

2024 RFP FAQ

Spokane County Housing & Community Development

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Application

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

Answer: This application combines federal state and local resources into three separate program areas, Homeless Services, Affordable Housing, and Community Development. Instead of completing applications per funding source, applicants will complete applications per project/intervention type. This allows for greater funding flexibility in the awarding process.

Question: How long will it take me to complete this application?

Answer: HCD has altered the applications for all programs this year in hopes of simplifying the entire process, therefore, we do not have an estimate of how long the application will take to complete at this time. We will be sending out a survey to all applicants after the application period closes to collect feedback and data including this time estimation.

Question: My project has multiple activity/intervention types, how many applications will I need to submit?

Answer: There will need to be a separate application submitted for each activity/intervention type regardless of whether it's a part of the same project or not. If multiple interventions are awarded, HCD will determine the most appropriate funding source(s) and combine the award into one single contract per organization.

Question: Can I apply to more than one program for funding?

Answer: Yes, you can apply to more than one program if it is for different activities/interventions within the same project, or with different projects altogether. Please state the priority ranking, and/or connection of funding requests, within your application narratives as well as communicating with the appropriate program managers. We highly recommend scheduling a 1:1 meeting with the primary application program manager prior to applying for assistance.

Question: Is there a word limit for the narrative sections in the applications?

Answer: No, there is not a word limit for the narrative sections, however, we ask that applicants be reasonable and succinct in their responses.



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Question: Is there consideration of awarding funds in cycles beyond 12 months?

Answer: Spokane County remains committed to adapting as community needs change. HCD will evaluate feedback from applicants, subrecipients, and the Board of County Commissioners to determine the appropriateness of our contracting award periods.

Question: Is there any guidance or formula on the best way to provide information on the Estimated Beneficiaries section of the application?

Answer: Estimated beneficiaries should be based on the scope of work submitted for the specific application. If an applicant is submitting an application for a project that is also funded from a separate source, the estimated number of beneficiaries should be reflective of the portion of the project funded by the county.

Categorization of beneficiaries per city/county is not necessary, this section should simply provide estimated service metrics to reviewers and should be reasonable based on the proposed project.

Requirements & Eligibility

Question: If my project does not fall under one of the “identified funding needs and service gaps”, will my application be considered for funding?

Answer: Yes, all eligible applications will be considered for funding. However, proposals that specifically target identified needs and service gaps will be prioritized during the evaluation and awarding of funds.

Question: If my project serves a rural community but does not fall under one of the “identified funding needs and service gaps”, will my application be marked down in the review process?

Answer: No, Spokane County has identified rural services as a top priority and as such, any proposal with the intent to service or assist our rural communities will receive the same priority as our stakeholder identified funding needs and service gaps.

Question: How many housing units trigger Davis Bacon?

Answer: A project with over 11 units assisted by HOME funds will trigger Davis Bacon.



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Question: What project types will be required to complete a formal procurement process?

Answer: Projects that are capital (new construction, rehab, etc.) in nature will be required to meet a formal procurement (bidding) requirement. Please consult with the appropriate staff if your proposal includes new construction, rehab, etc. Proposals seeking funds for general operations (staffing, M&O, etc.) are not required to meet a procurement process.

Question: Is there a list of certain policies and procedures that need to be uploaded in the required documents section of the Community Development application?

Answer: We understand that every organization will have a different set of policies and procedures in place, therefore there is not a list of specific documents we are looking for. We would like the most applicable policies and procedures for the project uploaded in the application. If you have questions regarding which documents to include, please reach out to the program manager for assistance via email or a 1:1 technical assistance meeting.

Question: What are the reporting requirements for funded projects?

Answer: Reporting requirements are determined by both funding source and project/intervention type. HCD staff will determine the most appropriate contract(s) for applicants awarded for more than one application.

Example: An applicant is awarded funds after submitting two applications for separate intervention types under one shelter project, Emergency Shelter, and Outreach. If feasible, HCD staff will contract both awards into a single award for the project.

Reporting requirements would be based on the funding source the applicant was awarded from. Only in instances that applicants are awarded braided funds from multiple funding sources (Local, State, and Federal) would applicants need to report information necessary to satisfy both funders. HCD encourages applicants to review reporting requirements in the applicable guidance for their respective application. Awarded applicants will receive Technical Assistance from HCD staff regarding reporting expectations prior to project execution.

Please note that all funding sources under Homeless Services are subject to CMIS reporting requirements.



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Question: What are the general requirements for completing a HUD Environmental Review?

Answer: Spokane County is the responsible entity for completing a HUD Environmental Review (ER) and will work with successful applicants to complete the appropriate review per federal regulations ([24 CFR 58](#)). Proposals that are capital in nature may require additional documents to complete the required HUD ER.

Funding

Question: What is the minimum/maximum amount of funds I can request in my proposal?

Answer: Requests shall be no less than \$10,000 and no more than the amount of funds available in the program you are applying for. Special consideration will be given upon request by the program manager.

Question: What happens to unspent funds?

Answer: The use of unspent funds varies per program and project type. To inquire about your specific situation, please contact the appropriate program manager for more information.

Question: Do you anticipate as much delay in the funding for this next funding round as there was in 2023?

Answer: Spokane County intends to have contracts drafted and signed prior to the period of performance beginning. Delays in funding availability remain a primary cause for delayed contracts. HCD will be in communication with awarded agencies throughout the contracting process.

Question: Is there less funding available for Community Development than in years past?

Answer: Community Development funds are subject to federal appropriations and vary from year to year. Spokane County typically receives around \$1.5 million through the Community Development Block Grant program (CDBG).

Question: Can a project receive partial funding?

Answer: Yes, a project may receive partial funding.



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Question: What will happen if no one applies for the CHDO HOME funds?

Answer: The HOME CHDO set aside funds will be rolled forward to a future RFP due to regulatory restrictions related to the CHDO requirement ([24 CFR 92 Subpart G](#)).

Question: Can funds be awarded to projects within the City of Spokane?

Answer: Spokane County Entitlement funds (CDBG, HOME, ESG) are restricted for use within the geographic boundaries of the City of Spokane. All other geographic areas within Spokane County are eligible to receive federal funding sources. Please consult with HCD staff regarding additional questions regarding geographic eligibility.

Question: Should I request the full amount of funding for my project?

Answer: Yes, please be transparent about what your needs are including other sources of income. During the review process, the Advisory Committee will examine the requested amount and may fund the project in full or in part. Please note that these funds are available for a single program year and are not guaranteed to awardees in future RFP cycles. As such, please plan ahead for the project's sustainability beyond the funding period.

Question: Are client assistance programs such as rent or utility assistance eligible under the Community Development portfolio?

Answer: CDBG funding can cover operations and maintenance costs for Public Services activities. Previously, HUD expanded CDBG funding to cover income payments directed toward rental and utility assistance during Covid. This expansion has been recently rolled back and is no longer eligible. In short, salaries and operations are an eligible use of CDBG funds, but client assistance such rent, utility, or other monetary payments are not eligible since they are considered an 'income payment'. Please reach out to Homeless Services instead of Community Development for information on client assistance programs.



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Awards

Question: Does HCD have a number of contracts they intend to award through this RFP?

Answer: HCD does not have an estimated number of contracts funded through this RFP, awards will be based on quality of applications and identified funding needs and service gaps.

Question: What is the difference between an appeal and a debrief?

Answer: An Appeal occurs when an applicant feels they have been wronged in the RFP process and wants to formally request a reconsideration of a funding decision or condition. An Appeal is a public record under the Public Records Act and may be subject to disclosure upon a request. A debrief is an inquiry about why an applicant was not funded according to their request but is not a formal Appeal. To learn more about HCDs RFP Appeal Process please read the corresponding section of the RFP.

Other

Question: Can I use the same Neighborly account I have used to apply in years prior?

Answer: If you have previously applied for a funding opportunity from Spokane County HCD, you may use the same neighborly login as in prior years; however, if you have not, you will need to register a new account, regardless of whether you have used neighborly before. To learn how to do so please see the Neighborly Web Portal Overview section of the 2024 RFP or view the Neighborly User Guide on the [application resources](#) page of our website.

Question: If I have a question not included in this FAQ, how can I get it answered?

Answer: For any additional questions, please email the appropriate program manager (contact information located in the [RFP](#) and on our [website](#)) or attend a technical assistance workshop or [reserve a 1:1 technical assistance meeting](#).

