

2022 Community Development Block Grant (CDBG)



REQUEST FOR PROPOSALS

Public Services / Infrastructure / Public Facilities



Applications Due: Monday, November 15, 2021 by 5:00 PM

Request for Proposals:

Spokane County Community Development Block Grant (CDBG) Program receives an annual CDBG allocation from the US Department of Housing and Urban Development (HUD). For the 2022 Program Year (PY) Spokane County anticipates it will allocate and estimated \$1,705,658 in entitlement funds and an additional \$40,000 in program income. These funds will be allocated through a competitive process by the County to eligible projects/activities that meet federal objectives as well as County Goals.

The Spokane County, Community Services, Housing and Community Development Department (CSHCD) is requesting proposals from local jurisdictions and agencies who serve low- and moderate-income individuals and families in the unincorporated County and participating jurisdictions.

Airway Heights, Cheney, Fairfield, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Deer Park, Waverly and Spokane Valley are participating jurisdictions in the Urban Consortium.

Members of the Urban Consortium are encouraged to apply for infrastructure projects when they qualify.

To qualify for area-wide benefit over 49.74% of residents within the service area are determined to be low-moderate-income according to the American Community Survey at the start of the 2022 PY.

Public Service applications are not included in this RFP because they are funded on two-year cycles.

*Eligible jurisdictions for this program year:

Airway Heights 53.46% L/M	Spangle 70.27% L/M	Cheney 62.24% L/M
Deer Park 54.64% L/M	Fairfield 60.47% L/M	Waverly 56.25% L/M
Latah 59.38% L/M	Spokane Valley (selected census block groups)	

*Note: Eligible jurisdictions will be subject to the American Community Survey, at the start of the program year, to proceed under and an area-wide benefit (percentage of low-moderate income in a block group), as determined by HUD.

2021 Median Family Incomes*		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Median Family Income	100% MFI	\$54,000	\$61,700	\$69,400	\$77,100	\$83,300	\$89,500
Low-Income	80% MFI	\$43,200	\$49,400	\$55,550	\$61,700	\$66,650	\$71,600
Very Low-Income	50% MFI	\$27,000	\$30,850	\$34,700	\$38,550	\$41,650	\$44,750
Extremely Low Income	30% MFI	\$16,250	\$18,550	\$20,850	\$23,150	\$25,050	\$26,900

***NOTE:** the above chart will be updated prior to the start of 2022 PY. Projects will be subject to the updated 2022 Median Family Income Limits, at the start of the Program Year, once they are published by HUD.

The authorizing statute of the CDBG program requires that each activity funded, except for program administration and planning activities, must meet one of three national objectives:

The three national objectives are:

- Benefit to low- and moderate- income (LMI) persons (Spokane County Objective)
- Aid in the prevention or elimination of slums or blight - (NA in Spokane County)
- Meet a need having a particular urgency (referred to as urgent need)

Federal Housing and Urban Development Department (HUD) outcome indicators:

- Decent Housing Accessibility
- A suitable living environment Sustainability
- Expanded economic opportunities Affordability

Spokane County Consolidated Plan Guiding Principals:

Priority to the Lowest-Income: Ensure the needs of people with the lowest income are given priority consideration.

Basic Support: Encourage the focus of public service resources on essential basic needs.

Citizen Participation: Provide opportunities for the public to participate in plan development, implementation and evaluation.

Collaboration: Encourage public, private, and non-profit sectors collaboration and reduce program duplication.

Emphasize the Potential: Build upon available community assets, resources, plans and market forces.

Leverage: Leverage limited resources by promoting partnership between organizations.

Measurable Results: Produce and evaluate measurable outcomes and results.

Comprehensive: Engage comprehensive strategies to address the holistic needs of a neighborhood, household, or individual.

Timeline:

Spokane County, CSHCD has a Citizen Participation Plan you will find at <https://www.spokanecounty.org/2889/Citizen-Participation>. The following dates apply to this funding notice and its corresponding application. **Dates are estimated***

Tentative Dates	Action
Thursday, September 9, 2021	Public Hearing; HCDAC @ 4 PM for RFP & Funding Policies
Thursday, August 26, 2021	Publish Request for Proposals (RFP) for 2022 Program Year (PY)
Wednesday, October 13, 2021	Applicant Workshop for interested parties
Monday, November 15, 2021	Online application for funding submission deadline
Wednesday, December 15, 2021	Application review by HCDAC (Advisory Committee)
Thursday, January 13, 2022	HCDAC meeting; project selection, allocation of funds for the 2022 PY
Sunday, January 16, 2021	Publish in paper and 30 day public comment period begins
Thursday, March 3, 2022	HCDAC Public Hearing; preliminary funding recommendations.
Tuesday, July 18, 2022*	BOCC provides a 2 week Public Notice for Public Hearing*
Monday, August 8, 2022*	BOCC Public Hearing and resolution; project selection, substantial amendments to prior years' plans, and amendments to Consolidated Plan

Anticipated Funding (based on past allocations):

Estimated CDBG Program Revenues:

CDBG Entitlement	\$1,705,658.00
Program Income to CDBG	\$40,000
Total New Funds Available	\$1,745,658

Available from prior years (approximate)	\$338,710
Total Funds available	\$2,084,368

Statutory Limits on Certain Activities:

Maximum administration and planning allocation (20% of total new funds)	\$349,132
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Maximum Public Service Allocation (15% of what is the right description here?)	\$263,458
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Spokane Valley set-aside Allocation (Resolution *)	\$341,132
* pursuant Spokane Valley Resolution 19-014	

Funding Policies, Citizen Participation Plan and 2020-2024 Consolidated Plan

The documents referenced above are located at <https://www.spokanecounty.org/3911/Public-Notices>. Additional information on the CDBG Program, community needs, local statistics, within the 2022 Funding Policies will assist applicants with developing their application. The Citizen Participation Plan outlines the public process and comment periods for CSHCD Plans. The Consolidated Plan provides statistical information, based on the American Community Survey, and provides additional details about the Spokane County CDBG Program.

Applicant Information:

All applicants must have an active System for Award Management (SAM) status at the time of application. The online registration process is free and may be completed at <https://sam.gov/portal/SAM/##11>. To register, the applicant will need to provide the organizations' taxpayer or employer identification number (TIN/EIN) and a Dun & Bradstreet Data Universal Numbering System (DUNS) number. If you do not have a DUNS number, one can be requested for free by visiting Duns & Bradstreet at <https://fedgov.dnb.com/webform>. Applicants should allow adequate time to register or apply for any of the items listed above. They are not automatic and take time for agency review and approval to be active.

Proposed Activity Description:

A Scope of Work will be developed based on the Activity Description. Clearly state how CDBG funds will be used. Additional information on the entire activity is also desired, however it should be clear how CDBG leverages the activity as a whole. CSHCD staff will report on past performance, and other criteria. The HCDAC will review applications and consider staff reports. Concise descriptions to the following questions, as well as, the supplemental questions should address what CDBG funds will support. It is not necessary to list all of the services provided by the agency.

Project Description:	Beneficiaries will be counted by whom and for what services?
Project Management:	Staff directly/indirectly providing the service to beneficiaries.
Project Outcomes:	Total Unduplicated people and what they will receive
Project Alternatives:	If funded for less than the application ask, What is the plan?

Unduplicated County Beneficiaries:

Applicants will be asked to estimate the number of CDBG unduplicated beneficiaries they will serve during the Program Year (PY). If funded they will be expected to keep proper records to prove eligibility of those served by the project/activity. Only list the number of low- and moderate-income beneficiaries that will have documentation to prove social security, address, and household income. (all household members are counted)

Project Budget(s)

Within the electronic application is a line item budget. The budget provides a comprehensive view of the activity being funded with CDBG. Other funding must be listed to illustrate the CDBG percentage of the entire project budget. This percentage is compared to the percentage of County unduplicated beneficiaries who will be served, because some programs serve regardless of clients' household location. For Area Revitalization, Engineering and construction management, combined, are capped at 15% of the total budget. If recommended for less funding, the applicant will be asked to provide an updated budget in a timely manner. Important Note: Agencies who serve Spokane Valley will be required to provide two budgets; one for Spokane Valley and one for remaining areas of the County.

Cost Information:

This section of the electronic application is meant to describe the cost estimates for all items on the budget. Other funders' restrictions on funds and division of funds should be clearly explained.

Revenue Summary:

Do not list the 2022 CDBG funding request in the revenue summary. All other funding sources and amounts should be listed in the revenue summary to show the total picture of funding for the specific activity requesting CDBG funds. CSHCD staff will provide past uses of CDBG by your organization to the HCDAC and report on past performance, if applicable, for consideration during preliminary funding allocation meeting.

2020-2024 Consolidated Plan Goals Addressed with this RFP:

- Human Services
- Essential Housing Repairs
- Area Revitalization
- Environmental Justice
- Microenterprise

2020-2024 Consolidated Plan Goals NOT included in this RFP:

Goal	Reasoning
Affordable Housing	Funded with HOME RFP
Disaster Recovery	A national disaster must be declared.
Planning and Administration	Used for HCD Division only in 2021

CSHCD will offer a virtual Applicant Workshop on **Tuesday, October 13, 2021, from 10:00a.m.- 11:30 a.m.** for interested parties. Technical assistance is available upon request. Applications are available only online at this website: <https://www.spokanecounty.org/2989/Current-RFPs>
Applicants are highly encouraged to attend the Workshop for information on accessing this new software process.

Department Contacts:

Applicants may request technical assistance for the application process by contacting:

	email	office phone	cell phone
Tim Crowley	tcrowley@spokanecounty.org	509.477.4488	509.342.8490
Richard Culton	rculton@spokanecounty.org	509.477.4487	509.671.6410
Christy Jeffers	cjeffers@spokanecounty.org	509.477.4490	509.202.5830
Tami Hennessy	thennessy@spokanecounty.org	509.477.2588	509.202.5616
Raila Garrick	rgarrick@spokanecounty.org	509.477.4520	509.824.3788
Andrea Perry	aperry@spokanecounty.org	509.477.4519	509.828.3441

Housing and Community Development Advisory Committee Members

Vacant	Airway Heights	Rusty Barnett	At Large	North
Brett Lucas	Cheney	Tom Richardson	At Large	North
Cheryl Loeffler	Fairfield	Mason Burley	At Large	South
Yvonne Warren	Latah	Michael Mohondro	At Large	South
Ralph Williams	Liberty Lake			
Elizabeth Rosenbeck	Medical lake			
Kate McLachlan	Millwood			
Vacant	Rockford			
Clyde Sample	Spangle			
Helen "Dee" Cragun	Deer Park			
Arielle Anderson	Spokane Valley			
Tim Norwick	Spokane Valley			
Arne Woodward	Spokane Valley			
Tom Hormel	Spokane Valley			
Amanda Tainio	Spokane Valley			
Ryan Wilson	Waverly			

Board of County Commissioners (BOCC)

Josh Kerns	District 1
Mary Kuney	District 2
Al French	District 3

Department Contact Information:**The Department is working under teleworking constraints due to COVID 19**

Spokane County Community Services, Housing and Community Development Department

Hours of Operation: 8:30-5:00 PM Monday through Friday

Closed: 12:00-1:00 Weekdays/ all Weekends / all Legal Holidays

Contact Email: aperry@spokanecounty.org

TTY: 509.477.5722

Phone 509.477.2588

Fax: 509.477.2561

Applicable Federal Regulations:

Spokane County assures that grants will be conducted and administered in compliance with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432, and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (title II) and implementing regulations.