



Program Year 2026

**Request For Proposal (RFP) Guidebook:
Community Development Block Grant (CDBG)**

Grants Management Department

City of Arlington

RFP for Planning and Public Services

Revised October 2025

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Introduction to the Online RFP Guidebook

The City of Arlington's Grants Management Department is pleased to present the 2025 Request for Proposals (RFP) for the Community Development Block Grant (CDBG). This application is intended to be completed entirely online through the Neighborly Grants platform. This guidebook will review CDBG program goals as they relate to the goals of the City's Consolidated Plan as well as eligibility requirements for the Community Development Block Grant. Previous CDBG applicants will find many of the fields in this application have changed in comparison to previous year's online application. Please read this guidebook carefully before beginning your application. Questions can be addressed to Grants Management until the application due date by emailing grantsmanagement@arlingtontx.gov.

General Information

Community Development Block Grant (CDBG)

The Community Development Block Grant (CDBG) Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG program is the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanded economic opportunity, principally for low- to moderate-income persons and neighborhoods. The City of Arlington receives CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Each year the City seeks to maximize the benefits of these funds by partnering with local organizations to conduct eligible activities.

Local governments participate in either the Entitlement Program (for cities over 50,000 in population or urban counties with more than 200,000 people) or the States and Small Cities Program (communities with populations of 50,000 or less).

As an entitlement community, the City of Arlington receives an annual allocation of CDBG funds, contingent upon submission of an approved Consolidated Plan and Annual Action Plan. The regulations implementing the CDBG Program are found at 24 CFR Part 570. To review the regulations in their entirety, visit the HUD Exchange website at www.hudexchange.info.

Consolidated Plan

The U.S. Department of Housing and Urban Development (HUD) requires all participating jurisdictions to submit a five-year strategic planning document called the Consolidated Plan. The Consolidated Plan describes the housing and community development needs of the City of Arlington for a five-year period. The PY2025 Annual Action Plan, under which these applications will be funded, is the first year Action Plan for the 2025-2029 Consolidated Plan which was formally adopted by the Arlington City Council in May 2025 and approved by HUD in June 2025. This Consolidated Plan sets the City of Arlington's vision for improving the quality of life for low- and moderate-income (LMI) residents and neighborhoods and outlines measurable goals for housing, community development, and economic opportunity. It is through the Consolidated Plan that the City of Arlington determines its funding priorities each program year. As conditions change, the Consolidated Plan may be amended. Information related to the current and previous Consolidated Plans and other program information may be found by clicking here at: [Consolidated Plans - City of Arlington \(arlingtontx.gov\)](https://www.arlingtontx.gov/consolidated-plans).

Annual Action Plan

The Action Plan is the annual update to the Consolidated Plan. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. The Annual Action Plan describes resources available, how those resources are to be utilized, including funded projects, and the geographic distribution of those resources. The planning process has been specifically created to assist in mapping one-year actions for community development and making good use of available federal, state, and local resources.

City of Arlington Geographic Distribution of Funds

Projects must primarily benefit low- and moderate-income residents of the City of Arlington. Activities provided city-wide include public services, homebuyers' assistance, housing rehabilitation, rental and owner housing development, homeless prevention and assistance, and tenant-based rental assistance.

The 2025-2029 Consolidated Plan identifies two target areas in need of neighborhood improvements and investment of funds: The Central Arlington Neighborhood Revitalization Strategy Area (NRSA) and the East Arlington Target area.

The Central Arlington Neighborhood Revitalization Strategy Area (NRSA) (see Figure 1) includes at least 51 percent low-to moderate-income (LMI) individuals. The NRSA boundaries are Sanford/Randol Mill on the North, Collins on the East, Abram on the South, and Crowley Road on the West. HUD has established that eligibility for a designated NRSA must meet certain criteria to qualify for funding for Community Block Development grants. NRSA demographic [LMI data](#) from HUD provides that this designated area meets the established criteria. More detailed information on eligibility requirements and information for NRSA can be found at the following link: [Chapter 10: Revitalization Areas](#) at the HUD exchange website. An interactive map at [NRSA Interactive Map](#) can be used to determine if a property is located in the City of Arlington NRSA.

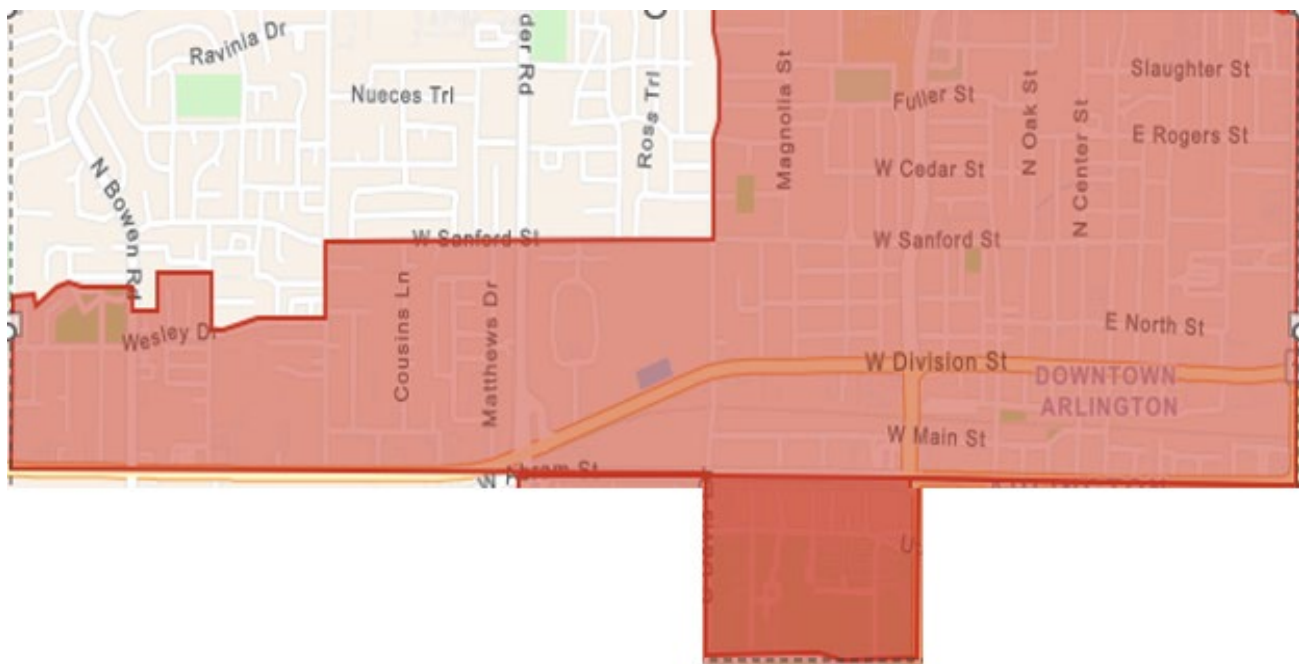


Figure 1: Central Arlington Neighborhood Revitalization Area (NRSA)

The East Arlington Target area (see Figure 2) is also targeted for concentrated improvements in the Consolidated Plan. East Arlington meets the requirement for at least a 51 percent low- to moderate-income (LMI) individuals within the designated area. The East Arlington Target area is generally bounded by Cooper on the West, Mitchell on the North, Great Southwest on the East and Arkansas on the South.

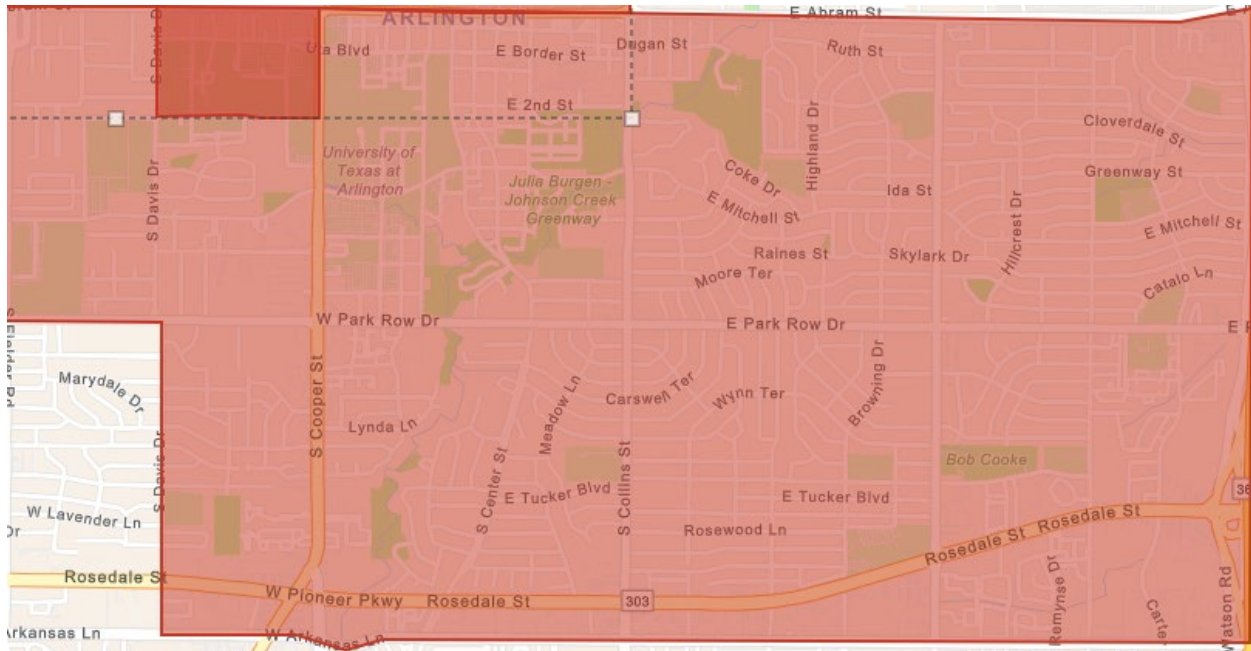


Figure 2: East Arlington Target Area

2025-2029 Consolidated Plan Measurable Objectives

By regulation, HUD grant funds must be used to meet the measurable objectives of the City of Arlington Consolidated Plan. Measurable objectives are developed after an analysis of existing conditions, community needs, and an extensive citizen participation process. City Council priorities and the United Way community assessments provide additional, ongoing direction for community development programs. The priority matrix provides an overview of the relationship among these priority areas and the Consolidated Plan. Plans and studies from a variety of sources were compiled to identify trends and potential partnerships.

The chart on the following page illustrates the priority community development needs outlined in the 2025-2029 Consolidated Plan. A priority classification is assigned to each activity type based on the extent of community need. *High* priority indicates activities to address this need will be targeted for funding by the City of Arlington during the five-year strategic planning period. *Medium* priority indicates that activities to address this need may be funded by the City of Arlington during the five-year strategic planning period if funds are available. The City will also take action to help groups locate other sources of funds for high and medium priority activities. *Low* priority indicates that the City of Arlington will not fund activities to address this need during the five-year strategic planning period.

The 2025-2029 Consolidated Plan priority needs in community development are identified and determined in part by the data received from the Request for Proposal process as well as in consultation with the community and organizations serving the community.

PRIORITY LEVEL	PRIORITY NEED
High	1.) Business and Job Development
High	2.) Infrastructure Improvements
High	3.) Neighborhood Development and Revitalization
High	4.) Public Facility Development/Improvement
	Neighborhood Development and Revitalization
High	1.) Infrastructure Improvements
High	2.) Public Facility Development/ Improvement
High	3.) Neighborhood Development and Revitalization
	Social Service Support
High	1.) Identify and fund collaborative projects that increase efficiency or effectiveness of social service providers by consolidating programs and services.
High	2.) Fund non-profit agencies providing Social Services to eligible Arlington residents to the maximum allowed by HUD.
	Homeless Services
High	1.) Support the Tarrant County Continuum of Care Strategic Plan Goals to Reduce Homelessness in Arlington.
High	2.) Implement recommendations identified by the Partnership Home (Tarrant/Arlington Coc Planning body) to respond to homelessness.
High	3.) Continue to support Shelter Services to the maximum allowed by ESG. Encourage shelter providers to implement programs that target economic self-sufficiency to minimize the shelter stay.

Processing of Proposals

Limitations of the RFP

The City of Arlington's Grants Management Department reserves the right to accept or reject any or all proposals received. In addition, the City of Arlington reserves the right to negotiate with all qualifying organizations and/or to cancel, in whole or in part, a request for proposal if deemed in the best interest of the City of Arlington as it relates to city priorities.

This RFP is for Planning and Public Services only. Infrastructure proposed by other non-profit, or government entities will be addressed outside the scope of this RFP.

Eligible Applicants

Non-profit organizations, and government agencies who deliver services to low-income clients within the City of Arlington's service area may apply for funding. All non-profit organizations must provide proof of non-profit status with supporting documentation from the IRS at the time of application to receive funding through the City of Arlington.

Minimum Criteria for Receipt of Funding

The proposed program must:

1) Provide services that benefit primarily low- to moderate-income persons residing in the city of Arlington;
2) Meet at least one of the Consolidated Plan Measurable Objectives; and
3) Meet a HUD National Objective. Link to HUD National Objectives information here. a) Benefiting low-and moderate-income persons, b) Preventing or eliminating slums or blight, or c) Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

The application must be completed in a professional and accurate manner, with all sections thoroughly completed and provide enough detail to demonstrate knowledge and capacity to carry out the proposed program or project type.

Since the City of Arlington funds are provided to awarded projects on a reimbursement basis only, organizations must demonstrate the financial viability to operate a federally funded program strictly on a reimbursement basis. This means funds will be available to the organization *after* it has paid for eligible project costs. However, no costs incurred prior to contract approval may be reimbursed.

A financially viable organization is one that can:

- Operate for a minimum of 90 days pending reimbursement without financial hardship.
- Demonstrate an existing and consistent cash flow; and
- Have a separation of duties for personnel time allocations, etc.

Organizations that are current subrecipients must be in good standing with the City of Arlington, (i.e. have no outstanding reporting delinquencies, outstanding monitoring findings, or program capacity issues) to be considered for funding.

Environmental Review

An environmental review must be completed on every CDBG project per 24 CFR 50.4, 58.5, and 58.6 and the review must result in environmental clearance before the City can commit CDBG funds to the project. The review will be completed by the City post application acceptance. Documentation of environmental clearance must be provided to the City for any projects that have already received environmental clearance. Information on environmental review requirements can be found at the [HUD Exchange Environmental Review page](#).

CDBG National Objectives

See minimum criteria for receipt of funding above.

Ineligible Activities

The following list includes the types of activities that may NOT be funded under the CDBG Program. The list is not all-inclusive.

- A. Political Activities.
- B. Religious Activities.
- C. Purchase of equipment, including furnishings, personal property, and fire protection.

In addition, substitution of CDBG funds for current levels of state or local government funding for a service is prohibited.

Leveraging Funds

Because CDBG funds are limited, they are not intended to cover 100 percent of any project. The City of Arlington strongly encourages subrecipients to identify and commit additional sources of support, referred to as leveraging funds. Leveraging may consist of cash contributions from other funding sources as well as the value of third-party in-kind contributions such as volunteer labor, staff time, office space, materials, equipment, and supplies. When an organization submits letters documenting leverage, each letter must be prepared on the contributing organization's official letterhead, include the date, the amount of leverage or match, and an authorized signature, and be dated within 30 days of the application submission. The letters must also clearly demonstrate that the support is applicable to the specific project described in the application. Commitment letters should be submitted only when they provide documented financial support; letters of intent without a defined funding amount will not be considered.

Site Visits

The City may conduct site visits during the review phase of this RFP process. Applicant organizations should be prepared for City staff to tour facilities, observe current project activities, and interview or observe staff members engaged in services similar to those for which funding is being requested. Proper notice will be provided in advance of any site visit.

Davis-Bacon Act as amended (40 U.S.C. 276a to a-7) and Related Acts

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

Build America Buy America

The Build America, Buy America Act (BABA), enacted November 15, 2021, requires that iron, steel, manufactured products, and construction materials used in federally funded infrastructure projects be produced in the United States. HUD has implemented BABA under 2 CFR Part 184.

Current HUD guidance (2024–2025) provides general waivers for:

- Small projects $\leq$ \$250,000 (Simplified Acquisition Threshold)
- De minimis use of non-domestic materials ($\leq$ 5% of project cost, capped at \$1 million)
- Exigent circumstances where urgent work is required to protect life, safety, or property
- Tribal recipients: awards $\leq$ \$2.5 million are waived through September 30, 2026

Section 3

The Section 3 program requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75.

Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333)

Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer based on a standard 40-hour work week. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Conflict of Interest

The standards in 2 CFR Part 200, Subpart B Conflict of Interest, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal funds if a real or perceived conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in the firm selected for an award.

Debarment & Suspension Status

The U.S. Department of Housing and Urban Development requires verification status of all contractors and non-profit agencies via the online System for Award Management (SAM) www.sam.gov. Any parties listed by SAM as debarred or suspended are not eligible to apply for CDBG funding.

Review Process

The review process for proposals requesting grant funds consists of a review by City staff, citizen review by the United Way Arlington (UW-A) Grant Review Committee, review by the Community and Neighborhood Development Committee of the City Council, a 30-day public comment period for citizen input, City Council review and approval, and HUD review and approval.

1. Staff review verifies that the proposal is an eligible activity as determined by HUD guidelines and includes required information. If a proposal is determined ineligible or incomplete, the applicant will be informed, and the proposal withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the City's HUD representative may be consulted for a decision. Staff will evaluate proposals based on information provided in the submitted application and will not request missing information.
2. The UW-A Grant Review Committee (GRC) reviews the proposals. This committee evaluates the content of the proposals, determines the need for services, and evaluates the proposals based on pre-published criteria. **The GRC will not request missing information.** GRC scores and rankings are presented to the City Council's Community and Neighborhood Development Committee along with a proposal summary.
3. The Community and Neighborhood Development Committee provides a mechanism by which community needs may be recognized, prioritized, and recommended to the City Council for funding. Recommendations for grant awards are incorporated into the draft annual Action Plan for citizen input.

Citizen input is obtained through the public hearing process. Notices are published in local newspapers approximately two weeks in advance of all hearings, specifying date, time, and references to information about proposed activities. The City Council reviews and approves the Annual Action Plan by resolution following the citizen comment period. Each applicant will be notified in writing regarding the status of their grant application. Final review and approval of the Action Plan is completed by HUD.

If residents are unable to attend the public hearing, they may forward comments in writing to the City of Arlington at:

City of Arlington Grants Management Department
PO Box 90231, Mail Stop 01-0330
Arlington, TX 76004-3231
817-459-6258

Written comments may also be emailed to grantsmanagement@arlingtontx.gov.

RFP Process Timeline

Release of PY25 CDBG RFP	TBD
Grantee Workshop 9:00 a.m. –11:00 a.m. CST	October 23, 2025
Deadline for submission of CDBG, HOME, & ESG applications (5:00 p.m. CST)	December 5, 2025
City Staff & United Way Grant Review Committee review proposals	December 2025 – January 2026
City Council Community and Neighborhood Development Committee review	February 2026 – March 2026
Applicants notified regarding preliminary awards	March 2026– April 2026
30-day public comment period and public hearings	March 2026- April 2026
City Council Review of Action Plan	April 2026 - May 2026
Applicants notified regarding awards	May 2026
HUD review and approval	June 2026
Subrecipient Workshop	TBD
Contract Year begins	July 1, 2026

Criteria for Decision Making

United Way-Arlington annually assists the City by providing a citizen review of proposals through the Grant Review Committee. The mission of United Way-Arlington is to provide human service planning for Arlington that encourages cooperation and collaboration and facilitates the implementation of community solutions. Additionally, applicants are encouraged to address one or more Council Priorities such as:

1. Support Youth and Families
2. Put Technology to Work
3. Champion Great Neighborhoods
4. Enhance Regional Mobility
5. Build Unity

The UW-A Grant Review Committee reviews and evaluates grant proposals with confidentiality and objectivity, using published scoring criteria. The City Council makes the final decisions regarding program funding, which are then incorporated into the overall CDBG budget submitted to HUD in the annual Action Plan. Once funds are received from HUD, the City executes contracts with each of the selected organizations. If the approved funding level is different than that requested on the proposed budget, a revised budget and performance measurement system must be submitted before a contract is executed. This RFP does not commit the City to award a contract for any costs incurred in the preparation of this proposal. Furthermore, the City reserves the right to accept or reject any or all proposals received because of this request, to negotiate with a qualified source, or cancel in part, or in its entirety this RFP if it is in the best interest of the City to do so.

Monitoring, Recordkeeping and Compliance

Contract Procedures

Contracts with entities that are not subrecipients, such as developers and businesses, will be negotiated individually with City staff.

Prior to the execution of any contract by a City representative, the contracting entity must complete and print Form 1295 through the Texas Ethics Commission's website. The Form 1295 submitted to the City must be the original, signed, and notarized version. This requirement applies to contracts that require Council approval or that are valued at \$1 million or more. The law establishing this requirement became effective for contracts entered into on or after January 1, 2016.

Reporting for Disbursement of Funds

The City will reimburse subrecipients each month for the purposes and amount specified in the contract upon receipt of required documentation. Organizations are **required** to submit their invoices and documentation by the 10th of each month following the reporting period (i.e., invoices/documentation for activities in July are due by August 10).

Monitoring Reviews

Monitoring is an important component of the allocation process. Therefore, it is critical that the City of Arlington and subrecipients maintain the appropriate documentation to support their activities in accordance with federal guidelines and the City of Arlington Grants Management reporting requirements. Each month, subrecipients are required to submit documentation for the performance, eligibility, reimbursement, and characteristics of individuals served (e.g. race, ethnicity). This information is reviewed as part of the monthly desk review.

The City will conduct on-site monitoring or desk monitoring of organizations based on a risk assessment. HUD representatives may also make on-site visits as a part of their monitoring visits to the City of Arlington. The Sub-recipient Risk Analysis, conducted on CDBG public service providers, establishes those that will receive on-site monitoring visits. The City's Internal Auditor will assist with on-site monitoring in certain circumstances. Client files will be reviewed by City staff to ensure compliance with HUD guidelines. Organizations, by contract, must verify and maintain income data for each client. These records must be maintained for five years after the end of the contract.

In conducting performance reviews, the City of Arlington will rely on information obtained from the subrecipients' performance reports, maintained records, findings from on-site monitoring, and audit reports. Performance monitoring reviews typically result in a formal written report from City of Arlington summarizing the monitoring review and indicating whether or not the sub-recipient was found to be in noncompliance with any applicable regulations or requirements.

If findings or concerns are presented in a monitoring report, subrecipients are given a specific time frame in which to respond to the reported deficiencies. In addition, the City of Arlington may either provide subrecipients with recommended corrective action or require subrecipients to submit proposals for corrective actions for approval.

Recordkeeping

Accurate recordkeeping is crucial to the successful management of grant-funded activities. Insufficient documentation is likely to lead to monitoring findings, and these findings will be more difficult to resolve if records are missing, inadequate, or inaccurate. Organizations receiving funding, must complete an application for each individual and

household client while maintaining supporting documentation in each participant file. If it is determined at the time of monitoring that the supporting documentation is incorrect or insufficient, reimbursement will be denied for costs associated with the ineligible expense.

Access to Records/Maintenance of Records

HUD and the Comptroller General of the United States or their authorized representatives have the right to access Grantee and sub-recipient program records. Recipients of HUD funds must keep documentation on funded programs for five years beyond the project/program closeout.

Inadequate Performance or Non-Compliance

If a sub-recipient or its CDBG-funded activity is found to be out of compliance with federal regulations or with any of the terms stipulated in the contract, funding can be withheld until compliance is achieved.

In the event that compliance cannot be achieved, funding may be terminated, and repayment required.

Additionally, funding may be withheld from any sub-recipient who does not accurately submit monthly reports on time. Reimbursements may resume when there are acceptable reporting procedures.

If program performance is found to be substantially inadequate in meeting the stated objectives and measures, the sub-recipient may be required to submit a written explanation. Inadequate program performance may adversely affect future CDBG funding requests to the City.

Performance Measurement System

Federal agencies are required to measure the outcomes of their programs to document program effectiveness, increase service quality, and improve public accountability. Program results are directly linked to funding decisions and public support for programs. HUD's performance measurement system provides a consistent method to access data from grantees and aggregate the data nationally to demonstrate the positive impact CDBG is making at a national level.

Recipients of CDBG funds will be required to meet one of the three outcomes, and one of the three objectives listed below. Additionally, specific indicators are required for each activity based on the objectives and outcomes selected. Common indicators include information such as number of persons served, number of jobs created, number of housing units assisted, income levels of persons assisted, and race/ethnicity. City staff will work with recipients of HUD funds to ensure that the requirements of the performance system are met.

	Outcome 1	Outcome 2	Outcome 3
Objectives	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	Accessibility for the purpose of creating suitable living environments	Affordability for the purpose of creating Suitable Living Environments	Sustainability for the purpose of creating Suitable Living Environments
Decent Housing	Accessibility for the purpose of providing decent housing	Affordability for the purpose of providing Decent Housing	Sustainability for the purpose of providing Decent Housing
Economic Opportunity	Accessibility for the purpose of creating economic opportunities	Affordability for the purpose of creating Economic Opportunities	Sustainability for the purpose of creating Economic Opportunities

City of Arlington Policy and Practices

Income Limits

Entitlement funds administered by the City of Arlington are to be used for services to low- to moderate income persons, as defined by HUD. Low income is defined as earning less than 80 percent of the median family income (MFI). The table below reflects FY2025 HUD Income Limits (effective June 1, 2025). Income limits are updated annually by HUD and must be applied to determine program eligibility ([CDBG and CDBG-DR Income Limits - HUD Exchange](#)).

2025 HUD INCOME LIMITS

City of Arlington 2025 CDBG Income Limits Effective June 1, 2025								
%AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	\$22,400	\$25,600	\$28,800	\$32,000	\$34,600	\$37,150	\$39,700	\$42,250
50% AMI	\$37,350	\$42,700	\$48,050	\$53,350	\$57,650	\$61,900	\$66,200	\$70,450
60% AMI	\$44,820	\$51,240	\$57,660	\$64,020	\$69,180	\$74,280	\$79,440	\$84,540
80% AMI	\$59,750	\$68,300	\$76,850	\$85,350	\$92,200	\$99,050	\$105,850	\$112,700

SAMS Number

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). HUD requires a SAMS number to track federally funded projects. The SAMS number is a unique twelve-character alphanumeric number that identifies an organization. It is a tool of the Federal government to track how Federal money is distributed. Ask your grant administrator or chief financial officer to provide your organization's SAMS number.

If your organization does not have a SAMS number, use the SAM.gov online registration which can be found at <https://sam.gov/content/home> to receive one free of charge.

Online RFP Guidance

Application and RFP Required Content

The RFP Application Questions cover the following areas:

1. Organization Capacity and Experience
2. Evidence of Need of Service
3. Statement of Work/Scope of Services
4. Monitoring and Compliance

Applications must be submitted electronically through Neighborly. The Program Year 2025 CDBG request for Proposal is located at the [Neighborly Participant Portal](#). All CDBG proposals must be submitted through the Neighborly Portal before the deadline of December 5, 2025 at 5:00PM CST. All supporting documentation must be submitted electronically as part of the Neighborly application process. For questions contact City of Arlington Grants Management Department, grantsmanagement@arlingtontx.gov, Office: 817-459-6221

***Required Documents for Proposals**

Document Type	Required?
Cover Letter (optional)	No
Letters of Support (optional)	No
Job Descriptions and Resumes of Key Personnel * Required	Yes
Program-Specific Organization Chart * Required ▪ Include all employees that contribute time toward this program whether funded by CDBG or other sources. ▪ Identify staff that are funded by CDBG. ▪ Include name of staff, title, and years of experience with CDBG.	Yes
Client Intake Form *Required	Yes
Performance Measurement Tools and Results * Required ▪ Example- Client evaluation forms and results from prior years ▪ Pre- and post-tests or typical results	Yes
Non-Profit Documentation from the IRS * Required	Yes
Minutes Authorizing Submittal of Proposal - If not available by RFP deadline, please submit a letter stating when the next board meeting will occur.	Yes
Articles of Incorporation	Yes
By-laws * Required	Yes
Organization Chart (not program specific) *Required	Yes
Financial Audit/Certified Financial Statement *Required	Yes
Director's and Officer's Liability and Errors and Omissions Insurance *Required	Yes
Employee Policies and Procedures including financial procedures * Required	Yes
Internal Control Policies and Procedures (IF not included in one of the documents listed on the above attachments) *Required	Yes
Code of Conduct Listing Prohibited Behavior for Board and Employees * Required	Yes
Listing of Board Members () * Required	Yes
Organization Certification Form * Required	Yes
W-9 Form for invoice processing * Required	Yes
Board Diversity Plan (optional)	No

CDBG Glossary of Terms and Acronyms

American Community Survey (ACS): A nationwide survey designed to provide communities with a fresh look at how they are changing. It is a critical element in the [Census Bureau's](#) reengineered 2010 census plan. The ACS collects information such as age, race, income, commute time to work, home value, veteran status, and other important data from U.S. households.

Beneficiaries – Persons to whom assistance, services or benefits are ultimately provided.

COC – A collaborative funding and planning approach that helps communities plan for and provide, as necessary, a full range of emergency, transitional, and permanent housing and other service resources to address the various needs of homeless persons. HUD also refers to the group of service providers involved in the decision-making processes as the "Continuum of Care."

CDBG – Community Development Block Grant – The Federal entitlement program that provides funds to states and cities/counties for community development programs and projects.

Compliance – The fulfillment of the requirements of applicable laws, implementing regulations and instructions.

Con Plan – Consolidated Plan - A plan prepared in accordance with the requirements set forth in 24 CFR Part 91 which describes community needs, resources, priorities and proposed activities to be undertaken under certain HUD programs, including CDBG.

Contractors – A contractor is an entity paid with CDBG funds in return for a specific service (e.g., construction). Contractors must be selected through a competitive procurement process.

DOL – U.S. Department of Labor – Federal department of the U.S. government that is responsible for labor regulations and requirements.

EEO – Equal Employment Opportunity – Refers to a number of laws and regulations that together require that CDBG recipients provide equal opportunity to all persons without regard to race, color, religion, age, familial status, disability, national origin, or sex in the administration of their programs.

Eligible Costs – The costs of a project that are acceptable according to Section 105 of the Housing and Community Development Act and that are consistent with the grant agreement.

Extremely Low Income – As defined in the Consolidated Plan regulations and the Section 8 Program, a family whose incomes does not exceed 30% of the median family income for the area.

Fair Housing – Refers to a number of laws and regulations that apply to the CDBG program and prohibit a wide range of discriminatory practices and require CDBG programs to be administered in a manner which affirmatively furthers fair housing.

Federal Assistance – Any funding, property or aid provided for the purpose of assisting a beneficiary.

HOME (HOME INVESTMENT PARTNERSHIPS PROGRAM): Provides formula grants to states and localities that communities use, often in partnership with local nonprofit groups, to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people.

HUD – U.S. Department of Housing and Urban Development – HUD established the regulations and requirements for the program and has oversight responsibilities for the use of CDBG funds.

HUD Exchange – Website with resources and information on various HUD programs, including CDBG. It can be found at www.hudexchange.info.

Legally Binding Agreement – A document entered between the grantee and the nonprofit and/or participating party that defines and delineates each party’s responsibilities as contained in the grant agreement.

LMI – Low and Moderate Income - A household/family having an income equal to or less than the Section 8 Low Income limit (80% of the area median) as established by HUD.

Local match – Funds provided by the locality/recipient as a condition of award/use of CDBG funds. The amount of local match varies by activity and can come from a variety of non-grant, cash sources. Local match funds must be used for CDBG-eligible activities and must be spent prior to draw down of CDBG funds.

Low and Moderate Income (LMI) – As defined in the Consolidated Plan regulations and Section 8 Program. A family whose annual income is below 80 percent of the area family median income.

Low income – A household/family having an income equal to or less than the Section 8 Very Low-Income limit (50% of the area median income) as established by HUD. This definition is consistent in the CDBG and Consolidated Plan regulations.

Middle Income – As defined by the Consolidated Plan regulations, a household with an income between 80 and 95% of the area median income.

Moderate income – Under the CDBG regulations, defined as a household/family having an income equal to or less than the Section 8 Low Income limit (80% of the area median), but greater than the Section 8 Very Low-Income limit (50% of the area median).

Monitoring – A routine review of projects during and after Federal assistance has been provided to the grantee.

National Objective(s) – Refers to the three main goals of the CDBG program – benefit LMI persons, prevent or eliminate slums/blight or meet a need having a particular urgency. All funds expended under the program must go to meet one of the three national objectives.

OMB – Office of Management and Budget – This is the oversight agency for matters relating to financial management and audits. OMB requirements are issued in the form of “circulars.”

Participating Party – For profit or nonprofit entity that is the beneficiary of the CDBG funds awarded.

Public Notification – Process of publicizing information about CDBG projects. This is attained through the use of newspapers, newsletters, periodicals, radio and television, community organizations, grassroot and special needs directories, brochures and pamphlets.

Public Posting – Display of information such as notices in prominent locations throughout the community.

Regulations – Refers to the implementing requirements that are developed and issued by the agency responsible for a certain program or requirement. In the case of CDBG, the regulations are issued by HUD and can be found at 24 CFR Part 58.

RFP - Refers to a Request for Proposal. Under the competitive proposal method of procurement, the agency's written solicitation to prospective firms to submit a proposal based on the terms and conditions set forth therein. Evaluation of the proposal is based on the factors for award as stated in the solicitation.

Section 3 – Refers to Section 3 of the Housing and Urban Development Act of 1968, as amended in 1992, which requires that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities to low- and very low-income persons.

Statute/Statutory – Refers to requirements which have their basis in the law passed by Congress. In the case of CDBG, the statute is Title 1 of the Housing and Community Development Act of 1974. Statutory provisions cannot be waived by HUD, except in case of a natural disaster, and must be changed or approved by Congress.

Subrecipient – Refers to eligible agencies that receive and use CDBG funds under the CDBG Program. Also commonly referred to as grantee.

System for Award Management (SAM) – An information system tool that streamlines the Federal acquisition business process by acting as a single authoritative data source for vendor, contract award, and reporting information.

Unduplicated Persons served – refers to the total number of unique individuals who receive services at least once during a program year, counted only once, regardless of how many times they access services.

URA – Uniform Relocation Act – Federal regulation governing the acquisition of real property and the relocation or displacement of persons from federally-assisted projects.

Very Low-Income – As defined by the Consolidated Plan Regulations and Section 8 Program, a family whose annual income falls in the range of 31 to 50 percent of the area median family income for the area.