



Community, Housing, and Human Service Department

2019 NEIGHBORHOOD COUNCIL APPLICATION GUIDE

Program Year 2019

Neighborhood CDBG (Community Development) Program

July 1, 2019 – June 30, 2020



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NEIGHBORHOOD COMMUNITY DEVELOPMENT PROGRAM

The Community, Housing, and Human Services Department (CHHS) allocates approximately \$400,000 annually to Neighborhood Councils to support construction related activities that directly benefit low and moderate individuals and households. Neighborhood Councils are encouraged to coordinate and identify priority community based projects. CHHS will provide technical assistance workshops for Neighborhood Councils interested in learning more about the program. Neighborhood Councils are encouraged to attend one of the four workshops listed below.

Funding through this program is restricted to projects and activities related to a construction type activity. This program does not fund general operation type expenses. For more information, please contact CHHS at spokanechhs@spokanecity.org, or at (509) 625-6325.

2019 APPLICATION PROCESS

CHHS has coordinated with the Community Assembly's Community Development Committee to develop an application process that assist Neighborhood Councils with their allocation process. Neighborhood Councils have three separate application types listed below to direct funding allocations.

Menu Application

The Menu Application is a new list of proposals submitted to CHHS for neighborhood consideration and support. These proposals have been screened by CHHS for program eligibility and organizational risk assessment. Neighborhood Councils are encouraged to review the proposals, seek additional information from the applicants, and decide which proposal they would like to support, then complete the application and return it to CHHS.

The Menu Application was developed in partnership with service providers who responded to a request for proposals by CHHS during August and September 2018. No alterations to the Menu Application will be made. Neighborhoods may submit a New Project Application (see below) as an alternative to the Menu Application, if desired.

New Project Application

Neighborhood Councils wishing to pursue a project(s) not listed in the Menu Application may choose to partner with another organization to complete a New Project Application. Neighborhood Councils may not submit applications for projects carried out by the Neighborhood Council. All New Project Applications must partner with an organization or City of Spokane department (Parks, Streets, etc.) to take the lead on New Project Applications.

Not all organizations will be eligible to receive funding through this application process. Please consult with CHHS if your Neighborhood Council intends to submit a New Project Application.

Sidewalk Application

Neighborhood Councils may allocate funds toward the repair of hazardous sidewalk repairs, placement of new sidewalks, or installation of ADA accessible ramps. Sidewalk projects are limited to census block groups where >51% of the population meets the low and moderate income minimum thresholds (<80% AMI). Neighborhood Councils wishing to allocate funds toward sidewalk projects must contact CHHS to review and determine eligibility.

Sidewalk Selection Criteria

CHHS has developed the following examples of Dangerous, Poor and Cosmetic sidewalk conditions. CHHS will evaluate each location submitted to determine eligibility based on condition at the time of inspection. Sidewalks that do not meet the dangerous criteria will not be considered for repair. Individuals with questions about the criteria listed below are encouraged to contact CHHS at spokanechhs@spokanecity.org for additional guidance.



Dangerous: Sidewalks considered dangerous will have a lift greater than half an inch, significant cracking with widths exceeding one half an inch and significant deterioration making pedestrian access difficult. Only dangerous sidewalks will be considered for this program.



Poor: A sidewalk in Poor condition will have minor cracking and lifting not to exceed one half inch. Pedestrian access is not limited by a sidewalk in poor condition. Sidewalks in poor condition will be considered for replacement on a case-by-case basis, please avoid selecting sidewalks in poor condition.



Cosmetic: A Cosmetic sidewalk will have insignificant cracking and weathering typical for outdoor concrete pours. Cosmetic sidewalk repairs will not be considered for replacement under this program.

TIMELINE

Monday	October 1, 2018	Neighborhood application period Begins
Tuesday	October 2, 2018	CA/CD Committee Meeting 5:30-7:00 @ WCCC
Tuesday	October 9, 2018	Neighborhood application technical assistance Workshop #1 <ul style="list-style-type: none"> • 11:30 – 12:30 PM City Council Briefing Center
Friday	October 12, 2018	Neighborhood application technical assistance Workshop #2 <ul style="list-style-type: none"> • 12:00 – 1:00 PM City Council Briefing Center
Monday	October 15, 2018	Neighborhood application technical assistance Workshop #3 <ul style="list-style-type: none"> • 4:30 – 5:30 PM City Council Briefing Center
Wednesday	October 17, 2018	Neighborhood application technical assistance Workshop #4 <ul style="list-style-type: none"> • 8:00 – 9:00 AM City Council Briefing Center
Monday	April 1, 2019	Neighborhood application period Ends <ul style="list-style-type: none"> • Application DUE to CHHS by 5:00 PM • Please submit electronic copies to spokanechhs@spokanecity.org <ul style="list-style-type: none"> ○ Printed hard copies will not be accepted ○ Late/incomplete applications will not be considered for funding

PROGRAM YEAR

Program Year is defined as the period of time between July 1 and June 30 of each calendar year. The program year is established by federal funding sources and not subject to alterations. For the purpose of this funding notice CHHS is referring to the 2019 Program Year which begins on July 1, 2019 and ends on June 30, 2020. All funding allocations through this funding notice must be expended within this period of time.

TRAINING AND TECHNICAL ASSISTANCE

CHHS will host four (4) separate technical assistance workshops to assist Neighborhood Councils with their application process. Each of the workshops listed below will cover the same material. CHHS staff will review the application materials and timeline for submitting applications. There will be ample time reserved for questions and answers related to this APPLICATION PROCESS. Neighborhood Councils are encouraged to send a minimum of one (1) representative to one of the workshops listed below.

Tuesday	October 9, 2018	Neighborhood application technical assistance Workshop #1 <ul style="list-style-type: none"> • 11:30 – 12:30 PM City Council Briefing Center
Friday	October 12, 2018	Neighborhood application technical assistance Workshop #2 <ul style="list-style-type: none"> • 12:00 – 1:00 PM City Council Briefing Center
Monday	October 15, 2018	Neighborhood application technical assistance Workshop #3 <ul style="list-style-type: none"> • 4:30 – 5:30 PM City Council Briefing Center
Wednesday	October 17, 2018	Neighborhood application technical assistance Workshop #4 <ul style="list-style-type: none"> • 8:00 – 9:00 AM City Council Briefing Center

PROGRAM CONTACT INFORMATION

Please contact CHHS with any questions or comments related to this APPLICATION PROCESS.

City of Spokane, Community, Housing and Human Services Department (CHHS)

808 W. Spokane Falls Blvd.

Spokane, WA 99201

spokanechhs@spokanecity.org

(509) 625-6325

ALLOCATIONS BY NEIGHBORHOOD COUNCIL

Funding to support this application process comes from federal funding sources and is subject to all applicable laws and authorities associated with funding allocations. CHHS is designated as the Responsible Entity to administer the allocation of funds to eligible activities. All funding allocations are subject to monitoring by CHHS staff, the Department of Housing and Urban Development (HUD) and the Washington State Auditor's Office (WSAO).

Allocations listed below are not grants or awards given to Neighborhood Councils. The allocations represent a community process for determining community need and allocating resources to address those needs. CHHS reserves the right to revise allocations based on project eligibility, viability, and community need.

7/1/2019 - 6/30/2020 CDBG Program Year	
Neighborhood Council	PY 2019 (Estimates)
Audubon/Downriver	\$ 10,000.00
Balboa/South Indian Trail	\$ -
Bemiss	\$ 25,000.00
Browne's Addition	\$ 10,000.00
Chief Garry Park	\$ 30,000.00
Cliff-Cannon	\$ 20,000.00
Comstock	\$ -
East Central	\$ 40,000.00
Emerson\Garfield	\$ 30,000.00
Five Mile Prairie	\$ -
Grandview/Thorpe	\$ -
Hillyard	\$ 30,000.00
Latah/Hangman	\$ -
Lincoln Heights	\$ 15,000.00
Logan	\$ 20,000.00
Manito/Cannon Hill	\$ -
Minnehaha	\$ 10,000.00
Nevada Heights	\$ 40,000.00
North Hill	\$ 15,000.00
North Indian Trail	\$ -
Northwest	\$ 10,000.00
Peaceful Valley	\$ 10,000.00
Riverside	\$ 10,000.00
Rockwood	\$ -

Shiloh Hills	\$	30,000.00
Southgate	\$	-
West Central	\$	35,000.00
West Hills	\$	-
Whitman	\$	10,000.00

All totals are estimates and subject to change depending on final CDBG allocation as determined by HUD. Actual funding allocations will not be determined by HUD until mid to late 2019.

CONFLICT OF INTEREST

All citizens participating in the allocation of funds in this APPLICATION PROCESS must complete a Conflict of Interest Certification and return the signed original copies to CHHS for record retention. No person participating in the allocation of funds from this application process may have a voting influence where there is a real or perceived conflict of interest. Any person with a real or perceived conflict of interest must disclose the nature of that conflict to all voting members. Failure to disclose a real or perceived conflict of interest may result in a funding allocation being terminated for not adhering to the City of Spokane Conflict of Interest Policy.

The assigned Award Manager in the City department or division receiving the award shall ensure that in the use of award funds, officials or employees of the City and nongovernmental recipients shall avoid any action that might result in, or create the appearance of:

- a) Using his or her official position for private gain;
- b) Giving preferential treatment to any person or organization;
- c) Losing complete independence or impartiality;
- d) Making an official decision outside official channels;
- e) Affecting adversely public confidence in the program funded by the award in particular and the City in general;
- f) Any violation of this provision is governed by Spokane Municipal Code Chapter 01.04 Code of Ethics.

See City of Spokane ADMIN 0430-16-01 "Grants and Financial Assistance Guide"

EXAMPLES OF ELIGIBLE PROJECT TYPES

The following is a list of potential project types Neighborhood Councils may choose to allocate funding sources to. This list is for reference only and not intended to be a comprehensive representation of projects that may be funded through this application process. Please note that all project types must primarily serve (>51%) low and moderate income individuals and families.

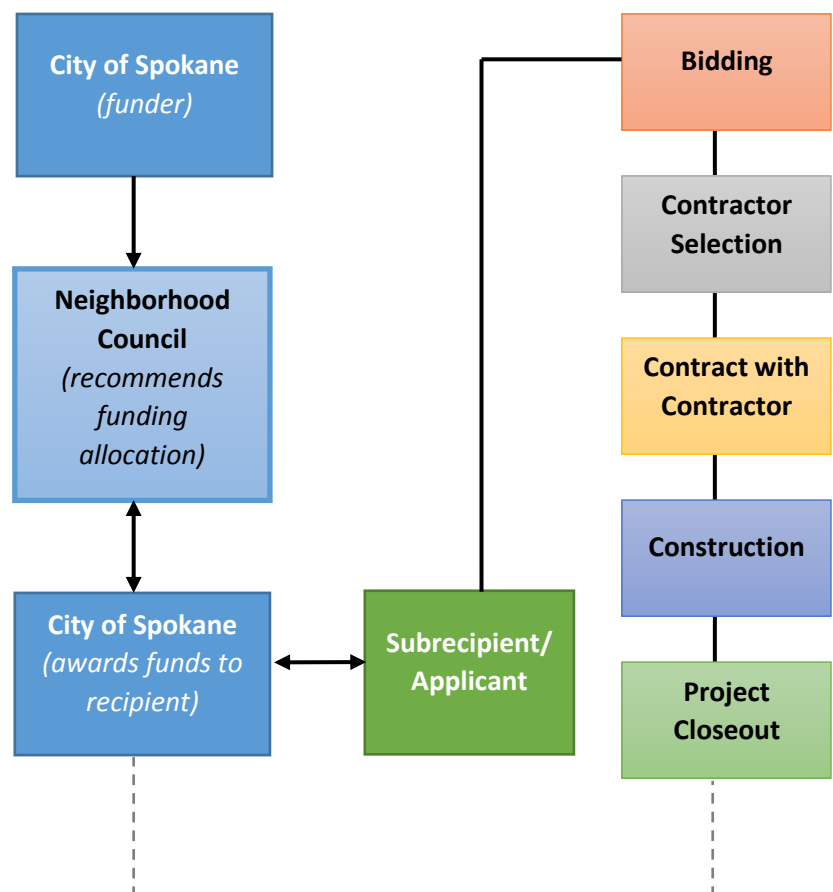
1. Affordable Housing
 - a. Acquisition, or rehabilitation of single, or multi-family housing (no new housing)
2. Senior Centers
 - a. Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.
3. Handicapped Centers
 - a. Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.
4. Homeless Facilities (not operating costs)
 - a. Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for people experiencing homelessness.
5. Youth Centers
 - a. Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.

6. Neighborhood Facilities
 - a. Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
7. Child Care Centers
 - a. Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.
8. Health Facilities
 - a. Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.
9. Facilities for Abused and Neglected Children
 - a. Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
10. Other Public Facilities and Improvements
 - a. Use this only when none of the above project types match with the proposed project. If selecting other, please contact spokanechhs@spokanecity.org to ensure the proposal is eligible for funding.

PROPOSAL EXECUTION PROCESS

The City of Spokane will enter into a subrecipient agreement with successful applicants. The regulations define a subrecipient as a public or private nonprofit agency, authority, or organization, or a for-profit entity. The subrecipient agreement between the City of Spokane and awarded entity includes regulatory requirements associated with federal funding sources.

The diagram below is intended to illustrate the relationship between the City of Spokane and the successful applicant/subrecipient. All subrecipients will be responsible for conducting their own procurement process with the assistance of CHHS staff. Following the bidding process, each subrecipient will be required to enter into a contract with the most responsible bidder. CHHS staff will assist subrecipients through this process, but the contractual agreement with the contractor will be with the subrecipient and not the City of Spokane (excluding City of Spokane administered projects – streets, parks, etc.).



COMPLIANCE REQUIREMENTS

The Neighborhood Community Development Program is supported by federal funding sources. As such, CHHS must adhere to compliance requirements related to the source of funds. The following minimum requirements must be met for all projects/activities funded through this funding notice.

General Requirements:

- Agencies awarded funds will maintain an active City of Spokane business license
- Agencies awarded funds will maintain an active DUNS number and SAM.gov registration
- Agencies awarded funds will maintain the following minimum insurance thresholds:
 - General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,500,000.00 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,500,000.00 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the CITY, its agents, officers and employees are Additional Insureds but only with respect to the GRANTEE's services to be provided under this Agreement; and
 - Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000.00 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
- Awarded funds will be paid to Subrecipient for eligible expenses on a ***reimbursement*** basis.

Additional compliance requirements include:

- Competitive Procurement
- Environmental Review
- Labor Standards
 - *All construction activities are subject to Washington State Department of Labor and Industries prevailing wage requirements and the Federal Labor Standards provision and the Davis-Bacon Act*
- Lead-based Paint
- Relocation and Acquisition
- Fair Housing, Accessibility, and Equal Employment
- Expense Reimbursement

2018 AREA MEDIAN INCOME (AMI) LIMITS

Federal funding sources require that no less than 51% of all program beneficiaries meet the minimum low-income threshold (80% AMI). Please contact CHHS with any questions related to the table below.

HUD updates AMI limits annually. All funded projects must comply with the most current AMI limits published by HUD at the time of project execution.

2018 Area Median Income (AMI) Limits: Spokane, WA

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Area Median Income	(100% AMI)	\$45,700.00	\$52,200.00	\$58,700.00	\$65,200.00	\$70,500.00	\$75,700.00
Low-Income	(80% AMI)	\$36,550.00	\$41,750.00	\$46,950.00	\$52,150.00	\$56,350.00	\$60,500.00
Very Low-Income	(50% AMI)	\$22,850.00	\$26,100.00	\$29,350.00	\$32,600.00	\$35,250.00	\$37,850.00
Extremely Low-Income	(30% AMI)	\$13,700.00	\$15,650.00	\$17,600.00	\$19,550.00	\$21,150.00	\$22,700.00

APPLICATION REVIEW AND RECOMMENDATION PROCESS (CHHS)

All New Project Applications will be reviewed by CHHS staff to determine project eligibility and organizational risk.

Part I – Initial Review (Pass/Fail)

- Proposal/Application Review – Staff
 - *Was the application submitted on time*
 - *Does the request meet the minimum funding threshold (10k)*
 - *Does the proposal meet a national objective and eligible activity requirement*
 - *Are the proposed costs eligible*
 - *Does the applicant have experience managing a federal procurement process*
 - *Has the applicants past performance been satisfactory*
 - *Are the milestones reasonable and well thought out*
- Organization Risk Assessment - Staff
 - Evaluation of organization’s capacity to administer public funds
 - *Review of policies and procedures*
 - *Evaluation of past/current performance*
 - *Financial management capacity*
 - *Review of organization audit/monitoring report*
- Communication with Neighborhood Councils and/or Applicant – Staff
- Debriefs to Neighborhood Councils and unsuccessful applicants
 - *Upon request, a debriefing conference may be scheduled with successful/unsuccessful applicants. Debriefing may be conducted in person or on the telephone.*
- Appeal Procedure
 - *Neighborhood Councils and/or Applicants wishing to appeal a funding decision must make their appeal to the CHHS Director.*

Part II – Contracting

- Contract Negotiations
- Contract Execution

Part III – Project Delivery

- Procurement
 - Refine project scope
 - Solicitation for bids
 - Project award (generally to the lowest competitive bidder)
- Contracting with most responsive (winning) bidder
- Construction
- Project billing
- Project closeout

GENERAL INFORMATION

Materials submitted in response to this application process shall become the property of the City.

All applications received shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the application that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire application exempt from disclosure will not be honored.

The City will consider an applicant's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the application, it will not be made available until the affected applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to CHHS.

Revisions to the Application Process

In the event it becomes necessary to revise any part of this application process, addenda will be posted on the Neighborhood Services website. Applicants are encouraged to monitor the website for any changes and/or notifications.

The City also reserves the right to cancel or to reissue this application process in whole or in part, prior to final award of a contract.

Responsiveness

All applications will be reviewed by CHHS to determine compliance with administrative requirements and instructions specified in this application process. The applicant is specifically notified that failure to comply with any part of this application notice may result in rejection of the application as non-responsive.

The City reserves the right at its sole discretion to waive minor administrative irregularities.

Minority & Women-Owned Business Participation

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/753-9693 to obtain information on certified firms.

Most Favorable Terms

The City reserves the right to make an award without further discussion of the application submitted. Therefore, the application should be submitted initially on the most favorable terms which the applicant can propose. There will be no best and final offer procedure. The City does reserve the right to contact an applicant for clarification of its application.

CONTRACT TERMS

City of Spokane Business License

Persons / firms doing business in the City or with the City must have a valid City of Spokane business license. Questions may be directed to the Taxes and Licenses Division at (509) 625-6070.

Anti-Kickback

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to contracts resulting from this application process shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

Assignment

Agency shall not assign, transfer or subcontract its interest, in whole or in part, without the written consent of the authorizing official for the City of Spokane.

Non-Waiver

No delay or waiver, by either party, to exercise any contractual right shall be considered as a waiver of such right or any other right.

Severability

In the event any provision of a resulting contract should become invalid, the rest of the contract shall remain in full force and effect.

Disputes

Any contract resulting from this application process shall be performed under the laws of Washington State. Any litigation to enforce said contract or any of its provisions shall be brought in Spokane County, Washington.

Nondiscrimination

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

Liability

The applicant will be considered an independent contractor and the Agency, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the City. The Agency shall defend, indemnify and hold harmless the City from all loss, liability, damage, death or injury to any person or property arising from the performance or omission of the Agency, its agents or employees, arising directly or indirectly, as a consequence of this contract.

Internal Auditing Control

The Agency shall establish and maintain a system of internal accounting control which compiles with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most recent audited financial statement shall be kept on file in the Community, Housing and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this application process. The City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials and the Agency shall make such available upon request.

Americans with Disabilities Act (ADA) Information

The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Christine Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact the City forty-eight (48) hours before the meeting date.

Equal Credit Opportunity Act Information

The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see http://www.justice.gov/crt/about/hce/housing_ecoa.php.

Equal Housing Opportunity Information

The City is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. The City encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

Washington Law Against Discrimination Information

We do business in accordance with the Washington Law Against Discrimination, RCW 49.60, which prohibits discrimination on the basis of race, color, creed, national origin, disability, HIV/Aids and Hepatitis C status, use of guide dog or service animal, sex, marital status, age (employment only), families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.

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