

## Frequently Asked Questions

Q: We received CDBG funds for a previous project. Do we still need to attend a technical assistance session?

A: Yes, all applicants must receive technical assistance for their application before submitting the application in Neighborly. Applications will be rejected if the applicant does not participate in a technical assistance session.

Q: Can we submit our application early or do we have to wait until January?

A: You may submit your application anytime between November 15, 2024, and January 15, 2025.

Q: Is there a minimum/cap for how much money we can request?

A: There are no minimums nor caps for how much a project can request in funding. However, there are limited funds available and not all applications will be fully funded.

Q: Am I required to have other funding sources in my project or can CDBG fund the whole project?

A: The leveraging of other funding is a scored item in the project review process.

Q: I want to submit an application that doesn't meet one of the funding priorities identified on page 9 of the RFP. Will our project be selected for funding?

A: All eligible projects will be considered. However, how well a project meets a funding priority is a scored item in the project review process.

Q: Do we need to own the building where the rehabilitation/improvements will take place?

A: For all capital projects the building must be owned by the non-profit recipient of the funds, or the non-profit must have a minimum 15-year lease on the building.

Q: Is there a difference between Area Median Income (AMI) and Low- and Moderate-Income (LMI)?

A: Yes. "Area Median Income" (AMI) represents the middle point of income in a specific geographic area, while "Low- and Moderate-Income" refers to individuals or households whose income falls below a certain percentage (for this RFP, it is 80%) of the Area Median Income in their region. Essentially, LMI is a category based on income relative to the AMI. The current HUD income limits for the City of Spokane can be found in the RFP.

Q: I noticed the Neighborly interface looks different. Did something change?

A: On December 20, 2024, the City's Neighborly Software portal will receive a minor login update to enhance security and ease of use. You may notice several small changes:

1. Login Page URL update: The beginning part of the URL of the login page will shift from *portal.neighborlysoftware.com* to *login.neighborlysoftware.com*. Any existing links or bookmarks will automatically redirect to the new URL, so no action is needed on your end.
2. New 'Sign up now' Link: For new users registering an account, there is a new 'Sign up now' link in place of the old 'Register' tab.
3. Updated placement for language preference, support, and data privacy links.
4. Multi-Factor Authentication for all users: Users will be prompted for authentication using Microsoft's best practice guidelines.

All other aspects of the Neighborly Software login experience will remain unchanged. Your usual login workflow will be intact.

Q: What are examples of capital projects/expenses?

A: CDBG capital projects typically involve the construction, rehabilitation, or improvement of infrastructure or public facilities.

*Public Infrastructure Projects* include roads, sidewalks and streetlight installation, water and sewer system upgrades.

*Public Facility Projects* include community centers, senior and youth centers, parks and recreation centers.

*Housing Rehab*- only multi-unit housing should utilize the capital application. Projects include renovating apartment buildings or complexes.

Typical expenses include design, engineering, permitting, construction materials, labor and project management.

Q: What does "shovel ready" and "last in" funding mean?

A: "Shovel-Ready" refers to a project that is fully prepared and can begin construction immediately, or very quickly, once funding is secured. Preliminary steps that could be accomplished prior would be permits and approvals, design and engineering, other funding sources and site preparation.

"Last in Funding" also known as Gap funding refers to the financial resources needed to cover the difference between the total cost of a project and the amount of funding that has already been secured.

Q: For Capital Projects, can a building be leased, or must it be owned by the applicant?

A: Building must be owned or have a long-term lease (15 years min.) by the organization applying for funding.

Q: Is there a restriction on the number of applications an organization can submit?

A: No, you can submit multiple applications for one category, as well as multiple applications across different categories.

Q: For acquisition, does the property need to be identified when the application is submitted?

A: Yes, the property and costs of acquiring the property should be identified.

Q: What are the income eligibility requirements for beneficiaries? What type of records will my organization need to request and retain?

A: Beneficiaries must meet HUD's income guidelines, which define low- and moderate-income limits based on household size and geographic area. Verification methods include pay stubs, tax returns, and self-certification forms when appropriate. Each subrecipient organization must have a documented process to verify income eligibility.

Q: Are there any matching fund requirements?

A: CDBG does not require matching funds. However, leveraging additional funding sources will strengthen an application and demonstrate sustainability. The leveraging of other funding is a scored item in the project review process.