2016 Capital, Housing, Economic Development, Blight and Non-Homeless Services RFP

TECHNICAL ASSISTANCE WORKSHOP

Released Friday, August 7th

*Applications **Due** Friday, September 25th*

CONTACT INFORMATION

- **RFP Coordinator**
  - George Dahl
    - gdahl@spokanecity.org or 625-6036
    - Or via the CHHS Department CHHSRFP@spokanecity.org

TIMELINE

- **TA Workshops**
  - Tuesday, August 18th – WCCC
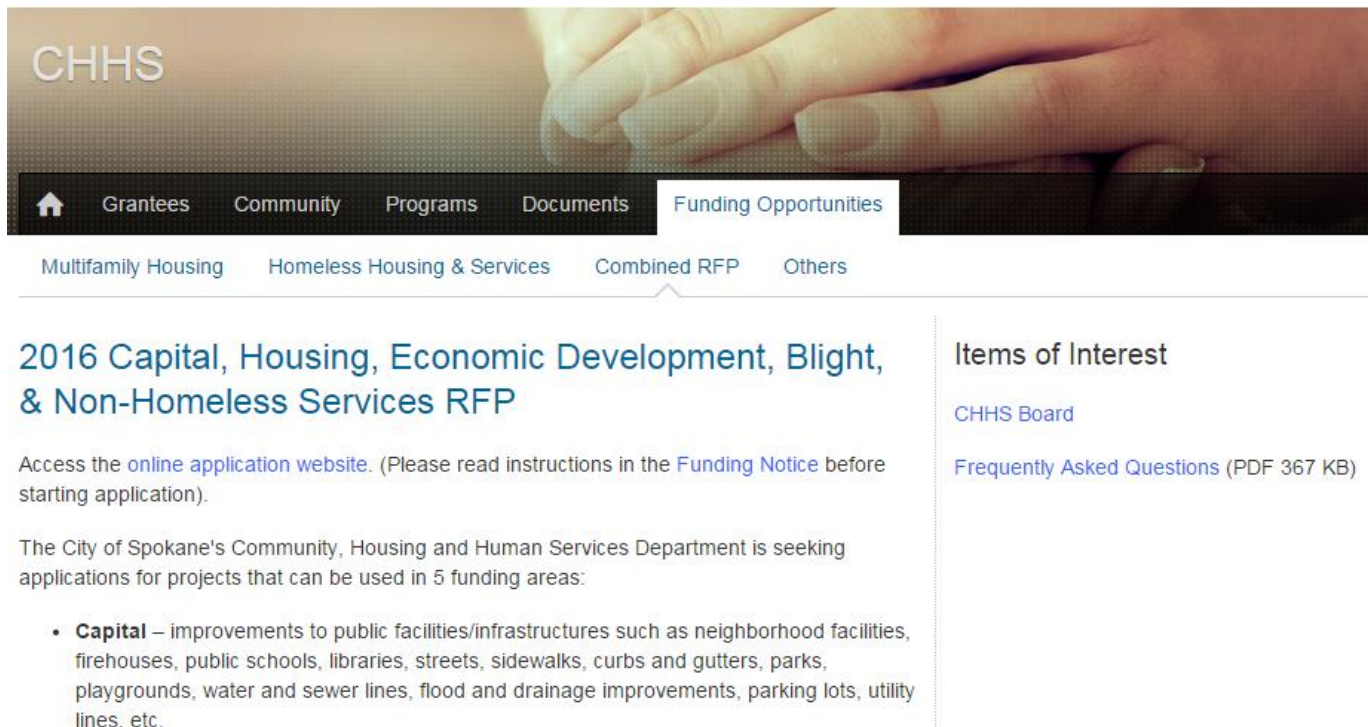   - 3:00 – 5:00pm
  - Wednesday, August 26th – NECC
    - 10:00 – 12:00pm
- **Applications Due**
  - Friday, September 25th

Frequently Asked Questions

- Updated Weekly

- Located on the CHHS webpage

CDBG BASICS

- **National Objectives**
  - Benefit to Low and Moderate Income (LMI) Persons;
    - <80% AMI ($36,150, single)
  - Aid in the Prevention or Elimination of Slums or Blight; and
  - Meet a need having particular urgency (referred to as urgent need)

CDBG BASICS

- **How Projects Qualify**
  - LMI
    - Low Mod Area Benefit (LMA)
    - Low Mod Limited Clientele (LMC)
    - Low Mod Housing Activities (LMH)
    - Low Mod Job Creation or Retention Activities (LMJ)

CDBG BASICS

- **Low Mod Area Benefit (LMA)**
  - Determined by a service area
    - Parks
    - Sidewalks
    - Community Centers
  - >51% LMI for the Service Area
  - Driven by Census Data
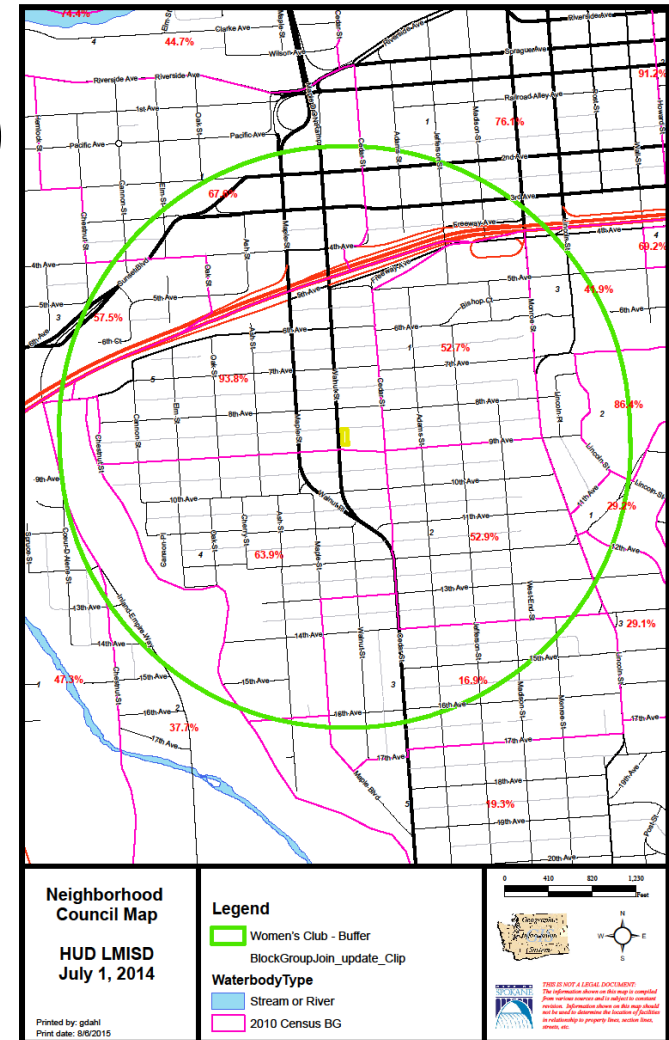
CDBG BASICS

- **Low Mod Limited Clientele (LMC)**
  - Determined by Individuals Served
    - Homeless Facilities
    - Senior Centers
    - Community Centers
- >51% LMI for Total Persons Served
- Driven by Client Income

CDBG BASICS

- **Low Mod Housing Activities (LMH)**
  - Activities that Provide or Improve Permanent Housing
    - Acquisition
    - Site Improvements
    - Housing Rehabilitation
- >51% of all units must serve LMI
- Driven by Client Income

CDBG BASICS

- **Low Mod Job Creation or Retention Activities (LMJ)**
  - Activities that Create or Retain Jobs
    - Clearance Activities for a New Business
    - Rehabilitation to Correct Code Violations
    - Financial Assistance to Create New Permanent Jobs
    - Microenterprise Assistance to Small Businesses
- Jobs held by LMI, *or*
- LMI Businesses Assisted

ABOUT THE FUNDING

- **Capital**
  - Improvements to Public Facilities/Infrastructure
    - Typical Activities Include…
      - Acquisition of Real Property
      - Construction
      - Reconstruction
      - Rehabilitation or Installations

For more information please refer to HUD's [Basically CDBG for Entitlements](#)

ABOUT THE FUNDING

- **Housing**
  - Property Acquisition or Rehabilitation for Permanent Housing
    - Typical Activities Include…
      - Acquisition of Real Property
      - Rehabilitation
      - Homeownership Assistance

For more information please refer to HUD's Basically CDBG for Entitlements

ABOUT THE FUNDING

- **Economic Development Projects**
  - Primarily Microenterprise Assistance
    - Activities that create or retain jobs

For more information please refer to HUD's [Basically CDBG for Entitlements](#)

ABOUT THE FUNDING

- **Blight**

  – Improvements to Public Facilities/Infrastructure that Pose a Public Health or Safety Risk

    - Interested applicants must consult with CHHS staff Prior to submitting their application

For more information please refer to HUD's [Basically CDBG for Entitlements](#)

ABOUT THE FUNDING

- **Public/Human Services (Non-Homeless)**
  - Projects that provide public services to assist low/mod income individuals
    - Examples include…
      - Community Centers
      - Fair Housing Activities
      - Senior Centers
      - Health Care Providers

For more information please refer to HUD's [Basically CDBG for Entitlements](#)

INELIGIBLE ACTIVITIES

- New Housing Construction

- Income Payments

- Fundraising

- Political Activities

- Vehicles and Equipment

- Pay Off Existing Debt

TIMELINESS

- 2016 CDBG Program Year
  - July 1, 2016 through June 30, 2017
  - Capital Projects will have 18 Months
- Human Services Grant (HSG) Year
  - January 1, 2016 through December 31, 2016

FUNDING PRIORITIES

- Preserve and Expand Quality, Safe, Affordable Housing Choices

- Improve Quality of Life for Extremely Low to Moderate Income Residents

- Prevent and Reduce Homelessness

- Support Vibrant Neighborhoods

- Expand Economic Opportunities

FUNDING PRIORITIES

Preserve and Expand Quality, Safe, Affordable Housing Choices

- *Improve quality of existing housing stock*
- *Preserve &increase housing stock*
- *Ensure housing stability*
- *Prioritize workforce housing development to reduce transportation barriers & cost*
- *Expand housing choice &access to opportunities such as education, employment & services*

FUNDING PRIORITIES

Improve Quality of Life for Extremely Low to Moderate Income Residents

- – *Invest in effective supportive services*
- – *Maintain the social safety net*
- – *Reduce barriers to employment*

FUNDING PRIORITIES

Prevent and Reduce Homelessness

- *Transform homeless services to crisis response systems leading to improved health & safety*

- *Invest in supportive services for the most vulnerable in affordable housing*

- *Advance health & housing stability for at-risk populations*

FUNDING PRIORITIES

Support Vibrant Neighborhoods

- *Invest in infrastructure*

- *Promote public safety*

- *Expand capacity of neighborhoods to attract businesses*

- *Support infrastructure & services that enhance the health & quality of life in our neighborhoods*

- *Address spot blight*

FUNDING PRIORITIES

Expand Economic Opportunities

- *Support effective pathways toward self-sufficiency & living wage jobs*

- *Support micro-enterprise*

- *Invest in infrastructure to attract business & housing development*

- *Invest in creative initiatives to attract or grow businesses*

TARGETED INVESTMENT PILOT (TIP)

FUNDS AVAILABLE

- **Capital/Housing, Economic Development & Blight**
  - Approximately $725,000
    - *Minimum Award of $25,000*

- **CDBG – Public Services (Non-Homeless)**
  - Approximately $200,000
    - *Minimum Award of $10,000*

- **Human Services Grant (Non-Homeless)**
  - Approximately $475,000
    - *Minimum Award $10,000*

APPLICATION DEADLINE

- **Friday, September 25th**
    - Applications will only be accepted via ZoomGrants
    - No applications will be accepted after midnight

APPLICATION INSTRUCTIONS

- ZoomGrants

  - Paper applications will not be accepted

  - Questions regarding ZoomGrants

    - Rob Crow rcrow@spokanecity.org

RISK ASSESSMENT

Pre-award risk assessments are a tool to be used by the City to evaluate an agency's capacity for grant administrative and financial management after award.

The assessment includes questions regarding:

- Your agency's experience in managing different funding sources (Federal, State, Foundation)
- Current agency policies and procedures related to Procurement, Drug Free Workplace, Conflict of Interest, Financial Management, Property/Equipment Management and Disposition, Retention of Records and Equal/Civil Rights
- Changes to Key Staff and Business Systems (Financial System, Policies and Procedures, Data Collection)
- Audit Reports and Findings (do you expend over $750,000 in federal grant funds)
- Financial Stability

City of Spokane
Community, Housing and Human Services
Pre-award Applicant Risk Assessment

<u>Management Systems</u>

Does your organization/entity have experience managing grant funds, loans or other types of financial assistance?

Federal	◯ Yes	◯ No
State	◯ Yes	◯ No
Local/foundation	◯ Yes	◯ No

Has your organization/entity had changes to key staff or positions in the past 12 months?

Executive Management	◯ Yes	◯ No
Financial	◯ Yes	◯ No
Program	◯ Yes	◯ No

Has your organization/entity had changes to business systems in the past 12 months?

Financial system	◯ Yes	◯ No
Policies and Procedures	◯ Yes	◯ No
Data Collection	◯ Yes	◯ No

Does your organization/entity have policies and procedures for the following? (If yes, attach)

Procurement	◯ Yes	◯ No
Drug Free Work Place	◯ Yes	◯ No
Conflict of Interest	◯ Yes	◯ No
Financial Management*	◯ Yes	◯ No
Property/Equipment Management and Disposition	◯ Yes	◯ No
Retention of Records	◯ Yes	◯ No
Equal/Civil Rights	◯ Yes	◯ No

RISK ASSESSMENT – PART 2

The Assessment will be used to identify early training and technical assistance that the City can provide to potential subrecipients.

- It could include some special conditions issued in the contract upon award.
- It will assess the need for special monitoring or more frequent on-site visits.
- The assessment helps to evaluate the prospective agency's acknowledgement of additional requirements associated with Federal funding.
- The assessment will <u>not</u> be a punitive tool.
- Only an analysis to determine the strengths and weaknesses of prospective subrecipients to identify potential compliance issues in the front end.
- Helps to develop an appropriate support mechanisms to strengthen your agency in the future and with other funding opportunities.

BUDGET FORMS & TIPS

- Two Budget Forms Required
  - Budget Worksheet
  - Budget Narrative

Budget – Direct Personnel

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of direct time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

EXAMPLES

Name/Position	Computation		Cost
John Smith, Program Manager	($50,00 x 100%)		$50,000
2 Case Managers	($50,000 x 100% x 2)		$100,000
Secretary	($30,000 x 50%)		$15,000
		TOTAL	$165,000

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

EXAMPLES

Name/Position	Computation		Cost
Employer's FICA	($177,900 x 7.65%)		$13,609.35
Retirement	(166,650 x 6%)		$9,999
Uniform Allowance	($50 mo. x2 mo. x3)		$1,800
Health Insurance	($166,650 x 12%)		$19,998
Workman's Compensation	($177,900 x 1%)		$1,779
Unemployment Compensation	($177,900 x 1%)		$1,770
		TOTAL	$48,955.35

Budget – Travel & Equipment

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at $X airfare, $X lodging, $X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known.

EXAMPLES

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	($150 x 2people x 2 trips)	$600
		Hotel	($75/night x 2 nights x 2 people x 2 trips)	$600
		Meals	($35/day x 3 days x 2 people x 2 trips)	$420
			TOTAL	$1,620.00

D. Equipment-- List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially   high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project in the budget narrative and address the procurement method to be used.

EXAMPLES

Item	Computation	Cost
3-XP Computer	(2,000 x 3)	$6,000
	TOTAL	$6,000

Budget – Supplies & Construction

E.-Supplies--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

EXAMPLES

Supply Items	Computation	Cost
Office Supplies	($50/mo x 12 mo)	$600
Postage	($20/mo x 12 mo)	$240
Training Material	($2/set x 500 sets)	$1,000
	TOTAL	$1,840

F. Construction-- As a rule, construction costs are not allowable except for Housing, Capital and Blight Projects. Please consult the City RFP Contact before budgeting in this category for other types of projects.

EXAMPLES

Purpose	Description of Work	Cost
Renovation	Add walls	$5,000
	Build work tables	$3,000
	Build evidence storage units	$2,000
	TOTAL	$10,000

Budget – Consultants & Contracts

Consultant Fee: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from City of Spokane.

EXAMPLES

Name of Consultant	Service Provided	Computation	Cost
John Doe	Data Analyst	($150/day x 30 days)	$4,500
		Subtotal	$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

EXAMPLES

Item	Location	Computation	Cost
Airfare	Miami	($400 x 6 trips)	$2,400
Hotel and Meals		($100/day x 30 days)	$3,000
		Subtotal	$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants must promote free and open competition in awarding contracts.

EXAMPLES

Item	Cost
Intelligence System Development	$102,000
Subtotal	$102,000

Budget – Other Costs

H. Other Costs-- List items (e.g., rent, reproduction, telephone) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.							
EXAMPLES							
Description			Computation				Cost
Rent			(700 sp. Ft. x $15/sq. ft.)				$10,500
			(875 mo. X 12 mo.)				
Telephone			($100/mo. x12)				$1,200
Printing/Reproduction			($150/mo. x12)				$1,800
Conference Registration							
						TOTAL	$13,500

Indirect Costs

- Indirect costs are those expenses incurred for a common or joint purpose benefitting more than one cost objective. This includes things like general building overhead, Executive Director, accountant, janitor, etc.

- There are three recovery options:
  - Federally Negotiated Cost Rate (supported by Federal

Indirect Cost Basis

- Three recovery options are available:
  - Federally Negotiated Rate (requires approval letter from Federal cognizant agency)
  - De minimis rate of 10% of Total Modified Direct Costs (TMDC)
    - All direct costs EXCEPT equipment, capital expenditures, participant support costs and the portion of each subaward and subcontract in excess of $25,000
    - No documentation required

Indirect Cost Basis

– Applicant agency prepares an indirect cost plan

- Must be prepared in compliance with 2 CFR Part 200, Subpart E and Appendix IV

- Complete plan must include a cost policy statement and certificate statement signed by the Executive Director or designated official.

  – Must contain a detailed description of all of the cost elements in the indirect cost proposal.

  – Must contain the allocation methodology.

Additional Questions?

Good Luck!

Thank You