Neighborhood Community Development Program (NCDP)

Technical Assistance Workshops

Menu Application – New Project Application – Sidewalk Application

January 13, 14, 15, 2020

Community, Housing and Human Services Department (CHHS)
Application Resources

- CHHS Website
Application Guide

- Program Overview
- Application Process
- Timeline
- Allocations
- Conflict of Interest
- Award to Completion Process
- Compliance Requirements
- Application Review & Recommendation Process
Program Year

- Program Year is not the same as Calendar Year
- HUD/Funder defines Program Year
  - July 1 – June 30
- This Application Process is for Program Year 2020
  - July 1, 2020 – June 30, 2021
Timeline

• Program Application Period Begins
  • Monday, December 30, 2019
  • Application materials posted on CHHS website

• Technical Assistance Workshops
  • January 13, 14, 15, 2018

• Program Application Period Ends
  • April 3, 2020
About the Funding

- **Community Development Block Grant Program (CDBG)**
  - Activities must primarily (>51%) benefit low/moderate income
  - Capital/Construction Related Activities
    - No Public Services/Operational Funding
  - Funding Subject to Federal Regulations
    - [24 CFR Part 570](#)
    - Audits and Monitoring by SAO & HUD
<table>
<thead>
<tr>
<th>Area Median Income</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>(100% AMI)</td>
<td>$50,200</td>
<td>$57,400</td>
<td>$64,600</td>
<td>$71,700</td>
<td>$77,500</td>
<td>$83,200</td>
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<tr>
<td>Low-Income</td>
<td>$40,150</td>
<td>$45,900</td>
<td>$51,650</td>
<td>$57,350</td>
<td>$61,950</td>
<td>$66,550</td>
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<tr>
<td>(80% AMI)</td>
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<tr>
<td>Very Low-Income</td>
<td>$25,100</td>
<td>$28,700</td>
<td>$32,300</td>
<td>$35,850</td>
<td>$38,750</td>
<td>$41,600</td>
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<tr>
<td>(50% AMI)</td>
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<tr>
<td>Extremely Low-Income</td>
<td>$15,050</td>
<td>$17,200</td>
<td>$19,350</td>
<td>$21,500</td>
<td>$23,250</td>
<td>$24,950</td>
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<td>(30% AMI)</td>
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District Allocations

- Neighborhood Councils recommend/allocate the use of funds
  - Not grants or awards to neighborhoods/Districts
  - Final approval based on eligibility criteria set by CHHS

- New Project Applications must have a Project Sponsor
  - Not-for-profit service provider/agency
  - City Department
Application Types

• Project Menu
• New Project Application
• Sidewalk Application
Leveraging/match Funds

• 10% (minimum) leverage required
• Helps get projects underway
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)
Compliance Requirements

- Competitive Procurement
- Environmental Review (NEPA)
- Labor Standards (L&I and DOL)
- Lead-based Paint
- Uniform Relocation Assistance (URA)
- Fair Housing
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 (10k)
    • 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
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 - Contracting
  • Contract Negotiations
  • Contract Execution
Application Review

- **Part III – Project Delivery**
  - Procurement
  - Contracting (contractor)
  - Construction
  - Project Billing
  - Project Closeout
Project Lifecycle

• More than just an allocation of funds
Frequently Asked Questions (FAQ’s)

• Posted on CHHS website
QUESTIONS?

• Contact Information
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  • (509) 625-6325

Thanks for your attendance!