

# ARLINGTON VIRGINIA

## **Community Development Fund FY 2023 Notice of Funding Availability**

## Table of Contents

Introduction	2
Funding Priorities	3
Eligibility Requirements	4
Submission Requirements	6
Setting Up a ZoomGrants™ Account	8
Proposal Contents	9
Proposal Evaluation	14
Proposal Checklist	15

# Introduction

Arlington County invites nonprofit organizations to submit proposals requesting funds for eligible programs and services from the Community Development Fund (CDF) for a one-year grant for FY 2023.

## Community Development Fund

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):** 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). *More information about CDBG eligibility can be found on page 4.*
- **Federal and State Community Services Block Grant (CSBG):** CSBG is a Federal block grant program, administered by the Virginia Department of Social Services, that addresses the causes of poverty among low-income persons and families (125% of poverty or below), by supporting programs and services that improve economic self-sufficiency. *More information about CSBG eligibility can be found on page 4.*
- **Community Services Block Grant – Temporary Assistance for Needy Families (CSBG-TANF):** CSBG-TANF provides a supplemental allocation of Federal funds with specific eligibility requirements for families with children under 18; income levels at or below 200% of poverty; and reimbursements are tied to specific activities. *More information about CSBG-TANF can be found on page 5.*
- **Arlington County’s Affordable Housing Investment Fund, Housing Services (AHIF Services):** A portion of Arlington’s AHIF funds are used for new or expanding housing or homelessness-related programs. *More information about AHIF Housing Services eligibility can be found on page 5.*

Grants will be awarded for one year, beginning July 1, 2022 through June 30, 2023. The actual amount will be determined upon the Arlington County Board’s approval of the Fiscal Year 2023 budget and may be dependent on federal appropriations.

Grants between \$20,000 and \$50,000 may be requested for a wide range of public services, including eviction and homelessness prevention, job training, youth and senior programs that serve low- and moderate-income residents. Housing development, homeownership, housing rehabilitation, certain economic development programs, and business development (microenterprise, small business assistance) are eligible for grants up to \$100,000.

During the application review process, County staff will determine the most appropriate funding source for projects. Applying for a Community Development Fund grant does not guarantee funding under one specific source.

## Funding Priorities

Applications for this NOFA must support the goals, strategies and objectives outlined in the FY 2022-2026 Five Year Consolidated Plan, including:

<b>Five Year Goals and Strategies</b>
<b>Goal 1 – Create and sustain affordable housing</b>
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 <sup>1</sup>
1.4 Assist households to become homeowners.
<b>Goal 2 – Promote healthy and self-sufficient families</b>
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
2.5 Support increased educational attainment for youth and families
2.6 Increase individual and family health and well-being
<b>Goal 3 – Stabilize families at risk of homelessness</b>
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 for persons who are not able to be diverted
<b>Goal 4 – Foster vibrant and sustainable neighborhoods</b>
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

In general, preference or priority will be given to:

- Projects involving collaboration with other service providers
- Projects that demonstrate significant leveraging of match funding
- Projects with a strong sustainability plan or long-term strategy

## Eligibility Requirements

Arlington County is required to submit a Consolidated Plan every five years to outline intended housing and community development priorities and funding objectives. The County will only consider funding projects which are consistent with the Consolidated Plan. The most current funding priorities are outlined in the [FY 2022-2026 Consolidated Plan](#).

### 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.

Each funding source that comprises the Community Development Fund has unique requirements. County staff will determine which funding source best fits proposed projects or programs.

### Community Development Block Grant and Community Services Block Grant Program Eligibility:

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 federal and local 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 2021 income limits CURRENTLY in effect for CDBG and CSBG are listed on page 9.**
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 programs receiving funds from Community Services Block Grant or Community Development Block Grant will be subject to all Federal and State laws, regulations and guidelines governing those grants.
6. Direct assistance or income payments (rent assistance, subsidies, gift cards, etc. made directly to beneficiaries) are not eligible under CDBG. There may be exceptions under CSBG, however applicants that choose to include this in their proposed program budgets should discuss specifics with County staff prior to submitting a proposal..

## Temporary Assistance for Needy Families (TANF) Funding Eligibility

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 USC 601-619 and 45 CFR Part 260, et al).

TANF funds cannot be used to provide medical services, for juvenile justice activities, or for sectarian worship, instruction, or proselytization.

In addition, 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.

## AHIF Housing Services Funding Eligibility:

Applications that involve housing-related services **may** be considered for funding within the AHIF Housing Services funding pool. Eligibility requirements are as follows:

1. Projects must be related to homelessness and/or housing stability or benefit residents living in Committed Affordable Housing (CAF) units.
2. Projects must be new, start-up, demonstration or involve the expansion of a current program.

AHIF projects are funded for two (2) years at a time. Projects that are recommended for AHIF Housing Services funding may be invited to present to the Housing Commission, in addition to the regular Community Development Citizens Advisory Committee review.

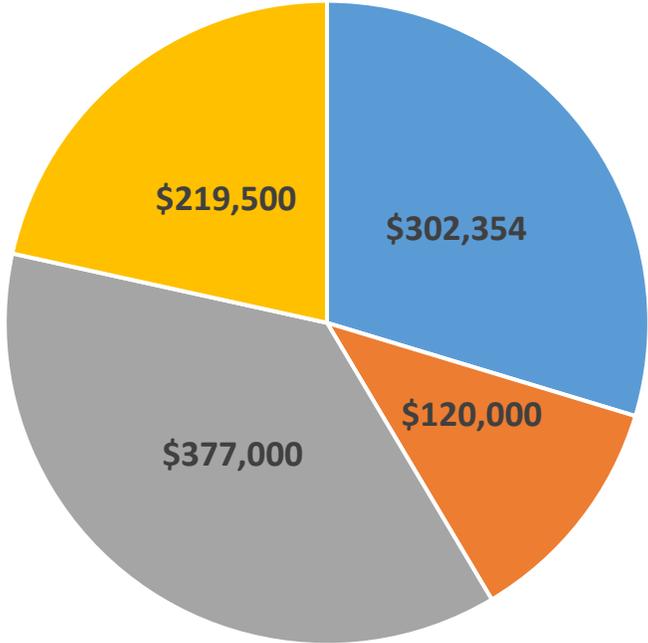
**Applicants are encouraged to contact County staff to discuss program ideas. Please contact:**

Caitlin Jones  
(703) 228-3762  
[Cjones1@arlingtonva.us](mailto:Cjones1@arlingtonva.us)

# Funding Priorities & Past Program

Below is a breakdown of what types of grant programs were funded through the Community Development Fund for FY 2022.

FY 2022 Community Development Fund Programs



- Economic Development / Job Training
- Prevent Homelessness
- Public Service (Youth Programs, Health Programs, Immigration Services, etc.)
- Housing

## 2021 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 2021 was \$129,000. 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.

Number of Persons	1	2	3	4	5	6
Area Median Income	\$90,300	\$103,200	\$116,100	<b>\$129,000</b>	\$139,400	\$149,700

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%)*	\$77,400	\$82,560	\$92,880	<b>\$103,200</b>	\$111,520	\$119,760
Low Income (67%)	\$60,501	\$69,144	\$77,787	<b>\$86,430</b>	\$93,398	\$100,299
Very Low – Section 8 - 50%	\$45,150	\$51,600	\$58,050	<b>\$64,500</b>	\$69,700	\$74,850
Extremely Low - 30%	\$27,090	\$30,960	\$34,830	<b>\$38,700</b>	\$41,820	\$43,860
CSBG (125% of federal poverty level)	\$15,950	\$21,550	\$27,150	<b>\$32,750</b>	\$38,350	\$43,960
CSBG – TANF (200% of federal poverty level)	\$25,520	\$34,480	\$43,440	<b>\$52,400</b>	\$61,360	\$70,320

Subrecipients will be required to update income eligibility in Spring 2022 when income guidelines are updated by HUD.

## Submission Requirements

**DEADLINE:** All proposals must be submitted *electronically through ZoomGrants™* no later than **5:00 pm on Friday, September 10, 2021.**

**FORMAT:**

1. All applications must be completed using the online application software ZoomGrants™ . Any application not following the prescribed format will not be considered for funding.
2. In order to submit an application, you must create a user account through ZoomGrants™. More information about setting up an account can be found on page 7.

## Proposal Timeline

**July 6, 2021** – NOFA released

**July 20, 2021** - NOFA workshop (details below)

**October-November 2021:** Proposal review by County staff and citizen commissions; applicant presentations (details below)

**February 2022:** County Manager’s Proposed FY 2023 County Budget released

**March 2022:** County Board FY 2023 Budget Hearing

**April 2022:** Final FY 2023 County Budget adopted

**July 1, 2022:** Agreements executed and funds available

## Additional Information

An **optional** virtual workshop to provide an overview and answer questions about the regular FY 2023 Community Development Fund will be held on Tuesday, July 20<sup>th</sup> at 3:00pm – 4:00pm. To RSVP and receive a meeting link, contact Zina Abdulrahman at [zabdulrahman@arlingtonva.us](mailto:zabdulrahman@arlingtonva.us).

All prospective applicants will be **required** to attend a proposal presentation session to discuss proposals with staff and Community Development Citizens Advisory Committee (CDCAC) members. Applicants will be notified of the exact date and time of their applicant presentation (currently scheduled for October 6, 13, 20, 27 between 6:30-9:00pm). Alternatives to the provided time will be considered on a limited basis, if the assigned application time absolutely does not work for the applicant.

**How to prepare for proposal presentations:** The CDCAC proposal presentation is an opportunity for applicants to highlight why their program proposal should be recommended for funding by the review committee. Do not reiterate what information is provided in the application. Rather, applicants should highlight how the program will impact beneficiaries, how the program will impact the community long term, how the program has changed or evolved, etc. and the presentation portion should not exceed 5 minutes, leaving at least 10 minutes for questions from CDCAC. Typically, the committee submits questions about the application in advance of the presentation, so it would be beneficial for the applicant to structure the presentation around those follow-up questions.

## Questions & Feedback

Applicants are encouraged to contact County staff for all content-related questions. Please contact:

Caitlin Jones

(703) 228-3762

[Cjones1@arlingtonva.us](mailto:Cjones1@arlingtonva.us)

ZoomGrants™ Technical Support staff can help with technical questions or general inquiries about the system. Please contact:

[Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com)

Applications that are not recommended for funding may request a post-application decision debrief with County staff. These requests may be submitted to:

Caitlin Jones

(703) 228-3762

[Cjones1@arlingtonva.us](mailto:Cjones1@arlingtonva.us)

## Setting up a ZoomGrants™ Account

1. Create a ZoomGrants™ account or log in to your existing account by visiting [this page](#).
2. Find the “FY 2023 Community Development Fund” and click the Apply button to get started
3. Answer the questions and/or fill in the fields in each tab:
  - a. Proposal Cover Sheet
  - b. Proposal Narratives
  - c. Budget and Budget Narrative
  - d. Program Evaluation Form
  - e. Documents Upload
4. Submit your application by Friday, September 10, 2021. You will receive a confirmation and will be contacted to schedule an applicant interview with staff and citizen commission.
5. If you are selected to receive funding, you will be required to submit invoices and quarterly Program Evaluation reports online.

### Tips for Using ZoomGrants™:

- Answers are saved automatically when you leave each field.
- Turn SPELL-CHECKING on.
- Copying/pasting data works best when you are pasting UNFORMATTED text. (Bullets and other special characters do not transfer and are usually replaced with question marks.)
- When you paste data into a field, the character count will be inaccurate until you add/delete at least one character.
- Log out and come back at any time to continue your work, but be sure to finish and submit before the deadline.
- Submit early, if you can!

### ZoomGrants™ Resources:

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

## Required Contents of Proposal

Applications must be submitted Through [ZoomGrants™](#)

### Program Design & Proposal Elements

#### Overall Program Design

**1. Provide a brief project synopsis.**

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

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

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

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

Where the program will be located? Will the activity impact a specific neighborhood? If you designate a specific geographic area, please document that the project has been reviewed with the residents of that area and has their support.

#### Community Needs

**4. Describe and document the extent and nature of the unmet need that your proposal addresses.**

What populations are adversely affected by the problem and where does it occur in the community? Please ensure that the application provides specific evidence or data identifying local need.

**Note:** Applicants are encouraged to contact County staff to discuss ideas for sourcing local data related to their application.

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

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

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

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

#### Collaboration and Coordination with Other Organizations

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

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

## Long-Term Strategy / Project Sustainability

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

How will the project eventually become self-sufficient?

**9. If requesting additional funds over the 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.

## Goals, Objectives, Outcomes & Evaluation Plan

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

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

**11. Arlington County Consolidated Plan Goals and Objectives Checklist**

Please indicate which Consolidated Plan funding goal and objective your project is consistent with. It is highly recommended that proposed projects address one or more of these objectives.

**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 improving energy efficiency
- 1.3 Improve owner-occupied housing
- 1.4 Assist households to become first-time homeowners

**Goal 2: Promote healthy and self-sufficient families**

- 2.1 Provide job training and skills development
- 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

**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 for persons who are not able to be diverted

**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

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

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

## Organization Description & Experience

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

The description should include the organization's history, mission, goals, programs, capacity to carry out project/activity, and future plans. **Please note:** Applicants must upload the organization's Non-Profit Tax-Exempt Status and Articles of Incorporation to the Document section of ZoomGrants along with the application. If your program is selected for funding, several additional documents must be submitted in prior to the beginning of the program start date.

**14. Provide names and brief job descriptions for personnel who will directly implement the project.**

If volunteers will be used, describe their roles, whether they are volunteering professional or non-professional services, your prior experience using volunteers, and your strategy for recruiting volunteers. You may upload resumes for key staff in the Document upload section (optional).

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

## Organizational Capacity and Past Performance

**16. Describe your organization's demonstrated ability to carry out this program and if program has received CDF grant in the past, describe impact on the community.**

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

## Community Support

**17. Up to three (3) Letters of Support may be submitted along with this application. Attach Letters of Support in the Documents section of ZoomGrants application.**

## Budget and Leveraging

All applicants must submit a project budget, providing a detailed estimate of all resources to be used and all costs associated with the project. **All applicants must submit budgets electronically through the Budget & Budget Narratives tab.**

For volunteer in-kind hours, please calculate \$28.54 per hour, which is the 2021 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.

Salary cost and fringes allocable to a grant application must be specifically and clearly attributed to each (as appropriate) 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. 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. 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.

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.

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.

- Indirect costs: Subrecipients that DO NOT have a federally negotiated indirect cost rate may charge up to 10% of total direct costs 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.

**It is expected that all applicants 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”](#).**

### Leverage

Please describe other resources that will be available or are being sought, indicating: the amount, type (grant, loan, in-kind), source, and permitted uses.

There are two leverage scoring categories:

- Leverage of other resources: Variable score that allows proposal reviewers discretion in how an organization is evaluated with relation to leveraging, other than the leverage score (which cannot change). If there are specific circumstances that prevents an organization from leveraging other resources for a particular program, an explanation should be included in the Budget Narrative.
- Leverage score: Calculated by County staff for each application, the leverage score compares the amount of the request in relation to the amount of other sources being leveraged for the program. The leverage score cannot change. The review committee will see this score when reviewing applications. The leverage score formula is as follows:

(Total Program Budget – CDF Request )

Total Program Budget

Example:  $(\$70,000 - \$40,000) / \$70,000 = 42\%$ , Leverage Score 0

Leverage Score Weights	
Percent of Program Budget Funded By Sources Other than CD Fund	Leverage Score
90.0 to 100%	5
80.0 to 89.9%	4
70.0 to 79.9%	3
60.0 to 69.9%	2
50.0 to 59.9%	1
0 to 49.9%	0

### Budget Narrative

The Budget Narrative is the justification of how and/or why a line item helps to meet the program deliverables. Please detail the amount being requested for each cost area as well as specifics about other sources contributing to that project cost area. Also describe other resources that will be available or are being sought, indicating: the amount, type (grant, loan, in-kind), source, and permitted uses.

**NOTE:** If other funds will be combined with your CD Fund grant in order to carry out your program, applicants must describe how costs will be allocated among the various funding sources.

### Program Evaluation Form

In this section (see Program Evaluation Form tab in ZoomGrants), please describe the strategies that you will use to meet your goals, and the performance measures that you will use to measure success. This should reflect the evaluation plan described in the Proposal Narratives section.

# Proposal Evaluation

Grants are awarded through a competitive evaluation process. The evaluation considers all aspects of the proposal, as described in the application.

Proposals are reviewed by County staff to determine which funding source is appropriate and determine whether the proposal is responsive to this solicitation. Responsive proposals will be forwarded to the Community Development Citizens Advisory Committee (CDCAC). County staff and CDCAC will review projects for CDBG, CSBG, TANF, and AHIF Housing Service proposals. The Housing Commission may also invite applicants recommended for AHIF Housing Service funding to attend a meeting.

**All applicants are required to attend a proposal review session.** You will be notified of the exact date and time. You should be prepared to briefly present your proposal and to answer questions.

## Evaluation Criteria

<b>Quality of Program Design and Proposal Elements (Max 40 points)</b>	
• Overall strength of program design	Up to 10 points
• Addresses unmet community need	Up to 10 points
• Collaboration/coordination with other nonprofits/existing County services	Up to 10 points
• Long-term strategy/project sustainability	Up to 10 points
<b>Goals, Objectives, Outcomes &amp; Evaluation Plan (Max 20 points)</b>	
• Goals and objectives address Consolidated Plan priority	Up to 10 points
• Evaluation plan measures desired outcomes effectively	Up to 10 points
<b>Budget Feasibility and Leveraging (Max 20 points)</b>	
• Project budget feasibility and reasonableness	Up to 10 points
• Leveraging of other resources (reviewer score)	Up to 5 points
• Leverage score (calculated by staff)	Up to 5 points
<b>Capacity and Experience (Max 20 points)</b>	
• Organizational experience	Up to 10 points
• Organizational capacity and program performance	Up to 5 points
• Community support/ references	Up to 5 points
<b>Total Proposal Score (up to 100 points)</b>	

# Proposal Checklist

Proposal Preparation: **All applicants**, please include these items:

- Application Summary
- Proposal Narratives
- Budget and Budget Narratives
- Documents (required if recommended for funding):
  - Non-profit / Tax-Exempt Status
  - Articles of Incorporation
  - Organizational Chart – *Optional*
  - Board of Director’s Roster – *Optional*
  - Bylaws – *Optional*
  - Most Recent Organizational Financial Audit – *Optional*
  - Current Organizational Budget – *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*