

Community Development Fund FY 2025 Subrecipient Workshop

June 25, 2025

ARLINGTON
VIRGINIA

AGENDA

- Staff introductions
- Overview of Community Development Fund
- Subrecipient agreements
- Reporting and invoicing
- Changing budget or performance measures
- Important dates
- ZoomGrants demo

Community Development Team

Jennifer Daniels, Manager

703-228-3822, jldaniels@arlingtonva.us

Zina Abdulrahman, Administrative Grants Specialist

703-228-3786, zabdulrahman@arlingtonva.us

Jessica Worrall, Management and Budget Analyst

703-228-3787, jworrall@arlingtonva.us

Caitlin Jones, Planner

703-228-3762, cjones1@arlingtonva.us

Joel Franklin, Planner

703-228-7949, jefranklin@arlingtonva.us

New this year!

- New staff
- 11-month period of performance
- Last year in ZoomGrants

Subrecipient agreements

- Agreements and purchase orders need to be in place before funds can be spent
- All backup documentation needs to be uploaded to ZoomGrants
- Agreements were routed via DocuSign to authorized signers
 - Authorized signers may or may not be CEO/ED – check your corporate documents
- Executed version will be e-mailed to staff listed in ZoomGrants (usually Executive Director and grant contact)
 - Let us know if you want direct deposit and submit W9

Community Development Fund overview

- Made up of four different funding sources, each with different requirements:
 - Community Development Block Grant (CDBG)
 - Community Services Block Grant (CSBG)
 - Community Services Block Grant Temporary Assistance for Needy Families (CSBG-TANF)
 - Affordable Housing Investment Fund (AHIF)
- County staff also administers some County general funded programs, using CDBG general guidelines

Question:

Do you know which
funding source your
grant is?

CD-specific terms

- **Subrecipient or subgrantee:** Because Arlington County is the recipient of federal funds, the organizations that are awarded funds from the County are called **sub**recipients
- **P.E. form:** Program evaluation form, the reporting portion of the subrecipient agreement that includes program strategies, performance measures, demographic and leveraging information – attached to agreement, reported in “program evaluation” in ZoomGrants
- **Consolidated Plan/Annual Plan:** Planning documents that outline strategies, programs and resources for housing and community development
- **CAPER:** Consolidated Annual Performance Evaluation Report, the annual report submitted to HUD on the Consolidated Plan

Community Development Block Grant (CDBG)

- CDBG programs must comply with [Title 24 of the Code of Federal Regulations, Part 570](#)
- Can serve clients up to 80% area median income
- Additional requirements – we'll let you know if they apply to you:
 - National Environmental Policy Act (NEPA)
 - Section 504/Americans with Disabilities Act
 - Fair Housing Act
 - MBE/WBE
 - Equal Employment Opportunities Act
 - Federal Funding Accountability and Transparency Act

AHIF requirements

- Set-aside from the County's Affordable Housing Investment Fund, which is generally bricks and mortar development projects
- AHIF Housing Services grants are non-renewable and awarded for two years
 - No need to apply for the second year, but you will need to update budget, performance measures, etc.

CDBG and AHIF reporting

RACE and ETHNICITY TABLE			
Race	Year to Date Number non-Hispanic	Year to Date Number Hispanic	Year to Date Total Served
White			
Black/African American			
Asian			
American Indian/Alaskan Native			
Native Hawaiian/Other Pacific Islander			
American Indian/Alaskan Native & White			
Asian & White			
Black/African American & White			
American Indian/Alaskan Native & Black/African American			
Other Multiracial			
TOTAL NUMBER ASSISTED* (indicate persons or households)	0	0	0
Female Headed Households			
INCOME TABLE			
Income Level		Year to Date Number*	
High Income (over 80% of median)		0	
Moderate Income (67-80% of median)			
Low Income (51-67% of median)		0	
Very Low Income (0-50% of median)		0	
TOTAL NUMBER ASSISTED* (indicate persons or households)		0	

CSBG requirements

Requirements for federal Community Service Block Grant passed through the U.S. Department of Health and Human Services, administered by the Virginia Department of Social Services

- CSBG programs must comply with Title 45 of the Code of Federal Regulations, Part 96
- CSBG can serve clients up to 200% federal poverty level

CSBG-TANF Requirements

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

CSBG and CSBG-TANF reporting

1. Total unduplicated number of persons about whom <u>one or more</u> characteristics were obtained:	
2. Total unduplicated number of persons about whom <u>no</u> characteristics were obtained:	
3. Total unduplicated number of families about whom <u>one or more</u> characteristics were obtained:	
4. Total unduplicated number of families about whom <u>no</u> characteristics were obtained:	

5. GENDER	# of Persons
a. Male	
b. Female	
Total	0

6. AGE	# of Persons
a. 0 - 5	
b. 6 - 11	
c. 12 - 17	
d. 18 - 23	
e. 24 - 44	
f. 45 - 54	
g. 55 - 69	
h. 70 +	
Total	0

7. ETHNICITY	# of Persons
a. Hispanic or Latino	
b. <u>Not</u> Hispanic or Latino	
Total	0

11. FAMILY TYPE	# of Families
a. Single parent/female	
b. Single parent/male	
c. Two-parent household	
d. Single person	
e. Two adults/no children	
f. Other	
Total	0

12. FAMILY SIZE	# of Families
a. One	
b. Two	
c. Three	
d. Four	
e. Five	
f. Six	
g. Seven	
h. Eight or more	
Total	0

CSBG reporting (cont'd)

8. RACE	# of Persons	13. SOURCE(S) OF FAMILY INCOME	# of Families
a. Black/African American		a. Unduplicated # of Families Reporting One or More Sources of Income	
b. White		b. No Income	
c. Other *see note below		c. TANF	
d. Multi-Race (any 2 or more of the above)		d. SSI	
Total	0	e. Social Security	
9. EDUCATION LEVEL OF ADULT	# of Persons	f. Pension	
a. 0 - 8		g. General Assistance	
b. 9 - 12 - non-graduate		h. Unemployment Insurance	
c. high school grad/GED		i. Employment + other source(s)	
d. 12 + some post secondary		j. Employment only	
e. 2 or 4 yr college graduates		k. Other	
Total	0	14. Level of Family Income (% of Poverty)	# of Families
10. Other Characteristics	# of Persons	a. Up to 50%	
a. Have No health Insurance		b. 51% to 75%	
b. Have Health Insurance		c. 76% to 100%	
c. Total Surveyed for Health Ins.	0	d. 101% to 125%	
d. Are Disabled		e. 126% to 150%	
e. Are Not Disabled		f. 151% and over	
f. Total Surveyed for Disability	0	Total	0
<p>*Note: Race - Other (8.c.) - Include American Indian, Alaskan Native, Asian, Native Hawaiian, Other Pacific Islander, and All Others. Please note that Hispanic/Latino is no longer considered to be a race but an ethnicity only. Hispanic/Latino clients should self select the race with which they identify themselves.</p>		15. HOUSING	# of Families
		a. Own	
		b. Rent	
		c. Homeless	
		d. Other	
		Total	0

2025 income limits

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

*Arlington is using the uncapped 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.

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

Invoice Documentation

- County staff looks for a number of things when approving invoices:
 - Purchase Order number
 - Invoice number
 - Backup (or supporting) documentation
 - Backup must be able to support every dollar requested but for one exception: indirect costs



OSCAR, INCORPORATED

123 ABC St.

Arlington, VA 22201

October 15, 2020

Purchase Order Number: 123456

Invoice Number: 01-2021

Andrew:

Enclosed please find an invoice for \$20,000 for expenses incurred for our Dog Hugs for All program between July 1 through September 30, 2021. Receipts and backup documentation for all expenses are also included.

Sincerely,

Oscar P. Morrison
Baby-In-Chief

Invoice Documentation

- Types of Backup/Supporting Documentation:

Personnel	Timesheets with salary paid Paystubs Payroll Records Benefits are NOT an indirect cost
Non-Personnel	Receipts Invoices Proof of Payment
Other	Please coordinate with County staff (Jessica Worrall jworrall@arlingtonva.us)

EMPLOYEE EARNINGS RECORD

(Requested Check Dates 04/01/21 - 06/11/21)

HOURS, EARNINGS, AND REIMBURSEMENTS & OTHER PAYMENTS								WITHHOLDINGS					DEDUCTIONS		NET
CHECK DATE	DESCR	REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	TOTAL EARNINGS	REIMB & OTHER PAYMENTS	SOC SEC + MED	FEDERAL TAX	STATE TAX	LOCAL TAX	OTHER	S125MEECMP		PAY
04/02	Reg	68.00		1190.00		1190.00		83.57	85.37	40.91			97.48		882.67
04/16	Reg	69.00		1207.50		1207.50		84.92	87.47	41.91			97.48		895.72
04/30	Reg	71.50		1251.25		1251.25		88.27	92.72	44.43			97.48		928.35
05/14	Reg	48.50		848.75		848.75		57.47	44.42	22.12			97.48		627.26
05/28	Reg	70.00		1225.00		1225.00		86.25	89.57	42.92			97.48		908.78
06/11	Reg	69.50		1216.25		1216.25		85.59	88.52	42.42			97.48		902.24
This Period Total	Regular	396.50		6938.75											
	This Per	396.50		6938.75		6938.75		S 393.94 M 92.13	488.07 VA	234.71			584.88		5145.02

Payroll Register

Check Dates: 05/25/2021 to 06/10/2021

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Processes: 2021052501 - 2021061001

Pay Periods: 05/01/2021 to 05/31/2021

Report Parameters

Employee Last Name Range

Process Date Range: 05/25/2021-01 to 06/10/2021-01

Sort Order: N/A

Show Employees: Y

Show Department: N

Code	Hours	Rate	Amount	Code	Status	Taxable	Amount	Code	Amount	Vchr	5852
REG		37.50	3,250.00	FITW	M-1	2,366.65	184.91	403B	195.00	Type	Regular
401ER			97.50	MED		2,561.65	37.14	DNTL	21.69	Chk Date	5/25/2021
				SS		2,561.65	158.82	MDCL	661.62	Net	1,873.44
				VA	M-1	2,366.65	112.34	VISON	5.04	Dir Dep	1,873.44
Totals			3,250.00	Totals			493.21	Totals	883.35		

Code	Hours	Rate	Amount	Code	Status	Taxable	Amount	Code	Amount	Vchr	5948
REG		37.50	3,250.00	FITW	M-1	2,366.65	184.91	403B	195.00	Type	Regular
401ER			97.50	MED		2,561.65	37.18	DNTL	21.69	Chk Date	6/10/2021
HOLM	8.00	37.50	300.00	SS		2,561.65	158.83	MDCL	661.62	Net	1,873.39
SICKM	12.00	37.50	450.00	VA	M-1	2,366.65	112.34	VISON	5.04	Dir Dep	1,873.39
Totals			3,250.00	Totals			493.26	Totals	883.35		

Code	Hours	Amount	Code	Taxable	Amount	Code	Amount	Chk/Vchr	2
REG		6,500.00	FITW	4,733.30	369.82	403B	390.00	Checks	0
401ER		195.00	MED	5,123.30	74.32	DNTL	43.38	Vouchers	2
HOLM	8.00	300.00	SS	5,123.30	317.65	MDCL	1,323.24	Net	3,746.83
SICKM	12.00	450.00	VA	4,733.30	224.68	VISON	10.08	Dir Dep	3,746.83
								Chk	0.00
Totals		6,500.00	Totals		986.47	Totals	1,766.70		

Reporting and invoicing

- Invoices can be submitted with reports, or separately. *They will not be approved unless reports are up to date, with the exception of 4th quarter reports.*
- Reports and invoices should be submitted in ZoomGrants.

Invoicing for Costs Incurred

- Invoices can be submitted for costs incurred and expended and do not have to be proportional throughout the fiscal year.
- Incurred costs must be included in the agreement.
 - For example:
 - Overall Program Budget = \$100,000
 - Arlington County Grant = \$10,000
 - *Grantee can invoice for \$10,000 as soon as those costs are incurred and expended.*
 - *Reporting takes into account **all program participants for the fiscal year** since the County funding is integral to the overall program (unless program has participants from other jurisdictions).*
- Quarterly reporting requirements are not alleviated if funds are incurred, expended and reimbursed by the County early in the fiscal year – grantees must still submit required reports.

Making changes to budget or performance measures

- Submit requests to County project monitor via e-mail, including:
 - Explanation for why change is requested
 - Comparison of approved and revised budget or performance measures
 - Project monitor will respond with approval, and make changes in ZoomGrants

Personnel Expenditures	Budget	Revised Budget
Executive Director	\$15,000	\$17,000
Director of Programs	\$10,000	\$8,000
Director of Partnerships	\$10,000	\$8,000
Program Coordinator	\$5,000	\$7,000
TOTAL	\$40,000	\$40,000

ZoomGrants Demo

Questions?

Important Dates

Date	Action
July 1, 2025	Beginning of grant year
October 15, 2025	First Quarter reports due
January 15, 2026	Second Quarter report due
April 15, 2026	Third quarter report due
May 29, 2026	Final invoices due*
June 15, 2026	Final reports due

*Invoices can be submitted throughout the program year but due to the compressed period of performance, must be submitted by May 29. Program costs cannot be incurred after May 30.

Thank you for all
your work on behalf
of Arlington's
residents!

ARLINGTON
VIRGINIA