



## Engagement Navigators NOFA FAQs

### Where can I apply for these ARPA funds?

- You will apply through the city of Spokane's Neighborly Portal. Please follow the provided link to set up your free account and get started.  
<https://portal.neighborlysoftware.com/SPOKANEWA/Participant#>
  - You can also get more information on ARPA grants on the city of Spokane's website. <https://my.spokanecity.org/covid19/arpa/>

### What organizations qualify for this grant?

- Cultural Centers, located in the City limits of Spokane that have the capacity to partner with Spokane Public Schools and LaunchNW.

### Why does this application have a risk assessment?

- Because applicants awarded will be considered a subrecipient of Federal funds it is a requirement that a pre-award risk assessment must be completed.

### Does my organization need a Business License?

- Yes, however you can apply without a business license but if selected you will need to obtain a license in 30 days. The application for a business license can be obtained from any Department of Revenue office in person or online at [dor.wa.gov](http://dor.wa.gov) follow this link to start the business licensing process: [Business Licensing Wizard](#)

### What are the insurance requirements to contract with the City of Spokane?

- The organization contracting with the City of Spokane must maintain general liability insurance with a combined single limit of not less than 1,000,000. Automobile liability with a combined single limit of not less than 1,000,000. And worker's compensation insurance.

### Do I need a UEI (Unique Entity Identifier) number?

- Yes, you can obtain your UEI number through SAM.gov. Follow the link to setup your free account now: [Sam.gov New Registration](#)

### Does my organization qualify if we are not located within city limits of Spokane?

- No, your principal place of business must be within the city limits. Follow link for Spokane City limits: [Spokane City Limits](#) \*Select boundaries box in the layer list to see City limits lines.

**How long does my organization need to keep record of the spending of ARPA replacement grant funds?**

- According to the federal government you must hold on to your records for 6 years.

**Does the City plan to release another opportunity like this?**

- I cannot tell you with any certainty what the City is planning to release. For that information please refer to the City of Spokane ARPA page <https://my.spokanecity.org/covid19/arpa/current-funding-opportunities/> and the Gazette. <https://my.spokanecity.org/opendata/gazettes/>

**Does the City have certain cultural groups/populations that they want to be represented for this engagement navigators position?**

- No, the City is not looking for any cultural group/population to be represented and will not give priority to any group.

**What types of programming costs are eligible? Can that be staffing for in-house youth programs (beyond the navigator position)? or just supplies? transportation? equipment?**

- Programming costs that would qualify would be any after school youth program that the Engagement Navigator would direct youth toward, this can be new or existing programming. Supplies, transportation, and equipment would all qualify.

**For the question: "Please describe a programming plan for the \$25,000/year budget line item that will be used for youth services and programs" - what type of programming plan would you like to see? Is this just a budget narrative/cost justification for program costs? Or would you like an additional project description narrative as a response to the question?**

- The programming plan is whatever your organization purposes, these are specifically for after school youth programs that the Engagement Navigator would be directing youth toward and possibly helping to staff. For this question a program description and budget narrative/cost justification are appropriate.

**Does my organization qualify if we serve primarily Spokane City residents but we are not located within city limits of Spokane?**

- No, unfortunately your principal place of business must be within the city limits.

**In the risk assessment when it asks for financial statements: are you looking for this Fiscal Year to date? or completed Fiscal Year 2023? both?**

- We do not need to see the current fiscal year, fiscal year 2023 is sufficient.

**If we choose to take an indirect (10% de minimus), is it correct to say it would come out of the \$25,000 per year that would otherwise go toward youth programming?**

- Correct, if you choose to take indirect it would need to come out of the programming.

**Is additional staffing an eligible expense for the "programming costs"?**

- Yes, additional staffing costs can be allowed a "programming costs" as long as those programs are within the scope of culturally appropriate after school services for youth in the City of Spokane.

**Can the Engagement Navigator also staff our in-house youth programming? If so, is there a limit on the FTE that could be put toward youth programs?**

- Yes, the engagement navigator could also work in the youth programming as long as they are meeting all of LaunchNW requirements. That Engagement Navigator position will be a member of your organization however they will be working with LaunchNW and the other engagement navigators as well.

**Would you want to see a guarantee of sustainability that we could keep the Engagement Navigator in this specific role or at FT beyond the grant period?**

- In the application you will need describe a plan on how you will support the Engagement Navigator in their role, and also a plan that outlines how to sustain this position after this temporary (2 year) funding is gone. You do not need to guarantee the position will continue, just outline a plan.

**Anything else you'd want an applicant to know before we apply?**

- The NOFA specifically calls out youth (age K-12th grade) that the Engagement Navigator would work with. And the Engagement Navigator will also be working with LaunchNW and other Engagement Navigators to direct youth in Spokane Public Schools into programming. As an organization you may want to determine if LaunchNW and their direction/goals align with your own. One requirement of the grant is entering into a data sharing agreement and signing an MOU with Launch. Additionally, your organization will need to outline your experience working with youth and how this Engagement Navigator position and programming would expand your youth programming.

**If the organization has already submitted an Attachment A and Debarment Form, and nothing has changed on the form since they last submitted can we attach the same form from a previous application?**

- Yes, if the form is current and dated in the current year you can upload the same form.

**Can the salary/benefits amount be split between a new hire and an existing staff person? Or does the full \$75,000 have to be spent solely on the Engagement Navigator?**

- The Engagement Navigator salary is intended to be for one full time employee (FTE).

**I am looking into applying for the Community Navigator grant that is open on your website. I do have a few questions for you and would love it if we could video chat or meet in person?**

- You will find the information for the Engagement Navigators grant, including the link to apply on the City of Spokane ARPA page: <https://my.spokanecity.org/covid19/arpa/current-funding-opportunities/>. I would encourage you to watch the workshop recording, that will give a lot of good information. Because this is a scored and ranked application I cannot meet with you, all question will have to go through the accounting grants admin email ([eraaga@spokanecity.org](mailto:eraaga@spokanecity.org)) so that everything can be publicly posted on the Q/A.

**For the Engagement Navigators Program, if an organization has already received funding from Innovia for the LaunchNW initiative, are they eligible to apply?**

- Yes, you would be eligible to apply.

**I see the application asks for a 501c3 letter as an attachment, but as a for-profit, the entity does not have a 501c3 letter?**

- The 501c3 determination letter is not required, you do not need to upload anything if it does not apply.

Any More Questions?

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