

Community, Housing and Human Services Department (CHHS)



2018
5 YEAR NOTICE OF FUNDING AVAILABILITY
(NOFA)



What will we cover?



- Access to NOFA
- Timelines
- Funding Sources
- Periods of Performance
- Eligibility
- Application Instructions
- Review and Selection

NOFA Resources



- **CHHS Website**

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

The screenshot shows the CHHS website interface. At the top, there is a navigation bar with the Spokane City logo and the text 'spokanecity'. To the right of the logo are links for 'live', 'work', 'enjoy', and 'engage'. Below the navigation bar is a large banner image of a cityscape with the text 'CHHS' overlaid. Underneath the banner is a blue navigation menu with 'Funding Opportunities' and 'CHHS' options. The main content area features a section titled 'Current CHHS RFP' with a sub-heading 'CHHS 5-Year Combined Notice of Funding Availability'. The text below this heading states: 'The City of Spokane Community, Housing and Human Services Department (CHHS) is pleased to announce the release of our five year Combined Notice of Funding Availability. The combination of federal, state, and local funds will result in an investment of over \$30.2 million in the community for housing stability and public service projects. Interested applicants should review the Notice of Funding Availability (NOFA) for detailed information and the link to the application materials in ZoomGrants.' Below this text is a link: 'Zoom Grants Application Portal: [5-Year CHHS Combined Application](#)'. A red update notice follows: 'UPDATE (10/15/2018): Please note that CHHS staff have updated the templates for all Housing Stability Applications. Applicants are strongly encouraged to re-download supplemental application templates from Zoom Grants and to review the document below outlining the changes made to each application.' At the bottom, it says: 'CHHS will be hosting two technical assistance workshops (see below) to review the combined NOFA and application materials. Interested applicants are highly encouraged to attend one of these workshops. One-on-one technical sessions are available upon request. Please send an inquiry to chhsrf@spokanecity.org.' On the right side of the page, there is a sidebar titled 'Items of Interest' with two links: 'CHHS Board' and 'Funding Cycle Changes'.

NOFA Timeline



October 5, 2018	Release Notice of Funding Availability (NOFA) online (https://my.spokanecity.org/chhs) and by email distribution to the CHHS Department Interested Parties List.
October 16, 2018	Technical Assistance Workshop 1 – East Central Community Center (500 S. Stone Street) 9:00-11:00AM.
November 1, 2018	Technical Assistance Workshop 2 – Northeast Community Center (4001 N. Cook Street) 2:00-4:00PM.
November 30, 2018	Last day for interested applicants to receive staff technical assistance.
December 21, 2018	Applications Due by 11:59PM Pacific Standard Time. Late submittals will not be accepted.
December 2018 – February 2019	Staff review of applications.
February 2019	Panels review applications and make award recommendations to the CHHS Board.
March 2019	CHHS Board makes award recommendations to City Council. City Council approval of award recommendations and Notices of Award Decisions sent out.
April – May 2019	CHHS releases grant agreements.
July 1, 2019	Start of five year project agreements.
*The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the Community, Housing and Human Services Department website https://my.spokanecity.org/chhs/ .	

About the Funding Sources



- Washington State Department of Commerce Consolidated Homeless Grant Program (CHG)
- City of Spokane Homeless Housing Assistance Act Funds (HHAA)
- Department of Housing and Urban Development Emergency Solutions Grant (ESG)
- City of Spokane Human Services Grant Program (HSG)
- Department of Housing and Urban Development Community Development Block Grant (CDBG)

Funding estimates



	<u>Annual Investment</u>	<u>Total Investment</u>
Housing Stability Projects	\$5,199,500.00	\$25,997,500.00
Public Services Projects	\$860,000.00	\$4,300,000.00
ESTIMATED Total	\$6,059,500.00	\$30,297,500.00

- Minimum grant award for this NOFA is \$15,000

Periods of performance



- Annual review periods
 - ✦ July 1 2019 – June 30 2020
 - ✦ July 1 2020 – June 30 2021
 - ✦ July 1 2021 – June 30 2022
 - ✦ July 1 2022 – June 30 2023
 - ✦ July 1 2023 – June 30 2024

Eligible Applicants



- Governmental entities serving within the City of Spokane
- Public and private non-profit organizations – typically 501(c)(3)
- Private for-profit organizations
- Faith based organizations

General Assumptions



- City of Spokane business license
- DUNS number and SAM.gov registration
- Minimum insurance thresholds
- No sub-awards
- Reimbursement

Application Deadline



- Friday, December 21, 2018
 - ZoomGrants will not accept applications after 11:59:59 PM
 - Be sure to allow time in case of technical difficulty

Access to applications



- ZoomGrants

The screenshot shows a web browser window with the URL <https://www.zoomgrants.com/gprop.asp?donorid=2153&rfpid=1954&limited=1954&preview=y>. The page features the City of Spokane logo and the text "Powered by ZoomGrants™". A navigation bar includes "My Account Home". The main content area displays "City of Spokane" and "Community, Housing, and Human Services" with a "Copy" button. Below this is the title "2018 Community, Housing, and Human Service 5-Year Combined NOFA" and a set of tabs: "Open Programs", "Description", "Eligible Applicants", "Funding Priorities", and "Contact Admin". The "Eligible Applicants" tab is selected, showing "Applicant View" with sub-tabs for "Summary", "Agency Risk Assessment", and "Documents". The "Summary" sub-tab is active, and the word "Summary" is displayed in orange text at the bottom of the page.

How to Apply



- ZoomGrants
 - <https://zoomgrants.com/gprop.asp?donorid=2153&limited=1954>
 - Page 22 of the NOFA
- Application Process
 - Basic agency info
 - Risk assessment questionnaire in ZoomGrants
 - Attach all applicable policies and procedures and financial documents
 - Attach a supplemental application (of the appropriate project type) for every proposed project.

CDBG Applications and Scoring



- Food Security
 - [Application](#)
 - [Scoring Matrix](#)
- Workforce Development
 - [Application](#)
 - [Scoring Matrix](#)
- Community Services
 - [Application](#)
 - [Scoring Matrix](#)

HHOS Applications and Scoring



- Emergency Shelter
 - [Application](#)
 - [Scoring Matrix](#)
- Transitional Housing
 - [Application](#)
 - [Scoring Matrix](#)
- Rapid Re-Housing
 - [Application](#)
 - [Scoring Matrix](#)
- Permanent Supportive Housing
 - [Application](#)
 - [Scoring Matrix](#)

HHOS Applications and Scoring (cont.)



- Coordinated Assessment
 - [Application](#)
 - [Scoring Matrix](#)
- Diversion
 - [Application](#)
 - [Scoring Matrix](#)
- Housing and Essential Needs
 - [Application](#)
 - [Scoring Matrix](#)

Evaluation Process



- CHHS Staff
 - Review Organization Risk
 - ✦ Capacity to administer public funds
- CHHS Staff and CHHS Board Committee
 - Project/Proposal Evaluation
 - ✦ Score, rank and make funding recommendations to CHHS Board
- CHHS Board
 - Approve Committee funding recommendations and forward to City Council
- Spokane City Council
 - Authorize approved projects

Notification



- Notice from CHHS
 - March 2019
 - ✦ Projects selected for funding
 - Award amount
 - ✦ Projects not selected for funding
 - Debriefing available upon request

Staff Contact



- CDBG funding and project types
 - Public Service projects
 - George Dahl 625-6036
 - ✦ gdahl@spokanecity.org
- HHOS funding and project types
 - Emergency Shelter, Transitional Housing, Permanent Supportive, Housing, Rapid Re-Housing, Coordinated Assessment, Diversion, and HEN projects
 - Matt Davis 625-6815
 - ✦ mrDavis@spokanecity.org
- You can also email questions to:
 - ✦ CHHSRFP@spokanecity.org



Any other questions?