



Neighborhood Community Development Program (NCDP)

Technical Assistance Workshops

Menu Application – New Project Application – Sidewalk Application

Community, Housing and Human Services Department (CHHS)



Application Resources

- **ONS Website**

- <https://my.spokanecity.org/neighborhoods/programs/ncdp/>

Neighborhood Community Development Program

Overview

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.

Neighborhood Council Application Timeline



Application Documents

- [Application Guide](#) (PDF 939 KB)
- [Menu Application](#) (PDF 151 KB)
- [New Project Application](#) (PDF 785 KB)
- [Sidewalk Application](#) (PDF 225 KB)
- [Conflict of Interest Certification](#) (PDF 351 KB)

Related Documents

- [Frequently Asked Questions](#) (PDF 399 KB)

Neighborhood Maps

Contact Information

Community, Housing and Human Services Department (CHHS)
808 W. Spokane Falls Blvd.
Spokane, WA 99201
spokanechhs@spokanecity.org
509.625.6325

Application Guide

- **Program Overview**
- **Timeline**
- **Allocations**
- **Conflict of Interest**
- **Project Examples**
- **Allocation Process**
- **Compliance Requirements**
- **Application Review & Recommendation Process**

Program Year

- **Program Year is not the same as Calendar Year**
- **HUD/Funder defines Program Year**
 - July 1 – June 30
- **This Application Process is for Program Year 2019**
 - July 1, 2019 – June 30, 2020

Timeline

- **Program Application Period Begins**
 - October 1, 2018
 - Application materials posted on 9/28/18
- **Technical Assistance Workshops**
 - October 9, 12, 15, 17, 2018
- **Program Application Period Ends**
 - April 1, 2019

About the Funding

- **Community Development Block Grant Program (CDBG)**
 - Activities must primarily (>51%) benefit low/moderate income
 - Capital/Construction Related Activities
 - No Public Services
 - Funding Subject to Federal Regulations
 - [24 CFR Part 570](#)
 - Audits and Monitoring by SAO & HUD

Area Median Income (AMI): Income Limits

		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

Neighborhood Allocations

- **Neighborhood Councils recommend/allocate the use of funds**
 - Not grants or awards to neighborhoods
 - Final approval based on eligibility criteria set by CHHS
- **Neighborhood Councils *must have* a Project Sponsor**
 - Not-for-profit service provider/agency
 - City Department

Application Types

- **Project Menu**
- **New Project Application**
- **Sidewalk Application**

Leveraging/match Funds

- **10% (minimum) leverage recommended**
- **Leverage helps get projects underway**

General Requirements

- **City of Spokane Business License**
- **Active DUNS & SAM Registration**
- **Minimum Insurance Thresholds**
 - General Liability \$1.5 mill.
 - Auto Liability \$1 mill.
- **Ability to finance project costs while waiting on reimbursement**
 - *Delays in reimbursement are possible due to compliance requirements (cert. payroll)*

Compliance Requirements

- **Competitive Procurement**
- **Environmental Review (NEPA)**
- **Labor Standards (L&I and DOL)**
- **Lead-based Paint**
- **Uniform Relocation Assistance (URA)**
- **Fair Housing**

Application Review

- **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 CDBG 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*

Application Review

- **Part I – Initial Review (pass/fail)**

- 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 Applicants – Staff

- Applicant debriefs to 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

- *Applicants wishing to appeal a funding decision must make their appeal to the CHHS Director.*

Application Review

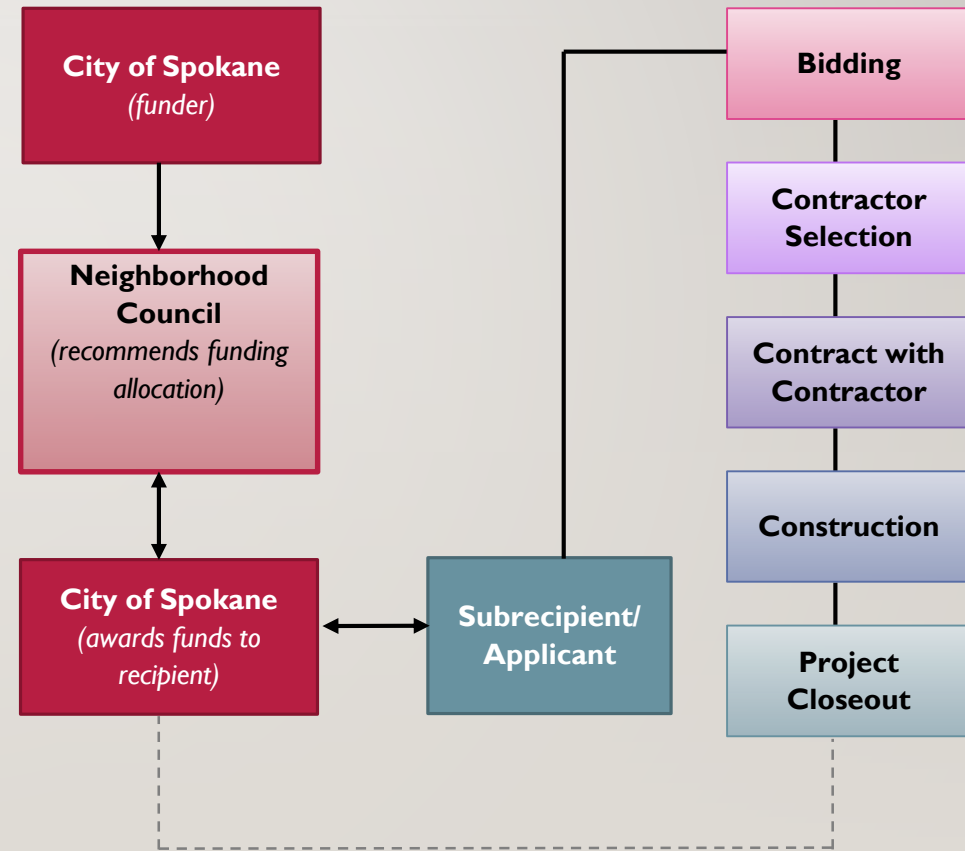
- **Part II - Contracting**
 - Contract Negotiations
 - Contract Execution

Application Review

- **Part III – Project Delivery**
 - Procurement
 - Contracting (contractor)
 - Construction
 - Project Billing
 - Project Closeout

Project Lifecycle

- More than just an allocation of funds



Frequently Asked Questions (FAQ's)

- <https://static.spokanecity.org/documents/neighborhoods/programs/ncdp/2019/frequently-asked-questions.pdf>

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QUESTIONS?

- **Contact Information**

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- (509) 625-6325

Thanks for your attendance!

