FY 2026
COMMUNITY DEVELOPMENT FUND
NOTICE OF FUNDING AVAILABILITY

ARLINGTON

VIRGINIA

Updated August 1, 2024

AGENDA

1. Community Development Fund framework

2. FY 2026 NOFA – purpose and requirements

3. Application instructions

4. NOFA and Application Questions

5. Don't Let Conflict Ruin Your Culture: Recognize it, Plan for it, Manage it!
   - Karen Gulliford, Great Workplaces, LLC

COMMUNITY DEVELOPMENT TEAM

Jennifer Daniels, Manager
703-228-3822, jldaniels@arlingtonva.us

Zina Abdulrahman, Administrative Grants
Specialist 703-228-3786, zabdulrahman@arlingtonva.us

Caitlin Jones, Community Development Planner
703-228-3762, cjones1@arlingtonva.us

Rolda Nedd, Community Development Planner
703-228-3823, rnedd@arlingtonva.us

NEW THIS YEAR

- Maximum requested amount for public service programs is now $35,000, NOT $50,000

- Beginning in FY 2026, Community Development Fund will undergo restructuring, which may include fewer grants being funded at higher amounts

- Other County grant funding may not be counted toward leverage
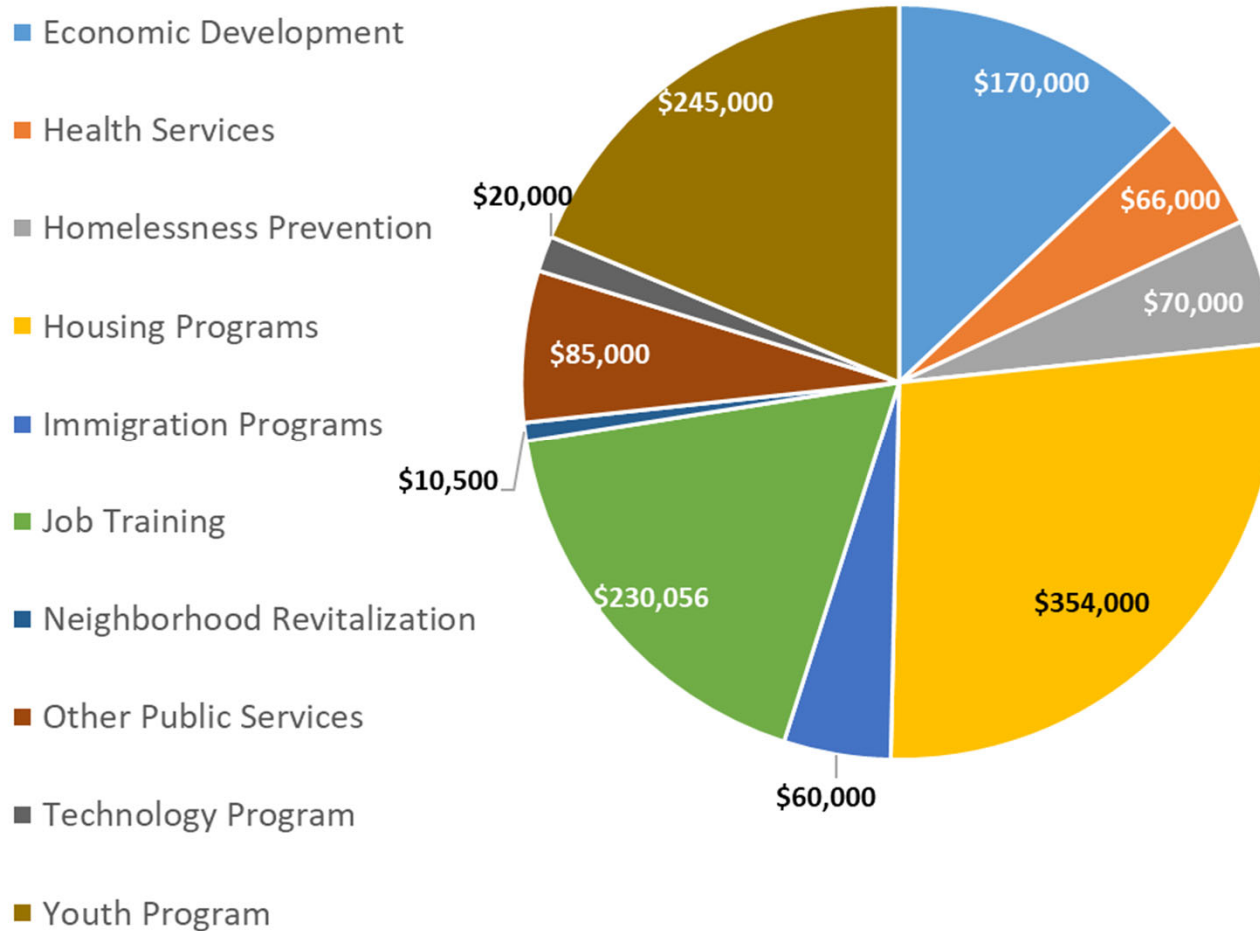
COMMUNITY DEVELOPMENT FUND OVERVIEW

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

COMMUNITY DEVELOPMENT FUND OVERVIEW

- CDBG and CSBG: One-year renewable grants

- AHIF Services: awarded for two years and non-renewable. If awarded AHIF grant in previous year, no need to reapply second year.

- Public Services: Eligible to request up to $35,000.
  - Eviction and homelessness prevention, job training, health-related programs, youth and senior programs that serve low- and moderate-income residents, immigration legal services

- Other Programs: Eligible up to $100,000
  - Housing development, homeownership counseling that leads to property acquisition, rental and owner housing rehabilitation, certain economic development programs, and business development (microenterprise, small business assistance)

- Federal funds awarded through the federal appropriations process, so funding availability may not be known until Spring 2024.

PREVIOUSLY-FUNDED PROGRAMS

FY 2025 Funded Grant Programs by Category

- Economic Development
- Health Services
- Homelessness Prevention
- Housing Programs
- Immigration Programs
- Job Training
- Neighborhood Revitalization
- Other Public Services
- Technology Program
- Youth Program

$170,000
$66,000
$70,000
$354,000
$60,000
$230,056
$10,500
$85,000
$20,000
$245,000

GENERAL ELIGIBILITY REQUIREMENTS

- Nonprofit 501(c)(3) organizations serving Arlington residents

- Responsive to goals and objectives of Five-Year 2022-2026 Consolidated Plan.

- Activities must be delivered from an Americans with Disabilities Act (ADA) and Section 504 compliant location.

- Programs sponsored by faith-based organizations must deliver services and outreach regardless of program beneficiary religious affiliation.

- Must serve primarily low- to moderate-income beneficiaries; income guidelines vary based on funding source

- Applicants do not apply for a specific funding source, rather the Community Development Fund program in general. Staff matches programs to funding source during review process.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

- CDBG programs must comply with [Title 24 of the Code of Federal Regulations, Part 570](#)

- Must respond to CDBG National Objective and serve clients up to 80% area median income

- Direct assistance or income payments (rent assistance, subsidies, gift cards, etc. made directly to beneficiaries) are not eligible under CDBG.

- Additional Federal compliance requirements *might* apply, including National Environmental Policy Act (NEPA), Fair Housing Act, and more.

AFFORDABLE HOUSING INVESTMENT FUND (AHIF) SERVICES

- Eligible programs generally involve services that directly support residents of committed affordable housing (CAF) units or residents living in market-rate affordable (MARK) units

- Programs must be related to housing and/or economic stability

- Funds generally reserved for new, start-up, demonstration projects or involve the expansion of a current program

- Direct assistance or income payments (rent assistance, subsidies, gift cards, etc. made directly to beneficiaries) is not eligible under AHIF

- CDBG income and reporting requirements apply; can serve clients up to 80% area median income

COMMUNITY SERVICES BLOCK GRANT

- CSBG programs must comply with [Title 45 of the Code of Federal Regulations, Part 96](#)

- CSBG can serve clients up to 200% federal poverty level*

- Direct assistance may be eligible under CSBG rules, however applicants that choose to include this in their proposed program budgets should discuss specifics with County staff prior to submitting a proposal

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

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

- CSBG-TANF can serve clients up to 200% FPL

- CSBG-TANF-specific requirements:

  - Families must include a minor child (less than 18 years old) who resides with the family

  - Services or payments cannot be considered "assistance" as defined by the TANF grant

  - All costs incurred must relate to one or more of the following: work subsidies, education and training, child care, transportation and non-recurrent short-term benefits which cannot extend beyond 4 months

2024 INCOME LIMITS

Income Level	1	2	3	4	5	6
Moderate Income (80%)*	$86,650	$99,000	$111,400	$123,750	$133,650	$143,550
Low Income (60%)	$63,300	$72,360	$81,420	$90,420	$97,680	$104,940
Very Low – Section 8 - 50%	$52,750	$60,300	$67,850	$75,350	$81,400	$87,450
Extremely Low - 30%	$31,650	$36,180	$40,710	$45,210	$48,840	$52,470
CSBG (125% of federal poverty level)	$18,825	$25,550	$32,275	$39,000	$45,725	$52,450
CSBG and CSBG – TANF (200% of federal poverty level)**	$30,120	$40,880	$51,640	$62,400	$73,160	$83,920

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

2022-2026 CONSOLIDATED PLAN

Goal 1 – Create and sustain affordable housing

1.1 Increase the supply of committed affordable units (CAFs)

1.2 Rehabilitation or repair of existing CAFs, including energy efficiency

1.3 Improve owner-occupied housing

1.4 Assist households to become homeowners.

Goal 2 – Promote healthy and self-sufficient families

2.1 Provide job training and skills

2.2 Foster microenterprise development

2.3 Reduce barriers to employment

2.4 Assist families to build assets

2.5 Reduce barriers to digital technology and broadband internet

2.6 Support increased educational attainment for youth and families

2.7 Increase individual and family health and well-being

2022-2026 CONSOLIDATED PLAN

Goal 3 – Stabilize families at risk of homelessness

3.1 Provide permanent supportive housing for homeless persons with disabilities

3.2 Rapidly rehouse homeless persons

3.3 Prevent households from becoming homeless

3.4 Provide emergency housing

Goal 4 – Foster vibrant and sustainable neighborhoods

4.1 Provide technical assistance and referrals

4.2 Educate residents on housing issues through events and workshops

4.3 Physically improve neighborhood through cleanup events

4.4 Support public infrastructure development that improves access to broadband internet

4.5 Foster community engagement through neighborhood-focused community events

FY 2026 NOFA TIMELINE

Proposals Due	Friday, September 6
Proposals reviewed by staff and CDCAC	September – November
Proposal presentations	October 2, 9, 16, 23, or 30
County Manager budget proposal released	February 2025
CDCAC public hearing	March 2025
County Board budget hearing	March 2025
Final budget adopted	April 2025
Community Development Funds available	July 2025

PROPOSAL SUBMISSIONS

Proposals must be submitted online via ZoomGrants

- Video: ZoomGrants™, How to Apply

- Presentation: How to Apply for Funding via ZoomGrants™

- ZoomGrants™ Applicant Tip Sheet

PROPOSAL REQUIREMENTS

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

FY 2026 NOFA QUESTIONS

Program Design & Proposal Elements

Community Needs

1. Describe and document the extent and nature of the unmet need that your proposal addresses. What populations are adversely affected by the problem? Include specific evidence or data identifying local need.

   Both qualitative and quantitative data is acceptable. 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.

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

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

FY 2026 NOFA QUESTIONS

Program Design & Proposal Elements continued...

Overall Program Design

3. **Provide a detailed project synopsis, including program methodology and work plan, including a detailed description of program activities, a program roadmap that lists all the steps or activities required to deliver the proposed program successfully.**

   The project synopsis should also describe populations and beneficiaries to be served including how you will document if they are income-eligible, total amount requested and total project cost.

4. **What is the designated timeframe for the project?**

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

5. **Define the geographic area to be served.**

   Where will the program will be located, and will the activity impact a specific Arlington neighborhood? If you are serving a specific neighborhood, please document that the project has the support of the residents of that area. How many Arlington clients vs. clients from neighboring jurisdictions does your organization serve?

FY 2026 NOFA QUESTIONS

Organization Capacity and Experience

Direct Experience & Capacity

6.   **Provide a brief description of your organization.**

     The description should include the organization's history, mission, goals, programs, and future plans.

7.   **Describe your organization's demonstrated ability and capacity to carry out this program. How is your organization set up to provide the proposed services?**

     Include organization's experience with addressing unmet need, staff qualifications, expertise, and experience. If volunteers will be used, describe their roles, whether they are volunteering professional or non-professional services, your prior experience using volunteers, and your strategy for recruiting volunteers. You may upload resumes for key staff in the Document upload tab (optional but encouraged).

8.   **If program has received CDF grant in the past, describe impact that prior-year funding has had on the community.**

     If your organization has received a CDF grant in the past, please describe past performance of the CDF-funded grant program. This includes, how the organization has met or exceeded program goals, how your organization has impacted the unmet needs, and how additional funding will contribute to further addressing that unmet need.

FY 2026 NOFA QUESTIONS

Collaboration and Coordination with Other Organizations

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

   Collaborative submissions are encouraged. Please identify ONLY ONE lead agency with whom the County will contract. The collaborating agency must demonstrate executive and board support of the project (letters of support encouraged).

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

FY 2026 NOFA QUESTIONS

Program Evaluation

Goals and Program Outcomes

11. Describe the program's goals and intended outcomes.

The program goals are the intended results and what the organization anticipates will be accomplished. Outcomes are the clear benefit that program participants will receive based on the program activities. This should correlate to performance indicators identified in the "Program Evaluation Form" tab in ZoomGrants (see page 16 of this NOFA for more details).

12. Arlington County Consolidated Plan Goals and Objectives Checklist

Please indicate which Consolidated Plan funding goal and objective your project is consistent with. Proposed projects must address one or more of these objectives.

13. Please elaborate how the proposed program is consistent with or will address the Consolidated Plan goal(s) and objective(s) selected in Question 12.

FY 2026 NOFA QUESTIONS

Program Evaluation *continued..*

Evaluation Plan

14. **Provide an evaluation plan detailing intended outcomes and outputs of the program.**

    Evaluation plan should describe intended impact on populations served, how outcomes will impact program and Consolidated Plan goals, and what data will be collected to demonstrate how outcomes will be assessed. Describe rationale and methodology.

Long-Term Strategy

15. **Describe the long-term strategy or plan for your project in meeting intended program goals.**

    How will the organization address unmet needs over the long-term? Is there a final outcome that the program is hoping to achieve?

FY 2026 NOFA QUESTIONS

Program Budget and Sustainability

Program Budget and Leverage Score

16. **Is the budget table in the "Budget" tab complete?**

    Be sure to include all sources that have been secured to carry out program to ensure all sources are accounted for in leverage score. More details about what should be included in your program budget and how leverage score is calculated can be found on page 15.

17. **If requesting additional funds over the AMOUNT AWARDED over the previous year, please describe in detail what the additional funds will be used for.**

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

BUDGET TIPS

Follow allowable and unallowable costs principles and guidelines published in 2 CFR Part 200, "**Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**".

Salary cost and fringes must be specifically and clearly attributed to each person working on the project. DO NOT lump salaries into one line item if more than one person will be paid out of the requested grant amount.

Please specify position titles, hourly rate and estimated number of hours to work in the budget narrative.

To include indirect costs: Subrecipients that DO NOT have a federally negotiated indirect cost rate may charge up to 15% (*updated 8/1*) of allowable costs for indirect costs. Subrecipients that DO have a federally negotiated indirect cost rate may use that rate.

FY 2026 NOFA QUESTIONS

Program Budget and Sustainability continued…

Program Sustainability

18. Provide detailed plan for project sustainability and eventual economic independence.

    Can the program become financially self-sufficient? If so, when do you expect that to happen and how? If you did not receive Community Development Fund funding, how would you continue to support and grow the program?

Community Support & References

Be sure to attach three (3) Letters of Support along with this application in the "Documents" upload tab of ZoomGrants application.

EVALUATION CRITERIA

Program Design & Proposal Elements (Max 30 points)	
• Community Needs	Up to 15 points
• Overall Program Design	Up to 15 points
Organization Capacity and Experience (Max 15 points)	
• Direct Experience & Capacity	Up to 10 points
• Collaboration & Coordination with Other Organizations	Up to 5 points
Program Performance Evaluation (Max 25 points)	
• Goals and Program Outcomes	Up to 10 points
• Evaluation Plan	Up to 10 points
• Long-Term Strategy	Up to 5 points
Program Budget and Program Sustainability (25 points)	
• Program Budget	Up to 10 points
• Leverage Score (reviewer score)	Up to 5 points
• Leverage Score (calculated by staff)	Up to 5 points
• Program Sustainability	Up to 5 points
Community Support & References (Max 5 points)	Up to 5 points
Total Proposal Score (up to 100 points)	

PROPOSAL TIPS

- Read the Notice(s) of Funding Availability carefully for eligibility requirements.

- Be sure to document leverage, including in-kind such as volunteers.

- Consider including 3 letters of support to submit along with application, they are optional but a good way to provide reviewers with a sense of community support of the program, plus there are points awarded in the evaluation

- Contact County staff with questions about whether your program is eligible!

Questions?