



## Assistance to Nonprofit NOFA FAQs

**Can an organization who is no longer in operation but was during the pandemic apply for this award?**

- No, you must be in good standing and still in operation to be eligible.

**Can you submit one application for the \$45,000, first come first serve award and a second application for the scored award?**

- Yes, If you wish to submit two applications in order to get the first come first serve application in faster you may do so.

**Can a fiscal sponsor, sponsor more than one organization?**

- Yes, a sponsor letter must be provided.

**Does the governing member you put on the application need to match what the DOR (Department of Revenue) records?**

- Yes, if your records are not up to date with the DOR I would recommend updating those.

**The City Council had to vote to approve awards in round 1, will that be the same for the awards in this round?**

- Yes, all awards need to be approved by City Council.

**Are the organizations applying for additional funding also on a first-come/first-served basis?**

- No, those applying for the additional \$25,000 awards are scored they are not first come first serve.

**Do you require recurring applicants to upload fresh copies of the required documents (ACH/W-9), or will the same copies be ok?**

- The City would prefer you upload new copies of all required documents to verify all information is correct and has not changed.

**My organization is outside of the qualified census tracts but we serve those inside qualified census tracts do we qualify?**

- Yes, if you are inside City limits and meet the other minimum qualifications you are eligible.

**If my organization is a branch of a national organization and our individual operational budget is under \$1.5 million can I apply? Even if the combined budget is over \$1.5 million?**

- Yes, if you have separate financial statements and are applying solely on the expenses of your Spokane location.

**If someone already uploaded a salary report in the first round that covers more than one year can they use that same report if it is enough to cover their full award and additional award?**

- Yes, as long as it covers all money requested and no other federal funds cover that expense you could use the same report.

**The NOFA says that \$400,000 is set aside for scored awards, is this the only funds for these scored awards?**

- At this time yes this is all the funds allocated for scored awards.

**In the financial narrative are you looking for groups that have financial shortfalls or groups that can show they have rebounded from those shortfalls?**

- Regarding the scored financial question, the City wants to know how the pandemic financially impacted your organization. Everyone was impacted differently so explain the specific impact on your organization.

**When the scoring committee is reviewing applications will they reach out for clarification if needed?**

- All applications submitted are considered final and there is no obligation by the City to reach out for clarification. However, if the City deems it necessary, they may reach out but for clarification.

**Is the City offering any technical assistance to Nonprofits?**

- There is no official technical assistance program, however the City has made this application as low barrier as possible, and is doing it's best to assist all Nonprofits as they apply for this award.

**Why does the NOFA and application ask to show expenses 2020-current if possible If this funding is retrospective for 2020/2021?**

- You may not need to show all expenses 2020-Current, but it is encouraged. If you have enough expenses from 2020/2021 to submit for the full award you may do so. These submitted expenses cannot be covered by other federal funds. Showing full expenses allows for greater flexibility on what can and is reimbursed by this award.

**What is the procedure that the City will use when notifying and scoring these awards?**

- This is how the City scoring process will work: application will close, unscored awards will be notified. All scored applications will be presented to a group who will score each individual application based on the criteria. Then those scores will be compared to the others. No awards will go out to scored applicants until the process in its entirety is complete.

**If you get your IRS determination letter in 2022 do you qualify?**

- You can still qualify only if your organization was operating in 2020 or 2021

### **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 get more information on ARPA grants on the City of Spokane's website.  
<https://my.spokanecity.org/covid19/arpa/current-funding-opportunities/>

### **Would do I do if I am getting an error message when creating an account in Neighborly?**

- Please contact Neighborly with the help button in the bottom right-hand corner and request assistance. The Neighborly portal is run by a third party and they will assist you, if you are unable to resolve the issue with them please let us know.

### **Does my organization need a 501c3?**

- No, any 501c1-501c29 (other nonprofit classifications) qualifies.

### **How do I know if my organization qualifies as a nonprofit?**

- Nonprofit classifications are 501c1-c29. RCW definition: organization that does not pay its members, stockholders, officers, directors, or trustees any amount from its gross income, except as compensation to any person for services rendered and does not engage in a substantial amount of political activity.

### **Does my nonprofit need a EUI (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 nonprofit qualify if we are not located within the City limits of Spokane?**

- No, unfortunately your principal place of business must be within the city limits. Follow link for Spokane City limits: [Spokane City Limits](#)

### **If my organization was awarded in round one can I apply again in round 2?**

- Yes, you can apply for an additional award of up to \$25,000 this application will be scored and ranked for this award.

### **If I did not apply in round one can I still apply for the additional assistance?**

- Yes, you can apply for the \$45,000 and \$25,000 at the same time.

### **If the organization has already received ARPA recovery assistance, can they apply?**

- Yes, You can apply if you have received ARPA or any other covid relief funds, all funds need to be disclosed in the application.

### **How do I know if my nonprofit has been disproportionately impacted by the pandemic?**

- If you had operating expenses during the pandemic and are located in or providing services within economically distressed census tracts then you have been disproportionally impacted. A map of Federally Qualified Census tracts can be found here: [Qualified Census Tracts](#).

**Does my nonprofit qualify if our operational budget is above 1,500,000?**

- Not at this time, currently the grant is for those with an average annual operational budget below 1,500,000 in the years 2018-2021.

**Will my nonprofit need to show receipts for how I allocate the grant money?**

- Yes, you will be required to complete a Budget Allocation Worksheet within Neighborly and provide receipts. Unpaid invoices do not count as receipts.

**Can organizations who are fiscally sponsored apply?**

- Yes, you must indicate this on your application, provide sponsor information and a sponsor letter.

**Does my nonprofit need a Business License?**

- If a nonprofit organization conducts taxable business activities in Washington, then you must have appropriate licensing. The application can be obtained from any Department of Revenue office or online at dor.wa.gov follow this link to start the business licensing process: [Business Licensing Wizard](#).

**How can my nonprofit spend my ARPA replacement grant money?**

- All Grant money received must be allocated to expenses already paid. These funds can be allocated to expenses starting 3/1/2020. You will fill out a budget allocation worksheet within the neighborly portal.

**If an organization has unpaid utilities, will the City take the amount owed for utilities out of the award? Can I pay for the utilities and get the full awards?**

- Yes, the amount owed will be taken out of the award and be used to pay the outstanding bill unless your organization pays for it first.

**What if my nonprofit does not have Financial Statements?**

- If your organization does not have Financial Statements, you will need to fill out our Expense Worksheet for the years of 2020-2022.

Any More Questions?

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