



**HOUSING & COMMUNITY DEVELOPMENT FUND
NOTICE OF FUNDING AVAILABILITY (NOFA)
2025**

Housing & Human/Social Services

SERVICES BETWEEN JULY 1, 2025 AND JUNE 30, 2027

RELEASE DATE: NOVEMBER 19, 2024



CITY OF BELLINGHAM HOUSING & COMMUNITY DEVELOPMENT FUND
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HOUSING, HUMAN AND SOCIAL SERVICES

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I. SERVICES SOUGHT

Applications are being sought from nonprofit agencies to provide housing or human/social services within the City of Bellingham. This announcement provides information and instructions for organizations and agencies interested in applying for these funds. The City will consider proposals from nonprofit and/or public agencies.

This NOFA is for a two-year period, between July 1, 2025, and June 30, 2027. The City would contract for services for one year, with second year funding subject to available, and limited by an annual appropriation of funds (Federal and City).

This is a combined Notice of Funding Announcement (NOFA) for housing and human or social services. Organizations and/or agencies may also apply for other funding opportunities, such as community facilities, housing preservation, or production. Please visit our Funding Opportunities web page for more information at: <https://cob.org/services/housing/funding-opportunities/partnerships-funding>. Please be certain you select the correct application before applying. Each program has unique application requirements, priorities, and other differences.

II. FUNDS AVAILABLE

In past years, we have funded between 12 and 16 applications per funding cycle. The normal range for grant awards in this program is expected to be between \$15,000 and \$100,000 per year, depending on the type of services offered. (The range for housing services is higher than for human/social services.) Applications should reflect an annual assumption of funding.

Multiple applications from a single organization will only be accepted for distinct programs with separate project budgets that have no more than 20% shared staff, with outcomes and results that are entirely differentiated.

The City of Bellingham Planning and Community Development Department will have approximately \$2.1 million available to allocate for housing or human/social services per this application.

Funding sources for this application are based on estimates and funding is dependent on appropriations.

Community Development Block Grant (CDBG)	City General Funds	Bellingham Housing Levy (housing services only)	AH Sales Tax (housing services only)
\$150,000	\$500,000	\$850,000	\$600,000

III. PROGRAM REQUIREMENTS

Program Priorities

This housing, human and social service funding opportunity is limited to those services that meet one of the following priorities. Applicants must select just one priority as their primary goal:

- Prevent chronic homelessness through intervention services like diversion and light touch case management.
- Support households who are vulnerable to homelessness because of trauma, domestic violence, mental illness, etc.
- Provide basic needs to low-income persons and households (i.e., food and hygiene).
- Promote skill-building opportunities, such as literacy and job training programs for low-income and special needs individuals.
- Improve social support and connection for special needs populations.

Income Targeting

All funds must principally benefit persons or households with incomes 50% of Area Median Income (AMI) or below. Preference will be given to those services that benefit persons or households with incomes 30% AMI or below. For current incomes by household size, see <http://www.cob.org/documents/planning/housing/hud-income-rent.pdf>.

Eligible Costs

The City will only reimburse for the following costs, provided they are directly related to program delivery (with the exception of indirect costs):

- Personnel (salary and benefits),
- Consultants, contractors, or subcontractors,
- Program costs (directly associated with authorized activities, such as travel or training, flexible client funds to aide in housing stabilization, etc.),
- Indirect or administrative costs are limited to no more than 15% 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/administrative rates are typically limited to \$25,000 per year, and must be based on either an indirect cost rate from a cognizant federal agency, or up to 15% (if no cognizant rate has existed). Supporting documentation must be submitted with requests for reimbursement, and all records are subject to field audits to verify expenses.

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.

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 July 1, 2025. 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.

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, location of the services, and other information as negotiated in the contract documents. The City also requires housing services providers to send any Whatcom County-required reporting to the City and receives access to related Homeless Management Intake System reports.

Project Location

All services funded in this program must be provided/delivered within the City of Bellingham.

Funding Recognition

All projects must acknowledge the City's funding contributions in project or annual reports.

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

Faith-Based Organizations

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the application.

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.

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.

Compliance with Laws

At the city's discretion, grant awards may be federal Community Development Block Grant (CDBG) funds, federal HOME Investment Partnership Program (HOME) 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.

Child Safety Policy

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/>.

Severe Weather Plan

Agencies with programs which may be impacted by severe weather should develop a severe weather plan to keep clients and staff safe in the event of extreme cold, heat, smoke, etc. (This would be in addition to any existing emergency plans in the event of a natural disaster, such as an earthquake.) This plan will be required for agencies whose city-funded programs will continue to operate during extreme weather events.

IV. COMPETITIVE SELECTION CRITERIA

The NOFA application contains two parts: a Common Application and a City of Bellingham Housing & Human/Social Service Addendum. In addition to the general requirements described above, the City will evaluate proposals in the following areas, based on responses to the questions within the Addendum.

Criteria	Basis	Weight
Population Served	All activities must serve at least one special needs population whose incomes are predominantly below 50% AMI. Priority is given to activities that serve populations with incomes of 30% AMI or below.	25 pts.
High-priority needs	Priority is given to activities address high priority needs identified by the city.	15 pts.
Equity & Social Justice	Priority is given to programs that integrate equity and social justice into their activities and services.	15 pts.
Collaboration	Priority is given to programs that leverage and strengthen community partnerships.	15 pts.
Agency Capacity	Priority is given to programs that demonstrate capacity to perform work within targeted budget and schedule. Describing agency’s qualification and expertise.	15 pts.

A. Populations Served (25 points)

1. Income Targets:

The [2023-2027 Consolidated Plan](#) identifies priorities based on the needs identified by the community, equity, and social justice. Housing and human/social service program activities must principally benefit those households or persons with incomes 50% of Area Median Income (AMI) or below. Preference will be given to activities that serve households with incomes of 30% AMI or below. **Points = 0-20**

- Activities that provide services to those households or persons with incomes between 30-50% AMI.
- Activities that provide services to those households or persons with incomes below 30% AMI.

2. Special Needs Populations:

Programs must also serve one or more of the special needs groups listed below. Some programs will specialize in just one target population, while other programs will serve a broad range of special needs groups. Either is fine, and priority will not be given for programs that serve many special needs groups.

For example, if a program serves survivors of domestic violence exclusively, and some of those clients also happen to be single parents or seniors, you should only select the special needs population of “survivors of domestic violence,” because that is the program’s target population. **Points = 0-5**

- **Families with young children** (under 8 years old) or **single-parent households**.
- Persons with **physical** or **mental** impairment, including addiction or behavioral health issues.

- Households that are **homeless** or **at imminent risk** of homelessness.
- Persons who are **seniors** (62+ years old).
- **Survivors of domestic violence.**

B. High Priority Needs (15 points)

The [2023-2027 Consolidated Plan](#) identifies City priorities and preferences based on needs identified by the community, equity, and social justice. Priority goals and strategies are articulated in section SP-25 of the Plan. The relevant housing and human/social services priorities are summarized below.

- Prevent chronic homelessness through intervention services like diversion and light-touch case management.
- Support households who are vulnerable to homelessness because of trauma, domestic violence, mental illness, etc.
- Provide basic needs to low-income persons and households (food & hygiene)
- Promote skill-building opportunities, such as literacy and job training programs for low-income and special needs individuals
- Support activities that improve social support and connection for special needs populations
- Support the operations of non-congregate emergency shelter, prioritizing seniors and medically fragile adults

Programs that address these priorities will receive preference in the selection process. If applicable, applicants should describe how their program will address the primary priority associated with the program, and what measurable outcomes the program has already made and/or intends to achieve.

This is not a requirement. If this program does not directly address any of the goals above, applicants should leave the question blank.

C. Other City Priorities

1. Equity and Social Justice:

The city supports the [Healthy Whatcom](#) goal to elevate and activate principles of anti-racism in participating organizations and increase the representation of client and BIPOC voices within and across agencies for program/process design and review. Evidence of this could include using data to proactively target racial or ethnic disparities in the community, working to ensure the program's employees represent the clients they are serving, and encouraging historically underrepresented populations and/or clients to take leadership roles. To receive the maximum number of points, responses must be specific, and related to the program activities for which funding is being sought. **Points = 0-15**

Equity and Social Justice	Points
<u>Best practice:</u> Exemplary in Diversity & Inclusion (D&I) for other organizations. D&I is a core organizational value and not seen as an isolated program. For example, D&I is regularly reviewed, and employees are generally representative of their clients.	15
<u>Progressive:</u> Implementing D&I systemically; D&I is well integrated into organization's strategy with adequate staff, resources, and support to ensure implementation. For example, shows more than one cycle of training, reflection, and implementation or necessary changes as a result.	12
<u>Proactive:</u> D&I is broadly defined to include disability, gender, sexual orientation, class, religion, race, and ethnicity. Starting to implement D&I systemically. For example, shows at least one cycle of training and reflection. Specific desired outcomes are expected, but not yet seen in evidence.	9
<u>Reactive:</u> D&I is narrowly defined. Compliance mindset; actions taken are primarily to comply with relevant laws and social pressures. For example, has a policy stating that they do not discriminate, use a Fair Housing logo, a "Black Lives Matter" signs in the window, etc.	6
<u>Inactive:</u> No D&I work has begun; D&I are not part of organizational structure or any program goals or activities. For example, applicant articulates the importance of D&I in their application response, but sites no evidence of any specific actions that have been taken.	3
TOTAL points possible	15

This scale is adapted from Global Diversity & Inclusion Benchmarks, *Standards for Organizations around the World* (September 5, 2017)

2. Collaboration:

The [2023-2027 Consolidated](#) Plan identifies coordination of funding and delivery of services amongst agencies as a priority. Activities that demonstrate active partnerships and/or regular collaboration with other relevant public, nonprofit and private entities that support similar goals or related activities will receive preference. Examples are provided in the rubric below. To receive the maximum number of points, responses must be specific, and related to the program activities for which funding is being sought. **Points = 0-15**

Evidence of collaboration	Points
Regularly sharing data and/or soliciting input in a formal manor from relevant stakeholders and partners; interagency agreements, formalized client referrals, etc., plus evidence from the two categories below	15
Memorandum of understanding in place, formal participation on a task force or other advisory group with funders and/or other community partners	10
Informal collaboration (i.e., giving general updates, newsletters, reports); use of volunteers, financial contributions from the community	5
TOTAL points possible	15

3. Agency Capacity

Priority will be given to applicants that have demonstrated ability to provide housing, human and social services and abide by government standards in doing so. Applicants that do not have previous experience in these areas will be expected to propose an appropriate relationship with an entity that does have this experience or demonstrate relevant staff experience that is part of the new program. **Points = 0-15**

Agency Capacity	Points
Plan to support proficient staffing and structure to carry-out hiring, training, services and supervision; Reporting is completed on time and communication is prompt. Programming regularly hits beneficiary targets and spends allocated funds appropriately and fully by end of contracting period.	15
Plan to support proficient staffing and structure to carry-out hiring, training, services and supervision; Reporting is completed on time and communication is prompt. Programming has not reached beneficiary targets and has questionable spending.	10
Evaluated current capacity to provide sufficient staffing to support programming and contracting requirements; has begun to take steps to align with planning.	5
TOTAL points possible	15

V. PROPOSAL INSTRUCTIONS

To qualify for consideration, applicants must submit the following as a response to this NOFA, all available through the City’s housing and services funding website:

<https://cob.org/services/housing/funding-opportunities/partnerships-funding>.

1. **Common Application** (attachment A1)
2. **Housing & Human/Social Service Addendum** (attachment A2)
3. **Attachments B.** Budget
4. **Attachment C.** Goals, Outcomes & Beneficiaries

How to Submit Applications

Applicants have two choices for submitting their application: 1) the online application portal, or 2) by email. Only one submission is necessary. It is the applicant’s responsibility to ensure that their application is submitted ahead of the deadline for on-time submission. The City of Bellingham is not responsible for technical issues with the submission portal or email delays. Late applications will not be accepted.

1) By online application portal (preferred method):

Go to <https://cob.org/services/housing/funding-opportunities/partnerships-funding>, navigate to the Housing, Human and Social Service Grants section and click on the link for the “online submission portal.”

- No registration is required. You can save your work and return to your application later by clicking “Save” and entering your email address.
- It is recommended that you submit several days prior to the deadline to account for any technical issues which may cause a delay.
- You will receive an automatically generated confirmation email to verify that your application was received.

2) By email to:

KRMorton@cob.org

Attn: Kathleen Morton

- Submit all required materials via word, excel and/or PDF attachments
- You will receive an email confirmation to verify that your application has been received

NOFA Schedule

Invitation to Submit Applications (NOFA released)	November 19, 2024
Application Office Hours #1	December 3, 2024, 1:00 PM
Application Office Hours #2	December 5, 2024, 10:00 AM
Last day for questions	December 6, 2024, 4:30 PM
Application FAQ available online	December 13, 2024
Applications due	January 16, 2025, 4:30 PM
Initial Review and Screening	January 17 - January 31, 2025
Draft Action Plan Released	March 7, 2025
Opportunity for Public Comment	March 10 - April 9, 2025
Community Development Advisory Board Public Hearing	March 13, 2025
Community Development Advisory Board Recommendation	April 10, 2025
Council Action on HUD 2024 Action Plan	May 5, 2025

Applications are due no later than 4:30 p.m. on January 16, 2025.

Questions

Please contact Kathleen Morton at (360) 778-8358 or email KRMorton@cob.org with any questions about the application process. All questions must be received before December 6, 2024 at 4:30 pm. Answers will be posted online by December 13, 2024 at 4:30pm so that all

applicants can benefit from the responses. Questions received after that time may not receive a response.

VI. OTHER INFORMATION

City's Rights to Limit Funding

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

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 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.

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 711 (TTY).