



Community, Housing and Human Services Department (CHHS)

NOTICE OF FUNDING AVAILABILITY

Land Acquisition, Rehabilitation, Affordable Housing and Economic Development



Contents

REQUEST FOR PROPOSALS	2
ABOUT THE FUNDING.....	2
COMPLIANCE REQUIREMENTS	3
FUNDING PRIORITIES.....	3
ELIGIBLE APPLICANTS	3
FUNDS AVAILABLE	4
TIMELINE	4
TECHNICAL ASSISTANCE	4
REVIEW/SELECTION PROCESS	5
APPLICATION	5
GENERAL INFORMATION.....	6
CONTRACT TERMS.....	7

REQUEST FOR PROPOSALS

The Community, Housing and Human Services Department (CHHS) is requesting proposals from the Spokane Community that will lead to large scale (>\$250,000.00) land acquisition, Rehabilitation, Affordable Housing, and Economic Development activities. CHHS is making available approximately \$1,000,000.00 through this funding notice.

ABOUT THE FUNDING

Funding to support this request comes from the Community Development Block Grant Program (CDBG). The CDBG Program is a federal program administered by the Department of Housing and Urban Development (HUD). CDBG funds are intended to primarily benefit low and moderate income individuals through jobs, housing and access to services. Projects selected for funding through this RFP will be able to demonstrate how their project will address positive impacts for low and moderate income individuals.

Follow this [link](https://www.hudexchange.info/programs/cdbg-entitlement/) for more information about the CDBG program (<https://www.hudexchange.info/programs/cdbg-entitlement/>).

Land Acquisition: acquisition and/or rehabilitation of real property for the benefit of economic development or affordable housing. >51% of all beneficiaries must meet HUD's definition of low and moderate income (earning <80% area median income). CDBG funds cannot be used to construct new housing. Please consult with CHHS staff if requesting funds to build new housing. If a proposal is requesting funds to acquire and rehab an existing multifamily housing complex, the proposal must demonstrate that >51% of all units will be reserved for affordable housing.

Rehabilitation: rehab of existing commercial or residential structures. Proposals seeking rehabilitation funds must be aware of the time required to complete a full rehabilitation process. In some cases, a rehabilitation project may not be feasible within the timeline identified below. Please consult with CHHS staff if requesting funds for rehabilitation activities.

Affordable Housing: proposals seeking funding to support the expansion of affordable housing must be able to demonstrate financial feasibility (underwriting) and a period of affordability. Affordable housing in this RFP is limited to acquisition and rehabilitation. New construction of affordable housing is not allowable using CDBG funds. CHHS has access to other funding sources that may be able to assist with new construction. Please consult with CHHS staff regarding all affordable housing proposals.

Economic Development: any activity that leads to the creation of/or retention of existing jobs for low and moderate income individuals. There are many ways to qualify economic development activities. Please consult with CHHS staff prior to submission of proposals.

COMPLIANCE REQUIREMENTS

Funding to support proposals requires compliance with federal regulations associated with the CDBG Program ([24 CFR Part 570](#)). CDBG specifically requires that any funded activity must meet a national objective (24 CFR Part 570.208) and eligible activity (24 CFR Part 570.201).

CDBG National Objectives:

1. Activities benefiting low- and moderate-income persons
 - a. *Low and moderate income: Area Benefit*
 - b. *Low and moderate Limited Clientele*
 - c. *Low and Moderate Housing*
 - d. *Low and moderate Job Creation or Retention*
2. Activities which aid in the prevention or elimination of slums or blight
3. Activities designed to meet community development needs having a particular urgency

Additional compliance requirements include:

- Competitive Procurement
- Environmental Review
- Labor Standards
- Lead-based Paint
- Relocation and Acquisition
- Fair Housing, Accessibility, and Equal Employment
- Expense Reimbursement

FUNDING PRIORITIES

This RFP is specifically intended to support large scale (>\$250,000.00) land acquisition, rehabilitation, affordable housing and economic development activities. Proposals not meeting these criteria will not be considered for funding. Successful applicants will be able to clearly demonstrate how their proposal will improve access to services, housing, and/or jobs within the City of Spokane.

ELIGIBLE APPLICANTS

Eligible applicants include for-profit, not-for-profit, and City of Spokane endorsed Public Development Authorities (PDA's). All applicants must meet the minimum requirements for benefiting low and moderate income individuals.

FUNDS AVAILABLE

CHHS is making available approximately \$1,000,000.00 for this funding notice. CHHS will not fund more than 3 projects through this funding notice in an effort to promote significant community impact. The maximum amount of funding that can be requested is \$1,000,000.00. The minimum amount of funding that will be awarded is \$250,000.00.

Loans:

Grants:

TIMELINE

CHHS intends to prioritize and fund proposals that will expend 100% of all awarded funds no later than Monday, April 30, 2018. Successful applicants will provide a detailed timeline with milestones to meet the accelerated timeline. Proposals submitted without a clearly defined timeline will not be considered for funding.

Tuesday, December 12, 2017	CHHS releases funding notice
Thursday, December 14, 2017 – Morning	CHHS time reserved for TA (by appointment)
Friday, December 15, 2017 – Afternoon	CHHS time reserved for TA (by appointment)
Monday, December 18, 2017 – All Day	CHHS time reserved for TA (by appointment)
Friday, January 5, 2018 (5:00 PM)	Applications Due to CHHS
Week of January 8 th 2018	CHHS Begins Environmental Review Process
Tuesday, January 16, 2018	Review and Recommend Funding Awards
Wednesday, January 17, 2018	Approve Funding Recommendations
Thursday, January 18, 2018	Notice Given to Applicants
January 19 th through February 1 st	CHHS Contracts with Successful Applicants
February 1 st through March 2 nd	Procurement Process
February 1 st through April 23 rd	Reimbursement of Expenditures
Monday, April 23, 2018	Final Invoicing
Monday, April 30, 2018	End of Contract terms

TECHNICAL ASSISTANCE

CHHS staff has set-aside three separate dates in the morning and afternoon to provide TA for interested applicants to discuss proposals. Please provide advanced notice so staff can plan accordingly.

Applicants may also request technical assistance from CHHS staff outside the TA time slots listed in the timeline section of this funding notice. Please allow a minimum of two working days for staff to schedule a meeting. When requesting a meeting, please provide as much information as possible prior to the meeting so staff can provide the greatest amount of assistance. CHHS reserves the right to not offer TA during the week of January 1, 2018 to applicants requesting TA for the first time.

In some cases, CHHS may want to conduct a site visit as part of the technical assistance. Please notify staff early in the application process if the proposal would benefit from a site visit.

CHHS Contact Information:

George Dahl

CDBG Program Manager
gdahl@spokanecity.org
(509)625-6036

Paul Trautman

Affordable Housing Program Manager
ptrautman@spokanecity.org
(509)625-6329

REVIEW/SELECTION PROCESS

CHHS will work with the CHHS Board and Affordable Housing Committee to review and prioritize applications. Successful applicants will be able to clearly demonstrate the following in their application:

- Complete/accurate project budget/Pro Forma
- Leveraged funds from other non-City sources
- Leveraged community partnerships
- Detailed timeline, including aggregate milestones between February 1, 2018 and April 30, 2018
- Assurance that final invoicing will take place on, or before Monday, April 23, 2018
- Project beneficiaries (focus on low and moderate income individuals)
- Financial/project management experience
- Large scale community impact

City staff from the Administration, Planning and CHHS will be involved in the evaluation and review process. CHHS staff will conduct the initial review process by evaluating eligible and ineligible activities. All ineligible proposals/activities will not be considered for funding. Please consult with CHHS staff prior to submitting a proposal.

Staff will conduct an appropriate underwriting review to gauge a proposals financial viability.

APPLICATION

The corresponding application to this funding notice is located on the CHHS website under Funding Opportunities (<https://my.spokanecity.org/chhs/funding-opportunities/>). Incomplete applications/proposals will not be considered for funding. Please provide as much detail regarding your project scope, location, beneficiaries, community partnerships, budget, expertise in managing the proposal, timeline, etc. Proposals lacking sufficient detail will not be considered for funding.

GENERAL INFORMATION

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

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

All applications received 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.

REVISIONS TO THE RFP

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

The City also 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 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.

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.

CONTRACT 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.

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 agreement 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 compiles 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

City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials and the Agency shall make such available upon request.

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. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Christine Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact the City forty-eight (48) hours before the meeting date.

EQUAL CREDIT OPPORTUNITY ACT INFORMATION

The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see http://www.justice.gov/crt/about/hce/housing_ecoa.php.

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.