



NOTICE OF FUNDING AVAILABILITY (NOFA)

CAPITAL PROGRAMS

- *Land acquisition, Rehabilitation, Affordable Housing, Public Facilities and Improvements*



EQUAL HOUSING
OPPORTUNITY

NOFA RESOURCES

- **CHHS Website**

- <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>



The screenshot shows the Spokane City website's CHHS page. At the top, there is a navigation bar with the Spokane City logo and a dropdown menu for 'spokanecity'. Below this is a large banner image of a cityscape with the text 'CHHS' overlaid. A secondary navigation bar contains a search icon, a dropdown menu for 'Funding Opportunities', and a link for 'CHHS'. The main content area features the heading 'Current CHHS RFP' followed by 'Capital Programs Notice of Funding Availability'. The text below describes the funding opportunity, mentioning approximately \$2,500,000 in Community Development Block Grant (CDBG) funds. It also states that applications are due by 5 p.m. on Friday, October 26, 2018, and that funding is available to applicants whose proposals primarily serve low and moderate income individuals or families.

spokanecity ▾ live ▾

CHHS

🔍 ▾ Funding Opportunities ▾ CHHS

Current CHHS RFP

Capital Programs Notice of Funding Availability

The City of Spokane's Community, Housing and Human Services Department (CHHS) is seeking proposals for a wide variety of capital projects including land acquisition, rehabilitation, affordable housing and public facilities and improvements. Approximately \$2,500,000 in Community Development Block Grant (CDBG) funds are available for this opportunity. CDBG grant funding has helped facilitate numerous projects in low-and-moderate income neighborhoods throughout the City of Spokane.

Applications are due by, 5 p.m., Friday, October 26, 2018.

Funding is available to any applicant whose proposal will primarily serve low and moderate income individuals, or families. All applicants will be subject to an internal risk assessment by CHHS staff to determine capacity for administering federal funds.

REQUESTS FOR PROPOSAL

- Approximately \$2,500,000.00 available
 - Land Acquisition
 - Rehabilitation
 - Affordable Housing
 - Public Facilities & Improvements
 - *See NOFA for examples of public facilities and infrastructure improvements*

TIMELINE

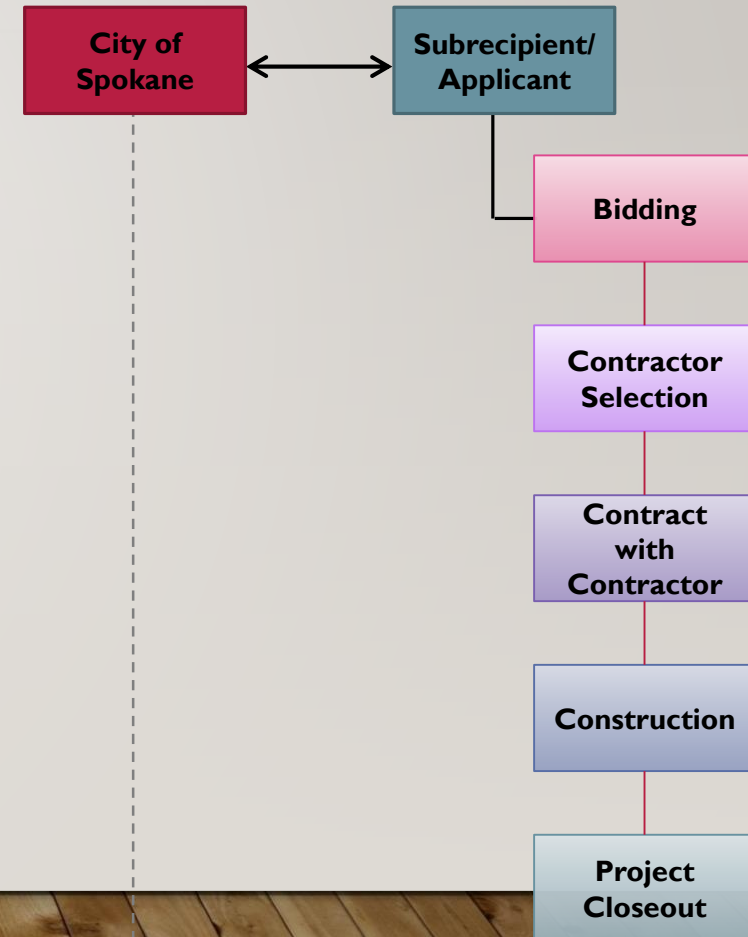
- Technical Assistance Workshops
 - 9/21 from 2:30 – 4:00 PM, City Council Briefing Center
 - 9/26 from 8:30 – 10:00 AM, City Council Briefing Center
- Staff Technical Assistance (*24 hr. RSVP required*)
 - Tuesday, 10/2, 10/9, 10/16 between 9:00 & 11:30 AM
 - Thursday, 10/4, 10/11, 10/18 between 3:30 & 4:30 PM
- **Applications Due**
 - Friday, October 26, 2018 at 5:00 PM

ABOUT THE FUNDING

- Community Development Block Grant Program (CDBG)
 - Proposals must primarily benefit low/moderate income
 - >51%
 - Jobs, housing, services provided

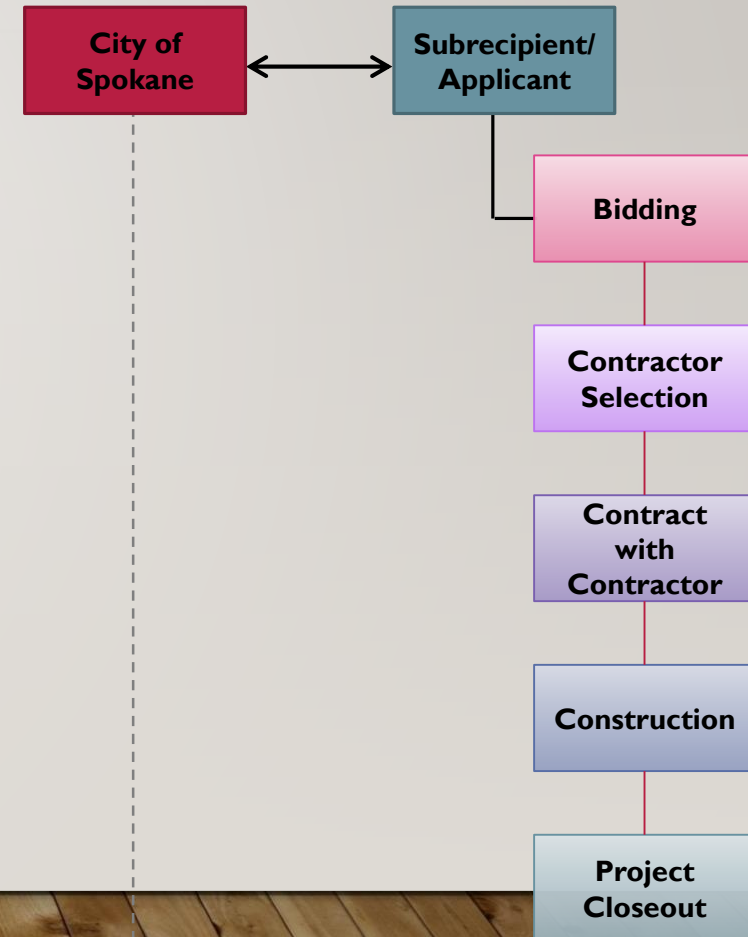
CITY RELATIONSHIP WITH SUBRECIPIENT

- Subrecipient Agreement
 - Federal pass-through language
 - Period of performance
 - No extensions
 - Costs are reimbursement only



SUBRECIPIENT RELATIONSHIP WITH CONTRACTOR

- Contractual agreement between “Agency” and “Contractor”
 - City of Spokane is not party to this agreement
 - Subrecipient must pass-through federal language in agreement



COMPLIANCE REQUIREMENTS

- Competitive Procurement
- Environmental Review (NEPA)
- Labor Standards (L&I and DOL)
- Lead-based Paint
- Uniform Relocation Assistance (URA)
- Fair Housing

GENERAL REQUIREMENTS

- City of Spokane Business License
- Active DUNS & SAM Registration
- Minimum Insurance Thresholds
 - General Liability \$1.5 mill.
 - Auto Liability \$1 mill.
- Ability to finance project costs while waiting on reimbursement
 - *Delays in reimbursement are possible due to compliance requirements (cert. payroll)*

INCOME LIMITS (AMI)

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Area Median Income	(100% AMI)	\$45,700.00	\$52,200.00	\$58,700.00	\$65,200.00	\$70,500.00	\$75,700.00
Low-Income	(80% AMI)	\$36,550.00	\$41,750.00	\$46,950.00	\$52,150.00	\$56,350.00	\$60,500.00
Very Low-Income	(50% AMI)	\$22,850.00	\$26,100.00	\$29,350.00	\$32,600.00	\$35,250.00	\$37,850.00
Extremely Low-Income	(30% AMI)	\$13,700.00	\$15,650.00	\$17,600.00	\$19,550.00	\$21,150.00	\$22,700.00

APPLICATION

- Applicant Information
- Proposal Scope
- Measures of Success
- Project Milestones
- Project Stakeholders
- Proposed Budget
- Attachments

LEVERAGING/MATCH FUNDS

- 10% (minimum) leverage recommended
- Leverage will improve proposal competitiveness

APPLICATION REVIEW

- **Part I – Initial Review (pass/fail)**
 - Proposal/Application Review – Staff
 - *Was the application submitted on time*
 - *Does the request meet the minimum funding threshold (250k)*
 - *Does the proposal meet a CDBG national objective and eligible activity requirement*
 - *Are the proposed costs eligible*
 - *Does the applicant have experience managing a federal procurement process*
 - *Has the applicants past performance been satisfactory*
 - *Are the milestones reasonable and well thought out*
 - *Advance for funding consideration*

APPLICATION REVIEW

- **Part I – Initial Review (pass/fail)**
 - Organization Risk Assessment - Staff
 - *Evaluation of organization's capacity to administer public funds*
 - *Review of policies and procedures*
 - *Evaluation of past/current performance*
 - *Financial management capacity*
 - *Review of organization audit/monitoring report*
 - Communication with Applicants – Staff
 - Applicant debriefs to unsuccessful applicants
 - *Upon request, a debriefing conference may be scheduled with successful/unsuccessful applicants. Debriefing may be conducted in person or on the telephone.*
 - Appeal Procedure
 - *Applicants wishing to appeal a funding decision must make their appeal to the CHHS Director.*

APPLICATION REVIEW

- **Part II - Project Proposal Evaluations (Scored)**

- Staff and Members of the CHHS Board Affordable Housing Committee
 - Score, rank and make funding recommendations (November)
 - *Does the proposal have an adequate amount of leverage from other funding sources? Do the leverage letters support matching funds/leverage claimed in the application? (30 points possible)*
 - *Is the proposed scope of work clear and well thought out? (20 points possible)*
 - *Do the performance measures fit with the proposal scope? Are they reasonable and attainable outcomes? (10 points possible)*
 - *Do the (proposal) milestones appear reasonable and well thought out? (10 points possible)*
 - *How do you rate the overall application? (30 points possible)*
 - Forward funding recommendations to CHHS Board (November/December)
 - Funding Recommendations Approved by CHHS Board (December)
 - Forward approved recommendations to the Spokane City Council (January)

APPLICATION REVIEW

- **Part III - Notice to Applicants**

- Notice to Applicants on funding recommendation authorized by Spokane City Council, on or before January 31, 2019
- Applicant debriefs to unsuccessful applicants
 - *Upon request, a debriefing conference may be scheduled with successful/unsuccessful applicants. Debriefing may be conducted in person or on the telephone.*
- Appeal Procedure
 - *Applicants wishing to appeal a funding decision must make their appeal to the CHHS Director.*

APPLICATION REVIEW

- **Part IV - Contracting**
 - Contract Negotiations
 - Contract Execution

FREQUENTLY ASKED QUESTIONS (FAQ'S)

- <https://static.spokanecity.org/documents/chhs/funding-opportunities/chhs/2018-09-14/capital-programs-frequently-asked-questions.pdf>

Notices and Application Resources

- [Capital Programs - Notice of Funding Availability](#) (PDF 810 KB)
- [Capital Programs - Application](#) (PDF 723 KB)
- [Capital Programs - Staff Eligibility Review](#) (PDF 257 KB)
- [Capital Programs - Scoring Matrix](#) (PDF 19 KB)
- [Capital Programs - Applicant Risk Assessment](#) (PDF 308 KB)
- [Capital Programs - Frequently Asked Questions](#) (PDF 376 KB)

Contact

City of Spokane Community, Housing, and Human Services Department (CHHS)
spokanechhs@spokanecity.org
509.625.6325

QUESTIONS?

- NOFA Contact Information
 - Spokanechhs@spokanecity.org
 - (509) 625-6325

Thanks for your attendance – good luck with your applications!

