

City of Spokane Valley
Notice of Funding Availability (NOFA)
2024 Outside Agency Economic Development and
Social Services Grants

The Spokane Valley City Council has historically included funds in the annual budget to contract with organizations to support economic development activities and social service efforts that directly benefit the citizens of Spokane Valley. The City is currently seeking proposals from qualified non-profit agencies for funding in our 2024 budget. There are two categories being considered under this funding opportunity: (1) Economic Development, and (2) Social Services. Proposals must clearly identify which category the request is under and need only comply with the scope for that category. For the 2024 grant funding, the City Council has allocated a total of \$200,000 with \$100,000 available in each category for separate consideration.

GENERAL GUIDELINES

Eligible applicants are non-profit organizations that have received 501(c)(3) or (6) federal tax-exempt status from the U.S. Internal Revenue Service (IRS) and are registered as a non-profit corporation in the State of Washington. Agencies will be required to provide an IRS letter of determination or certificate showing proof of current qualifying status.

Only online submissions will be accepted (see page 3 for details). All required sections and attachments must be completed to be considered for funding. Proposals are due by **Friday, August 11, 2023, by 4 p.m.**

Grant funds should not be used to fund capital assets such as buildings and vehicles to avoid questions relating to insurance and liability.

Funding is distributed on a reimbursement basis. Grant recipients shall be reimbursed for documented costs, as outlined in the proposal, up to the amount awarded.

The applying organization will be required to deliver an in-person presentation highlighting their proposal to the Spokane Valley City Council on September 19, 2023 at 6:00 p.m.

Both an organizational budget and project/program budget are required submissions. This allows for an overall review of the organizational financial stability, credibility, and where the dollars will be directed. Additionally, financial review also factors in the total budget for the organization in relation to how much is being requested for funding. While proposals may have technical and programmatic quality, the budget also should be well-documented and reflect the requirements of the project or program.

SCHEDULE OF GRANT CYCLE

Project/Program Management and Grant Administration:

The City of Spokane Valley Finance Department will oversee and manage the grant program, approve, and reimburse expenses, and monitor contract compliance and post grant reporting.

Selection Process:

Each application will be reviewed by the Finance Department to ensure all required portions of the application are included and that the applicant is an eligible entity. All complete applications from eligible entities will be provided to City Council for determination of award. All applicants are expected to make an oral presentation to City Council. This allows the applicant to better explain their program, as well as affords Council the ability to better understand the proposed project or services. Council will decide at a later meeting, based on a methodology of their choosing, the amounts of each award. Upon finalization of the awards, each applicant will be notified of their

awarded amount. Staff will then consult with applicants of approved projects to develop contracts and finalize the scope of work.

The following is a proposed schedule for the 2024 grant cycle (Note: specific dates may be adjusted by the City to meet unexpected circumstances):

Notice placed in newspaper and media and grant package available	July 14, 2023
Grant application and proposals must be submitted online no later than 4:00 pm (applications received later than this will not be considered for funding)	August 11, 2023
Applicant presentations to City Council	September 19, 2023
City Council motion consideration for 2024 awards	October 24, 2023
Award/regrets letters sent out to applicants	November 2023
Contracts between City and Grant Recipients to be completed	December 31, 2023
Date by which grant awarded programs must be completed	December 31, 2024
Post grant reporting due to the City	January 15, 2025

ADDITIONAL INFORMATION

Insurance Requirement: As part of its contract for performance, the City typically requires contractors to maintain commercial general liability insurance in the amount of \$2,000,000 General Aggregate and per occurrence, automobile insurance, and Worker's Compensation insurance for Washington State as required. An ACORD certificate and Additional Insured Endorsement showing the City as additionally insured on the policy must be submitted with the contract.

Contract: The City will utilize a standard or modified grant agreement for City-funded grant activities or services.

Payment: Funding is distributed on a reimbursement basis. Grant recipients shall be reimbursed for documented costs, as outlined in the application, up to the amount awarded. Funds are provided periodically, typically as monthly or quarterly reimbursement of expenses. Reimbursement requests must include appropriate documentation and backup for the expenses that were incurred by the grantee. This backup may include invoices, proof of payment, among other requested documentation to support the reimbursement request.

Equal Opportunity: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with a City Agreement in violation of local, state, or federal law.

Reporting Requirements: Upon completion of the grant program or the year, grant recipients are required to provide a written summary of their program. The focus of the post grant reporting is to provide the City Council and citizens information on how the City funds were used. The emphasis should be on the actual impact these funds had on the citizens of the City of Spokane Valley. The annual written report and all proposal materials will be provided to City Council and may be provided to the public. Failure to comply with the annual reporting requirements may affect your organization's ability to effectively apply for future awards.

Grant recipients shall maintain financial and program records, documents, and other evidence directly related to performance of the work in accordance with Generally Acceptable Accounting Procedures. The City of Spokane Valley, or any of its duly authorized representatives, shall have access to such books, records and documents for inspection, audit, and copying for a period of six (6) years after completion of work.

Additional Information: Additional information, which may be required by a change or

interpretation in state law, may also be required from the applicant.

APPLICATION INSTRUCTIONS

If an applicant is applying for funding for more than one project under this NOFA, separate applications are required. All required Sections and Exhibits **(1-8)** must be answered. Proposals are due by **Friday, August 11, 2023, by 4 p.m.**

To apply, complete the information form and upload the required documentation listed below at <https://spokanevalleywa.gov/190/Grant-Funding-Opportunities>. Please name the attachments to match the numbers and titles listed below in bold, and upload each as a separate PDF attachment. **Please have all information and documents ready when you begin. Partial applications can NOT be saved to complete later.**

1. **Business Statement** – brief description of organization, mission statement, and primary function.
2. **Detailed Project Budget** – It is common for awarded amounts to be less than the amount requested. Please provide a plan for flexibility in your request to address this.
3. **Annual Operational Budget** - Most recently adopted overall organizational budget.
4. **Project Summary** – Provide a concise summary of your request and what it will accomplish. If it is part of a larger project, you may briefly describe the over-all project. Specify how your project falls into the category of Economic Development or Social Services.
5. **Scope of Work** – Fully describe the scope of the project. This should address the specifics of:
 - a. What you wish to do?
 - b. How and why the community will benefit?
 - c. Beginning and ending dates
 - d. Is the project seasonal; are there weather constraints?
 - e. Other specific scope related information
6. **Goals and Metrics** – List specific goals and how your organization will measure the successful use of any awarded grant funding. What methodology is used to determine if goals are met? What specific impact would the grant funding have on the project?
7. **Project Authorization** - Meeting minutes or signed resolution approving project or authorizing application
8. **Board of Directors** - List of organization's Board of Directors and principal staff
9. **Additional Presentation Materials** – (Optional) For presentation to Council in September. This will include any PowerPoint presentation and may be uploaded as such.

Presentations to City Council highlighting the submitted proposal will be limited to 5 minutes. If an applicant wishes to use a presentation program such as PowerPoint, all files must also be submitted along with any supplemental presentation material or handouts before the application deadline of August 11, 2023. Entities must include these items when submitting the original proposal in section 9.

For additional assistance, please contact Sarah Farr in the City's Finance Department at sfarr@spokanevalleywa.gov or 509-720-5041.