



2019 Community Development Block Grant (CDBG)

Neighborhood Community Development Program

REQUEST FOR PROPOSALS



Applications **Due**: Friday, September 7, 2018 at 5:00pm

Request for Proposals:

This Request for Proposals is limited to the Neighborhood Council program and does not include information on the Community, Housing, and Human Services (CHHS) general funding notice. CHHS will issue a separate funding notice that will include federal, state and local funds to support homeless programs, community centers, economic development, capital, and general public services. CHHS anticipates releasing the general funding notice during late September 2018.

The CHHS Department is requesting proposals from partner agencies to help local neighborhood councils invest approximately \$400,000.00 in community programs that serve individuals earning less than 80% area median income (low/moderate income). Interested parties are required to submit a complete application (and supporting documents) to the CHHS Department for eligibility review. Successful applicants will have their proposal(s) listed for funding consideration on the CDBG Neighborhood Project Menu. Information regarding the CDBG Neighborhood application process may be accessed by visiting the following [webpage](#).

CHHS will offer an informal technical assistance workshop for interested parties on Wednesday, August 8, 2018 at Spokane City Hall in the City Council Briefing Center located on the lower level.

Wednesday, August 8, 2018

3:30 – 4:30 PM

Spokane City Hall: City Council Briefing Center
808 W. Spokane Falls Blvd., Spokane, WA 99201

2018 Area Median Income (AMI) Limits: Spokane, WA

		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

**Please note that the above referenced chart will be updated prior to receiving funds (mid-year 2019). All funded proposals will be subject to the 2019 AMI Limits once published by HUD.*

Neighborhood Projects Menu:

The CDBG Neighborhood Projects Menu was developed to assist neighborhoods with their funding allocations and to support community partners. Response from the neighborhood councils has been very positive, with a request to have more options to choose from. This funding notice is open to all interested parties wishing to pursue a **capital** project that will primarily benefit low and moderate income individuals (earning less than 80% area median income).

Neighborhoods **do not** have access to public service funds. Please **do not** submit any public service project requests through this funding notice as they **will not** be considered for inclusion with the project menu. Only projects directly tied to a capital improvement or acquisition will be considered eligible for these funds. Questions regarding eligibility shall be directed to George Dahl at gdahl@spokanecity.org or 625-6036. **CHHS will release a separate funding notice during late September 2018 that will include funds to support general public/human service related activities.**

Agencies interested in submitting an application are encouraged to do so. Submitting a complete application does not guarantee funding. CHHS will review each proposed project to ensure compliance with HUD's national objectives (24 CFR 570.200) and eligible activities (24 CFR 570.201). Once determined eligible, CHHS will include the project as part of the menu. Inclusion on the menu does not guarantee funding in part or in full for the project. Neighborhoods will have the option to select projects from the menu that align with individual neighborhood priorities. Applicants are encouraged to connect with Neighborhood Councils to better understand the needs of each neighborhood.

Neighborhood councils will have the ability to fund a proposal located outside their council boundaries if they so choose. Applications for projects that are not on the menu list will be subject to the same eligibility criteria listed above. In addition to the individual project eligibility review, CHHS will conduct a risk assessment on the agency requesting funds. This risk assessment will evaluate past performance, organizational structure, experience administering federal funds, etc. CHHS reserves the right to reject applications where risk is deemed too high to award federal funds.

Timeline:

The following dates apply to this funding notice and its corresponding application:

Important Dates	Action
Friday, August 3, 2018	CHHS Releases 2019 CDBG Neighborhood Project Menu Request for Proposals (RFP)
Wednesday, August 8, 2018	Project Menu Training <ul style="list-style-type: none">➤ Spokane City Hall – City Council Briefing Center (lower level)➤ 3:30 – 4:30 PM
Wednesday, September 5, 2018	Last day for CHHS technical assistance with applications
Friday, September 7, 2018	Request for Proposal Applications Due to CHHS <ul style="list-style-type: none">➤ Please submit electronic copies to George Dahl at gdahl@spokanecity.org<ul style="list-style-type: none">○ Printed hard copies will not be accepted○ Don't forget the required attachments – last page of application
Monday, September 10, 2018	CHHS staff will begin reviewing applications for eligibility
Friday, September 21, 2018	Applicants will receive notice on their application eligibility status
Monday, October 1, 2018	Neighborhoods will have access to the CDBG Projects Menu
Monday, April 1, 2019	Last day for neighborhoods to submit their completed CDBG Project Menu
Friday, April 12, 2019	Notice will be given to all projects/applicants funded through the CDBG Project Menu
Monday, July 1, 2019	Program Year 2019 begins <ul style="list-style-type: none">➤ Funds available sometime following July 1st (contingent on release of funds from HUD)

Anticipated Funding:

Neighborhood Councils are allocated **approximately* \$400,000.00 of CDBG funds to support capital improvements. Neighborhoods may elect to use these funds toward any eligible (24 CFR 570.201) capital improvement project. Some may elect to participate in the Projects Menu, while others may not. Interested applicants are encouraged to connect with the appropriate Neighborhood Council representatives to learn more about their intentions and willingness to partner with a menu proposal. Information on each neighborhood council is located at the [Office of Neighborhood Services](#). For more information, contact George Dahl at gdahl@spokanecity.org.

Neighborhoods are restricted to projects that have a **minimum request of \$10,000.00**. Proposals below \$10,000.00 will not be considered for inclusion in the Projects Menu. There is no maximum request amount beyond the total CDBG allocation to Neighborhood Councils (approximately \$400,000.00). Applicants are encouraged to meet with neighborhood representatives and discuss potential projects that will benefit the Spokane community.

**The Total neighborhood allocation for program year 2019 (7/1/19 – 6/30/20) is subject to funding appropriations at the national level. At this time, the City of Spokane does not know what amount of funding will be made available through the CDBG program. CHHS will inform partner agencies once the funding allocation has been finalized. We anticipate receiving notice during the spring of 2019.*

Application:

All interested parties must submit a complete application to the CHHS Department no later than 5:00 PM on Friday, September 7, 2018 to be considered for funding. Applications received **after** 5:00 PM will not be considered for inclusion on the Neighborhood project menu. All applications will be reviewed for eligibility by CHHS staff. Following staff review, applicants will receive written notice of their proposal no later than Friday, September 21, 2018.

Interested parties are encouraged to attend the training opportunity provided Wednesday, August 8th to learn more about the Neighborhood Project Menu and application process.

Applicant Information:

The Applicant Information section provides CHHS with basic organizational information to ensure that applicants are eligible to administer federal funds. All applicants must have an active System for Award Management (SAM) status at the time of application. This online registration process is free and may be completed at <https://sam.gov/portal/SAM/##11>. To register, the Applicant will need to provide the organization's Taxpayer or Employer Identification Number (TIN/EIN) and a Dun & Bradstreet Data Universal Numbering System (DUNS) number. Please contact George Dahl (gdahl@spokanecity.org) if assistance is needed with the SAM.gov website.

Applicants will need the organization's Tax ID Number (TIN) and taxpayer name as they appear on the organization's last tax return. If you need assistance applying for an EIN please utilize this resource: [https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](https://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). A DUNS number is a unique nine digit identification number, for each physical location of your business/organization. If you do not have a DUNS number, you can request a DUNS number for free by visiting Duns & Bradstreet at <http://fedgov.dnb.com/webform>. Please allow adequate time to register or apply for any of the items listed above.

Proposal Scope (work to be performed):

CHHS will evaluate how well the applicant has defined the need, objectives and outcomes of each application. Applicants must clearly articulate the existing problem and target population that will be served by their proposal. CHHS is particularly interested in performance outcomes. Successful applicants will be able to describe the following:

- Problem Statement
- Objectives of the proposal
- Performance measures
- What will be included in the project scope
- What will not be included in the project scope
- Milestones for the proposal
- Current assumptions
- Known constraints
- List of stakeholder included in the proposal

CHHS will evaluate the effectiveness of each proposal to address the expansion of affordable housing, social services and economic opportunities for low and moderate income individuals.

Budget:

The line item budget will provide a comprehensive overview of the proposed project costs. CHHS will prioritize applications with matching/leveraged funds. Proposals with little or no matching/leveraged funds will elevate a proposal into a high risk category when reviewed by CHHS. Please include letters of support for all matching funds/leverage claimed in the line item budget.

Attachments:

Applicants must submit the following documents with the Neighborhood Community Development Program Application.

- **Completed Pre-award Applicant Risk Assessment**
- **Articles of Incorporation/Bylaws**
- **Federal Tax Form 990**
- **Evidence of Site Control**
- **Current Board of Directors listing (include affiliations with other agencies or organizations)**
- **Organization Policies and Procedures**
- **Leverage Letter(s)**

Missing attachments will be viewed as an incomplete application and not considered for inclusion in the Neighborhood Menu Application.