



Community Development Block Grant (CDBG) Program 2024 Program Year Applicant Workshop

August 16, 2023 | 1:00-2:30 pm | Microsoft Teams



Welcome & Introductions

City of Spokane CHHS – CDBG Program Administrators

- Kelly Burnett
- Christy Jeffers
- Tessa Jilot

City of Spokane Finance Department

- Andrew Duffey

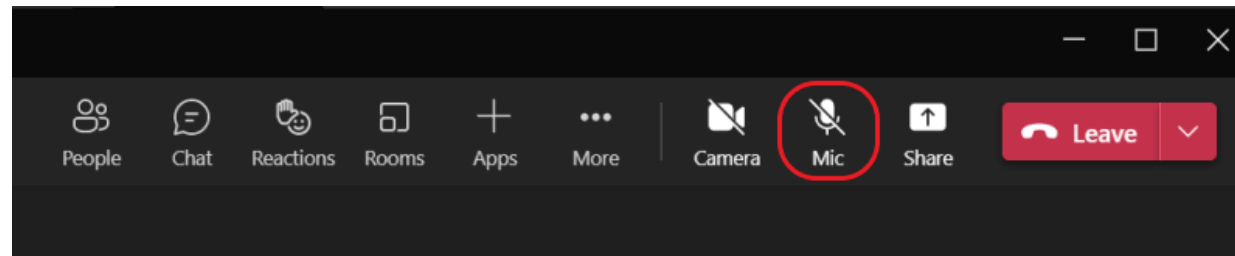


Housekeeping

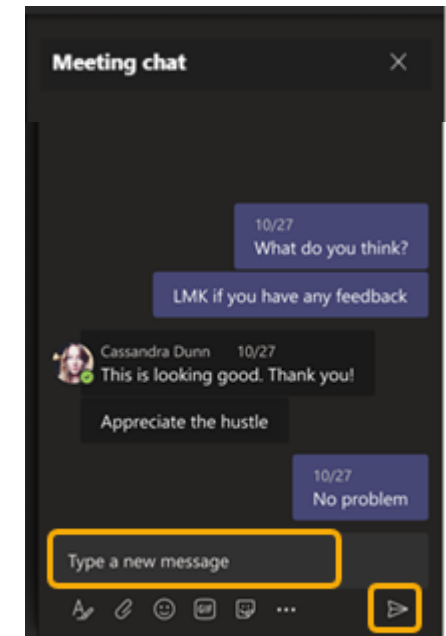
- Sign in (name & organization) in the chat box so we can track attendance



- Mute yourself during the presentation



- Type questions into the chat box throughout the workshop
 - There will also be a Q&A session at the end



Applicant Workshop

- Overview & Basic Eligibility Criteria
- 2024 Preliminary Funding Budget
- Funding Priorities & Goals
 - CDBG National Objectives
 - Consolidated Plan Priorities
- CDBG Request for Proposals
 - Eligibility Criteria
 - Application Categories
- Applications
 - Requirements
 - Application Details
 - Application Submission via Neighborly
- Application Timeline & Selection Process
- PY 2024 Contracts & Grants Management
- Fiscal Compliance
- Wrap-up/Q&A

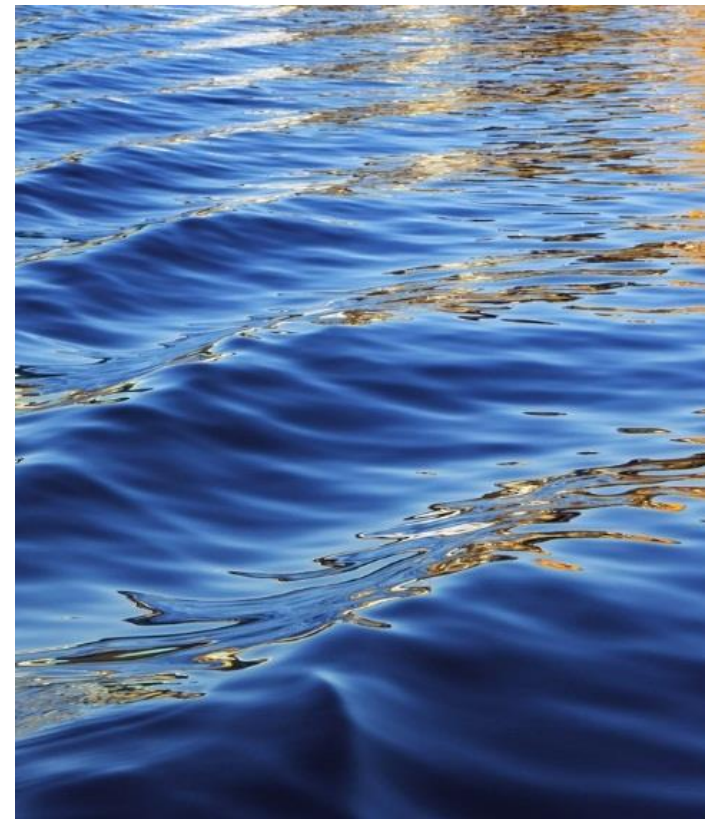




Overview

Basic Eligibility Criteria

Tessa Jilot



CDBG National Objectives

The primary objective of the CDBG program is the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income (LMI).

CDBG Activities must:

- Be eligible under 24 CFR 570 and
- Meet one of three **National Objectives**
 1. Provide a benefit to LMI persons
 2. Prevent or eliminate slums/blight
 3. Meet an urgent community need

CDBG National Objectives



Annual LMI Limits

CDBG Median Family Income (MFI) is based on **income** and **household size**

30% MFI	Extremely Low Income
50% MFI	Very Low Income
80% MFI	Moderate Income

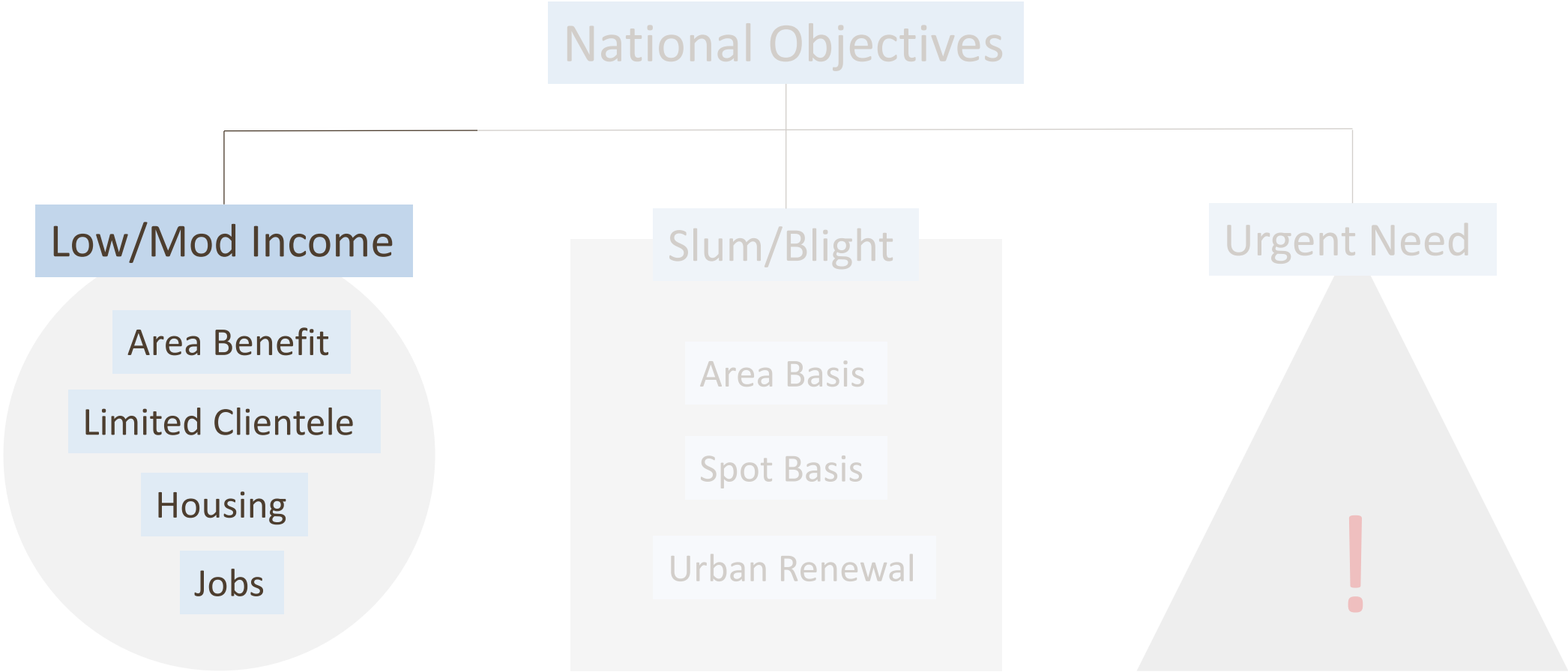
*Income \leq 80% MFI is considered **Low- and Moderate-Income (LMI)**.*

City of Spokane 2023 CDBG Income Limits

HUD MEDIAN FAMILY INCOME (MFI) LIMITS 2023 (use for City HHAA, 1406/1590, HOME, and CDBG) (Effective 6/15/2023) Median Income for Spokane is \$89,000															
HH Size	100% MFI			80% MFI (Moderate Income)			60% MFI (Low Income)			50% MFI (Very Low Income)			30% MFI (Extremely Low Income)		
	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly	Annual	Monthly	Hourly
1	\$62,300	\$5,192	\$29.95	\$49,850	\$4,154	\$23.97	\$37,380	\$3,115	\$17.97	\$31,150	\$2,596	\$14.98	\$18,700	\$1,558	\$8.99
2	\$71,200	\$5,933	\$34.23	\$57,000	\$4,750	\$27.40	\$42,720	\$3,560	\$20.54	\$35,600	\$2,967	\$17.12	\$21,400	\$1,783	\$10.29
3	\$80,100	\$6,675	\$38.51	\$64,100	\$5,342	\$30.82	\$48,060	\$4,005	\$23.11	\$40,050	\$3,338	\$19.25	\$24,050	\$2,004	\$11.56
4	\$89,000	\$7,417	\$42.79	\$71,200	\$5,933	\$34.23	\$53,400	\$4,450	\$25.67	\$44,500	\$3,708	\$21.39	\$26,700	\$2,225	\$12.84
5	\$96,200	\$8,017	\$46.25	\$76,900	\$6,408	\$36.97	\$57,720	\$4,810	\$27.75	\$48,100	\$4,008	\$23.13	\$28,850	\$2,404	\$13.87
6	\$103,300	\$8,608	\$49.66	\$82,600	\$6,883	\$39.71	\$61,980	\$5,165	\$29.80	\$51,650	\$4,304	\$24.83	\$31,000	\$2,583	\$14.90
7	\$110,400	\$9,200	\$53.08	\$88,300	\$7,358	\$42.45	\$66,240	\$5,520	\$31.85	\$55,200	\$4,600	\$26.54	\$33,150	\$2,763	\$15.94
8	\$117,500	\$9,792	\$56.49	\$94,000	\$7,833	\$45.19	\$70,500	\$5,875	\$33.89	\$58,750	\$4,896	\$28.25	\$35,250	\$2,938	\$16.95

Available on CHHS website: <https://my.spokanecity.org/chhs/documents/>

CDBG National Objectives



LMI Benefit

Subcategory 1: Area-wide Benefit Activities

- Must benefit all residents in an area
- At least 51% of the residents are LMI
- Service area must be primarily residential
- Activity must meet locally-identified needs

Typical examples:

- Improvements to public infrastructure
- Development of a community center

LMI Benefit

Subcategory 2: Limited Clientele Activities

- Must benefit a limited clientele, at least 51% of whom are LMI
- Activities provide benefits to a specific group of people (rather than everyone in an area)
- Can include microenterprise assistance
- Can include job training & employment support services

Typical examples:

- Most public services
- Provision of health services
- Job training assistance

LMI Benefit

Subcategory 2: Limited Clientele Activities

- For most activities, you will need to document income eligibility
- **Presumed Benefit** (§570.208(a)(2)(i)(A))
 - Abused children
 - Victims of domestic abuse
 - Elderly persons
 - Severely disabled adults
 - Homeless persons
 - Illiterate adults
 - Persons with AIDS
 - Migrant farm workers

LMI Benefit

Subcategory 3: Housing Activities

- Activities carried out for the purpose of providing or improving permanent residential structures which will be occupied by LMI households
 - Permanent housing only
 - Occupied by a majority of LMI households at completion
- Household size is determining factor for LMI eligibility
- CDBG funds cannot be used for new construction

Typical examples:

- Rehabilitation of permanent housing
- Minor home repairs
- Housing counseling

LMI Benefit

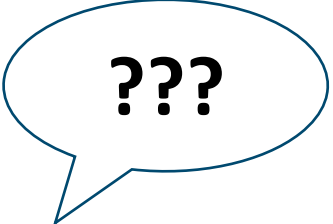
Subcategory 4: Job Creation or Retention

- Permanent jobs only
- 51% *held by or available to* LMI
 - First consideration to LMI
- No special skills or experience
- No education beyond high school required
- Training offered

Typical examples:

- Loans to finance a business
- Peer support programs or job training

Questions



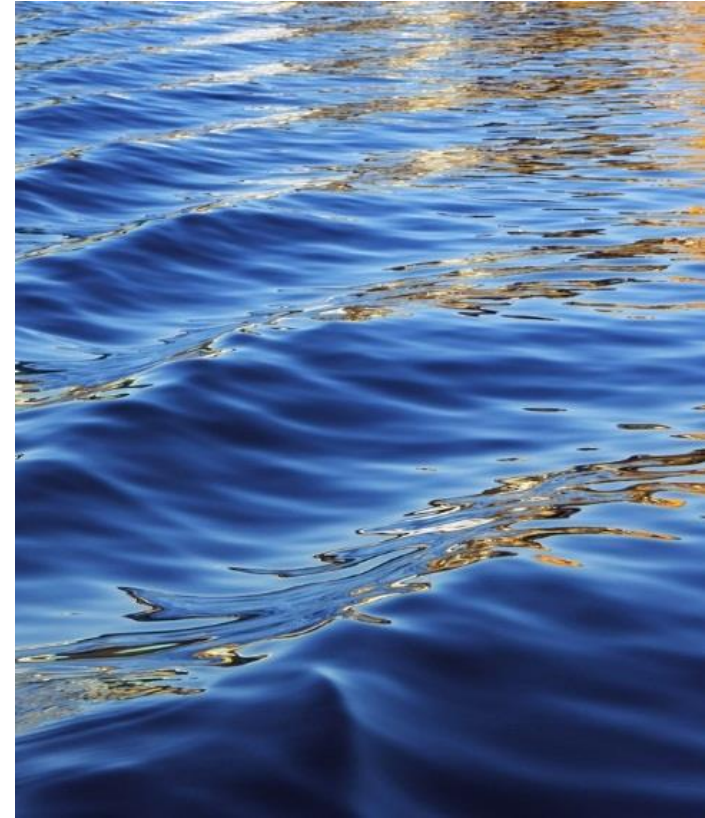
???



2024

Preliminary Funding Budget

Andrew Duffey



2024 CDBG Funding Budget (Estimated)

Estimated CDBG Program Revenues	
CDBG Entitlement Amount	\$3,200,000
Other Program Income	1,000,000
Carry-over funds (2019-2023)	<u>500,000</u>
Total Funds Available	\$4,700,000

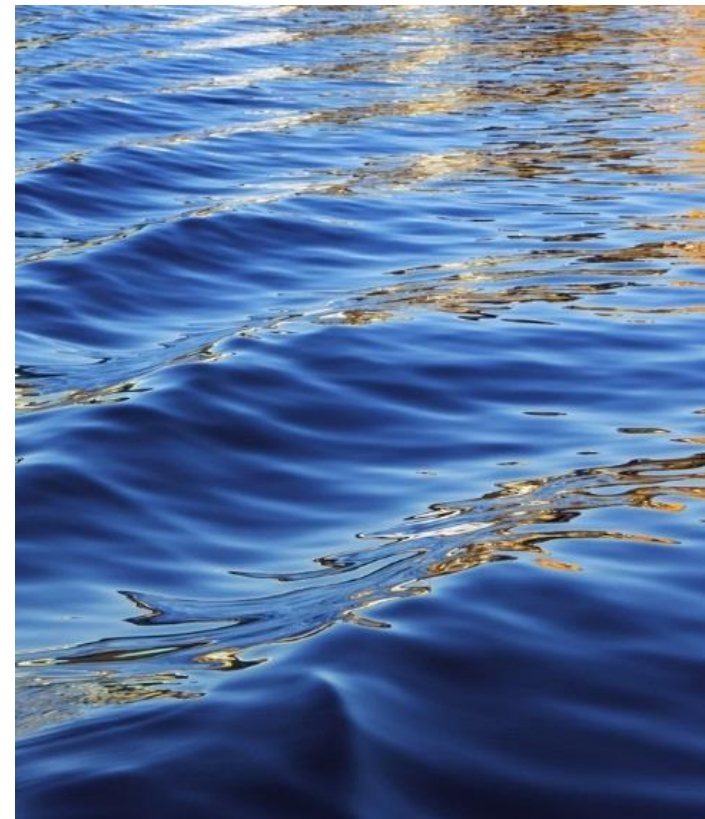
Statutory Limits on Certain Activities

Maximum Administration and Planning Allocation	Total Available: \$0—840,000 (20% of total new funds available)
Maximum Public Service Allocation	Total Available: \$0—675,000 (15% of two year's program income Entitlement Funds)



Funding Priorities & Goals

Kelly Burnett



CDBG National Objectives

The authorizing statute of the CDBG Program requires that each activity funded, except for program administration and planning activities, must meet one of three national objectives:

Benefit to low- and moderate-income (LMI) persons

Aid in the prevention or elimination of slums or blight

Meet a need having a particular urgency



Federal Housing and Urban Development (HUD) Department

Outcome Indicators:

Decent Housing

A Suitable Living Environment

Expanded Economic Opportunity

Accessibility

Sustainability

Affordability



Project/Activity Community Impact

Priority to the Lowest-Income	Ensure the needs of people with the lowest income are given priority consideration.
Basic Support	Encourage the focus of public service resources on essential basic needs.
Citizen Participation	Provide opportunities for the public to participate in plan development, implementation, and evaluation.
Collaboration	Encourage public, private, and non-profit sector collaboration and reduce program duplication.
Emphasize the Potential	Build upon available community assets, resources, plans, and market forces.
Leverage	Leverage limited resources by promoting partnerships between organizations.
Measurable Results	Produce and evaluate measurable outcomes and results.
Comprehensiveness	Engage comprehensive strategies to address the holistic needs of a neighborhood, household, or individual.



2020—2024 Consolidated Plan Goals

The City of Spokane's **2020-2024 Consolidated Plan** is a five-year strategic plan, carried out during Program Years (PY) through Annual Action Plans. The Consolidated Plan's Goals are:

Housing Stability

Community Based Social Services

Public Health and Safety



2020—2024 Consolidated Plan Goals

Goal Description: **Housing Stability**

Expand the number of affordable housing options for LMI individuals and households. The City will fund proposals that address the needs of target populations. The goal of housing stability is to prevent and divert individuals and families from entering into the homeless response system.

PY 2024 Funding Priorities:

- Minor home repair
 - Single family rehabilitation
 - Housing counseling
-

2020—2024 Consolidated Plan Goals

Goal Description: **Public Health and Safety**

Adaptive response to changing community needs related to sheltering homeless populations, natural disasters, and public health pandemics.

Note: Beginning in PY 2023, this goal will be lower priority.



2020—2024 Consolidated Plan Goals

Goal Description: **Community Based Social Services**

Community based social services that address the following areas: food security, workforce development, housing stability, childcare, transportation, behavior and victim services.

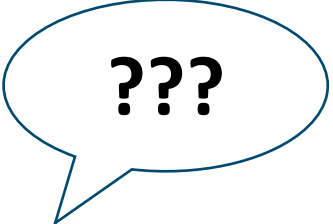
PY 2024 Funding Priorities:

- Public service
 - Public facilities
 - Microenterprise
-

All planning documents can be found on the CHHS website:

<https://my.spokanecity.org/chhs/documents/>

Questions

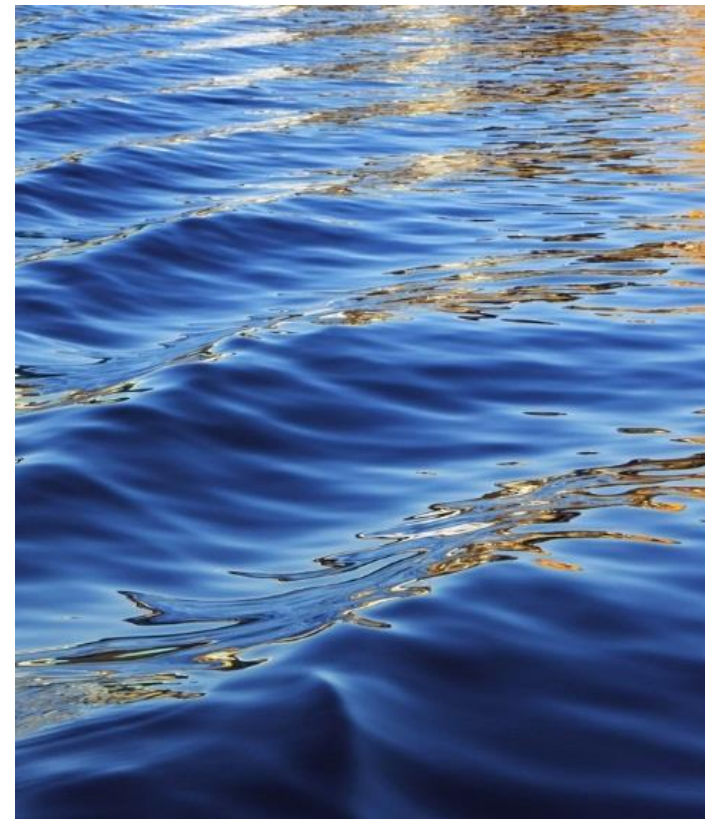


???



CDBG Request for Proposals

Christy Jeffers



Eligible Applicants

- Non-profit Organizations
 - Tax-exempt under IRS Code Section 501(c)(3)
 - Formed to provide a public benefit
 - Must provide proof of non-profit status in application



Application Categories

1. Public Service & Microenterprise
2. Public Facilities
3. Single Family Rehabilitation
4. Minor Home Repair



Ineligible Activities

- ❌ New housing construction
- ❌ Payments to individuals (clients)
- ❌ Purchase of equipment or furnishings
 - Exception: Home rehabilitation programs can provide appliances
- ❌ Religious activities
- ❌ Political activities
- ❌ General government expenses
- ❌ Construction or improvement of government buildings

Technical Assistance and Resources

- Technical assistance
 - Eligible activities
 - Application questions
 - Neighborly assistance
- Organizations applying under the **Public Facilities** category are strongly encouraged to request Technical Assistance to determine activity eligibility
- Review application **before** submission
 - Staff will not review applications for completeness
- Online resources available
 - CHHS: <https://my.spokanecity.org/chhs/>
 - HUD Exchange: <https://www.hudexchange.info/>

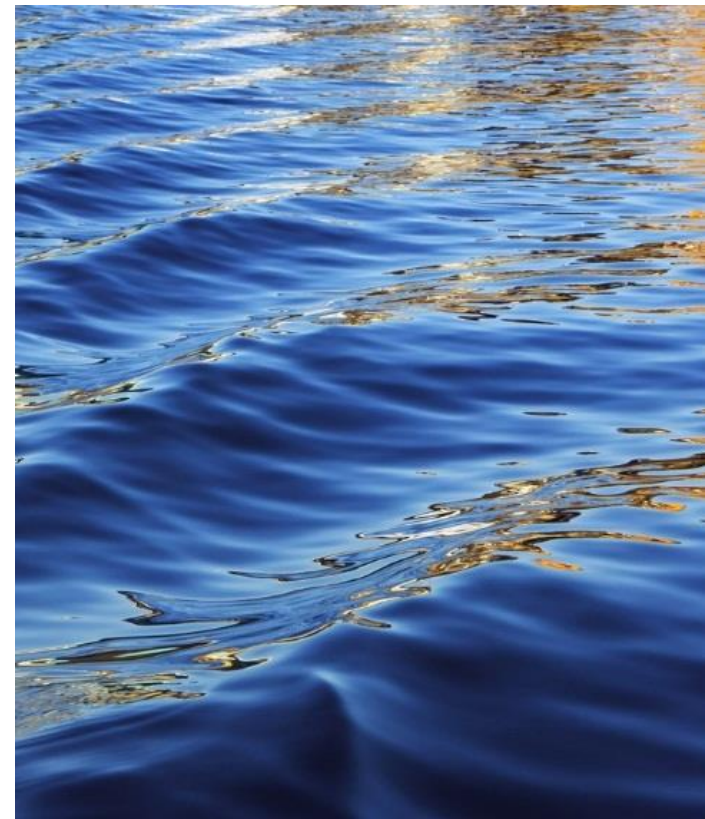
**Deadline to request
Technical Assistance:
September 6**





Applications – PY 2024

Tessa Jilot



Requirements

All activity funding is for one Program Year:

July 1, 2024—June 30, 2025

Application Summary

- All applications will be submitted via Neighborly
- Applications vary based on activity category
 1. Public Service & Microenterprise
 2. Public Facilities
 3. Single Family Rehabilitation
 4. Minor Home Repair

SAM Registration

- All applicants must have an active System for Award Management (SAM) status at the time of application
- Online registration: <https://sam.gov/content/entity-registration>
 - Will need to provide taxpayer or employer identification number (TIN/EIN)
- As of April 4, 2022, the unique identifier used across federal government changed from the DUNS Number to the Unique Entity ID (UEI)
 - If you do not know your Unique Entity ID, visit SAM.gov for assistance

Application Details

A. Project/Activity Summary

- Organization background information
- CDBG funds requested
- Beneficiary information
- SAM information

B. Proposed Project Information

- Goals
- Project description
- Project management
- Project alternatives (if not fully funded)
- Project outcomes

Application Details (continued)

C. Budget Narrative/Funding Sources

- All costs associated with activity (personnel, operating, professional services, etc.)
- Other funding sources
- Budget Spreadsheet (example on next slide)

D. Additional Information/Prioritization

E. Supplemental Application

- Questions specific to application category
- Example: Single Family Rehabilitation

E.1. Identify and describe client eligibility criteria (e.g., income at certain percentage of MFI, household occupancy and condition, percentage of housing cost burden, prioritization of need, etc.).

Sample Budget: Public Service & Microenterprise

CITY OF SPOKANE
COMMUNITY HOUSING AND
HUMAN SERVICES DEPARTMENT
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
PROJECT/ACTIVITY BUDGET

Project/Activity Name:

List all project/activity costs and the amount of each funding source allocated to costs. Project/activity budget must include the entire project, even if CDBG is only funding a portion of the project/activity. Ensure that each line in columns 2 thru 7 add up to the amount in the corresponding line in column 1, and that all columns add up across the bottom line.

Project Expenses	Total Project Costs	CDBG Request Amount	CDBG % of Total Cost	Other Revenue (Specify)	Other Revenue (Specify)	Other Revenue (Specify)	Other Revenue % of Costs
<i>Personnel Costs</i>							
Salaries	\$0		N/A				N/A
Benefits	\$0		N/A				N/A
Taxes	\$0		N/A				N/A
Other (Identify)	\$0		N/A				N/A
<i>Subtotal: Personnel Costs</i>	\$0	\$0	N/A	\$0	\$0	\$0	N/A
<i>Operating Costs:</i>							
Rent/Lease	\$0		N/A				N/A
Utilities	\$0		N/A				N/A
Telephone	\$0		N/A				N/A
Postage	\$0		N/A				N/A
Supplies	\$0		N/A				N/A
Mileage	\$0		N/A				N/A
Other (Identify)	\$0		N/A				N/A
Other (Identify)	\$0		N/A				N/A
<i>Subtotal: Operations</i>	\$0	\$0	N/A	\$0	\$0	\$0	N/A
<i>Professional/Services</i>							
Consultant	\$0		N/A				N/A
Other (Identify)	\$0		N/A				N/A
<i>Subtotal: Professional Services</i>	\$0	\$0	N/A	\$0	\$0	\$0	N/A
<i>Total Project/Activity Costs</i>	\$0	\$0	N/A	\$0	\$0	\$0	N/A

Application Details (continued)

F. Required Documents

- Audit or Financial Statement
- Federal Tax Form 990
- Client Intake form
- List of Board Members
- Articles of Incorporation/Bylaws
- Map of project area
- Minutes Authorizing CDBG Application
- Nonprofit Determination letter
- Nonprofit 501(c)(3) letter – *if new applicant*
- Pre-award Applicant Risk Assessment
- Applicant Assurances

Application Submission via Neighborly

- **Register in Neighborly Software:**

<https://portal.neighborlysoftware.com/SPOKANEWA/Participant>

- Select Application:

- Public Service & Microenterprise
- Public Facilities
- Single Family Rehabilitation
- Minor Home Repair

- Complete all sections of application

- Upload all required documents

- **Submit completed application by 5:00 pm on September 15, 2023**

Resources:

Neighborly User Guide:

<https://my.spokanecity.org/chhs/documents/>

CHHS website:

<https://my.spokanecity.org/chhs/>

Request technical assistance!

Technical Assistance and Resources

- Technical assistance
 - Eligible activities
 - Application questions
 - Neighborly assistance
- Organizations applying under the **Public Facilities** category are strongly encouraged to request Technical Assistance to determine activity eligibility
- Review application **before** submission
 - Staff will not review applications for completeness
- Online resources available
 - CHHS: <https://my.spokanecity.org/chhs/>
 - CDBG Application Resources: <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>

**Deadline to request
Technical Assistance:
September 6**



Suggested To-do List

- Familiarize yourself with CHHS website:

<https://my.spokanecity.org/chhs/>

- Review CDBG RFP page:

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

- Review Application Resources

Application Resources

- [2024 CDBG RFP/Public Notice](#) (PDF 100 KB)
- [CDBG Request for Proposals](#) (PDF 966 KB)
- [2024 CDBG Policies and Procedures](#) (PDF 357 KB)

- Determine eligibility & application category

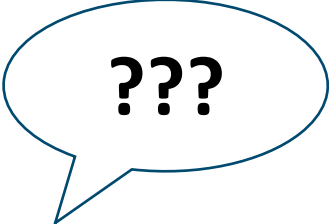
- Create a Neighborly account & select your application:

<https://portal.neighborlysoftware.com/SPOKANEWA/Participant>

- Request Technical Assistance by September 6

- Submit application by 5:00 pm on September 15**

Questions

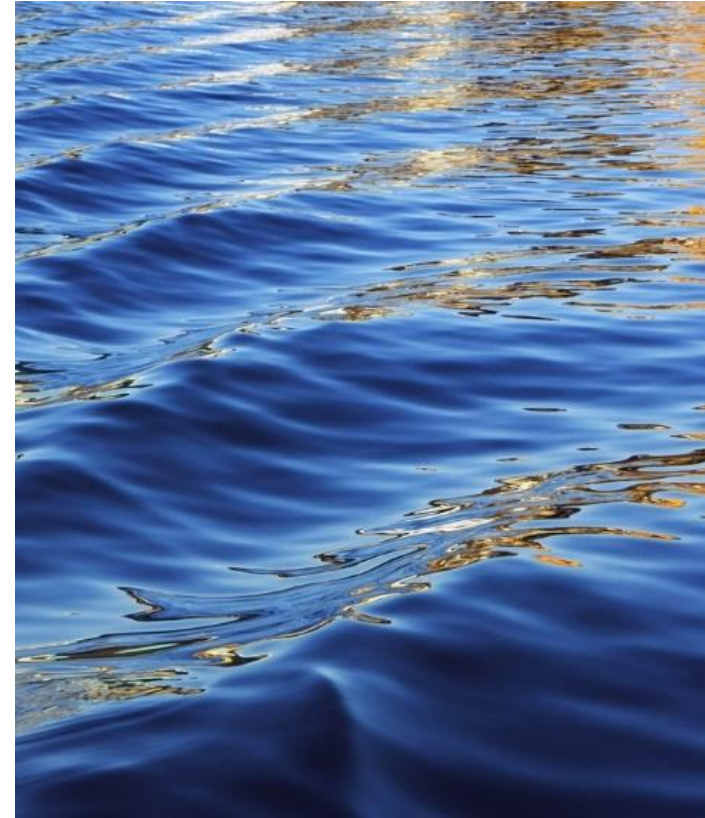


???



Application Timeline & Selection Process

Kelly Burnett



Application Timeline

Tentative Dates	Action
08/16/2023	CDBG applications available
09/06/2023	Deadline to request Technical Assistance
09/15/2023	Online applications submitted by 5:00 pm
11/01/2023	CHHS Board project selection Allocation of funds for PY 2024
04/01/2024	Publish recommendations in newspaper 30-day public comment begins
05/01/2024	CHHS Public Hearing Preliminary funding recommendations
May-June 2024	City Council approval of 2024 Annual Action Plan Negotiate & enter contracts

Application Timeline

Online application for
funding submission
deadline:

Friday

September 15, 2023

5:00 pm

<https://portal.neighborlysoftware.com/SPOKANEWA/Participant>

Next Steps...

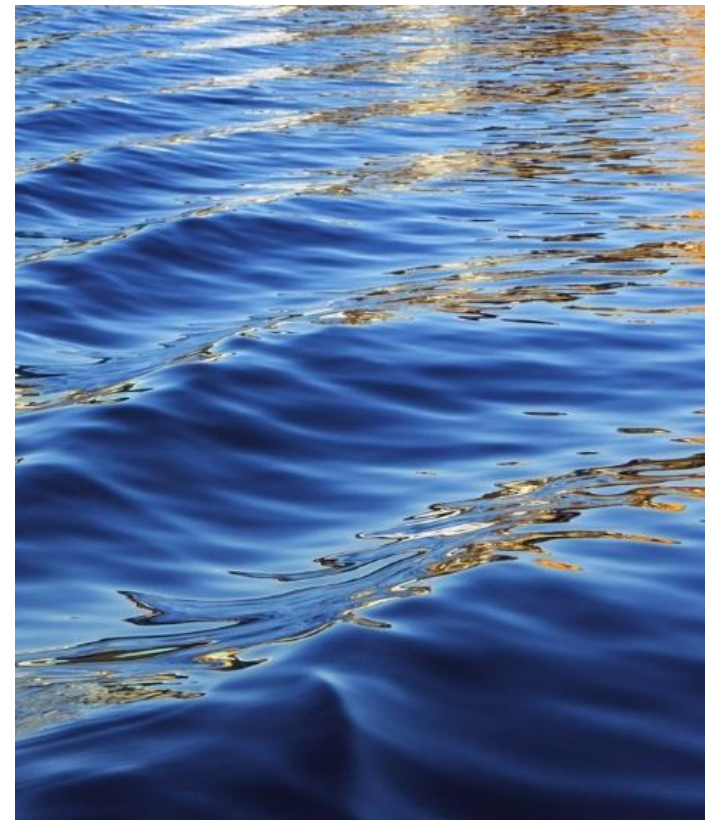
- If your application is selected for funding – congratulations!
- Will be assigned a CHHS Program Administrator who will assist with your contract
 - Contract period: **July 1, 2024—June 30, 2025**
- You are now considered a **Subrecipient**
 - Attend annual Subrecipient Workshop
 - Monthly reporting of accomplishments in Neighborly
 - Risk Assessment & Monitoring
 - Contact Program Administrator for technical assistance





PY2024 Contracts & Grants Management

Kelly Burnett



Understand Rules & Regulations

Resources

- CHHS website: <https://my.spokanecity.org/chhs/>
 - Planning Documents
 - Subrecipient Resources
 - Playing By the Rules: A Handbook for Subrecipients
 - HUD Median Family Income Limits
 - *Updated continuously with new resources*
- HUD Exchange: <https://www.hudexchange.info/>
- Request Technical Assistance



Insurance Requirements

- **All Subrecipients must have insurance**
 - Insurance Certificate submitted to City of Spokane prior to contract approval
- General Insurance Requirements
 - \$1 million coverage is the minimum for all insurance types
 - Your organization must be the “named insured”
 - The **City of Spokane** must be listed “as additionally insured” on all policies
 - Insurance policy must meet minimum Best “A” rating or equivalent
 - Policy must be current through contract period (or longer if there is potential for future claims)

Insurance Requirements

Required for <u>all</u> Subrecipients	
General Liability Insurance	For all organizations working with the City
Auto Liability Insurance	For all organizations using vehicles
Workers Compensation Insurance	For all organizations with employees or subcontractors
May be required depending on scope of contract	
Professional Liability Insurance	If you are providing professional advice or service
Financial Liability Insurance	If you are providing financial advice or service
Environmental Liability Insurance	If your work involves any chance of environmental damage
Care/Custody & Control	If your organization will be accountable for the property of others
Other Special Coverage – <i>if applicable</i>	There may be other types of insurance or risk transfer requested for special circumstances



Environmental Review

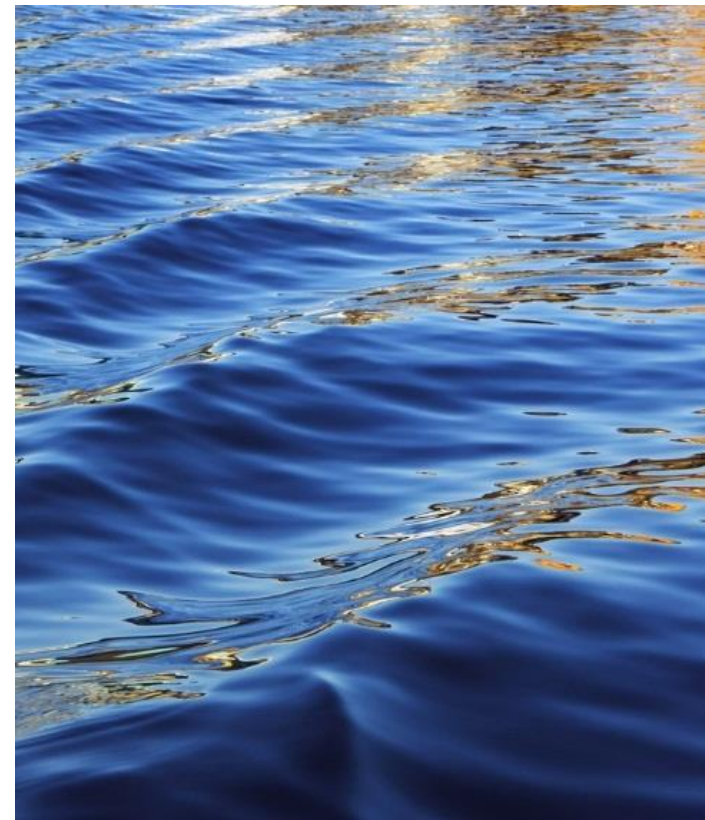
- Purpose:
 - Analyze the effect a proposed project will have on the people and natural environment within a designated project area
 - Analyze the effect the material and social environment may have on a project
- Environmental Review must be completed before CDBG funds are obligated
- Environmental Reviews vary in length and scope depending on project type, proposed activities, and location
 - CDBG Program Administrator will assist in determining level of review





Fiscal Compliance

Andrew Duffey



Invoice Processing

- The City shall reimburse the Subrecipient only for actual incurred costs upon presentation of accurate and complete reimbursement forms
- Invoices are submitted once per month, for the previous month's expenses
- Only eligible expenses will be reimbursed – when in doubt, ask!



Fiscal Policies & Procedures

The Subrecipient shall develop and adopt fiscal policies and procedures that cover – at minimum – the following topics:

- Internal Controls
- Financial Planning & Reporting
- Revenue & Accounts Receivable
- Expenses & Accounts Payable
- Procurement
- Asset Management
- Records Retention & Destruction
- Fraud, Waste, & Abuse

Helpful Resource for Subrecipients:

Playing by the Rules: A Handbook for Subrecipients on Administrative Systems

Download here:

<https://my.spokanecity.org/chhs/documents/>

Questions? Ask your Program Administrator!

Financial Records

Eligible Costs

- Subrecipient needs to be aware of cost eligibility as defined in 2 CFR Part 200
 - Guidance can also be found in Chapter 2 of *Playing by the Rules* (linked on CHHS website)
- Subrecipient Agreement – your management & fiscal staff need to review in its entirety

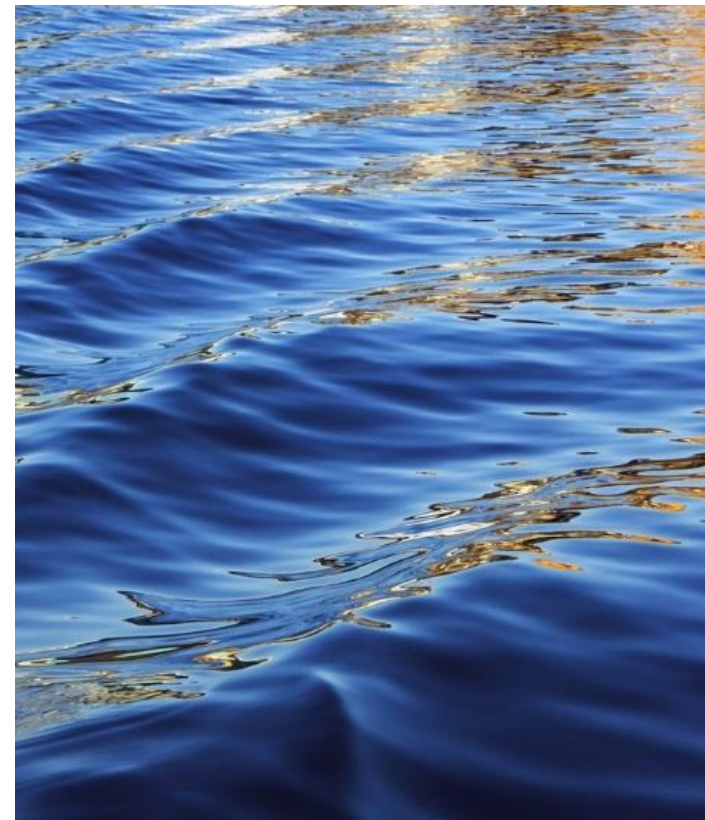
Financial Management System

- Include source documentation from this system



Wrap-up Question & Answer

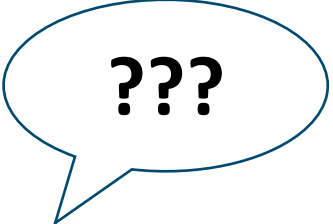
Tessa Jilot



Applicant Workshop Wrap-up

- Overview & Basic Eligibility Criteria
- 2024 Preliminary Funding Budget
- Funding Priorities & Goals
 - CDBG National Objectives
 - Consolidated Plan Priorities
- CDBG Request for Proposals
 - Eligibility Criteria
 - Application Categories
- Applications
 - Requirements
 - Application Details
 - Application Submission via Neighborly
- Application Timeline & Selection Process
- PY 2024 Contracts & Grants Management
- Fiscal Compliance
- Wrap-up/Q&A

Questions



???

Technical Assistance Contacts

Topic	Staff Contact	Contact Information
Public Facilities	Kelly Burnett	kburnett@spokanecity.org (509) 625-6321
Public Services Microenterprise	Christy Jeffers	cjeffers@spokanecity.org (509) 625-6056
Single Family Rehab Minor Home Repair Neighborly	Tessa Jilot	tjilot@spokanecity.org (509) 625-6327

THANK YOU

Please reach out to City of
Spokane CHHS HCD Staff with
questions or concerns

<https://my.spokanecity.org/chhs/>

