



Neighborhood Community Development Program

Frequently Asked Questions (FAQ's)

Program Year 2019 Allocations

QUESTION: How does this application process differ from prior years?

Answer: *The only difference between this application cycle and prior application cycles is the timeline. CHHS has moved the timeline back to reduce the amount of time between funding allocation and project implementation/funding. Allocations by neighborhood council are no different than last year.*

QUESTION: I heard something about a District Model. What is this and when does this change take place?

Answer: *The Community Assembly (CA) approved a transition from individual neighborhood allocations to allocation by City Council District. Funding levels remain the same (approximately \$400,000). The CA approved this transition for program year 2020 and is not effective for this application cycle. More information regarding the District Model will become available after this current funding cycle concludes on April 1, 2019.*

QUESTION: Is my Neighborhood Council required to submit an application?

Answer: *Yes, if your Neighborhood Council receives an allocation. The process for submitting an application will vary depending on what application type (Menu, New, or Sidewalk) your Neighborhood Council selects through the application process. Neighborhood Councils are encouraged to attend one of the four technical assistance workshops hosted by the Community, Housing and Human Services Department (CHHS) to learn more.*

Failure to submit an application will result on funds being reallocated to other priority community projects.

QUESTION: How is the Menu Application developed?

Answer: *CHHS issues a request for proposals to the Spokane Community for projects that Neighborhood Councils can choose to support if they choose. CHHS issues a funding notice and application resources that applicants submit back to CHHS for review and consideration on the project Menu. All proposals are reviewed by CHHS staff for eligibility prior to inclusion on the Menu.*

QUESTION: Does my Neighborhood Council have to select a project from the Menu Application?

Answer: *No, CHHS provides the Menu to assist Neighborhood Councils with their allocation process.*

QUESTION: How can I learn more about the projects listed in the Menu Application?

Answer: *Neighborhood Councils are encouraged to coordinate with the applicants listed in the Menu to learn more about their proposals.*

QUESTION: What is the New Project Application and who completes it?

Answer: *The New Project Application is provided to Neighborhood Councils who wish to allocate funds to a partner organization or City of Spokane Department (Parks, Streets, etc.). The Neighborhood Council will not complete the application. This will be the responsibility of the allocation recipient.*

QUESTION: I'm new to this process. What resources are available to assist my Neighborhood Council through this application process?

Answer: *CHHS has created an application guide to assist new and experienced Neighborhood Councils through this application process. CHHS will also host four separate technical assistance workshops to assist Neighborhood Councils with their application process.*

QUESTION: What is a Program Year?

Answer: *Program year is not the same as a calendar year. CHHS receives federal funds to support the Neighborhood Community Development Program. These funding sources have their own period of performance. For the purpose of this program the Program Year always begins on July 1st and ends on June 30th.*

QUESTION: What is the date range for Program Year 2019?

Answer: *Program Year 2019 begins on July 1, 2019 and ends on June 30, 2020.*

QUESTION: What is the date range for Program Year 2020?

Answer: *Program Year 2020 begins on July 1, 2020 and ends on June 30, 2021*

QUESTION: What is the source of these funds?

Answer: *Funding to support this program comes through the Department of Housing and Urban Development's Community Development Block Grant Program (CDBG).*

QUESTION: What information is required for submission in my application packet?

Answer: *Complete application packets will have approved meeting minutes describing the allocation vote, attendance sheet for the date of the vote, signed original conflict of interest certifications for all voting members, and complete application (Menu, New Project, or Sidewalk).*

QUESTION: When are the application packets due to CHHS?

Answer: *The final date for Neighborhood Councils to submit their application packets is Monday, April 1, 2019 at 5:00 PM. CHHS will not accept applications after that date and time.*

QUESTION: When is CHHS hosting the technical assistance workshops?

Answer: *See table below...*

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