



# HOUSING & COMMUNITY DEVELOPMENT FUND NOTICE OF FUNDING AVAILABILITY (NOFA)



## Human and Social Services

SERVICES BETWEEN JULY 1, 2019 AND JUNE 30, 2021

RELEASE DATE: DECEMBER 3, 2018



**CITY OF BELLINGHAM HOUSING & COMMUNITY DEVELOPMENT FUND**  
**NOTICE OF FUNDING AVAILABILITY (NOFA)**  
**HUMAN AND SOCIAL SERVICES**

RELEASE DATE: DECEMBER 3, 2018

**SERVICES SOUGHT**

Applications are being sought from nonprofit agencies to provide *human and social services* within the City of Bellingham. This announcement provides information and instructions for organizations and agencies interested in applying for these funds.

This NOFA is for a two-year period, between July 1, 2019 and June 30, 2021. The City would contract for services for two years, subject to funding available, and limited by an annual appropriation of funds (federal and City).

This application is for *human and social services* only; a separate application for agencies interested in *housing services* funding is required. Organizations and/or agencies may also apply for other funding opportunities. Please visit our Funding Opportunities web page for more information at <https://www.cob.org/services/housing/Pages/funding-opportunities.aspx>. *Please be certain you select the correct application before applying.* Each program has different application requirements, priorities and other requirements.

**FUNDS AVAILABLE**

The City anticipates allocating approximately **\$350,000** annually for human and social service needs. The source of funding is federal Community Development Block Grant and City of Bellingham funds. In past years, we have funded between six and eight applications per funding cycle.

The normal **range** for grant awards in this program is expected to be between **\$8,000 and \$48,000**. (Applicants may request two years of funding.) Multiple applications from a single organization will only be accepted for distinct programs/projects with separate project budgets that have no more than 20% shared staff, with outcomes and results that are entirely differentiated.

## I. PROGRAM REQUIREMENTS

1. **Program Goals.** This human and social service funding opportunity is limited to those services that meet one or more of the following goals:
  - Increase access to affordable childcare
  - Increase economic security and reduce vulnerability to homelessness
  - Increase access to mental health services, including case management
  - Increase access to basic needs (excluding housing)
  - Prolongs the length of time seniors or disabled adults can remain safely in their own homes
  
2. **Income Targeting.** All funds must principally benefit persons or households with incomes 80% of Area Median Income (AMI) or below. Preference will be given to those services that benefit persons or households with incomes 50% AMI or below. See <http://www.cob.org/documents/planning/housing/hud-income-rent.pdf>.
  
3. **Eligible Costs.** The City will only reimburse for the following costs:
  - Personnel (salary and benefits)
  - Consultants, contractors or subcontractors
  - Program costs (directly associated with authorized activities, such as travel, printing, and communications)
  - Indirect or administrative costs are limited to no more than 10% of direct costs paid by City or an approved indirect cost rate from a cognizant federal agency.

All expenses must be directly related to carrying out the eligible service within the City limits. All funds are distributed on a reimbursement basis. Indirect rates over 10% are allowed only if the applicant has an approved indirect cost rate from a cognizant federal agency. Supporting documentation must be submitted with requests for reimbursement, and all records are subject to field audits to verify expenses.

4. **Ineligible Costs.** Grant funds may not be used for income payments, fundraising, political activities, equipment or furnishings, or repair and maintenance of facilities. Income payments are payments made to an individual or family to provide basic levels of food, shelter, or clothing. Grant funds must be directly attributable to the service being delivered, except as otherwise allowed through an approved administrative budget for the project.
  
5. **Funds Must Increase Level of Service.** The services funded must be either a new service or a quantifiable increase in the level of service above that which was provided in the 12 months prior to May 15, 2018. Projects must demonstrate that the funding applied for would not merely replace (supplant) other state or local government funding for an existing service.

Services that were originally funded by the City as a new or increased level of service are eligible for continued funding. Activities currently receiving City funding may request increased funding if they: a) demonstrate a quantifiable increase in the level of service; b) demonstrate loss of other funding; or c) demonstrate increased costs for service delivery.

6. **Eligible Organizations and Capacity.** The City will consider proposals from nonprofit and/or public agencies. Agencies seeking funds for services that benefit or interact with children or youth (age 17 or below) are required to have an adult, youth, and child safety policy in place prior to contract execution that is in compliance with national standards. See <https://www.childwelfare.gov/topics/preventing/developing/>.
7. **Quarterly and Annual Reports.** The City will require quarterly and annual reports which document the number of persons and households served, income of persons and households, total number of persons benefitted, race and ethnicity, and location of the services.
8. **Project Location.** All services funded in this program must be delivered within the City of Bellingham.
9. **Funding Recognition.** All projects must acknowledge the City's funding contributions in project or annual reports.
10. **Insurance Requirements.** Agencies receiving City funding must agree to defend the City, hold it harmless, and indemnify it as to all claims, suits, costs, fees and liability arising out of the acts or work of the agency, its employees, subcontractors, or agents pursuant to the funding agreement, where such liability is incurred as a result of the actions or omissions of such parties. The insurance of the Agency must be primary and noncontributory with any insurance for which the City is named insured, and include a waiver of subrogation against the City for losses arising from work performed by the Agency. The City must be named as an additional insured, and be provided with a certificate and endorsement showing such coverage. The following minimum insurance coverage will be expected:

A. Workers Compensation	Statutory Amount
B. Professional Liability	\$1,000,000
C. Automobile Liability	\$1,000,000
D. Broad Form Comprehensive Liability	\$1,000,000/occurrence \$2,000,000 aggregate

11. **Faith Based Organizations.** Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the program.

However, organizations may not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded by the City. If the organization conducts such activities, the activities must be

offered separately, in time or location, from the programs or services funded by the City, and participation must be voluntary for the beneficiaries of the City-funded programs or services. Faith-based organizations may use space in their facilities to provide City-funded services without removing religious art, icons, scriptures or other religious symbols.

An organization receiving City funding shall not, in providing the service, discriminate on the basis of religion or religious belief.

A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization receives City funding. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all City grantees shall apply to religious and faith-based organizations.

12. **Non-discrimination and Equal Opportunity.** Agencies receiving City funding may not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, families with children, and disability in employment or the provision of services.
13. **Compliance with Laws.** At the city's discretion, grant awards may be federal Community Development Block Grant (CDBG) funds or City funds. Recipients must be licensed and comply with all applicable laws, ordinances, and codes of the local, state, and federal governments, and must submit, within two weeks of the City's request for information, any and all information required to demonstrate compliance. All persons or businesses which do any work or perform services to the City of Bellingham are required to register their business. Go to <http://bls.dor.wa.gov/>. In addition, the Recipient agrees to adhere to other policies and guidelines established by the City of Bellingham Planning and Community Development Department.
14. **Mandatory Criteria.** The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

<b>Mandatory Criteria</b>
a) The proposal must be received at the closing location by the specified closing date and time.
b) One (1) hard copy (paper) of the proposal application must be submitted.
c) One (1) electronic copy, in Word, of the proposal application must be submitted.
d) One (1) electronic copy, in Excel, of the project budget must be submitted.
e) Supporting documentation, in PDF format, must be submitted as indicted.
f) Activity must be consistent with the City's 2018-2022 Consolidated Plan - <a href="https://www.cob.org/services/housing/Pages/consolidated-plan.aspx">https://www.cob.org/services/housing/Pages/consolidated-plan.aspx</a>
g) If the project serves homeless persons, the proposal must address how it is consistent with the strategies in "A Home for Everyone, Whatcom County Plan to End Homelessness" - <a href="https://www.cob.org/services/housing/homeless/Pages/homelessness.aspx">https://www.cob.org/services/housing/homeless/Pages/homelessness.aspx</a>

## II. COMPETITIVE SELECTION CRITERIA

In addition to the general requirements of the Human and Social Services Program, the City will evaluate proposals in the following areas.

Criteria	Basis	Weight
Population Served	<i>Priority is given to activities that serve families with young children (under age 8), single parent families, those with disabilities, mental health, or addiction issues, youth (21 years and younger), people who are re-entering from institutions, prisons, or exiting homelessness, seniors, and victims of domestic violence. Also, any of the above populations with incomes 50% AMI or below.</i>	60 pts. 60%
Collaboration	<i>Priority is given to activities that leverage volunteers, and community partnerships.</i>	20 pts. 20%
City Priorities	<i>Priority is given to activities provide solutions to high priority needs in the city.</i>	20 pts. 20%

### A. Population Served (60 points max)

The [2018-2022 Consolidated Plan](#) identifies priorities and preferences based on needs identified by the community, equity and social justice. Activities that identify measurable ways to meet the following priority beneficiaries will receive preference in the selection process.

#### 1. Special Needs Population:

- Activities that provide services to families with young children (under 8 years old) or single-parent households.  
**Points = 0 - 5**
- Activities that provide services for persons with physical or mental impairment, including addiction or behavioral health issues.  
**Points = 0 - 5**
- Activities that provide services to people who are homeless or at imminent risk of homelessness.  
**Points = 0 - 5**
- Activities that provide services for persons re-entering from institutions or prisons, or exiting homelessness.  
**Points = 0 - 5**
- Activities that provide services for persons that are seniors (62+ years old).  
**Points = 0 - 5**
- Activities that provide services for victims of domestic violence.  
**Points = 0 - 5**
- Activities that provide services for youth or young adults (21 and under).  
**Points = 0 - 5**

2. Income Targets:

Human and social service program activities must principally benefit those households or persons with incomes 80% of Area Median Income (AMI) or below.

- Activities which primarily (51%) provide services for persons earning 80% AMI or below.  
**Points = 0 (this is a threshold requirement)**
- Activities that provide services to those households or persons with incomes 50% AMI or below.  
**Points = 0 - 5**
- Activities that provide services to those households or persons with incomes 30% AMI or below.  
**Points = 0 - 10**

3. Scoring Criteria. Funding requests for human and social service program activities will be scored based on information that is clearly documented in the application. For example, proposed activities that claim they serve people earning 50% of Area Median Income (AMI) or below need to provide documentation that supports that claim, either through records collected in previous years or clearly cited in literature. Using the weighting of special needs population and income targets above, the following table shows how points will be scored.

Scoring will not be based on perceived vulnerability or worthiness of any particular population, but rather on meeting demonstrated need where there are gaps in the human services available within the City of Bellingham.

Population Served	Max Points	Income Target			
		No Mention	>=10%, and <50%	>= 50% and < 75%	>= 75%
Families w/ young children or single parents	5	0	1	3	5
Physical or mental impairment	5	0	1	3	5
Homeless or risk of homelessness	5	0	1	3	5
Re-entering from institutions or prisons, or exiting homelessness	5	0	1	3	5
Seniors	5	0	1	3	5
Victims of domestic violence	5	0	1	3	5
Youth or young adults	5	0	1	3	5
50% AMI or below	5	0	1	3	5
30% AMI or below	10	0	4	8	10
<b>TOTAL Points Possible</b>	<b>50</b>	<b>0</b>	<b>12</b>	<b>32</b>	<b>50</b>
Maximum Points in Category	<b>60</b>	Including narrative			

Applicants are not necessarily expected to address the needs of multiple special needs populations. If your agency provides specialized services to only one population or provides a service to a large number of people in the general low-income population, you may use the narrative section to explain your agency's anticipated impact.

**Points = 0-10**

Scoring will be based on the percentage of population served to total beneficiaries (persons) receiving city-funded services, as depicted in the following table.

Percentage of Target Population Served	Description
$\geq 75\%$	Documentation that the proposed activities will benefit 75% or more of the priority population
$\geq 50\%$ , and $< 75\%$	Documentation that the proposed activities will benefit less than 75% of the priority population, but greater than or equal to 50%
$\geq 10\%$ , and $< 50\%$	Documentation that the proposed activities will benefit less than 50% of the priority population, but 10% or more
Less than 10%	No mention, or documentation of proposed activities which will benefit 10% or less of the priority populations

## B. Collaboration (20 points max)

The [2018-2022 Consolidated Plan](#) identifies coordination of funding and delivery of services amongst agencies as a priority. Activities that identify measurable ways to meet the following priorities will receive preference in the selection process, provided documented evidence or links are included that support the collaboration indicated.

- Volunteers: Activities that use volunteers to provide or support delivery of services, where appropriate to the program. Documentation could include any programmatic policies, guidelines, or internal tracking systems that demonstrate use of volunteers. **Points = 0-5**
- Coordination and Partnership: Activities that demonstrate active partnerships and/or regular collaboration with other relevant public, nonprofit and private entities that support similar goals or related activities. Examples of how this may be demonstrated include financial contributions, membership on advisory groups or task forces, sharing data or best practices, and soliciting input from community partners. Documentation could include financial statements, memoranda of understanding, board member descriptions and roster, letters of support, meeting minutes, agreements or other organizational records. **Points = 0-15**

<b>Evidence of collaboration</b>	<b>Points</b>
Regularly sharing data and/or soliciting input in a formal manor from relevant stakeholders and partners	7
Memorandum of understanding, participation on a task force or other advisory group	5
Informal collaboration (i.e., giving general updates or sharing best practices); financial contributions	3
<b>TOTAL points possible</b>	<b>15</b>

### **C. Consistency with City Priorities (20 points max)**

The [2018-2022 Consolidated Plan](#) identifies City priorities and preferences based on needs identified by the community, equity and social justice, and articulates priority goals and strategies in [Section 4](#). This plan, along with other broad-based, multi-stakeholder processes such as the Whatcom County [Community Health Improvement Plan](#), are priorities for the City. The City will utilize partnerships to review application narratives for clear indicators of organizational capacity to provide solutions that reflect the following priorities. When addressing these questions, agencies should provide a 1-page attachment with a narrative and links to supporting documentation which are clearly labeled as to which part of the question is being addressed by each document or link. Links included without any context will not be reviewed.

- Demonstrated Capacity to Address Existing Service Gaps: The City will prioritize activities that fill a high-priority need identified in the 2018-2022 Consolidated Plan. This could be a need already being filled by the program which would not otherwise be met, or a currently unmet need. In either case, the agency **must identify the need(s) being addressed, provide evidence for this existing need, and discuss what kinds of commensurate services are available in the community not provided by the agency**. The applicant should provide documentation that supports the agency's capacity to meet the existing need and address service gaps. Documentation could include programmatic policies or guidelines, staff bios and roster, memoranda, agency or external reports describing need or past outcomes, or the Consolidated Plan itself. **Points = 0-10**
- Equity and Social Justice: Programs are more successful at affecting change when they utilize a social justice lens when creating and refining their service activities. Evidence of this could include proactively targeting known racial or ethnic disparities in the community, working to ensure the program's employees represent the clients they are serving, and encouraging historically marginalized populations and/or clients to take on leadership roles within the organization. **Points = 0-5**

- **BONUS: Emerging Challenges and Priorities:** Certain issues are emerging and in need of attention and creative solutions. A few project proposals may address new approaches based on best practices or research that target the following needs and challenges. No more than one project will be considered to receive points for each need under this bonus section. **Points = 0-5**

**Need: Community Integration for Formerly Homeless**

**Challenge:** The desire to belong and to be accepted is a fundamental human need, and a lack of social inclusion is a significant barrier to successful housing and recovery for the homeless population. There is a need for programs that support independent living skills, including peer mentorship or community volunteers to help foster social inclusion and integration for those recovering from the isolation and trauma of homelessness.

### III. PROPOSAL FORMAT

In order to qualify for consideration, applicants need to submit a response to this NOFA as specified.

1. **Cover Letter** - a cover letter that identifies the Request for Proposal being responded to on letterhead of the proponent. Address and contact information, including phone and email, shall be clearly shown.
2. The **Human and Social Service Application**.
  - a. [Written Narrative \(Word\)](#) - responses to questions and selection criteria
  - b. [Budget and Beneficiaries \(Excel\)](#) - program activity budget and beneficiary information

#### Submission Format

All applicants must submit the following to the City of Bellingham, Planning and Community Development Department, as follows:

- One original hard copy of the cover letter and application.
- A USB thumb drive that includes one complete electronic application that meets the following:
  - USB thumb drive is clearly labeled with the applicant and project name.
  - The Project Budget must be in Excel format. Narrative responses must be in Word format. Attachments must be in PDF format.

Note that no public applicant presentations will be scheduled. Applicants must rely on their cover letter, application, and attachments to provide the relevant information.

#### City's Rights to Limit Funding

The decision to reserve and allocate funding rests with the Mayor of the City of Bellingham, with advice provided by the Community Development Advisory Board and Loan Review Board.

#### Application Schedule

Invitation to Submit Applications .....	December 3
Application Workshop, City Council Boardroom (210 Lottie St) .....	December 6, 5:00 PM
Application Workshop, Mayor’s Boardroom (210 Lottie St) .....	December 7, 10:00 AM
Application Workshop, Mayor’s Boardroom (210 Lottie St) .....	December 7, 1:00 PM
Applications due .....	January 18
Initial Screening.....	January 22- 31
Draft Ranking Released.....	March 4
Community Development Advisory Board Hearing .....	March 7
Opportunity for Public Comment .....	March 4 - April 8
Community Development Advisory Recommendation .....	April 11
Mayor's Award Announcements.....	April 24
Council Action on HUD 2019 Action Plan .....	May 6

**Applications are due no later than 5:00 p.m. on January 18, 2019.**

## **Where to Submit Applications**

Please mail or deliver applications to:

Samya Lutz, Housing & Services Program Manager  
Department of Planning and Community Development  
City of Bellingham  
210 Lottie Street  
Bellingham, WA 98225

## **Disclosure of Documents**

All proposals and related materials become the property of the City upon delivery to the City. State law, RCW Ch. 42.17, provides that public records are subject to public inspection and copying unless specifically exempted. RCW Ch. 42.17 enumerates limited exemptions a public agency's obligation to disclose public records. If the applicant believes that portions of its proposal are exempt from disclosure to third parties, the applicant must clearly label the specific portions sought to be kept confidential and specify the exemption the applicant is relying on. However, acceptance of an application containing such designations by the City is not an agreement that such material is legally confidential, and the City cannot guarantee that such information will not be disclosed. Marking all or substantially all of an application as confidential may result in the application being rejected.

The applicant recognizes and agrees that the City will not be responsible or liable in any way for any losses that the applicant may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties. Materials submitted by unsuccessful applicants are subject to disposal unless picked up promptly by the applicant, except that the City will maintain one copy in compliance with public record laws.

## **Interpreter Services**

Interpreter services for the deaf and materials in alternative formats are available upon advance request. TTY users please call (360) 778-8382 or the Washington State Relay Service at 1-800-833-6388 and ask to be connected with the City of Bellingham, Housing & Services Program Manager at (360) 778-8385.

## **Questions**

Please contact Kate Bartholomew at (360) 778-8353 or email [kebartholomew@cob.org](mailto:kebartholomew@cob.org) with any questions about the application process.

*The City of Bellingham does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identify, religion, age, families with children, and disability in employment or the provision of services. With five business days' notice, special accommodations will be provided. Refer any inquiries or complaints related to HUD regulations implementing Section 504 to the Housing & Services Program Manager. Contact 778-8385 (voice) or 778-8382 (TTY).*