Community, Housing, and Human Services Department

2018 SSI/SSDI Outreach, Access, and Recovery (SOAR) RFP

Frequently Asked Questions

May 8, 2018

Question: What funds are available?
Answer: The $110,000 available is a one-time City Council appropriation. Because this is potentially a one-time appropriation of funds, a crucial component of the application is the sustainability plan. The CHHS Department is offering a flexible award period of 1 or 2 years.

Question: Will there be a cost for collocating?
Answer: No. Due to required location of services at the Integrated Social Services Center rent free, office space/rent is not an eligible expense for the proposal.

Question: How recent does the 990 Form have to be?
Answer: Please supply the most recent *fully complete* 990 Form.

Question: Is the scoring matrix available to the applying agencies?
Answer: Yes, the scoring matrix will be located on the CHHS website.

Question: Would you like the agencies to supply both a one-year and a two-year budget?
Answer: No. Please submit one budget detail worksheet (either a one-year or a two-year). Applicants must clarify if the proposal is for one or two years.

Question: Will updated RFP materials be emailed out?
Answer: No. Applicants are expected to check the CHHS website regularly for updates. Updates will be available on the website at: https://my.spokanecity.org/chhs/funding-opportunities/.

Question: Is the population that the funding is aiming to serve simply "homeless"?
Answer: Yes. The population this RFP aims to serve are those that meet the SOAR definition of homeless. This definition can be located at: https://soarworks.prainc.com/article/definitions-homelessness . Because the definition is broad and the scope of the project includes referrals community-wide, applicants should outline a plan for education and outreach to referring agencies as well as criteria for prioritization of referrals.

Question: Is education and outreach to those making referrals an eligible expense?
Answer: Yes, working with stakeholders, providing education on eligibility for SOAR, and training referring agencies on the referral process are crucial activities that should be outlined in applicants' scope of work.

Question: Is there any current vision of attaching this SOAR project to a CoC subcommittee?
Answer: Yes. The long-term vision would be that this project would participate on an income growth/employment committee, however there is no current vision for attaching this project to an existing subpopulation (veterans, chronically homeless, youth, etc.) CoC subcommittee.

May 9, 2018

Question: Can a copy of the old risk assessment be used for this RFP?
Answer: No. All applicants must complete a new risk assessment.

Question: If our agency has passed a risk assessment in the past, is it likely that our agency will pass it again?
Answer: That depends on whether or not your agency's financial controls, board composition, policies and procedures, etc. have changed since your last risk assessment.

Question: Is the scoring out of 200 combined points, taking into account the risk assessment and the project application?
Answer: No. The competitive scoring is out of 100 for the narrative responses and budget materials. The risk assessment is scored with a threshold in mind. Those applicants that do not pass that threshold will not have their project applications scored for funding consideration.

Question: Will there be HIPPA compliant file storage at the supplied service location?
Answer: Yes.

Question: If an agency is chosen that does not currently use HMIS, how does that work?
Answer: The agency awarded the funds will have automatic access to HMIS. The training and subsequent data collection efforts are all eligible activities.

Question: There is a 10 page limit, but are there any word limits for each question?
Answer: No. There is only a cumulative page limit; therefore, the scoring matrix should be utilized as a guide for question length/detail.