

* DRAFT *

2024 Community Development Block Grant (CDBG)

Public Services / Public Facilities / Micro Enterprise/ Housing Repairs



REQUEST FOR PROPOSALS

Applications Due: Monday, September 15, 2023 by 5:00 PM



Applicant Workshop August 16, 2023

Request for Proposals:

The City of Spokane, Community Development Block Grant (CDBG) Program receives an annual CDBG allocation from the US Department of Housing and Urban Development (HUD). For the 2024 Program Year (PY) Spokane anticipates it will allocate and administer an estimated \$3,126,340 of CDBG entitlement (EN) funds and an additional \$413,440 in CDBG program income (PI). Actual EN and PI will be determined in the Spring of 2024 when HUD announces the formula allocations for all jurisdictions, including the City of Spokane. CDBG funds will be allocated through a competitive Request for Proposals (RFP) process by the Community Housing and Human Services CHHS Department (CHHS). The CHHS Board will review applications for eligible projects/activities that meet federal objectives as well as City Goals. City goals are contained in the 2020-2024 Consolidated Plan. Please see the City of Spokane's CDBG Policies and Procedures for more information on eligible uses of CDBG funding and the process to apply.

CHHS is requesting proposals from local organizations who serve low- and moderate-income individuals and families in within the City of Spokane. Organizations providing services to under represented populations, such as the BIPOC community, are encouraged to apply. Public Facility improvements must qualify for area-wide benefit; over 51% of residents within the service area are determined to be low- moderate-income according to the American Community Survey at the start of the 2024 PY.

Services for homeless, although a high priority in the City of Spokane, are funded with other state, federal and local funds within the CHHS Department. Therefore, CDBG funds will not be utilized for homeless services. A public facility to house homeless individuals or families may be eligible for CDBG if other criteria

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	\$46,100	\$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

*NOTE: the above chart will be updated prior to the start of 2024 PY. Projects will be subject to the updated 2024 Median Family Income Limits, at the start of the Program Year, once they are published by HUD.

The City of Spokane assures that grants will be conducted and administered in compliance with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432, and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (title II) and implementing regulations.

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 Department (HUD) outcome indicators:

- Decent Housing*
- A Suitable Living Environment*
- Expanded Economic Opportunities*
- 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 sectors collaboration and reduce program duplication.

Emphasize the Potential:

Build upon available community assets, resources, plans and market forces.

Leverage: Leverage limited resources by promoting partnership between organizations.

Measurable Results: Produce and evaluate measurable outcomes and results.

Comprehensive: 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 project years (PY) through Annual Action Plans. The Consolidated Plan's Goals are:

- Housing Stability,
- Community Based Social Services,
- Public Health and Safety.

Timeline:

CHH) has a Citizen Participation Plan you will find at <https://static.spokanecity.org/documents/chhs/plans-reports/planning/citizen-participation-plan-draft-for-comment-period-2023-07-06.pdf>. The following dates apply to this funding notice and its corresponding application. **Dates are estimated***

Tentative Dates	Action
7.16.2023	Draft RFP & Policies for CDBG 2024 Program Year (PY) on website
8.2.2023	Public Hearing; CHHS Board @ 4 PM for draft RFP & Funding Policies
8.14.2023	Applicant Workshop for interested parties
9.15.2023	Online application for funding submission deadline
11.1.2023	CHHS Board; project selection, allocation of funds for the 2024 PY
1.7.2024	Publish in paper and 30 day public comment period begins
2.7.2024	CHHS Public Hearing; preliminary funding recommendations.
TBD	City Council Action on 2024 Annual Action Plan

Anticipated Funding; CDBG 2024 Program Year

Please refer to the City of Spokane Community Development Block Group Policies and Procedures at <https://static.spokanecity.org/documents/chhs/plans-reports/planning/draft-cdbg-policies-and-procedures.pdf>

CDBG Funding Policies, Citizen Participation Plan and 2020-2024 Consolidated Plan

Additional information on the CDBG Program, community needs, local statistics, within the 2024 CDBG Funding Policies will assist applicants with developing their application. The Citizen Participation Plan outlines the public process and comment periods for the CHHS, CDBG, Program. The 2020-2024 Consolidated Plan provides statistical information, based on the American Community Survey, and provides additional details about the City of Spokane CDBG Program.

Applicant Information:

All applicants must have an active System for Award Management (SAM) status at the time of application. The 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 organizations' taxpayer or employer identification number (TIN/EIN) and a Dun & Bradstreet Data Universal Numbering System (DUNS) number. If you do not have a DUNS number, one can be requested for free by visiting Duns & Bradstreet at <https://fedgov.dnb.com/webform>. Applicants should allow adequate time to register or apply for any of the items listed above. They are not automatic and take time for agency review and approval to be active.

Proposed Activity Description:

A Scope of Work will be developed based on the Activity Description. Clearly state how CDBG funds will be used. Additional information on the entire activity is also desired, however it should be clear how CDBG leverages the activity as a whole. CHHS staff will report on past performance, and other criteria if that information is available. The CHHS Board will review applications and consider staff reports and recommendations. Concise descriptions to the following questions, as well as, the supplemental questions should address what CDBG funds will support. It is not necessary to list all of the services provided by the agency, however, that additional information may be appropriate for the section on community impact.

Project Description:	Beneficiaries will be counted by whom and for what services?
Project Management:	Staff directly/indirectly providing the service to beneficiaries.
Project Outcomes:	Total Unduplicated people and what they will receive
Project Alternatives:	If funded for less than the application ask, What is the plan?

Unduplicated Beneficiaries:

Applicants will be asked to estimate the number of CDBG unduplicated beneficiaries they will serve during the Program Year (PY). If funded they will be expected to keep proper records to prove eligibility of those served by the project/activity. Only list the number of low- and moderate- income beneficiaries that will have documentation to prove social security, address, and household income. (all household members are counted)

Beneficiaries of Public Facility Improvements

Public Facility improvements must qualify for area-wide benefit; over 51% of residents within the service area are determined to be low- moderate-income according to the American Community Survey at the start of the 2024 PY. Applicants are required to identify a service area for the project/activity to determine the low/mod percentage at the time of application. Eligibility is checked at the time of application and again prior to entering into contract. If the percentage changes the project or activity may not be able to proceed.

Project Budget (s)

Within the electronic application is a line item budget. The budget provides a comprehensive view of the activity being funded with CDBG. Other funding must be listed to illustrate the CDBG percentage of the entire project budget. For Public Facility capital improvement applications, engineering and construction management, combined, are capped at 15% of the total budget. If recommended for less funding, the applicant will be asked to provide an updated budget in a timely manner. A copy of the organization's overall budget will also be required for application submittals.

Cost Information:

This section of the electronic application is meant to describe the cost estimates for all items on the budget. Other funders' restrictions on funds and division of funds should be clearly explained.

Revenue Summary:

Do not list the 2024 CDBG funding request in the revenue summary. All other funding sources and amounts should be listed in the revenue summary to show the total picture of funding for the specific activity requesting CDBG funds. CHHS staff will provide a threshold review of past uses of CDBG by your organization including past performance, if applicable, for consideration during the review committee process, through the preliminary funding allocation meeting.

2024 CDBG Program Year - Eligible Project/Activity Types

Housing Stability; Housing Councelling, Minor Home Repairs, Single Family Rehabilitation
Public Facility Improvements

Public Services; emergency services, food banks, services for seniors, disabled, youth, victims of domestic violence, community centers, childcare centers

Economic Development; Microenterprise and Workforce development

Please refer to the CDBG Policies and Procedures for more details and feel free to request technical assistance:

Christy Jeffers	509.625.6029	cjeffers@spokanecity.org
Tessa Jilot	509.625.6327	tjilot@spokanecity.org
Kelly Burnett	509.625.6321	kburnett@spokanecity.org

ONLINE APPLICATIONS ONLY! You must register your email to apply in Neighborly software
Contact Tessa Jilot for assistance with Neighborly, the application software.

CHHS will offer a virtual Applicant Workshop on August 16, 2023 for interested parties from 1PM to 2:30 PM. Applications are available after the workshop and only online at this website: **HERE**
Applicants are highly encouraged to attend the Workshop for information on accessing the application software.

Application DUE DATE is September 15, 2023