



Community, Housing, & Human Services Board

Vision: To provide opportunities that enhance the quality of life for Spokane's extremely low to moderate income populations.

April 7, 4:00 PM
Teleconference Meeting

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

4:00 – 4:10 Call to Order - Board Chair

- 1) Approval of Agenda: **ACTION**
- 2) Public Comment - Please restrict comments to items relevant to the CHHS Board
- 3) Approval of the February Meeting Minutes: **ACTION**

4:10 – 5:00 Board Education

- 1) Conflict of Interest & OPMA Certification Update
- 2) Norms (e.g. Use City Email)
- 3) Alice Report

5:00 – 5:30 Discussion

- 1) Bylaws/Ordinance – Update
- 2) CDBG-CV Rental Assistance NOFA

5:30 – 5:40 Director Report – Cupid Alexander

5:40 – 5:45 Updates

- 1) City Council

5:45 – 5:55 Committee Updates

- 1) Affordable Housing Committee
- 2) Evaluation and RFP Committee

5:55 – 6:00 Announcements

6:00 Adjournment - Board Chair

2021 Board Meeting Schedule

All Board meetings are held via WebEx from 4:00pm – 6:00pm unless otherwise posted.

Join by Phone 1-408-418-9388 Access Code: 146-206-0991

January 6, 2021

February 3, 2021

March 3, 2021

April 7, 2021

May 5, 2021

June 2, 2021

July 7, 2021

August 4, 2021

September 1, 2021

October 6, 2021

November 3, 2021

December 1, 2021

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

	Jan. 6	Feb 3	March 3	April 7	May 5	June 2	July 7	Aug. 4	Sept. 1	Oct. 6	Nov. 3	Dec. 1
Gordon Graves	X	X										
Adriane Leithauser	X	X										
Rebecca Sero	X	X										
Kate Burke – Council Member	X	X										
Anne Stuyvesant-Whigham	X	X										
Dillon Thorpe	X	X										
Kathleen Torella – County Rep	X	X										
Betsy Wilkerson – Council Member	X	X										
Barry Barfield	X	X										
Bob Hutchison	X	X										
Jason McAllister	X	X										
Jeri Rathbun	X	X										
Ike Okoli												

STANDING COMMITTEE MEETING INFORMATION

Affordable Housing Committee: Second Tuesday of each month, 11:30 to 1:00.

Arlene Patton, Adriane Leithauser, Phil Altmeyer, Andy Hoyer, Mark Muszynski, Patricia Kienholz, Gordon Graves, Diane Zemke, Barry Barfield, Michone Preston

Evaluation & Review Committee: Schedule TBD

Anne Stuyvesant-Whigham, Rebecca Sero, Dillon Thorpe, Jeri Rathbun, Kim Taylor, Diane Zemke, Arlene Patton, Sara Clements-Sampson, Rowena Pineda, Hadley Morrow

Executive Committee: Third Wednesday of each month, 1:00 to 2:30 P.M. City Hall, 6th floor Conference Room - *Anne Whigham, Adriane Leithauser, Jeri Rathbun, Dillon Thorpe, Tim Sigler*

CA/CD: First Tuesday of each month, 5:30 - 7:00 P.M. West Central Community Center, Newton Room

Refer to <https://spokanechhs.org/> for information on Board-related meetings and events

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Community, Housing, & Human Services (CHHS) Board

February 3, 2021
Meeting Minutes

Meeting called to order at 4:02 PM.

Attendance

- **Board Members Present:** Adriane Leithauser (Chair), Anne Stuyvesant-Whigham, Council Member Betsy Wilkerson, Rebecca Sero, Bob Hutchinson, Barry Barfield, Council Member Kate Burke, Gordon Graves, Jeri Rathbun, Kathleen Torella, Dillon Thorpe, Jason McAllister
- **Staff Present:** George Dahl, Tim Sigler, Kelly Burnett, Becky Tuno, Kirstin Davis, Cupid Alexander, Cassi Brown,
- **Guests Present:** Rowena Pineda, Kathryn Alexander, Megan Kennedy

Approval of the Agenda:

Motion to approve agenda as is made by Council Member Betsy Wilkerson and seconded by Council Member Kate Burke.

➤ AGENDA APPROVED

Public Comments:

No Public Comments needed to be made at time.

Approval of the January Board Minutes:

Before the January Board minutes can be approved the following changes need to be made:

1. Spelling Correction of Gordon Graves name
2. Adding the verbiage of "Motion Approved" in the Executive Committee Motion Section of the minutes

Motion to approve the January Board Minutes with the mentioned changes made by Council Member Burke and Seconded by Board Member Gordon Graves.

➤ BOARD MINUTES APPROVED

Board Education

- **Work with Underserved Populations:** Rowena Pineda provided the following information to the board regarding her experience working with the underserved populations. She has been a member for the RFP subcommittee for a # of years and with the Spokane Regional Health District. A couple of individuals from the RFP committee meet with various representatives from the underserved populations and was given a brief overview about CHHS and the funding that was available. This group was asked about if they had access to the rental assistance funds and what has been working for them and what could be improved so that more could have the chance to access these funds.
 - How much do the landlords get paid? Is it fair market value or is the amount that is on a person lease.
 - Offices have been closed due to COVID and there has been no physical place for people to go and get access.
 - Applications are being filled out with the community and then sent to the larger organizations that are distributing the funds. No way to know if an application was approved and if the money was provided to the individuals needed the help.
 - The group had mentioned that organizations would prefer to get the funds directly so that knowhow and who they can give assistance to. Most of

the assistance that is provided is on a reimbursement basis and these smaller organizations do not have the means to float that type of assistance till they can be fully reimbursed for assistance that they put out. It would be helpful if they could be awarded the funds in full and then they could disburse them out as needed.

Some questions that were raised after this information was provided were:

1. What are the other opportunities that this board has, can we replicate this model in other communities?
 2. Was anyone from the disabled community at these talks? - It was that no one was involved or asked to be at this first meeting, but the group was planning on holding another meeting on the 17th and that they would invite Bob Hutchinson to this meeting. Some other organizations that were mentioned that should be at the meeting were, the Arc, Project ID, People First and At Work.
- **Conflict of Interest & OPMA Certification Update:** - City Staff Member Kelly Burnett informed the group that not many of the members have turned in their signed Conflict of Interest statement or have watched the Open Public Meetings Act (OPMA) training video. Staff Member Burnett will send out a reminder email to all board members with the OPMA training link, along with the Conflict of interest policy and statement for signature.

New Board Subcommittee Update: Board member Jason McAllister and Dillon Thorpe are working on creating a new subcommittee “Communication, Outreach and Engagement Committee”.

- The group would like to use some of the resources that are already in place.
- Will this be a Temp.? Committee or a standing committee. Would like this to be a standing committee but it will need to incorporate it in the bylaws.
- All committees are composed of members who have interest in this area and who can we add that has input and resources for this. At the moment this is not a standing committee yet, but the board can be swayed to not make this be a standing committee if you want.
- Who from the board would be good to be on this board, who should we be contacting to see who should be willing to be on this board.
- Need to find out what roles and responsibilities are of this committee and what the goals for this group are.
- Open better channels of communication, feel like they communities have a voice.
- Would like to get the website updated and to give feedback on what the board does. We need to increase the opportunity to find the information, increase their awareness, communities need to be more informed.
- Better communication flow, interest of our community, need to remove some barriers.
- Committee was informed that Kirsten can help with the Communication piece.

Megan Kennedy a guest of the board meeting mentioned that she is interested in helping out with this committee, her information was provided in the Chat - Megan@rogueheartmedia.com

Bob Hutchinson would like to be a part of this committee as well.

- Two important roles that were mentioned and want to highlight are - Why would someone want to engage with the CHHS board and what is the value this board is creating for them. - This is a great opportunity for recruiting new board members and creating diversity on our board.

It was decided that the group would like to talk more about this committee, would like it to be success and community outreach/feedback is very important. This discussion is to be continued.

Bylaws/Ordinance Update:

Board Member Jeri Rathbun provided the following information to the board:

- Jeri, Jason and Ann have been meeting, and do not have any updated bylaws at this point, will hopefully have these before the April retreat.
- Would like to align the bylaws with the ordinance
- Reference where this board gets its authority
- Group is currently looking at other CHHS boards to see what they do.
- Need to outline how the CHHS Board works with Council and the Mayor.
- How often should we be updating these bylaws?
- Need to call out the role of this board vs the role of the CoC board and other community boards as well as the value that this board brings to the City.
- Expand the board - Can we do this? Will need to have the ordinance re-done; if it is reopened it could cause some other problems.
- Council Member Wilkerson and Burke would be willing to help with making sure the bylaws and ordinance run smoothly.
- Intent of expanding the board was to hope that more community member could help be on the board.

At the moment we will put a pin in this and see what other things are in process in March and what significant gaps we might have.

Point-in-Time Count:

This year was different than it has been in the past. It was done last Thursday, January 28, 2021 and the unsheltered were not amongst those who were counted. Due to COVID this year we did not want to create any super spreader events. The City's CMIS team can provide many other reports of the system where the PIT is only a snapshot. The City of Spokane will be sending out a spate and more robust package regarding the homeless numbers. It was asked which shelters were part of the sheltered count - City Staff Member will send out that list to Board Member Barry Barfield. *It was mentioned later in the meeting that all shelters except for 1 did not share information on the night of the PIT Count.

Shared Equity Pilot Program:

City Staff Member George Dahl provided the board with the following information:

- Community Frameworks and Habitat with Humanity to Partner up on this program.
- This will provide a forgivable loan for the down payment of the house. Down payment assistance is repaid and any gains on the investment will be shared.
- Homeowners will build up equity on the loan if they stay there for 30 years and then the loan is forgiven.
- \$1.3 Million will be coming through general funds.
- Hoping to stabilize folks and give them a portion of the loan over time.
- This program will be for those who qualify through their program.

Substantial Amendment to the 2020 Action Plan

City Staff Member George Dahl presented on this section of the meeting, nothing has changed on this since the last meeting. A new handout was provided as there were a few minor changes in the funding amounts. Public Comment is to end on Friday, February 5, 2021.

Motion accept the substantial amendment with the couple of funding changes and move forward after the public moment period closes made by Board Member Whigham and Seconded by Council Member Wilkerson.

➤ Motion APPROVED

Directors Report:

The following information was presented by CHHS Director Tim Sigler.

- Business Reliance Loan Program - 35 business were referred to Craft 3 - 18 have completed the application, 14 of those have received funding.
- SNAP has received some bags for their outreach workers
- Initiated a partnership with Library to get 30 hot spots to shelters and are allowing more people to access computers.
- Home Program - 2214 and 2216 E Catalo will be 30% AMI for the next 30 years.
- Rose Apartments - HOME funds - Moving forward with contract with them and working on the final construction contract, these should be back online Spring of 2021
- Health District is in their second phase of vaccinating the shelters.
- COVID RFP Committee - All 3 applications were approved and moving on to recommendation and then going before council for Approval.
-

Updates:

- Council Updates - All day retreat - A lot was accomplished
 - Extensive work is being done on deliverables
 - Working on a housing continuum.
 - Started their 100 day plan, and will be reaching out to some folks on the board.
- CoC Update - a lot of working is going on around recruiting and the City has started some of the monitoring with the subs.
- Affordable Housing - No Updates - Culture to only meet when needed
- RFP Committee -COVID Update mentioned earlier.

Announcements

No Announcements for this meeting.

Meeting Adjourned

Motion to adjourn the meeting made by Council Member Wilkerson and seconded by Board Member Dillion Thorpe.

➤ APPROVED

Meeting Adjourned at 5:51 PM.

The next CHHS Board Meeting is scheduled for **March 3, 2021 from 4-6 pm.**



**NOTICE OF FUNDING
AVAILABILITY
for
COVID-19 Emergency Housing and Utility
Assistance**

April 2021

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DRAFT

CONTACT INFORMATION

Mailing Address: City of Spokane
808 W. Spokane Falls Blvd
Spokane, WA 99201

Email Inquiries: CHHSRFP@spokanecity.org

Interested applicants are encouraged to contact the City with questions or for technical assistance. Please submit all questions or requests for technical assistance to the email address above.

ESTIMATED TIMELINE OF RFP ACTIVITIES

When	What	Who
April 8, 2021	Application period begins	City of Spokane
April 22, 2021	Deadline for submission of complete application	Interested organizations
April 26, 2021	Funding deliberation & recommendations	CHHS Evaluation & Review Committee
May 5, 2021	CHHS Board Meeting to review funding recommendations, approve, and forward to City Council for briefing & approval.	CHHS Board
May 10, 2021	Funding recommendation briefing to City Council	Spokane City Council
May 17, 2021	Approve funding recommendations	Spokane City Council
May-June 2021	Contracting	City of Spokane & Awardee
<i>The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the website https://my.spokanecity.org/chhs</i>		

INTRODUCTION

PURPOSE AND BACKGROUND

The City of Spokane, (hereinafter “City”) is initiating this Request for Proposals (RFP) to solicit applications from agencies and organizations to administer emergency housing (mortgage & rental) and utility assistance for households (City of Spokane address) impacted by COVID-19. Applications will be judged on the proposer’s ability to deliver services according to the stated criteria below, equitably and in a timely manner.

Applicants may apply to administer and distribute funds, and may propose collaboration with other organizations as long as the applicant will retain all responsibility for performing the contract awarded. The City intends to distribute approximately \$2 million through this NOFA. Future awards to the City in response to COVID-19 may be included in addition to the amount currently available.

The intent of this NOFA is to support housing stability for homeowners & renters directly impacted by the COVID -19 pandemic. Eligible households may receive mortgage, rental, & utility assistance for past due, current, & future costs associated with housing stability. Households must meet the three federally required initial screening criteria:

1. Families that qualify for unemployment, have had a reduction in income, incurred significant costs, or experienced financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a median household income at or below 80% of the Area Median Income (AMI).

Prioritization for households who:

Applicants should demonstrate how they will include Black, Indigenous, and People of Color (BIPOC) communities in determining priorities, funding, and outreach strategies. Priority will be given to organizations that provide signed memorandums of understanding (MOU) between partner service providers as part of their complete application packet. The City will evaluate these MOU’s as part of the final funding recommendation to City Council.

Fair Housing Choice

Applicants must also demonstrate how their proposal will address the following (applicable) impediments to fair housing choice in Spokane:

1. **Impediment 1:** Fair housing complaints based on disability discrimination are filed with administrative enforcement agencies at a significantly greater rate than any other protected class.
2. **Impediment 2:** People with disabilities have need for assistance requesting and advocating for reasonable accommodations.
3. **Impediment 3:** People of color and people with disabilities are more likely to be tenants than home owners, and therefore at greater risk of housing instability and homelessness due to market forces (e.g., low vacancy rates, rising rents, and high cost of application and screening fees), and 20 day no cause tenancy termination.
4. **Impediment 4:** Source of income discrimination and housing provider refusal to accept housing subsidies limits housing choice for people with disabilities who rely on non-employment income such as SSI and SSDI , people with disabilities and people of color who are disproportionately represented in the section 8 voucher program, and veterans with disabilities who receive VASH vouchers.
5. **Impediment 5:** Overly broad criminal history screening policies limit access to housing for many

rental applicants, and have a disparate impact on people color, who are statistically overrepresented among those who are criminal justice system involved.

6. **Impediment 6:** People of color are overly represented in the homelessness population compared to their percentages in the overall Spokane population.
7. **Impediment 7:** Multi-family housing continues to be built out of compliance with the Fair Housing Act's design and construction accessibility requirements
8. **Impediment 8:** Single-family and low-density zoning limits the building of multi-family rental housing to areas of the city where people of color and those with disabilities, most often renters, are already concentrated, and limits opportunity to move to neighborhoods with the highest percentages of white residents, thereby serving to reinforce historic patterns of segregation.
9. **Impediment 9:** There are insufficient vacant affordable rental units in multi-family housing communities, which limits housing choice for renters, including people with disabilities and people of color who are more often renters than homeowners.
10. **Impediment 10:** People with limited English proficiency need fair housing information provided in Spanish, Russian, Marshallese, Vietnamese and Arabic.

ELIGIBLE APPLICANTS

Eligible applicants include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit or charitable organizations – typically 501(c)(3), although a range of organizational forms are eligible
- Private for-profit organizations

Additionally, applicants must be able to demonstrate the legal, financial, and programmatic ability to administer the proposed project and meet the City contracting requirements, such as: insurance thresholds, audit and financial requirements, and business licensing requirements (see Agreement Terms section).

Please note: 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 contracts or agreements that may result from the RFP because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

FUNDING

The total amount available through this funding process is contingent upon the allocation of available public funding sources.

PERIOD OF PERFORMANCE

Organizations awarded funding through this RFP will receive a funding commitment with a period of performance beginning **June/July 2021** and running through **December 31, 2022**. **All funds must be expended by this date and all requests for reimbursement must be received by the City no later than January 31, 2023.**

SUBMISSION OF APPLICATIONS

PREPARATION OF APPLICATIONS

All applications shall be submitted electronically, prepared using the ***COVID-19 Emergency Housing and Utility Assistance: Application*** and the ***COVID-19 Emergency Housing and Utility Assistance: Budget Worksheet*** provided on the City's [website](#).

If you need help accessing the application, please contact CHHSRFP@spokanecity.org

SUBMISSION OF APPLICATIONS

Please note the following: The deadline for proposals is April 22, 2021

Paper copies of the application will not be accepted for this funding notice.

Submit Applications to: CHHSRFP@spokanecity.org

All applications and any accompanying documentation become the property of the City and will not be returned.

APPLICATION REVIEW AND SELECTION PROCESS

The review and selection process is designed to ensure that grant applications submitted for funding under this RFP are evaluated based on a fair, equitable, transparent, free of bias, and timely process. This process assures that awards made address the needs of the community through alignment with the priorities and goals established by City Council.

NOTIFICATION TO APPLICANTS

After award recommendations have been approved, applicants will be sent an Intent to Award notification.

DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Upon request, a debriefing conference will be scheduled with unsuccessful Applicants. Discussion will be limited to a critique of the requesting Organization's Application. Comparisons between Applications or evaluations of the other Applications will not be allowed. Debriefing conferences may be conducted via the WebEx platform or on the telephone.

APPEAL PROCEDURE

Applicants wishing to appeal the award decision must make their appeal to CHHSRFP@spokanecity.org

GENERAL INFORMATION

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive process shall become the property of the City.

All received Applications shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Application exempt from disclosure will not be honored.

The City will consider an Applicant's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the Application, it will not be made available until the affected Applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the RFP Coordinator(s).

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the website. Applicants are encouraged to monitor the website for any changes and/or notifications.

The City reserves the right to cancel or to reissue the RFP in whole, or in part, prior to final award of a contract.

RESPONSIVENESS

All Applications will be reviewed by the RFP Coordinator(s) or designee to determine compliance with administrative requirements and instructions specified in this RFP. The Applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the Application as non-responsive.

The City reserves the right at its sole discretion to waive minor administrative irregularities.

MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360.753.9693 to obtain information on certified firms.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

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MOST FAVORABLE TERMS

The City reserves the right to make an award without further discussion of the Application submitted. Therefore, the Application should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact an Applicant for clarification of its Application.

The Applicant should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Application.

COSTS TO MAKE APPLICATION

The City will not be liable for any costs incurred by the Applicant in preparation of an Application submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

NO OBLIGATION TO CONTRACT

This RFP does not obligate the City to contract for services specified herein.

REJECTION OF APPLICATIONS

The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this RFP.

AGREEMENT TERMS

CITY OF SPOKANE BUSINESS LICENSE

Persons / firms doing business in the City or with the City must have a valid City of Spokane business license. Questions may be directed to the Taxes and Licenses Division at 509.625.6070.

INSURANCE AND BONDING

During the term of the Contract, the Contractor shall maintain in force at its own expense, the following types and amounts of insurance:

1. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the CITY, its agents, officers and employees are Additional Insureds, but only with respect to the Contractor's services to be provided under this Contract; and
2. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to the City. As evidence of the insurance coverages required by this Contract, the Contractor shall furnish an acceptable insurance certificate to the City at the time the Contractor returns the signed Contract.

ANTI-KICKBACK

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to contracts resulting from this RFP shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

ASSIGNMENT

Agency shall not assign, transfer or subcontract its interest, in whole or in part, without the written consent of the authorizing official for the City of Spokane.

NON-WAIVER

No delay or waiver, by either party, to exercise any contractual right shall be considered as a waiver of such right or any other right.

SEVERABILITY

In the event any provision of a resulting contract should become invalid, the rest of the contract shall remain in full force and effect.

DISPUTES

Any contract resulting from this RFP shall be performed under the laws of Washington State. Any litigation to enforce said contract or any of its provisions shall be brought in Spokane County, Washington.

NONDISCRIMINATION

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 this contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

LIABILITY

The Applicant will be considered an independent contractor and the Agency, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the City. The Agency shall defend, indemnify and hold harmless the City from all loss, liability, damage, death or injury to any person or property arising from the performance or omission of the Agency, its agents or employees, arising directly or indirectly, as a consequence of this contract.

INTERNAL AUDITING CONTROL

The Agency shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most recent Audited Financial Statement shall be kept on file in the Community, Housing, and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The Community, Housing, and Human Services Director or his/her designee may inspect and audit all records and other materials and the Agency shall make such available upon request.

EQUAL HOUSING OPPORTUNITY INFORMATION

The City is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. The City encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION

We do business in accordance with the Washington Law Against Discrimination, RCW 49.60, which prohibits discrimination on the basis of race, color, creed, national origin, disability, HIV/Aids and Hepatitis C status, use of guide dog or service animal, sex, marital status, age (employment only), families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.



CITY OF SPOKANE
COVID-19 Emergency Housing and Utility Assistance Request for Proposals

Project Application

Description: The purpose of these funds is to assist households unable to pay rent and rental arrears due to the COVID-19 pandemic.

PROPOSAL SUBMITTED BY:

ORGANIZATION Click or tap here to enter text.

POINT OF CONTACT Click or tap here to enter text.

PHONE Click or tap here to enter text.

E-MAIL Click or tap here to enter text.

SIGNATURE _____

Signature here will confirm compliance with all instructions, terms, and conditions of Funding Notice.

Applicants that wish to be considered for funding under this opportunity must respond to the following questions in writing and meet all conditions and requirements as stated in the City of Spokane Notice of Funding Availability (NOFA). Submission of this application does not guarantee that a proposal will be approved.

General Instructions

Please complete a single narrative application for the proposal. If a proposal represents a partnership between multiple agencies, please list the name of the lead agency in the Proposal Summary boxes and detail additional partners below. If you are partnering with another agency on this project, be sure to include this information in the Proposal Summary.

Please be concise but complete in your responses. Applications must be no greater than 3 pages in length (beginning from the Narrative Questions section), with minimum margins of ½ inch and font size no smaller than 11 point. Question text may be removed to meet page limits, however applicants must include section headings and question numbers.

Proposal Summary

Organization Leadership Contact Information

Contact Person:
Mailing Address:
Telephone:
E-mail:

Organization Project Contact Information

Contact Person:
Mailing Address:
Telephone:
E-mail:

Submission Date:

Project Title: [Click or tap here to enter text.]

Applicant Organization / Lead Agency Name: [Click or tap here to enter text.]

Dollar Amount Requested from City of Spokane: [Click or tap here to enter text.]

Partner Agency Name(s) (If Applicable): [Click or tap here to enter text.]

Dollar Amount Requested from City of Spokane: [Click or tap here to enter text.]

Narrative Questions

1. Provide a brief general overview of the proposed project.
2. Please describe any relevant experience of the applicant.
3. Please describe any relevant experience of the applicant in administering public grants.
4. Please describe the policies and procedures the applicant will use to determine program eligibility.
5. Please describe how BIPOC communities will be included in determining priorities, funding, and outreach” AND “Please describe how your agency has engaged with BIPOC communities with other programs.
6. Please describe how you will address one or more impediments to fair housing.
7. Please describe maintenance of records policy of the applicant.
8. Please describe the actions the applicant will take to ensure appropriate coordination with the City of Spokane to ensure funds are spent, documented, and reported according to requirements:

Budget Narrative

Applicants are required to complete and submit a Summary Budget Workbook that outlines the costs of operations of the proposal. The Summary Budget Workbook must have an accompanying budget narrative and justification that provides the total amount for implementation of the project. If multiple agencies will be partnering on this proposal, provide a cost breakdown of the expenses that will be incurred by each individual agency. **ALL COSTS ASSOCIATED WITH THE PROPOSED PROGRAM MUST BE EXPENDED NO LATER THAN DECEMBER 31, 2022, AND SUBMISSION FOR REIMBURSEMENT MUST BE RECEIVED BY THE CITY NO LATER THAN JANUARY 31, 2023. NO EXCEPTIONS TO THIS TIMELINE WILL BE ALLOWED.**

1. In a budget narrative below, please explain how the requested funds will be used to support the proposed service. For each line item listed with a dollar figure (except expense category subtotals), provide a brief narrative detailing: (a) how the item relates to the proposed service and (b) the method used to determine the cost. The budget narrative should be laid out in the same format relative to the budget categories as provided in the budget worksheet and provide information regarding the basis of estimation for each line item, including reference to sources used to substantiate the cost estimate (e.g. organization’s policy, payroll document, and vendor quotes, etc.).
2. If the budget includes indirect costs, please provide an explanation of the proposed indirect cost method.

Spokane City Project Charter



Project Title	Department of Commerce CDBG-CV2 Grant Application
Project Sponsor	Cupid Alexander, NHHS Division Director
Project Manager	George Dahl, CDBG Program Manager
Date Prepared	March 25, 2021

OPPORTUNITY OR PROBLEM STATEMENT:

Grant application to the WA Department of Commerce for funding to support our community response to the COVID-19 pandemic. Commerce is making approximately \$445,201 available to the City of Spokane for projects & activities deemed eligible through CDBG regulations ([24 CFR Part 570.201](#)).

Examples of eligible activities include:

- Rental Assistance (time limited)
- Utility Assistance
- Mortgage Assistance
- Operational support for Cultural Navigators

Funding must be used to support individuals/households directly impacted by the COVID-19 pandemic, and have an income <80% AMI.

Commerce CDBG Webpage: [CARES Act Community Development Block Grant \(CDBG-CV\) Funds \(wa.gov\)](#)

PROJECT PURPOSE:

The overarching goal of these funds is to support individuals where they are, and maintain housing stability to prevent unnecessary instances of housing instability. Particular focus will be given to underserved (black, indigenous, and people of color) BIPOC communities within the City of Spokane.

SCOPE:

Review and apply for Commerce CDBG-CV2 funds (\$445,201) within the given application timeline (April 1 – April 30). The project team will work to assemble all the necessary application materials as outlined by Commerce and their application in ZoomGrants.

BENEFIT:

Additional community resources that prevent housing instability as a result of the COVID-19 pandemic. Target populations include BIPOC community's, and individuals/households with incomes <80% AMI.

COST:

Costs related to this grant application will come in the form of staff time to complete the necessary steps in applying for funds. There will be a minimal administrative retention of funds to support funding allocations once Commerce awards the City of Spokane the CDBG-CV2 allocation of \$445,201.

Spokane City Project Charter



FUNDING:

WA Department of Commerce CDBG-CV2 funds (\$445,201). These are CDBG pass-through funds awards to Commerce by HUD as part of the original 2020 CARES Act allocation. All funding is subject to CDBG regulations (24 CFR Part 570).

HIGH-LEVEL REQUIREMENTS

Review and approval of the grant application will be authorized by Cupid Alexander after the CHHS team has completed the application in ZoomGrants.

ASSUMPTIONS AND RISKS:

Assumptions: The City of Spokane will be awarded the full amount of CDBG-CV2 funds: \$445,201.

Risks: The City of Spokane does not complete a successful Commerce CDBG-CV2 application and is denied funding (- \$445,201).

CONSTRAINTS:

- Staffing time to complete the CDBG-CV2 application
- Unknown status of CHHS Director
- Application requirements are not completely known at this time
- Funding will likely take time to receive (contracting period)

TIMELINE:

- City Council
 - Briefing at Urban Experience Committee on April 12, 2021
 - Briefing paper due to Danielle on March 31, 2021
 - Briefing Council regarding intent to apply for \$445,201 through Commerce
- Application Period
 - Thursday, April 1, 2021, and close the application on Friday, April 30, 2021.
 - May 2021 Commerce application review & award letters sent
 - June-July 2021 Contracting between Commerce & City of Spokane
 - June 30, 2023 Contract end date

SPONSORSHIP & TEAM:

Project Team Members	Title/Department
George Dahl	CDBG Program Manager – CHHS
Margaret Hinson	COVID Program Manager – CHHS
Cassi Brown	Senior Grants Analyst – CHHS
Kelsey Martin	COVID Program Specialist – CHHS
Kelly Burnett	Grants Analyst – CHHS
Cupid Alexander	NHHS Division Director

Spokane City Project Charter



APPROVALS

Sponsor Signature: Cupid Alexander

Sponsor Name: **Cupid Alexander, NHHS Division Director**

Date: 03/25/2021

Project Manager Signature: _____

Project Manager Name: **George Dahl, CDBG Program Manager**

Date: **APPROVED**
By George Dahl at 2:14 pm, Mar 25, 2021