



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



## Housing & Human/Social Services

SERVICES BETWEEN JULY 1, 2021 AND JUNE 30, 2023

RELEASE DATE: DECEMBER 7, 2020



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

RELEASE DATE: DECEMBER 7, 2020

## **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, 2021 and June 30, 2023. The City would contract for services for two years, subject to funding available, and limited by an annual appropriation of funds (federal and City). Funds explicitly targeted for coronavirus (COVID-19) response may be made available prior to July 1, 2021.

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 different 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. Additional CDBG funding specific to the coronavirus (COVID-19) pandemic can be available on an accelerated timeline. These funds may be available before July 1, 2021 for programs that can demonstrate funds will be used to respond to COVID-19 (such as responding to an increase in the needs of the communities served due to the coronavirus outbreak). If this scenario applies to your program, please reach out to the staff contact for more information.

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 \$8,000 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:

- 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
- Prolong the length of time that seniors or disabled adults can live independently

#### **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:

- 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, 2021. 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.

### **Project Location**

All services funded in this program must be 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 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/>.

## 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, and articulates priority goals and strategies 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.
- Support 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:

Programs are more successful at affecting change when they utilize a social justice lens when creating and refining their service activities. Evidence 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 marginalized 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
<b>TOTAL points possible</b>	<b>15</b>

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
<b>TOTAL points possible</b>	<b>15</b>

## 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. Only one form of submission is necessary. It is the applicant's responsibility to ensure that their application is submitted ahead of the deadline to ensure 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.

By online application portal:

Go to <https://cob.org/hhsgrants> to submit your application online, 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.

By USPS mail to:

Department of Planning and 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 7
Application Tutorial available online .....	December 11
Live Q & A Session and last day for questions.....	January 14, 1:00 PM
Applications due .....	January 25, 5:00 PM
Initial Review and Screening.....	January 26-February 12
Draft Action Plan Released.....	March 1
Community Development Advisory Board Hearing .....	March 11
Opportunity for Public Comment .....	March 2 - 31
Community Development Advisory Recommendation .....	April 1 or 8
Mayor's Award Announcements.....	April 14
Council Action on HUD 2019 Action Plan .....	April 26

**Applications are due no later than 5:00 p.m. on January 25, 2021.**

### **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. All questions must be received before the Q&A Session scheduled for January 14, 2021 at 1:00 pm, or asked during the session, so that all applicants can benefit from the response. 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).*



# 2023-24 HUMAN/SOCIAL & HOUSING SERVICES

## City of Bellingham Application Addendum

### PART D: PROGRAM ELIGIBILITY

#### Program Goal:

The City of Bellingham is seeking housing or human and social services programs that meet the following goals. Some programs may support several goals, but applicants must choose only one that is most closely aligned with their program's purpose.

1. Please select the primary goal of the program.
  - ☐ 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
  - ☐ Prolong the length of time that seniors or disabled adults can live independently

#### Eligibility Criteria:

The source of funding is federal Community Development Block Grant and City of Bellingham funds. Regardless of the funding source, applicants must also meet the following funding criteria:

2. Has this program previously received funding from the City of Bellingham?
  - ☐ Yes
  - ☐ No

**If No**, is this program a new or expanded service that was not available in the twelve months prior to May 15, 2023?

  - ☐ Yes
  - ☐ No
3. Do the majority (51% or more) of clients or beneficiaries of this program have low or moderate incomes, defined as 50% or less of the [Area Median Income](#)?
  - ☐ Yes
  - ☐ No
4. Will all activities associated with this funding be delivered within the Bellingham City limits?
  - ☐ Yes
  - ☐ No



# 2023-24 HUMAN/SOCIAL & HOUSING SERVICES

## City of Bellingham Application Addendum

### Project Staffing:

5. If your organization is submitting applications for more than one project, list and describe the staff for this project, including the percentage of their time allocated to the activity for which this application is being submitted.

[Click here to enter text.](#)

### Child Safety Policy:

6. Will the services be used to benefit or interact with children or youth age 17 or below?  
☐ Yes  
☐ No
7. If yes, does your agency have an adult, youth, and child safety policy in place in compliance with national standards?  
☐ Yes  
☐ No

If the answer to question 7 is NO, the City will require that your agency adopt a policy that complies with national standards prior to contract execution.

### COVID impacts:

8. What are the primary ways in which Covid-19 and the subsequent public health emergency is impacting your organization (e.g., decreased revenue, increased expenses, increased demand for services, program changes and adaptations)?

[Click here to enter text.](#)

9. Of your total funding request (as stated in Part A: Cover Page), how much is attributable to the impacts of Covid-19?

[Click here to enter text.](#)

10. Could you provide supporting documentation, if requested?

- ☐ Yes  
☐ No



# 2023-24 HUMAN/SOCIAL & HOUSING SERVICES

## City of Bellingham Application Addendum

### PART E: CONSOLIDATED PLAN PRIORITIES

#### Populations Served:

1. Which income group(s) does this program anticipate it will serve? This information should match your Exhibit C.

Income level (% AMI)	# of persons
30% or less	
31-50%	
51-80%	
>80%	
TOTAL	

For reference, see the most recent Area Median Income (AMI) for Bellingham by family size at <https://cob.org/wp-content/uploads/hud-income-rent.pdf>.

2. Which special needs population(s) does this program serve? If your program specializes in or primarily targets a specific special needs group, please select only that special needs group. If your program serves a broad mix of populations, select all that apply. Additional points will not be given for selecting more than one group.

- ☐ Families with young children (under 8 years old), or single-parent households
- ☐ Persons with physical or mental impairment, including addiction or behavioral health issues
- ☐ Persons that are seniors (62+ years old)
- ☐ Survivors of domestic violence
- ☐ Youth or young adults (24 and under)
- ☐ Persons who are homeless or at imminent risk of homelessness
- ☐ Persons re-entering from institutions or prisons, or exiting homelessness



# 2023-24 HUMAN/SOCIAL & HOUSING SERVICES

## City of Bellingham Application Addendum

### City Priorities:

3. The following are identified in the 2018-2022 Consolidated Plan as priorities for the City. Does this program directly address any of these priorities? If so, select which priority and describe how your program directly addresses this priority in the space below. If not, please leave this question blank.

- ☐ 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.
- ☐ Support basic needs and supportive services to help prevent low-income households from ever experiencing homelessness.

[Click here to enter text.](#)



# 2023-24 HUMAN/SOCIAL & HOUSING SERVICES

## City of Bellingham Application Addendum

### **Racial Equity and Social Justice:**

4. Has your agency utilized a social justice lens to develop or evaluate this program? If so, how? For example, evidence could include using data to proactively target known racial or ethnic disparities among your client population, working to ensure the program's employees represent the clients they are serving, or encouraging historically marginalized populations and/or clients to take on leadership roles.

[Click here to enter text.](#)

### **Collaboration:**

5. Describe the extent to which this program will utilize community partnerships or coordinate with other agencies. Examples may include interagency agreements, client referrals, sharing data or best practices, membership on advisory groups or task forces, utilizing community volunteers, or financial contributions.

[Click here to enter text.](#)





# 2023-24 HUMAN/SOCIAL & HOUSING SERVICES

## City of Bellingham Application Addendum

**Certification:** By signing this application, your organization certifies and agrees that:

- ☐ The agency representative who submits this application has read and agrees to comply with all terms and conditions associated with this grant, if awarded. See [Contract Requirements](#) and NOFA.
- ☐ All expenses submitted to the City will be directly related to carrying out the eligible services.
- ☐ City funds will not be used for income payments, fundraising, political activities, equipment or furnishings and maintenance of facilities.
- ☐ All funds will principally benefit persons or households with incomes less than 80% of Area Median Income (AMI).
- ☐ Services are 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, 2021 unless previously funded by the City.
- ☐ Your agency does 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.
- ☐ 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.

Attachments to Application (submit in PDF or Excel format)	
<input type="checkbox"/>	Project budget, Exhibit B (Excel form)
<input type="checkbox"/>	Goals, Outcomes, & Beneficiaries, Exhibit C (Excel form)
<input type="checkbox"/>	Organizational budget (pdf)
<input type="checkbox"/>	Child Safety Policy (pdf), if not already on file with the City



# HUMAN/SOCIAL & HOUSING SERVICES

## 2022-23 Common Application

### PART A: COVER PAGE

*Please fill out this form completely. Note that individual funding agencies have specific grant requirements and will require supplemental materials. Please check the agency website below for details.*

#### To which source are you applying?

- ☐ City of Bellingham's Housing or Human/Social Services NOFA:  
<https://cob.org/services/housing/funding-opportunities-2/partnerships-funding>
- ☐ United Way of Whatcom County's Community Impact Fund:  
<https://www.unitedwaywhatcom.org/help-for-organizations/>

#### Agency Contact Information:

Agency Name:  
DBA (if applicable):  
EIN:  
Mailing address:  
Website:  
General phone:

#### Executive Director:

Name:  
Email:  
Phone:

#### Application Contact (If different from ED):

Name:  
Email:  
Phone:

#### Program Information:

Program Name:  
Program Address:  
Are all program services delivered at this address?  
☐ Yes  
☐ No

#### Funding Request:

The average award amount is under \$30,000 per year, depending on the funder and program type.  
How much funding per year are you requesting for this program?

\$ Click here to enter text.

Total Annual Project Budget:

\$ Click here to enter text.

Annual Organizational Budget:

\$ Click here to enter text.



# HUMAN/SOCIAL & HOUSING SERVICES

## 2022-23 Common Application

### PART B: AGENCY INFORMATION

*Please limit your responses to no more than two pages for questions 1-5.*

1. **Agency Mission.** Please paste of copy of your agency's mission statement below.

[Click here to enter text.](#)

2. **Agency Beneficiaries.** Who are your primary clients or beneficiaries? Please describe the demographics your organization serves, and total number of beneficiaries served per year.

[Click here to enter text.](#)

3. **Qualifications and expertise.** Briefly summarize your agency's qualifications and expertise (e.g., years of operation, accreditations, experience of staff members, number of volunteers). Please mention any recent major organizational changes.

[Click here to enter text.](#)

4. **Racial Equity and Social Justice.** What steps has your organization taken to address issues of racial equity and social justice within your agency? Which steps are complete, and which are planned or ongoing?

[Click here to enter text.](#)

5. **Funding and partnerships.** List your organization's primary funding sources from greatest to least (including the United Way and City of Bellingham), dollar amounts not necessary. If you have many funding sources, you may list by category (i.e., federal, state, foundations, individual donors). Please mention any anticipated or recent changes in your future funding or financial position.

[Click here to enter text.](#)



# HUMAN/SOCIAL & HOUSING SERVICES

## 2022-23 Common Application

### PART C: PROGRAM INFORMATION

Please limit your responses to no more than two pages for questions 5-10.

6. **Program Summary.** Briefly summarize the program and its core activities in one or two sentences.

[Click here to enter text.](#)

7. **Program Purpose.** Identify the community need(s) that the program addresses. What are the measurable outcomes that will result from the services provided?

[Click here to enter text.](#)

8. **Program Beneficiaries.** What is the target population and geographic area of the program? Estimate how many clients this program will serve per year.

[Click here to enter text.](#)

9. **Funding Needs.** How did you determine the amount of your grant request? Please describe the program-specific costs and operating costs that you are hoping this grant will cover.

[Click here to enter text.](#)

10. **Program Status.** How long has this program been in operation in Whatcom County? Since your last application, have you made any changes in how you offer services? Or, if this is a new program, how far along is your agency in the planning process? What resources has your organization already invested?

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