



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



Housing & Human/Social Services

SERVICES BETWEEN JULY 1, 2023, AND JUNE 30, 2025

RELEASE DATE: DECEMBER 5, 2022



CITY OF BELLINGHAM HOUSING & COMMUNITY DEVELOPMENT FUND
NOTICE OF FUNDING AVAILABILITY (NOFA)
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, 2023, and June 30, 2025. 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 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://www.cob.org/services/housing/Pages/funding-opportunities.aspx>. Please be certain you select the correct application before applying. Each program has unique application requirements, priorities, and other differences.

II. FUNDS AVAILABLE

The source of funding is federal Community Development Block Grant (CDBG) and City of Bellingham funds. 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 \$10,000 and \$50,000 per year, depending on the type of services offered. (The range for housing services is higher than for human/social services.) Applicants may request two years 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.

III. PROGRAM REQUIREMENTS

Program Goals

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

- Increase access to affordable housing,

- Reduce the number of newly homeless households (prevention, diversion),
- Increase likelihood that formerly homeless households will remain stably housed (case management, mental health services),
- Increase access to affordable childcare,
- Reduce vulnerability to homelessness (job training, literacy), other than housing,
- Increase access to basic needs (food, medical care), other than housing, or
- Provide seniors or disabled adults with supports that improve quality of life.

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, 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.

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 May 15, 2023. 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, and location of the services. 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 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.

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. |
| Consolidated Plan Priorities | 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. |

A. Populations Served (25 points)

1. Income Targets:

The [2018-2022 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 which provide services primarily (51% or more) to households or persons earning 50% AMI or below. This is a requirement.
- 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 **re-entering from institutions or prisons** or **exiting homelessness**.
- Persons who are **seniors** (62+ years old).
- **Survivors of domestic violence**.
- **Youth** or **young adults** (24 and under).

B. Consolidated Plan Priorities (15 points)

The [2018-2022 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 4](#). The relevant housing and human/social services goals are summarized below.

- Offer rental assistance for vulnerable households.
- Prevent chronic homelessness through intervention services like diversion and light-touch case management.
- Develop emergency shelter in a safe, permanent location.
- Provide intensive case management for those experiencing chronic homelessness.
- Provide additional services to those experiencing unsheltered homelessness, like storage and sanitation facilities.
- Offer social inclusion programming for those reentering housing from homelessness.
- Expand affordable childcare opportunities.
- Coordinate and/or expand mobile health and peer health services that serve special needs populations.
- Address the “benefits cliff” by easing the transition off housing assistance and supporting opportunities for upward mobility.
- Support local economic development, especially job training for those who are exiting homelessness, and microenterprise development.
- Improve disaster preparedness and response efforts, particularly for special needs populations.
- Provide basic needs and supportive services to help prevent low-income households from ever experiencing homelessness.

Programs that address one or more of these priorities will receive preference in the selection process. If applicable, applicants should describe how their program will address the goal(s), 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 [2018-2022 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 |

V. PROPOSAL INSTRUCTIONS

To qualify for consideration, applicants must submit the following as a response to this NOFA.

1. **Common Application.** Available at [Common Application \(cob.org\)](#)
2. **Housing & Human/Social Service Addendum.** Available at [City Addendum \(cob.org\)](#)
3. **Attachments B. Budget.** Available at [Exhibit B – Project Budget \(cob.org\)](#)
4. **Attachment C. Goals, Outcomes & Beneficiaries.** Available at [Exhibit C – Goals and Outcomes \(cob.org\)](#)

How to Submit Applications

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

- 1) By online application portal:

Go to <https://cob.org/hhsgrants> 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 USPS mail to:

Department of Planning & Community Development
 Attn: Kate Bartholomew
 City of Bellingham
 210 Lottie Street
 Bellingham, WA 98225

Mailed applications must be submitted in the following format:

- One original hard copy of the application and all attachments.
- A USB thumb drive that includes one complete electronic application, clearly labeled with the applicant and project name.
 - Exhibits B and C must be in Excel format.
 - Narrative responses must be in Word format and comply with page limits.

Application Schedule

| | |
|---|------------------------|
| NOFA released | December 5 |
| Last day for questions | January 20, 5:00 PM |
| Application FAQ available online | January 24, 5:00 PM |
| Applications due | January 30, 5:00 PM |
| Initial Review and Screening..... | January 31-February 17 |
| Draft Action Plan Released..... | February 27 |
| Community Development Advisory Board Hearing | March 9 |
| Opportunity for Public Comment | Feb 28 - March 31 |
| Community Development Advisory Recommendation | April 13 |
| Mayor's Award Announcements..... | April 25 |
| Council Action on HUD 2022 Action Plan | May 8 |

Applications are due no later than 5:00 p.m. on January 30, 2023.

Questions

Please contact Kate Bartholomew at (360) 778-8353 or email kebartholomew@cob.org with any questions about the application process. All questions must be received before January 20th at 5:00 pm. Answers will be posted online by January 24 at 5:00pm 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 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).