Recommendations

County staff will consider application scores (as applicable by track), priority rankings, program eligibility, and availability of funds to develop funding recommendations for FY 2028. The County's goal is to effectively and efficiently use the Community Development Fund's annual allocation to address the highest priority needs and achieve the greatest community impact. Higher scored projects with large funding requests may not be selected based on available funding. Partial awards may be recommended depending on funding availability.

Please note that the evaluation process will not include applicant proposal presentations.

Application and Funding Recommendations Timeline

July 6-August 4, 2026: County staff "office hours" for technical assistance with pre-application. [Click here](#) to sign up for a 30-minute session with County staff.

July 13, 2026: FY 2028 NOFA Workshop

August 5, 2026: Pre-Application due

August 7, 2026: Applicants notified if they are eligible to submit a full application

August 10-September 15, 2026: County staff "office hours" for technical assistance with full application. [Click here](#) to sign up for a 30-minute session with County staff.

September 16, 2026: Full Application due. Applicants will have 1-2 days to cure application deficiencies. See above information regarding the "Cure Deadline" under "Submission Requirements".

October-December 2026: Proposal review by County staff and Community Development Citizens Advisory Committee.

February 2027: County Manager's Proposed FY 2028 County Budget released.

March 2027: County Board FY 2028 Budget Hearing.

April 2027: Final FY 2028 County Budget adopted.

July 1, 2027: Agreements executed and funds available.

Technical Assistance for Applicants

Prospective applicants **are required** to participate in **at least one** technical assistance offering (either the FY 2028 NOFA and/or a Technical Assistance Office Hours session) in order to be considered for funding.

FY 2028 Community Development Fund [NOFA Workshop](#)

A [virtual workshop](#) to provide an overview and answer questions about the regular FY 2028 Community Development Fund will be held on **Thursday, July 13, 2026 at 2:00pm – 3:00pm**. The [workshop](#) is open to ALL prospective FY 2028 applicants, regardless of the application track in which they intend to apply.

To RSVP, visit the workshop webpage and enter your email address in the **"Add to Calendar"** section. A calendar invitation containing the Microsoft Teams meeting link will be automatically sent to the email address provided. Applicants may then add the meeting directly to their calendar and use the link included in the invitation to join the workshop.

If you experience issues registering or do not receive the calendar invitation, please contact Caitlin Jones at cjones1@arlingtonva.us for assistance.

Add to Calendar

Fields marked as 'Required' must be completed

Email Address **(Required)**

Enter your email address or your friend's email addresses all separated by commas.

Technical Assistance Office Hours

Arlington County offers technical assistance office hours to support applicants throughout the application process. Applicants may register for **a maximum of two (2) 30-minute** office hour sessions to ask questions and receive guidance from County staff. These sessions are intended to support applicants in refining their proposals and ensuring alignment with program requirements. Topics may include application content, budget development, program design, reporting, and evaluation guidance.

Community Development Grants and Innovation Small Grants

Applicants to the **Community Development Grant** track and **Innovation Small Grant** track are invited to register for [office hour sessions](#) prior to the pre-application deadline as well as prior to the full application deadline. For these tracks, sessions will be held with Arlington County Housing Division staff.

- [Pre-Application Office Hours](#) (July 6-August 4)
- [Full Application Office Hours](#) (August 10-September 15)

Economic Development Grants

Applicants applying to the **Economic Development Grants** track may register for a office hour session during the application period. For this track, sessions will be held with Arlington County BizLaunch staff. Find the FY 2028 NOFA application Calendly meeting registration link at the link below:

- [Economic Development Grant Track Office Hours](#) (July 6-September 15)

Post-Application Debriefs

Applications that are not recommended for funding will be invited to a post-application decision debrief with County staff. These sessions will be scheduled after funding recommendations are approved in April 2027. Final score sheets will be provided to applicants.

Creating a Neighborly Account and Submitting an Application

Accessing the Subrecipient [Portal](#)

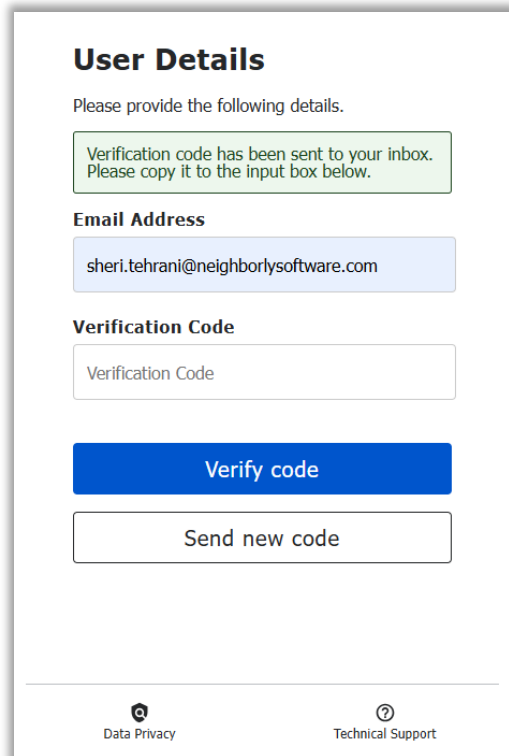
The [Subrecipient Portal](#) is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome but will work with any modern web browser.

Participant Portal Link: [Neighborly Software | Dashboard](#)

Registration

To access the system, you'll need to create an account by first registering your email address. Select "Sign up Now" and enter your work email address. Select "Send verification code". To verify your email address, the system will send you an email with a verification code.

Note: If you do not receive the email within 2 minutes, check your spam or junk mail folders. If the email is in either folder, mark the message as "Not Junk" or "Not Spam" to ensure you receive all future system notifications.



User Details

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

sheri.tehrani@neighborlysoftware.com

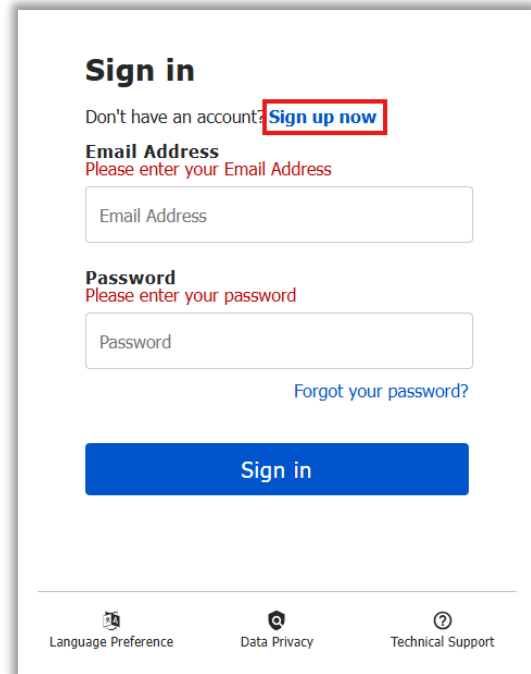
Verification Code

Verification Code

Verify code

Send new code

[Data Privacy](#) [Technical Support](#)



Sign in

Don't have an account? [Sign up now](#)

Email Address
Please enter your Email Address

Email Address

Password
Please enter your password

Password

[Forgot your password?](#)

Sign in

[Language Preference](#) [Data Privacy](#) [Technical Support](#)

Enter the verification code into the text box and click "Verify Code."

If the code is not accepted, you may generate a new code by selecting "Send new code." Another email with a new code will be sent to your inbox.

After verifying your email address, you'll be prompted to create a password. Passwords should be at least 12 characters long and include at least one UPPERCASE letter, lowercase letter, a number, and a special character (!@#\$\$%^).

Signing In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration.

Password Reset

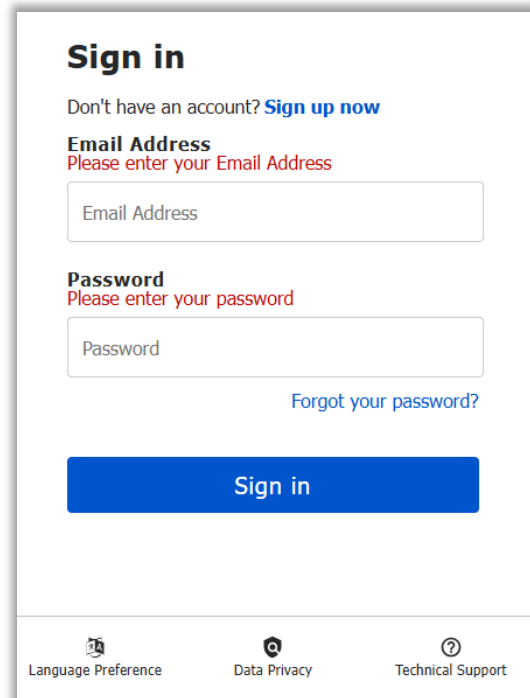
If you forget your password, select the link “Forgot your Password?” and follow the prompts to create a new password.

Enter the email address that was used to register your account. Then select “Send Verification Code”

Within a few seconds, the system will send you an email containing a 6-digit code. Enter the code into the text field and select “Verify Code”

If after 2 minutes you have not received a code, you may repeat these steps to generate another code.

Be sure to check your spam and junk folders before requesting a new code. Sometimes users do not receive the code due to a simple typo when entering their email address. Verify that the email entered is indeed correct.



The sign in form is titled "Sign in" in bold. Below the title, there is a link "Don't have an account? Sign up now" in blue. The form has two main sections: "Email Address" and "Password". Each section has a label in bold and a prompt "Please enter your [Email Address/Password]" in red. Below the password prompt is a link "Forgot your password?" in blue. At the bottom of the form is a large blue button labeled "Sign in". At the very bottom of the form, there are three links: "Language Preference", "Data Privacy", and "Technical Support", each with a small icon above it.

Sign in

Don't have an account? [Sign up now](#)

Email Address
Please enter your Email Address

Email Address

Password
Please enter your password

Password

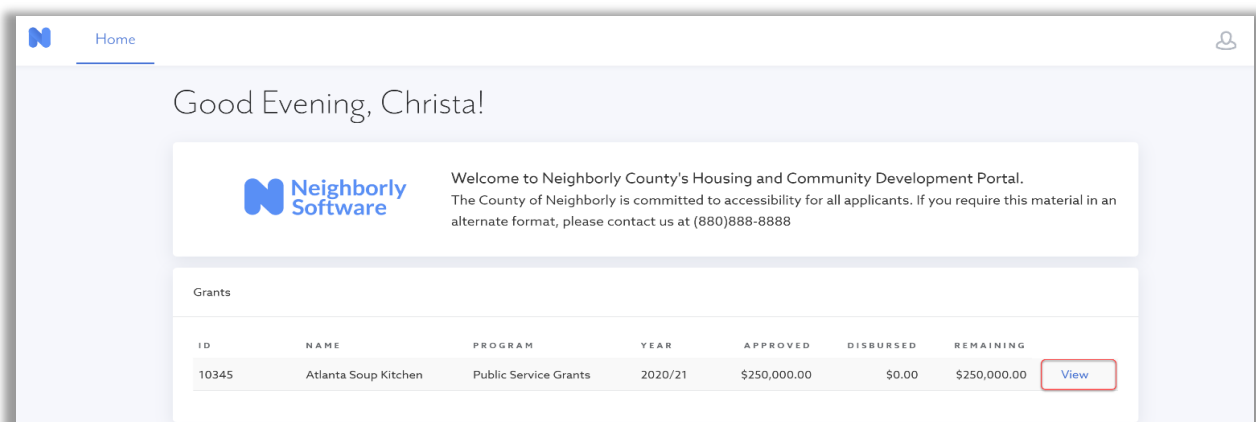
[Forgot your password?](#)

Sign in

[Language Preference](#) [Data Privacy](#) [Technical Support](#)

Managing your Grant Account

Upon logging in, the participant dashboard will become visible. Any case where funds have been awarded will be listed in the Grant card as shown below. To load the Grant Viewer, select “View” to load the grant account screen



The participant dashboard is titled "Good Evening, Christa!". It features a "Neighborhood Software" logo and a welcome message. Below this is a "Grants" section with a table of grant data. The table has columns for ID, NAME, PROGRAM, YEAR, APPROVED, DISBURSED, and REMAINING. A "View" button is next to the first row. The dashboard also includes a "Home" link and a user profile icon.

Home

Good Evening, Christa!

Neighborhood Software

Welcome to Neighborhood County's Housing and Community Development Portal.
The County of Neighborhood is committed to accessibility for all applicants. If you require this material in an alternate format, please contact us at (880)888-8888

Grants

ID	NAME	PROGRAM	YEAR	APPROVED	DISBURSED	REMAINING	
10345	Atlanta Soup Kitchen	Public Service Grants	2020/21	\$250,000.00	\$0.00	\$250,000.00	View

FY 2028 Community Development Fund

Pre-Application: Due August 5, 2026

Submitter First Name

Submitter Last Name

Submitter Title

Phone

Email

Organization/Applicant/Agency Name

Mailing Address

City

State

Zip

Amount of Funding Requested*

*Please review the Community Development Fund NOFA thoroughly to ensure your funding request falls within the eligible funding cap.

Employer Identification Number (EIN)

Unique Entity Identifier (UEI)

Brief Organizational Overview: Please briefly summarize your organization's background and overall agency mission, including general service area, population served and years of service **(1,000 characters)**

Program Name

Program Synopsis: Please describe your program in 3-4 sentences. Clearly state the specific program problem, who the program serves in Arlington, and what will change if funded. **(500 characters)**.

Application Track: Please indicate which application track you are applying under **(Select one)**

- ☐ Community Development Grants Track ☐ Economic Development Grants Track
☐ Innovation Small Grants Track

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.

- | | |
|---|--|
| ☐ Economic Development / Small Business / Microenterprise Assistance | ☐ Program to Support Older Adults |
| ☐ Housing Rehabilitation (Owner and Renter-Occupied) | ☐ Program to Support People with Disabilities |
| ☐ Homeownership Counseling that leads to home purchase | ☐ Health-Related Program |
| ☐ Energy Efficiency Improvements | ☐ Legal Services |
| ☐ Job Training | ☐ Housing Resident Services |
| ☐ Youth / Education Program | ☐ Homelessness Prevention |
| | ☐ Digital Equity and Inclusion |
| | ☐ Other Public Service |
-

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.

Goal 1: Create and sustain affordable housing

- ☐ 1.1 Increase the supply of committed affordable units (CAFs)
- ☐ 1.2 Rehabilitation or repair of existing committed affordable rentals or group home housing
- ☐ 1.3 Improve owner-occupied housing
- ☐ 1.4 Assist households to become first-time homeowners

Goal 3: Stabilize families at risk of homelessness

- ☐ 3.1 Provide permanent supportive housing
- ☐ 3.2 Rapidly rehouse homeless persons through case management and/or rental subsidies
- ☐ 3.3 Prevent households from becoming homeless
- ☐ 3.4 Provide emergency housing for persons who are not able to be diverted

Goal 2: Promote healthy communities and self-sufficient families

- ☐ 2.1 Reduce barriers to employment by providing job training and skills development
- ☐ 2.2 Foster microenterprise development
- ☐ 2.3 Increase household stability by assisting families to build assets, strengthening connection to resources and improving long-term health
- ☐ 2.4 Support increased educational attainment for youth and families
- ☐ 2.5 Educate residents on housing issues and provide technical assistance / referrals
- ☐ 2.6 Physically improve neighborhoods

Required Attachments:

1. *IRS Tax Exempt Status*
2. *Organization's Articles of Incorporation.*
3. *IRS Form 990 from previous fiscal year (if applying through Innovation Track)*

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.

FY 2028 Community Development Fund

Full Applications: Due September 16, 2026

Instructions

Organizations interested in applying for funding under the Community Development Fund must first complete a Pre-Application, **due August 5th, 2026**. Only applicants whose Pre-Applications are determined to be eligible and aligned with program priorities will be invited to submit a full application. Applicants that do not submit a pre-application, or whose pre-application is not approved by County staff, will not be permitted to submit a full application.

For FY 2028, the application process is organized into three distinct tracks. Applicants must select the track that best aligns with their proposed program **during the pre-application stage** and will be required to complete only the application questions associated with that track. Each track includes a tailored set of questions designed to reflect the type, scale, and purpose of programs being proposed. Applications will be evaluated based on the completeness, quality, and responsiveness of answers to the application questions, as well as their ability to meet eligibility and program requirements outlined in this NOFA.

All full applications must be submitted electronically through the designated application portal **by September 16, 2026**. Applicants will have two days to cure or correct deficiencies in their applications, if deemed necessary by County staff. **Late or incomplete submissions will not be considered.** More information about the submission process and requirements can be found on page 12.

Application Tips

Below is some additional guidance for applicants to the FY 2028 Community Development Fund.

- **Write to a general audience.** Assume reviewers are not familiar with your organization. Clearly describe your program and avoid relying on prior knowledge.
- **Answer each question independently.** Each response is scored on its own. Include all required information within each section, even if repeated elsewhere.
- **Be clear, direct and specific.** Use concrete details, examples, or data rather than general statements, and ensure you address all parts of each question.
- **Demonstrate alignment.** Clearly connect the community need, program design, target population, and expected results.
- **Use plain language.** Avoid acronyms, jargon, or technical terms that may not be familiar to all reviewers.
- **Ensure consistency throughout the application.** Program description, target population, expected results, and budget should align across all responses.
- **Focus on the proposed program.** Describe the specific program for which you are requesting funding, rather than your organization's overall activities unless directly relevant.
- **Use local context when possible.** Incorporate Arlington-specific data, examples, or experience to demonstrate need and relevance, where possible.
- **Be realistic and achievable.** Proposed activities, outputs, outcomes, and timelines should be feasible within the grant period and funding level.
- **Review before submitting.** Ensure your application is complete, clearly written, and free of inconsistencies. Confirm that all required attachments have been included.

Track 1: Community Development Grants Track

Full Application Questions

Arlington County seeks qualified nonprofit organizations to deliver established, full-scale programs that provide direct services, housing-related activities, or community development initiatives to low- and moderate-income (LMI) residents. The following questions will be used to evaluate proposals responsiveness to this solicitation.

A. Community Needs and Program Design

- 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 need exists in Arlington. 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. If using national or regional data, explain why it is applicable to the Arlington context. 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. **(3,000-character limit)**
- 2. Program Design Overview:** Provide a synopsis of program activities, including how this program will address community needs as described in question 1. Include key program components and how services will be delivered, why this approach is appropriate for the target population, and any evidence, prior experience, or best practices that inform your approach. If program activities are 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. **(3,000-character limit)**
- 3. Target Beneficiaries:** Describe who the target 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. Describe barriers to accessing your program and how you intend to reduce those barriers (transportation assistance, language support, cultural relevance, hours, accessibility features for persons with disabilities, etc.). Include the number of Arlington residents vs. residents of neighboring jurisdictions to be served. Include specific demographic percentages of race and ethnicity. **(3,000-character limit)**
- 4. Geography:** Describe where program activities will take place and identify the geographic location. Describe whether this program will support a specific Arlington neighborhood or if will be offered to all qualifying low- and moderate-income residents in the County. Explain why this location or service area was selected, including how it relates to the identified need, target population, and accessibility of services. **(1,000-character limit)**

- 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. **[Answer to question will involve completion of the Milestone Timeline table. No narrative.]**

CD Fund Program Milestone Timeline			
Instructions: Describe all major program activities and action steps during the program year. This can include developing manuals and policies, recruitment of staff, program evaluation, internal monitoring, close out process, and all aspects of service delivery. In the Task column, enter notable action steps that will be taken to implement the proposed program activities. In the Timeframe column, include timing for when the program activity will be implemented during the program year.			
Program Activities	Task or Action Steps	Timeframe	Notes / Comments

B. Organizational Capacity and Experience

- 6. 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. **(3,000-character limit)**
- 7. 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. **(1,000-character limit)**

C. Program Evaluation

8. **Program Goals:** Provide a short, bulleted list of no more five (5) goals for the program. For example, the goals are typically the broad, 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). **(2,000 character limit)**
9. **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 direct, measurable activities or services delivered 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. **(2,000 character limit)**
10. **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 changes or benefits experienced by participants directly attributable to the program activities, such as job retention, improvement in academics, 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. **(2,000 character limit)**
11. **Program Evaluation Form:** Each applicant is required to submit a sample Program Evaluation Form that proposes both outcome and output metrics for how program performance will be measured during the course of the program year. The metrics included should directly translate to the goals, outputs and outcomes described in questions #8, #9, and #10. These proposed indicators will be used to develop quarterly reporting requirements if the program is selected for funding. **[Answer to question will involve completion of Program Evaluation Form table. No narrative.]**

D. 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. More details about what should be included in your program budget can be found on page 30.

12. **Budget:** Complete the [budget template](#) [Appendix 4] 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. **[Answer to question will involve budget attachment. No narrative.]**

13. Program Budget Narrative: Include details on how County funds will support specific program activities or components, key assumptions used in developing the budget, how the funds will be allocated among any partners and across funding sources, 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. The budget narrative must be consistent with the submitted budget table. Inconsistencies between the budget table and narrative may result in a lower score. **(3,000 character limit)**

E. Community Support (Optional)

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.

F. Additional Documents

- ☐ Current Year Form 990 or another document showing annual organizational revenue
- ☐ Current Organizational Budget
- ☐ Organizational Chart – *Optional*
- ☐ Board of Director's Roster – *Optional*
- ☐ Bylaws – *Optional*
- ☐ Most Recent Organizational Financial Audit – *Optional*
- ☐ Financial Policy Manual – *Optional*
- ☐ Resumes for Key Staff – *Optional*
- ☐ Letters of Support (Maximum 3) – *Optional*
- ☐ Cost Allocation Plan – *Optional*
- ☐ Current Year W-9 – *Optional*
- ☐ Direct Deposit Information – *Optional*

Track 2: Economic Development Grants

Full Application Questions

Arlington County seeks qualified nonprofit organizations to provide structured services that support economic development, entrepreneurship, and small business development services, including structured business counseling and one-on-one technical assistance, for low- and moderate-income (LMI) entrepreneurs and small businesses. The following questions will be used to evaluate responsiveness to this solicitation.

A. Community Needs and Program Design

- 1. Community Need:** Describe the unmet needs facing low- and moderate-income (LMI) entrepreneurs in Arlington County. Explain how these needs impact the community and the specific populations most affected. Provide at least two data points, examples, or sources of information (such as program experience or community input) that demonstrate demand for the proposed services. Identify key barriers faced by these entrepreneurs (e.g., access to capital, financial management, marketing, digital presence) and clearly explain how these needs and barriers are addressed by your proposed program. **(3,000 character limit)**
- 2. Program Design Overview:** Describe your program's technical assistance model and how services will be delivered. Include how participants will be identified, assessed, and engaged in services. Specify the types of services offered (e.g., financial management, marketing, digital support, legal assistance) and how those services will be tailored to meet the needs of individual businesses. Describe the frequency and duration of services and indicate whether workshops, training sessions, or group services will be provided. If applicable, explain how workshop topics are identified. Describe any referral partnerships or coordination with other organizations and explain why your approach is effective for supporting LMI entrepreneurs. **(3,000 character limit)**
- 3. Target Beneficiaries:** Describe the businesses and entrepreneurs your program will serve, including key characteristics of the target population. Provide an estimate of the number of participants to be served and, if available, demographic information. Explain how your organization will verify LMI eligibility. Describe your outreach and recruitment strategies and how you will engage participants in the program. Identify any barriers participants may face in accessing services and explain how your program design will address those barriers. **(3,000 character limit)**
- 4. Geography:** Describe where program services will be delivered and the geographic area that will be served. Explain why this location or service area was selected and how it relates to the identified need and target population. Describe how your program will ensure services are accessible to participants. **(1,000 character limit)**

5. **Work Plan and Project Readiness:** Provide a detailed implementation timeline that outlines the key program activities, milestones, and sequence of tasks over the grant period. The work plan should demonstrate that the program is ready to begin implementation within the grant timeline. **[Answer to question will involve completion of the Milestone Timeline table. No narrative.]**

Milestone Timeline			
Instructions: Describe all major program activities and action steps during the program year. This can include developing manuals and policies, recruitment of staff, program evaluation, internal monitoring, close out process, and all aspects of service delivery. In the Task column, enter notable action steps that will be taken to implement the proposed program activities. In the Timeframe column, include timing for when the program activity will be implemented during the program year.			
Program Activities	Task or Action Steps	Timeframe	Notes / Comments

B. Organizational Capacity and Experience

6. **Organizational Capacity and Experience:** Describe your organization's experience and capacity to deliver economic development, workforce, or small business support programs. Include relevant experience providing training, technical assistance, or services to entrepreneurs, job seekers, or small businesses, particularly those who are low- and moderate-income (LMI). Identify key staff involved in program implementation and describe their roles, qualifications, and relevant expertise (e.g., business advising, workforce training, financial coaching, or program management). Explain why your organization is well-positioned to implement this program and any unique strengths or approaches your team brings. If your organization has limited experience with similar programs, describe your experience managing other grant-funded programs and the resources or supports in place to successfully implement this effort. If partnerships are part of the program, describe partner organizations' roles and their experience supporting economic development or workforce outcomes. If new positions will be created, describe the qualifications you will seek. If volunteers are used, describe their roles and how they will support program delivery. **(3,000-character limit)**
7. **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. **(1,000-character limit)**

C. Program Evaluation

- 8. Program Goals:** Provide a short, bulleted list of no more than five (5) goals for the program. Goals should reflect the intended economic impact of the program and may include outcomes such as increased income, improved employment readiness, business creation or stabilization, or enhanced financial capability. Goals should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) and clearly aligned with the program's activities and target population. **(2,000 character limit)**
- 9. Program Outputs:** Provide a bulleted list of no more than five (5) outputs that will be achieved as a direct result of program activities. Outputs should reflect the services delivered and level of participation in the program. Examples may include the number of individuals or businesses served, training sessions or workshops conducted, hours of technical assistance provided, or participants completing specific program components. Describe the data, metrics, and tools (e.g., intake forms, attendance logs, client records) that will be used to track outputs, and include how often this data will be collected. **(2,000 character limit)**
- 10. Program Outcomes:** Provide a bulleted list of no more than five (5) outcomes that will be achieved as a result of program activities. Outcomes should reflect measurable economic or employment-related changes experienced by participants or businesses. Examples may include job placement, increased wages, improved employment retention, business revenue growth, access to capital, or business launch or expansion. Explain how these outcomes will directly benefit low- and moderate-income entrepreneurs. Describe the data, metrics, and tools that will be used to measure outcomes and include how frequently this data will be collected. **(2,000 character limit)**
- 11. Program Evaluation Form:** Each applicant is required to submit a sample Program Evaluation Form that proposes both outcome and output metrics for how program performance will be measured during the course of the program year. The metrics included should directly align with the program goals, outputs, and outcomes, reflecting the expected economic impacts of the program described in questions #8, #9, and #10. These proposed indicators will be used to develop quarterly reporting requirements if the program is selected for funding. **[Answer to question will involve completion of Program Evaluation Form table. No narrative.]**

D. 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. More details about what should be included in your program budget can be found on page 30.

- 12. Budget:** Complete the [budget template](#) [Appendix 4] 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. **[Answer to question will involve budget attachment. No narrative.]**

13. Program Budget Narrative: Include details on how County funds will support specific program activities or components, key assumptions used in developing the budget, how the funds will be allocated among any partners and across funding sources, 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. The budget narrative must be consistent with the submitted budget table. Inconsistencies between the budget table and narrative may result in a lower score. **(3,000 character limit)**

E. Community Support (Optional)

Applicants are encouraged to attach materials that demonstrate support for the proposed program and its relevance to the local economic development ecosystem. This may include letters of support from partner organizations, employers, business associations, or financial institutions; examples of prior work supporting entrepreneurs or small businesses; program materials (e.g., training curriculum, toolkits); or testimonials from program participants or small business clients. Applicants may also include materials that demonstrate demand for services or alignment with broader economic development priorities in Arlington. These materials are not scored but are intended to provide additional context on program quality, partnerships, and the organization's ability to effectively support low- and moderate-income entrepreneurs or small businesses.

F. Additional Documents

- ☐ Current Year Form 990 or another document showing annual organizational revenue
- ☐ Current Organizational Budget
- ☐ Organizational Chart – *Optional*
- ☐ Board of Director's Roster – *Optional*
- ☐ Bylaws – *Optional*
- ☐ Most Recent Organizational Financial Audit – *Optional*
- ☐ Financial Policy Manual – *Optional*
- ☐ Resumes for Key Staff – *Optional*
- ☐ Letters of Support (Maximum 3) – *Optional*
- ☐ Cost Allocation Plan – *Optional*
- ☐ Current Year W-9 – *Optional*
- ☐ Direct Deposit Information – *Optional*

Track 3: Innovation Small Grants

Full Application Questions

Arlington County seeks qualified nonprofit organizations to develop and implement new, pilot, or expanded programs that provide direct services to low- and moderate-income (LMI) residents. The following questions will be used to evaluate proposals responsiveness to this solicitation, with consideration for smaller-scale programs and emerging service delivery models.

- 1. Program Overview and Community Need:** Briefly describe the program you are proposing, including the main activities and what you hope to accomplish. Describe the specific need or challenge the program is designed to address and its impact on the community. Explain how you know this need exists based on your experience, community input, or other information. **(2,000 character limit)**
- 2. Population, Service Location, and Access:** Describe the population that will be served, the estimated number of participants, and where services will take place. Explain why this location was selected. Describe any barriers participants may face in accessing the program (such as language, transportation, program hours, or accessibility) and how the program is designed to address those barriers. **(2,000 character limit)**
- 3. Program Readiness and Capacity:** Describe your organization's ability to implement this program. Describe experience with other grant programs the organization has received, if applicable. If the organization has never received an external grant, explain how the organization is prepared to comply with grant requirements. Include key steps to get started (if applicable), who will carry out the work, and any partners or resources that will support implementation. **(1,500 character limit)**
- 4. Expected Results:** Describe what you expect to achieve during the grant period. Include a short list of outputs (such as number of participants served or activities delivered) and outcomes (such as changes or benefits participants may experience). The narrative should clearly distinguish between outputs and outcomes. **(1,500 character limit)**
- 5. Program Evaluation Form:** Each applicant is required to submit a sample Program Evaluation Form that proposes both outcome and output metrics for how program performance will be measured during the course of the program year. These proposed indicators will be used to develop quarterly reporting requirements if the program is selected for funding. **[Answer to question will involve completion of Program Evaluation Form table. No narrative.]**
- 6. Budget:** Complete the [budget template](#) [Appendix 4] 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. **[Answer to question will involve budget attachment. No narrative.]**
- 7. Budget Narrative:** Briefly describe how the requested funds will support program activities. **(1,000 character limit)**

Budget and Leveraging Guidelines

Each applicant will be required to submit a budget for the proposed program for which they are applying. The budget should be submitted via the Community Development Fund [budget template](#) and attached to the application submission in Neighborly (question 11).

Arlington County generally follows the federal regulations and guidance on allowable costs for Federal CDBG funding, found in the Federal Register 24 CFR, Part 570. In addition, **it is expected that all applicants review and follow allowable and unallowable cost guidelines published in 2 CFR Part 200, “[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)”.**

Uses: Include all intended costs that will support grant activities. The below list includes a description of allowable expenditures for Community Development Fund programs. Applicants should ensure all costs are reasonable, necessary, and directly related to program implementation.

- **Salaries:** Salary cost allocable to a grant application must be specifically and clearly attributed to each (as appropriate) person working on the program. 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 in the budget narrative. **To support efficient reporting and invoicing, Arlington County strongly encourages applicants to prioritize personnel (salary and fringe) costs as the primary use of funds wherever possible.**
- **Fringe Benefits:** 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.
- **Contracted Services:** Services paid for by the organization but offered by individuals, consultants or businesses outside of the organization. Please ensure that a description of the specific services being offered is included.
- **Travel & Transportation:** Travel expenses required by staff in the delivery of program services. The 2024 federal mileage rate is 67 cents per mile driven, but this budget may also include public transportation costs.
- **Operating Expenses, Supplies and Equipment:** Any expenses derived through the direct operation of the program. This includes insurance, office supplies, marketing expenses for reaching a target beneficiary population, office supplies or materials, postage, printing, training or client workshop expenses, food, etc. that are directly attributable to grant program delivery. Operating expense may also include a proportional share of rent, utilities, or other operating costs **if directly tied to program activities.**
- **Indirect Costs:** If you plan to charge a portion of “common” or indirect costs to the proposed program (salaries, overhead, rent, etc.), follow the below guidance for indirect cost rates. Subrecipients that DO NOT have a federally negotiated indirect cost rate may charge up to 15% of total grant request for indirect costs. Direct costs are salaries and wages, applicable fringe benefits, materials and supplies, services, and travel. Subrecipients that DO have a federally negotiated indirect cost rate may use that rate.

Sources: Include all sources, both intended and secured, that will support program activities. Specify which sources will support various aspects of the program (i.e. what other sources will be used to support remaining salaries, etc.). Please specify in the budget narrative which sources are secured

and/or expected. When developing your budget, please include only sources related to the program, not to your entire organizational budget.

- **CD Fund Request:** This column indicates the amount of requested Community Development Fund funding to support a specific line item in the budget.
- **Other Federal / State Sources:** Please indicate which federal or state funding you have secured or are seeking to support grant activities. This column is intended for public funding sources that are derived from federal or state government agencies.
- **Other Local Sources:** Please indicate which local funding source you have secured or are seeking to support grant activities. If you will be utilizing other Arlington County local funding, please indicate the name of the funding program or department/agency that the funds are passed through.
- **Private Sources:** Please indicate which private funding sources you have secured or are seeking to support grant activities. This column is intended for private funding sources such as non-governmental private foundations, individual donations, capital campaign funding, charitable contributions, corporate funding, etc.
- **Volunteer or In-kind Sources:** Please calculate \$33.49 per hour for volunteer hours, which is the 2024 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.

Grants will be awarded through a reimbursable agreement. Agencies are strongly discouraged from applying for funds unless they have sufficient capital to implement the proposed activity. While there are no requirements for cost sharing, matching or cost participation, applicants are encouraged to seek other funding sources to support their project. If other funding sources will be combined with the requested grant to carry out the program, applicants must describe which expenses will be allocated to the various funding sources.

Leverage

It is essential that applicants include all other secured and intended sources that will support the proposed program. For the **Community Development Grants Track and Economic Development Grants Track**, this information will be used to calculate a leverage score that demonstrates how much additional funding is secured or being sought to support program activities. The leverage score is calculated by County staff. Staff will only include funding sources that are included in the budget attachment. If other sources are described in the budget narrative but not included in the budget, this funding will not contribute to the application's leverage score. **Leverage scoring does not apply to applications submitted under the Innovation / Incubator Grants Track.**

(Total Program Budget – CDF Request)

Total Program Budget

Example: $(\$70,000 - \$40,000) / \$70,000 = 42\%$, Leverage Score 3

Leverage Score Weights	
Percent of Program Budget Funded By Sources Other than CD Fund	Leverage Score
80 to 100%	5
60 to 79%	4
40 to 59%	3
20 to 39%	2
0 to 19%	1

Appendix 1 | Track 1: Community Development Grants Evaluation Criteria

Scoring Rubric

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

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 breakdown 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 breakdown; 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.

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 & 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.

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.

Appendix 2 | Track 2: Economic Development Grants Evaluation Criteria

Scoring Rubric

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

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 the need for services for LMI entrepreneurs clearly defined and supported? Are barriers to economic participation identified? Is there a clear link between need, population, and proposed services?	No clear need identified for entrepreneurs or businesses. Lacks relevant data. Population is unclear.	General need identified but lacks clarity or local relevance. Limited data or weak connection to population.	Adequate description of need with some supporting examples or data. General connection to LMI entrepreneurs.	Strong description of need with multiple data points or examples. Clear identification of barriers and population.	Compelling, well-supported need with strong local data and/or experience. Clearly identifies key economic barriers and shows strong alignment between need, population, and services.
<i>Program Design Overview</i>	Does the program provide a clear and effective technical assistance model? Are services appropriate and tailored to the needs of LMI entrepreneurs? Are delivery methods and partnerships well-defined?	Program model is unclear or not described. Activities are disconnected from need.	Basic description of services provided but lacks detail or alignment to need. Limited explanation of delivery approach.	Program design is clear with defined services and general alignment to need. Delivery approach is described.	Strong, well-defined model with appropriate services tailored to entrepreneurs. Delivery methods and partnerships are clearly described.	Comprehensive and strategic technical assistance model. Services are well-tailored, integrated, and clearly aligned with identified need. Demonstrates strong understanding of what supports LMI entrepreneurs effectively.
<i>Target Beneficiaries</i>	Is the target population of entrepreneurs or businesses clearly defined? Are outreach, eligibility, and engagement strategies appropriate?	Target population unclear. No detail on outreach, eligibility, or engagement.	Basic description of population but limited detail on demographics, outreach, or eligibility.	Target population defined with general outreach and eligibility approach described.	Strong understanding of target population with clear outreach, recruitment, and LMI verification approach.	Clear, detailed, and well-justified target population. Outreach and engagement strategies are strong, tailored, and likely to successfully reach LMI entrepreneurs.
<i>Geography</i>	Is the service area clearly defined and appropriate for the proposed program?	No geographic focus described.	General service area identified with limited detail or relevance.	Service area described with some explanation.	Clear and relevant geographic focus aligned with need and population.	Strong, well-justified service area with clear connection to need, access, and target population.
<i>Work Plan and Readiness</i>	Does the work plan demonstrate a clear, feasible timeline to implement the program? Does the response indicate that there is project readiness?	Work plan is missing or incomplete.	Timeline or activities are unclear or unrealistic.	Work plan is complete with general sequencing of activities.	Tasks are clearly organized with realistic timelines.	Detailed, well-structured work plan demonstrating strong readiness and clear implementation strategy.

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 organization demonstrate experience delivering economic development, workforce, or business support programs? Are staff and partners qualified?	No relevant experience. Roles and expertise unclear.	Limited experience. Staff roles or qualifications unclear.	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).	Extensive experience delivering economic development or business support programs. Highly qualified team with strong alignment to proposed activities.
<i>Financial & 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.	Basic but adequate systems for tracking costs, eligibility, and records are described.	Clear, reliable systems are in place for financial management, compliance, and eligibility verification.	Strong, reliable 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 economic development activities and intended outcomes for LMI entrepreneurs or job seekers?	Goals not provided or are unrelated to the economic development program.	Goals are vague, not measurable, or not clearly tied to economic outcomes or activities.	Goals are clearly stated and generally relevant to the program and target population.	Goals are specific, measurable, and tied to intended economic outcomes (e.g., employment, income, business support).	Well-developed SMART goals that are strategic, clearly aligned with economic mobility outcomes, and demonstrate meaningful potential impact for low- and moderate-income participants or businesses.
<i>Program Outputs</i>	Are outputs clearly described and realistic? Do they logically result from economic development activities (e.g., training, technical assistance)? 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 or unclear.	Clear, realistic outputs linked to economic development activities (e.g., number of participants, workshops, assistance hours). Basic tracking tools are described.	Outputs are well-defined, specific, and measurable. Clearly reflect level and scale of service delivery, with tracking methods and frequency explained.	Outputs are clear, realistic, and well-structured, demonstrating strong alignment with program implementation and expected participant reach and level of service.
<i>Program Outcomes</i>	Are outcomes clearly defined and achievable? Do outcomes reflect meaningful economic or employment-related benefits for low- and moderate-income participants or businesses? Are tools and timing for tracking described?	No outcomes identified or outcomes are too vague.	Outcomes are general or weakly connected to program activities. Limited focus on economic impact.	Outcomes are realistic and generally linked to activities and outputs. Some indication of economic benefit.	Outcomes are well-aligned with program goals and clearly reflect measurable economic benefits (e.g., income growth, job placement, business progress). Tracking methods are realistic and described.	Outcomes are compelling, specific, and measurable, and directly tied to meaningful economic advancement for LMI entrepreneurs (e.g., increased earnings, business growth, access to capital, employment stability). Tracking approach is clear, practical, and well-aligned.

Budget: Max 5 points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Budget</i>	Is the budget reasonable, complete, and aligned with the proposed economic development program? Are costs appropriate for delivering technical assistance, training, and support services to low- and moderate-income entrepreneurs? Is the use of funds clearly explained, including personnel, service delivery, and any partnerships?	Budget is missing, inconsistent, or not aligned with the proposed program. No explanation of costs or how funds will be used.	Budget is unclear or poorly aligned with program activities. Narrative provides limited or vague explanation of key costs (e.g., staffing, training, or technical assistance).	Budget generally aligns with program activities such as training and technical assistance. Narrative explains major costs, but some assumptions may lack clarity.	Budget is clear, reasonable, and well-aligned with program design. Narrative adequately explains staffing, service delivery costs, and how funds support participant services.	Budget is detailed, realistic, and fully aligned with the proposed program. Costs clearly support delivery of economic development services (e.g., staffing, technical assistance, partnerships). Narrative provides strong justification, including assumptions, allocation of funds, and coordination with other funding sources.

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.

Appendix 3 | Track 3: Innovation Small Grants Evaluation Criteria

Scoring Rubric

Score:	Possible Score	
	Program Overview and Design	10
	Implementation and Program Results	10
	Budget	5
TOTAL POSSIBLE		25

Program Overview and Design: Max 10 Points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Program Design and Community Need</i>	Is the proposed program clearly described? Is the need specific and relevant to Arlington? Is there a clear connection between the need, the population, and the proposed program?	Program is unclear. Need is not defined or lacks relevance. No explanation of how the need is known.	Program or need is vaguely described. Limited explanation of how need was identified. Weak connection to population.	Program and need are generally clear. Some explanation of need (data, experience, or input). Basic connection to population.	Clear description of program and need. Strong explanation of how need is known (local experience, data, or input). Clear connection to population.	Compelling and well-defined program and need. Strong, credible evidence (experience, data, or community input). Clear and logical alignment between need, program, and population.
<i>Population, Service Location, and Access</i>	Is the target population clearly defined? Is the service location appropriate? Are barriers to access identified and addressed?	Population unclear. No location identified. No discussion of barriers or access.	Basic population or location described, but lacks clarity or relevance. Barriers minimally addressed.	Population and location identified. Some explanation of barriers and general approach to addressing them.	Clear population and location. Good understanding of barriers with practical strategies to address them.	Strong and specific understanding of who will be served and why. Location is well-justified. Barriers are clearly identified with thoughtful, well-integrated solutions.

Implementation and Program Results: Max 10 Points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Program Readiness and Capacity</i>	Does the application demonstrate that the organization is prepared to begin implementing the program, or is taking clear and reasonable steps toward implementation? Are roles, next steps, and supports identified, and does the response show a practical path to delivering the program?	No clear plan to implement the program. Roles, steps, and supports are unclear or missing.	Limited description of how the program will be implemented. Key roles, steps, or supports are vaguely described or incomplete.	Basic plan for implementation is described. Some roles, steps, or supports are identified, but detail or clarity may be limited.	Clear and reasonable plan for implementation. Roles, partners, and next steps are identified and show a practical path to launching the program.	Strong and well-defined plan for implementation. Roles, partners, and supports are clearly described and demonstrate readiness or meaningful progress toward delivering the program.
<i>Expected Results (Outputs and Outcomes)</i>	Are outputs and outcomes clearly defined and appropriate? Are they realistic and aligned with program activities? Does the application include clear, measurable indicators and a practical approach for tracking program performance?	Outputs and outcomes are missing or unclear. No distinction between them. No measurable indicators or evaluation approach provided.	Outputs and outcomes are vague or not clearly tied to activities. Distinction between them is unclear. Metrics are present but not measurable or loosely connected to the program.	Outputs and outcomes are identified and generally appropriate. Basic distinction is evident. Includes measurable indicators with general alignment to program activities.	Clear, realistic outputs and outcomes that align with program activities. Distinction is clear. Includes specific, measurable indicators and a reasonable plan for tracking progress.	Well-defined, realistic, and meaningful outputs and outcomes. Strong alignment with program design and clear benefit to participants. Includes clear, practical, and measurable indicators that demonstrate a thoughtful and feasible approach to tracking program performance.

Budget: Max 5 points						
Criteria	Definition	1 (Poor)	2 (Fair)	3 (Good)	4 (Very Good)	5 (Excellent)
<i>Budget and Budget Narrative</i>	Is the budget reasonable, complete, and aligned with program activities? Does the narrative explain how funds will be used?	Budget missing, incomplete, or inconsistent with program. No explanation provided.	Budget included but unclear or poorly aligned. Narrative limited or vague.	Budget is generally complete and aligned. Narrative explains major costs.	Budget is clear and reasonable. Narrative explains how funds support activities.	Budget is clear, realistic, and well-aligned. Narrative clearly connects costs to program activities and demonstrates thoughtful planning.

Appendix 4: Application [Budget Template](#)

Instructions: This budget template must be used for all application tracks (Community Development Grants, Economic Development Grants, and Innovation Small Grants). The fields highlighted in yellow are editable. Total amounts for each row will automatically calculate based on the funding sources entered. In the "Item Description" sections, include details on how County funds will be used, how funds will be allocated among any partners (if applicable), and the rate and number of hours used in personnel calculations. Applicants must include all other secured and intended funding sources in the appropriate columns for each line item. Only funding sources included in this budget will be considered as part of the application review process (including leverage scoring, where applicable). Additional rows may be added within each category to reflect multiple line items (e.g., separate staff positions or expense types), as needed.

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
Salaries							
(Example: Program Manager)							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Fringe Benefits							
(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
Contracted Services							
							\$ -
							\$ -
Travel & Transportation							
							\$ -
							\$ -
Operating Expenses, Supplies & Equipment							
							\$ -
							\$ -
Indirect Costs							
Indirect Costs							\$ -
TOTAL NON-PERSONNEL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -