



## Multicultural Centers 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?

- Community based 501c3 organizations.

### 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 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. The capital project/expansion must also be in the City limits. Follow link for Spokane City limits: [Spokane City Limits](#)

### 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.

**When you say complete the project by 6/30/26 do you mean the capital campaign or feasibility study, etc or the actual building?**

- These funds are for the campaign expenses (strategic planning, feasibility study, campaign implementation, and training/support for staff in relation to the capital campaign). This is not talking about the capital campaign fundraising or the physical building you are raising money for.

**Can this grant be to improve an organizations rental space?**

- No, this grant is for a capital campaign in relation to a building that your organization owns, not of an improvement on a rental building.

**Does the capital campaign need to expand services?**

- While it is not a minimum requirement that the capital campaign must expand services it does say in the description that the capital campaign must expand services. There are scored questions in the narrative where you will need to explain how services will be expanded.

**Can you use these funds as federal matching funds?**

- No, the ARPA SLFRF regulations say that ARPA funds can not be used as federal matching funds.

**What if your organizations primary purpose is not to support black, indigenous, people of color, LGBTGIA+, Slavic, Immigrant, or Refugee populations?**

- That does not disqualify you from applying for this grant, however you will need to still prove in the narrative that your building will be a multicultural center.

**Is hiring a development staff member to plan and run a capital campaign eligible? Or do they have to be contract support?**

- Yes, an organization can hire and charge staff time to the grant if they are working on the capital campaign. That employee would have to track their time and confirm what hours paid can be attributed to running the campaign.

**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/>

**We would love to find out if we are able to include benefits in our budget at the % that the position is dedicated to this project (for ex: 100% if the position will be 100% dedicated to this project).**

- If you are hiring someone and that person is 100% dedicated to that project you can include benefits in the budget, however you can only include those who are 100% dedicated. You could not include 25% of benefits for someone who is dedicated to the project at .25 FTE. All those below 100% must track their time and charge only that amount of time to the grant.

**Regarding question D.1. “Does your organization have a strategic or annual plan for your capital campaign?” we have a strategic plan that is general for the organization but it is not a capital campaign plan. Is this something you would want uploaded, or is your expectation that the plan that is supposed to be uploaded should be a capital plan? And in that case, should we create a strategic plan overview for our capital campaign?**

- This questions is asking specifically for the capital campaign plan, if the organizational plan addresses the capital campaign you can upload the whole plan and highlight section(s) that address the capital campaign.

**I see some questions in the risk assessment about audits. If the organization has a smaller operating budget and did not receive \$750k in federal funds, then my understanding is they are not required to have an independent audit. Does checking “No” to the question about if the organization had an independent review/audit decrease their competitiveness as an applicant? We are trying to figure out if this makes the organization not a competitive applicant.**

- These questions are part of the risk assessment and used to evaluate each individual applicant. While this section is scored individually and used for the City to assign risk, these scores are not compared to other organizations. You can see section 4.4 in the NOFA for full details.

**On this subject, we are not able to check “N/A” for the questions asking details about the audit. Should we check nothing for those questions?**

- For the questions G.8a/G.8b if you have not received an audit select no.

Any More Questions?

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