



Community, Housing and Human Services Department (CHHS)

2017 NOTICE OF FUNDING AVAILABILITY

Washington State Department of Commerce Consolidated Homeless Grant Program (CHG)

City of Spokane Homeless Housing Assistance Act Funds (HHAA)

Department of Housing and Urban Development Emergency Solutions Grant (ESG)

City of Spokane Human Services Grant Program (HSG)

Department of Housing and Urban Development Community Development Block Grant (CDBG)

Emergency Shelter Operations and Staffing, Transitional Housing Operations and Staffing, Rental Assistance for Homeless Households, Support Services for Permanent Housing, Coordinated Assessment, Diversion Projects, Housing and Essential Needs Program, Public Services, Public Facilities and Infrastructure Improvements, and Economic Development



August 19, 2016

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CHHS CONTACT INFORMATION

Department

Community, Housing and Human Services Department
 808 W. Spokane Falls Blvd
 Spokane, WA 99026
 509.625.6325
<https://my.spokanecity.org/chhs/>

RFP Coordinator: Matt Davis, Homeless Program Specialist
(509) 625-6815

For email inquiries, please use CHHSRFP@spokanecity.org

Interested applicants are encouraged to contact us with questions or for technical assistance. In addition, two technical assistance workshops will be held as indicated below. All applicants are encouraged to attend one of the two workshops offered.

FUNDING ALLOCATION SCHEDULE

Friday	8/19/2016	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
Tuesday	8/23/16	Technical Assistance workshop 1 – City Council Chambers (808 W. Spokane Falls Blvd- lower level) 10:00 am -12:00 pm
Thursday	8/25/16	Technical Assistance workshop 2 – City Council Chambers (808 W. Spokane Falls Blvd- lower level) 2:00 pm – 4:00 pm
Friday	9/30/16	Last day for interested applicants to receive CHHS staff technical assistance
Friday	10/7/2016	Applications Due by 12:00 midnight PST. Late submittals will not be accepted.
	December	CHHS Board approval of award recommendations
	End of December	Anticipated City Council approval of recommendations (date subject to change)

**The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the Community, Housing and Human Services Department website <https://my.spokanecity.org/chhs/>*

ABOUT THE FUNDING

The Community, Housing and Human Services Department is pleased to issue our annual Notice of Funding Availability (NOFA). In this NOFA, interested applicants will find information related to homeless services, economic development, capital improvements and public services. Please review this NOFA carefully and be sure to attend one or the technical assistance workshops. Staff will review the funding notice, each of the supplemental applications and offer suggestions that will make proposals more competitive. Information contained within this funding notice is subject to change according to funder requirements.

This NOFA includes funding from five funding sources (CHG, HHAA, ESG, HSG, and CDBG described below) as described below:

City of Spokane Consolidated Homeless Grant

The City's Consolidated Homeless Grant (CHG) is designed to support an integrated system of housing assistance to prevent homelessness and quickly re-house households who are unsheltered. This grant provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the City of Spokane's Homeless Plan. Funding Sources for CHG are: Washington State Home Security Fund, Affordable Housing for All Fund, Transitional Housing Operating and Rent Account, Homeless Housing Program authorized by RCW 43.185C.

Housing and Urban Development Emergency Solutions Grant

HUD's Emergency Solutions Grant (ESG) provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/ individuals from becoming homeless. This grant program requires a 15% matching contribution.

City of Spokane Homeless Housing Assistance Act

The Homeless Housing Assistance Act (HHAA) was created in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005. The law created a document recording fee on certain documents to be utilized by local jurisdictions to reduce homelessness. Grant funds are administered by the state and local governments. Eligible uses of the funds are broad as long as the program funded addresses homelessness through housing and/or services and aligns with the local homeless plan

City of Spokane Human Services Grant Program

The City of Spokane Human Services Grant (HSG) program is a local grant program funded through the City's general fund as determined by the City's annual budgeting process. Funding priorities include reducing or preventing homelessness among the most vulnerable populations such as the disabled, veterans, youth and families; promoting and ensuring nutrition and food security; improving access to and utilization of mental and physical care. All activities must benefit the poor and infirm and operate within the City of Spokane.

Community Development Block Grant

The Community Development Block Grant (CDBG) Program is a federally funded program administered by the Department of Housing and Urban Development (HUD). The City of Spokane receives an annual allocation from HUD to support activities that directly benefit low and moderate income individuals (persons earning less than 80% area median income). To be eligible for CDBG funds, projects/proposals must meet one of three national objects as identified in 24 CFR 570.208(a)(b)(c): activities benefiting low and moderate income

persons, activities which aid in the prevention or elimination of slums or blight, and activities designed to meet community development needs having a particular urgency. HUD has established a listing of basic eligible activities as found in 24 CFR 570.201. Additional information regarding the CDBG Program and types of eligible projects may be found on the HUD Resource Exchange website (<https://www.hudexchange.info/programs/cdbg-entitlement/>), or by contacting George Dahl at gdahl@spokanecity.org.

ELIGIBLE PROJECT TYPES

CDBG Project Types

Background:

The Community, Housing and Human Services Department has allocated funds to 3 specific project types: Economic Development, Public Facilities and Capital Improvements and Public Services. Please review the project types most applicable to your project proposal. Be sure to complete the corresponding supplemental application that is accessible through your ZoomGrants account. Please contact George Dahl (gdahl@spokanecity.org) regarding any questions relating to the Project Types listed below.

ECONOMIC DEVELOPMENT - \$474,000.00

Minimum Allocation: \$25,000.00

Description:

CHHS seeks proposals that will generate positive economic impact to low and moderate income individuals/areas within the City of Spokane. CHHS is particularly interested in proposals that will have a large impact to jobs and income growth within the City of Spokane.

Eligible applicants include established businesses that have been operational for 3 to 5+ years and have a workforce of 10 or more employees (2nd Tier Business). All economic development funds will be awarded as low interest (below market) loans that will require repayment to the City of Spokane. Terms and conditions of the loan will be will be negotiated prior to reaching a loan agreement.

These funds are intended for use as gap funding to offset lending risk from traditional lending institutions. CHHS intends for these funds to be used in partnership with other funding sources to leverage business expansion (capital, jobs and income growth) within the City of Spokane.

Additional resources/partnerships include the Washington State Economic Gardening Program and Spokane Workforce Development Council. Interested applicants are encouraged to meet with George Dahl (gdahl@spokanecity.org) for additional information regarding these funds and priorities for economic development.

Examples of economic development activities include:

1. Rehab: Publicly or Privately Owned Commercial/Industrial
 - a. Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to:
 - i. Exterior/façade improvements
 - ii. Correction of code violations
2. Commercial/Industrial: Acquisition/Disposition
 - a. Land acquisition, clearance of structures, or packaging of land for the purpose of creating industrial parks or promoting commercial/industrial development.
3. Commercial/Industrial: Infrastructure Development
 - a. Street, water, parking, rail transport, or other improvements to commercial/industrial sites.
4. Commercial/Industrial: Building Acquisition, Construction, Rehabilitation
 - a. Acquisition, construction, or rehabilitation of commercial/industrial buildings.
5. Commercial/Industrial: Other Improvements
 - a. Commercial/industrial improvements not covered above.
6. Economic Development: Technical Assistance
 - a. Technical assistance to for-profit businesses, including workshops, marketing and referrals.

Applicable Goal Outcome Indicators:

Goal Outcome Indicators (GOI) are a set of prescribed performance measures established by the Department of Housing and Urban Development (HUD). Applicants must select **one** GOI that specifically relates to their proposed project. Applicants are encouraged to use an appropriate (unduplicated) unit of measure, as project performance will be measured against this metric.

1. Public facility or infrastructure activities other than low/moderate-income housing benefit
 - a. *Use this GOI for any CDBG-funded public facility or infrastructure project or activity that will not use Low-Mod Housing (LMH) as its national objective. Examples include street improvements or park improvements that use Low-Mod Area (LMA) or homeless shelters or senior centers that use Limited Clientele (LMC).*
2. Facade treatment/business-building rehabilitation
 - a. *Use this GOI for any activity using the matrix code 14E Rehabilitation of Publicly or Privately-Owned Commercial/Industrial Properties. This GOI should also be used for 01 Acquisition, 15 Code Enforcement, 16B Non-Residential Historic Preservation, and similar activity types that target commercial properties.*
3. Jobs created/retained
 - a. *Use this GOI for any CDBG-funded activity with Jobs as the accomplishment type, including those with national objectives such as LMJ, LMAFI, LMASA, and LMCMC. Also use this GOI for any HOPWA-funded activity where income-producing jobs are created.*
4. Businesses assisted
 - a. *Use this GOI for any CDBG-funded activity using a matrix code starting with 17, 18, and 14E – Rehab: Commercial/Industrial.*
5. Buildings demolished

- a. Use this GOI for any CDBG-funded activity using a matrix code 04-Clearance. This code can also be used as a secondary goal for HOME and HOPWA-funded projects that involve the clearance of blighted buildings.

Resources:

- [Basically CDBG for Economic Development](#)
- <https://www.hudexchange.info/programs/cdbg-entitlement/>

Eligible Activities:

- http://archives.hud.gov/offices/cpd/systems/idis/library/matrix_noc.pdf
- http://www.hud.gov/offices/cpd/systems/idis/cdbg/CDBG%20EntitlementsApp_8-18-11.pdf

PUBLIC FACILITIES AND INFRASTRUCTURE IMPROVEMENTS - \$700,000.00

Minimum Allocation: \$25,000.00

Description:

The Community, Housing and Human Services Department (CHHS) seeks proposals for necessary capital improvements that support low and moderate income individuals within the City of Spokane. In general, public facilities and public improvements are interpreted to include all facilities and improvements that are publicly owned, or that are owned by a nonprofit and open to the general public.

Activities funded under public facilities and infrastructure improvements must be able to demonstrate (or have a solid plan to gain) site control at the time of application. Successful applicants will be able to show ownership of the facility for which improvements are being proposed. Leased facilities will not be evaluated as favorably as those owned at the time of application.

For additional information and questions related to these funds, please contact George Dahl at gdahl@spokanecity.org.

Examples of Public Facilities and Infrastructure Improvements include:

1. Senior Centers
 - a. Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors.
2. Handicapped Centers
 - a. Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for the handicapped.
3. Homeless Facilities (not operating costs)
 - a. Acquisition, construction, or rehabilitation of temporary shelters and transitional housing for the homeless, including battered spouses, disaster victims, runaway children, drug offenders, and parolees.
4. Youth Centers
 - a. Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.
5. Neighborhood Facilities
 - a. Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
6. Child Care Centers
 - a. Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.
7. Health Facilities
 - a. Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.
8. Facilities for Abused and Neglected Children
 - a. Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
9. Other Public Facilities and Improvements

- a. Use this only when none of the above project types match with the proposed project. If selecting other, please contact George Dahl at gdahl@spokanecity.org to ensure the proposal is eligible for funding.

Applicable Goal Outcome Indicators:

Goal Outcome Indicators (GOI) are a set of prescribed performance measures established by the Department of Housing and Urban Development (HUD). Applicants must select **one** GOI that specifically relates to their proposed project. Applicants are encouraged to use an appropriate (unduplicated) unit of measure, as project performance will be measured against this metric.

1. Public facility or infrastructure activities other than low/moderate-income housing benefit
 - a. *Use this GOI for any CDBG-funded public facility or infrastructure project or activity that will not use Low-Mod Housing (LMH) as its national objective. Examples include street improvements or park improvements that use Low-Mod Area (LMA) or homeless shelters or senior centers that use Limited Clientele (LMC).*
2. Public facility or infrastructure activities for low/moderate-income housing benefit
 - a. *Use this GOI for any CDBG-funded public facility or infrastructure project or activity that will use Low-Mod Housing (LMH) as its national objective. Use this GOI when the grantee supports large housing developments with infrastructure improvements tied directly to the development.*
3. Homeless person overnight shelter
 - a. *Use this GOI for any CDBG-funded activity using matrix code 03C – Homeless Facilities (Not Operating) or 03T – Operating Costs of Homeless/AIDS Programs.*
4. Overnight/Emergency shelter/Transitional housing beds added
 - a. *Use this GOI for any CDBG-funded activity using matrix code 03C – Homeless Facilities (Not Operating) or 03T – Operating Costs of Homeless/AIDS Programs that adds beds to the available inventory.*
5. Buildings demolished
 - a. Use this GOI for any CDBG-funded activity using a matrix code 04-Clearance. This code can also be used as a secondary goal for HOME and HOPWA-funded projects that involve the clearance of blighted buildings.

Resources:

- [Basically CDBG for Public Facilities and Improvements](#)
- <https://www.hudexchange.info/programs/cdbg-entitlement/>

Eligible Activities:

- http://archives.hud.gov/offices/cpd/systems/idis/library/matrix_noc.pdf
- http://www.hud.gov/offices/cpd/systems/idis/cdbg/CDBG%20EntitlementsApp_8-18-11.pdf

PUBLIC SERVICES - \$839,000.00

Minimum Allocation: \$25,000.00

Description:

The CDBG regulations allow the use of grant funds for a wide range of public service activities. CDBG funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service.

Public Services funds are highly competitive and serve a broad range of eligible activities. Successful applicants will be able to clearly articulate the identified need, project scope and other funding sources that will help leverage the proposal.

Examples of Public Services include:

1. Senior Services
 - a. Services for the elderly
2. Handicapped Services
 - a. Services for the handicapped
3. Legal Services
 - a. Services providing legal aid to low- and moderate-income (LMI) persons.
4. Youth Services
 - a. Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use OSD for counseling programs that target teens but include counseling for the family as well.
5. Substance Abuse Services
 - a. Substance abuse recovery programs and substance abuse prevention/education activities.
6. Services for Battered and Abused Spouses
 - a. Services for battered and abused spouses and their families.
7. Fair Housing Activities
 - a. Fair housing services (e.g. counseling on housing discrimination)
8. Child Care Services
 - a. Services that will benefit children (generally under age 13), including parenting skills classes.
9. Health Services
 - a. Services addressing the physical health needs of residents of the community.
10. Services for Abused and Neglected Children
 - a. Daycare and other services exclusively for abused and neglected children.
11. Mental Health Services
 - a. Services addressing the mental health needs of residents of the community.
12. Food Banks
 - a. Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.
13. Other Public Services
 - a. Use only if this proposal does not align with one of the other eligible activities.

Applicable Goal Outcome Indicators:

Goal Outcome Indicators (GOI) are a set of prescribed performance measures established by the Department of Housing and Urban Development (HUD). Applicants must select **one** GOI that specifically relates to their proposed project. Applicants are encouraged to use an appropriate (unduplicated) unit of measure, as project performance will be measured against this metric.

1. Public service activities other than low/moderate-income housing benefit
 - a. Use this GOI for any CDBG-funded public service project or activity that will not use Low-Mod Housing (LMH) as its national objective. **Most public services will use this GOI.** Examples include youth services or senior services that use Limited Clientele (LMC) or anti-crime programs that use Low-Mod Area (LMA). Use this code for HOPWA-funded activities including Housing Information Services, Permanent Housing Placement, and Supportive Services.
2. Public service activities for low/moderate-income housing benefit
 - a. Use this GOI for any CDBG-funded public service project or activity that will use Low-Mod Housing (LMH) as its national objective. Examples include 05R Homeownership Assistance (Not Direct), 05S Rental Subsidies, and 05T Security Deposits.
3. Homelessness prevention
 - a. Use this GOI for any CDBG-funded activity using matrix code 05C – Legal Services, 05Q – Subsistence Payments, or 05T – Security Deposits that prevents homelessness. For HOPWA-funded projects, use this code for short-term rent, mortgage, and utility assistance (STRMU).

Resources:

- [Basically CDBG for Public Services](#)
- <https://www.hudexchange.info/programs/cdbg-entitlement/>

Eligible Activities:

- http://archives.hud.gov/offices/cpd/systems/idis/library/matrix_noc.pdf
- http://www.hud.gov/offices/cpd/systems/idis/cdbg/CDBG%20EntitlementsApp_8-18-11.pdf

Homeless Housing, Operations and Services (HHOS) Project Types

Background:

Homelessness should be rare, brief and non-recurring. In order to achieve this for all persons experiencing homelessness our community must transform homeless services to crisis response systems that rapidly return people who experience homelessness to stable housing. All projects serving the homeless should be accessible to the population served and have low barriers to entry. Services should be informed by the value that all people experiencing homelessness are housing ready.

Projects are expected to leverage all other mainstream system resources, including education/employment, healthcare, etc. Projects will demonstrate Housing First practices (low admission criteria). Projects will ensure culturally appropriate and responsive services. Projects will gear their program models to a “move up strategy” valuing recovery and graduation from housing units with intensive services. Projects will collect data and enter records into the City Homeless Management Information System (HMIS) for every client served. HMIS data collection and entry will be in accordance with applicable HMIS data standards and guidelines. HMIS data for any given month will be entered and accurate no later than the 5th day of the following month. Projects will participate in Coordinated Assessment. Projects will align with Spokane’s Continuum of Care system-wide performance measures.

All projects applying for homeless service projects under this funding notice are expected to leverage operating and services funding from other sources to the maximum extent feasible including, but not limited to, such sources as HUD Continuum of Care, VA sources, Medicaid and private fundraising. If a Medicaid supportive housing benefit can be obtained and projects have the ability to leverage Medicaid funding for services linked to housing we anticipate reducing funding based on this ability to leverage funds.

Please contact Matt Davis (mrDavis@spokanecity.org) regarding any questions relating to the Project Types listed below.

EMERGENCY SHELTER OPERATIONS AND STAFFING - \$737,949.00

Description:

Emergency shelters play a critical role in a crisis response system. Low barrier, permanent housing-focused shelters not only ensure individuals and families have a safe place to stay, but that their experience of homelessness is as brief as possible. Emergency shelters should ensure that they have no barriers to entry and have inclusive policies for all persons. In addition, emergency shelters should be housing-focused with case management targeted at reducing client's barriers to housing and connecting the household to housing options through Coordinated Assessment and other non-homeless housing programs.

Resources:

[A Strategic Plan for Addressing Adult Single Shelter Capacity](#)

Performance Measures:

- The change in percentage of stayers with income growth, including earned income and non-employment cash. Youth programs excluded.
- The change in percentage of leavers with income growth, including earned income and non-employment cash. Youth programs excluded.
- The change in the average and median length of time persons are homeless in Emergency Shelter.
- The change in exits to permanent housing destinations.

Eligible Expenses:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

Ineligible Expenses:

- Replacement or operating reserves

TRANSITIONAL HOUSING OPERATIONS AND STAFFING - \$520,905.00

Description:

Transitional housing can be an effective tool for addressing certain needs such as housing for homeless youth who are unable to sign a lease, safety for persons fleeing domestic violence and assistance with recovery from addiction. As part of a crisis response system, transitional housing programs should serve populations proven to be successful with this intervention; have reduced barriers to entry; and policies that ensure client- driven housing stabilization.

Resources:

[SNAPS Weekly Focus: What about Transitional Housing?](#)

Performance Measures:

- The change in the average and median length of time persons are homeless in Transitional Housing.
- The change in percentage of stayers with income growth, including earned income and non-employment cash. Youth programs excluded.
- The change in percentage of leavers with income growth, including earned income and non-employment cash. Youth programs excluded.
- The change in exits to permanent housing destinations.

Eligible Expenses:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

Ineligible Activities:

- Replacement or operating reserves

RENTAL ASSISTANCE FOR HOMELESS HOUSEHOLDS - \$993,413.00

Description:

Rapid re-housing is designed to assist homeless individuals and families, with or without disability, to move into permanent housing within twenty (20) days of being referred from Coordinated Assessment and achieve stability in that housing. Assistance provided through rapid re-housing should focus on progressive engagement methodology and be client-centered. Once clients have been housed, rapid re-housing providers should stay connected with them and provide a safety-net, if needed, that promotes long-term housing stability and reduces returns to the homeless system. Projects funded to provide Rapid Re-housing will work collaboratively with the Coordinated Assessment to ensure streamline processes that will result in household's homeless episode ending in 20 days or less.

Resources:

Rapid Re-Housing for Singles: [Rapid Re-housing: A Best Practice Intervention for Single Adults](#)

Rapid Re-Housing and Employment: [Employment and Housing Go Hand-in-Hand: Removing Barriers and Creating Employment Opportunities](#)

Core Components: [Core components of Rapid Re-Housing](#)

Performance Measures:

- The change in percentage of leavers with income growth, including earned income and non-employment cash.
- The change in households who exit to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness. Measured at <6months, 6-12 months, 13-24 months, 2+ years.
- The change in the average number of days from Coordinated Entry referral to Housing Placement.

Eligible Expenses:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

Ineligible Activities:

- CHG rent and rent/utility assistance in combination with CHG-funded facility support.
- More than 24 months of rent and utility assistance.
- Transportation costs for household members (e.g. bus, train and airplane tickets) related to initial move-in or for any subsequent moves.
- Furniture.
- Pet Deposits. Note: It is an unfair practice for a landlord to charge a tenant with a disability using a dog guide or service animal a pet deposit in addition to any standard cleaning or damage deposit charged to all tenants. (WAC 162-38-100)
- Phone, cable, satellite or internet deposits or services.
- Mortgage assistance

SUPPORT SERVICES FOR PERMANENT HOUSING - \$928,947.00

Description:

Support Services for Permanent Housing can include support for an existing Permanent Supportive Housing Project or services to support participants in obtaining and stabilizing in Permanent Housing, including the activities of housing search and stabilization. These projects should have minimal barriers to entry, provide on-site services and prioritize the most vulnerable homeless households. Support services should be informed by harm reduction and employ flexible and creative person-centered services to ensure continued housing stabilization. Services should be available and encouraged but cannot be required as a condition of tenancy. Projects providing or supporting permanent housing will ensure that client assessments are completed in the timeline and method detailed in the contract. There should be ongoing communication and coordination between supportive service providers, property owners or managers and housing subsidy programs.

Resources:

Harm Reduction: [Practical Harm Reduction Strategies](#)

[Now Your Client is Housed What's Next: A Journey from Survival to Living DESC](#)

Performance Measures:

- The change in percentage of stayers with income growth including earned income and non-employment cash.
- The change in percentage of leavers with income growth including earned income and non-employment cash.
- The change in households who exit to or retain permanent housing.

Eligible Expenses:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

COORDINATED ASSESSMENT PROJECTS - \$195,339.00

Description:

Coordinated Assessment (CA) refers to the Continuum wide effort to provide a real time response to households in a housing crisis. Successful CA projects will treat the process as an opportunity to explore a household's current housing crisis and be creative about housing options, including exploring every available resource a household might have to stay housed or move directly to other housing. Projects funded for Coordinated Assessment will work collaboratively with the Rapid Re-housing providers to ensure streamline processes that will result clients household's homeless episode ending in twenty (20) days or less

For households that have no alternative to entering the homeless system, the CA sites will assess vulnerability of the homeless households and connect them to the appropriate housing resource based upon level of need. The goal of CA is to provide each homeless household with the services and supports needed to rapidly return them to permanent housing. Key components of CA include housing first, client choice, collaboration between community partners, data quality, performance and data driven decision making and prioritization of chronically homeless households for permanent supportive housing.

Spokane's Continuum of Care hopes to achieve the following through CA:

- Reduce "run around" for households experiencing homelessness;
- Reduce barriers for households experiencing homelessness to get into an appropriate housing placement;
- Prioritize the most vulnerable homeless households and connect them to the appropriate level of housing and support;
- Reduce the number of programs a household has to participate in before getting their needs met;
- Reduce new entries into homelessness through coordinated diversion and targeted prevention efforts;
- Eliminate the need for providers to manage waitlists, allowing them to focus primarily on providing services;
- Foster increased collaboration between providers and minimize duplication of services;

Resources:

[HUD Coordinated Assessment Policy Brief](#)

[Who Get's What? How Prioritization Works in Coordinated Entry](#)

[Taking Your Coordinated Entry to the Next Level](#)

To obtain a copy of the City of Spokane's Coordinated Assessment Policies and Procedures please contact the RFP Coordinator.

Performance Measures:

- Number of days between referral and Rapid Re-Housing Placement.
- Change in the percentage of referrals resulting in "client ineligible"

Eligible Activities:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

DIVERSION PROJECTS - \$212,000.00

Description:

Diversion is a strategy that prevents homelessness by helping households experiencing a housing crisis to preserve their current housing situation or make immediate alternative arrangement without having to enter the homeless system. Diversion programs should employ creative strategies, structured problem solving and support for households in crisis to resolve their current housing crisis. Successful diversion programs will treat the process as an opportunity to explore a household's current housing crisis and be creative about housing options, including exploring every available resource a household might have to stay housed or move directly to other housing.

Resources:

A9 Backed into a Corner: How Prevention & Diversion Methods Help End Homelessness when Community Resources Cannot. <http://wliha.org/conference/program>
[Diversion Best Practice for Preventing Homelessness](#)

Examples of Assistance Offered:

- Conflict resolution and mediation with landlords/friends/family.
- Connection to mainstream services.
- Housing Search Assistance.
- Housing stabilization planning.
- Limited financial assistance (excluding rental & deposit assistance).

Goals of Diversion:

- Improve system outcomes by reducing entries into homelessness.
- Conserve and target resources for households in the most need.
- Reduce long waitlists.

Performance Measures:

- Percent of households diverted that return to the homeless system. Measured at <6months, 6-12 months, 13-24 months, 2+ years.
- Change in persons becoming homeless for the 1st time.

Eligible Expenses:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

Ineligible Activities:

- Rent Assistance
- Deposit Assistance

HOUSING AND ESSENTIAL NEEDS - \$3,267,474.00

Description:

HEN is designed to assist homeless individuals with disability to move as quickly as possible into permanent housing and achieve stability in that housing. Assistance provided through HEN should focus on progressive engagement methodology and be client-centered. HEN will implement a SOAR model to support participants on the ABD track in obtaining Social Security benefits. HEN should target funds for households that are literally homeless or at the most risk of becoming homeless using a standard targeted prevention tool. Once housed, HEN should stay connected with clients and provide a safety-net, if needed, that promotes long term housing stability and reduces returns to homelessness.

Resources:

For additional information about the Housing and Essential Needs Program contact the RFP Coordinator.

Performance Measures:

- The change in percentage of stayers with income growth, including earned income and non-employment cash.
- The change in percentage of leavers with income growth, including earned income and non-employment cash.
- The change in exits to permanent housing destinations.
- The number of days from identified eligibility to housing placement.

Eligible Expenses:

[Please reference Appendix A- Eligible Expenses for detail on allowable activities.](#)

Ineligible Activities:

- More than 24 months of rent and utility assistance.
- Transportation costs for household members (e.g. bus, train and airplane tickets) related to initial move-in or for any subsequent moves.
- Furniture
- Pet Deposits. Note: It is an unfair practice for a landlord to charge a tenant with a disability using a dog guide or service animal a pet deposit in addition to any standard cleaning or damage deposit charged to all tenants. (WAC 162-38-100)
- Phone, cable, satellite or internet deposits or services.
- Mortgage assistance
- Retailer or merchant gift cards, vouchers or certificates for a household to purchase personal health, hygiene and household cleaning supplies.

ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit organizations – typically 501(c)(3)
- Private for-profit organizations
- Faith based organizations

FUNDING PRIORITIES AND KEY ASSUMPTIONS

The Community, Housing and Human Services (CHHS) Board has established the following Vision and Mission Statement.

CHHS Board Vision Statement:

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

CHHS Board Mission Statement:

To provide leadership and foster partnerships that support the City's investment in services, affordable housing and economic opportunities to foster the highest level of self-sufficiency and quality of life for Spokane's extremely low to moderate income households.

Successful applicants will demonstrate that their proposal meets one or more of the needs, goals, objectives and strategies listed in the *2015-2020 Strategic Plan to End Homelessness Spokane, Washington* and/or the *City of Spokane Consolidated Plan for Community Development 2015-2020*. The plan documents can found on the City of Spokane Community, Housing and Human Services website.

I. Need for Safe Affordable Housing Choice

- a. Goal to Preserve and expand quality, safe, affordable housing choices
 - i. *Expand housing choice and access to opportunities and services*
 - ii. *Increase and improve quality of existing housing stock*
 - iii. *Prioritize affordable housing development to reduce barriers to employment*
 - iv. *Ensure housing stability*

II. Need to provide basic and special needs and reduce homelessness

- a. Goal to Prevent and reduce homelessness
 - i. *Invest in support services for the most vulnerable in affordable housing*
 - ii. *Advance health and housing stability for at-risk populations*
 - iii. *Raise at-risk populations' awareness of available resources*
- b. Goal to provide opportunities to improve quality of life
 - i. *Invest in effective support services that promote employment*
 - ii. *Maintain the social safety net*

III. Need for community development, infrastructure and economic development

- a. Goal to support vibrant neighborhoods
 - i. *Invest in infrastructure*
 - ii. *Promote public safety*

iii. *Expand capacity of neighborhoods to attract businesses*

b. Goal to expand Economic Opportunities

i. *Support effective pathways toward self-sufficiency and living wage jobs*

ii. *Support microenterprise*

iii. *Invest in infrastructure and/or creative initiatives to attract or grow businesses*

2015-2020 Strategic Plan to End Homelessness Spokane, Washington

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/2015-2020-strategic-plan-to-end-homelessness.pdf>

A summary of the goals and objectives can be found on pages 5-6 of the document.

City of Spokane Consolidated Plan for Community Development 2015-2020.

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/spokane-2015-2020-consolidated-plan.pdf>

A summary of the needs and goals can be found on pages 1-2 of the document.

General Assumptions

- Entities awarded funds will maintain an active City of Spokane business license
- Entities awarded funds will maintain an active DUNS number and SAM.gov registration
- Entities awarded funds will maintain the following minimum insurance thresholds:
 - General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,500,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,500,000 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 GRANTEE's services to be provided under this Agreement; and
 - 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.
- Entities awarded funds will not sub-award funds to any other entity, excluding construction/capital projects.
- Awarded funds will be paid for eligible expenses on a **reimbursement** basis.

PREFERENCE

Preference will be given to projects providing services within a Targeted Investment Area (TIA). In the case that two projects are evaluated as being equal in all other areas, the project operating with a Targeted Investment Area will receive preference over those not located within a TIA. More information on Targeted Investment Areas can be found at <https://my.spokanecity.org/business/incentives/target-area/>

FUNDS AVAILABLE & PERIOD OF PERFORMANCE

The City of Spokane estimates funding in order to start the grant application process; therefore, *funding amounts shown in the table below are **estimates***. If funders award a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy. The minimum award amount for HHOS projects will be \$10,000. The minimum award amount for CDBG projects will be \$25,000.

HHOS Period of Performance 7/1/17- 6/30/19	<i>Estimated</i> Allocations by Project Type
Emergency Shelter Operations and Staffing	\$ 737,949
Transitional Housing Operations and Staffing	\$ 520,905
Rental Assistance for Homeless HH (RRH)	\$ 993,413
Support Service for Permanent Housing	\$ 928,947
Coordinated Assessment	\$ 195,339
Diversions Assistance	\$ 212,000
Housing and Essential Needs	\$ 3,267,474

*CDBG Period of Performance 7/1/17 – 6/30/18	<i>Estimated</i> Allocations by Project Type
Economic Development	\$ 477,560
Public Facilities and Infrastructure Improvements	\$ 700,000
Public Services	\$ 839,000

**Economic Development and Public Facilities/Infrastructure Improvements will have until 12/31/18 to complete their projects.*

APPLICATION DEADLINE

Applications will be available beginning **August 19, 2016** on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

Application submission deadline is October 7, 2016 at 12:00 midnight

Applications submitted after this deadline will not be considered for funding.

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. Due to using an online technology system, applicants are encouraged to submit proposals in advance prior to the deadline.

The City of Spokane reserves the right to waive minor administrative irregularities.

APPLICATION INSTRUCTIONS

Paper copies of the application will not be accepted for this funding notice. All proposals must be submitted through the online ZoomGrants system.

Please follow the link below to access ZoomGrants and begin your application:

<https://zoomgrants.com/gprop.asp?donorid=2153&limited=1073>

Once the website is loaded, begin filling out the “**New ZoomGrants Account**” section along the right hand side of the page. Be sure to select the box “**Organization**” when creating your new account.

After creating your login and while your browser is still at the website listed above, select “**Apply**” next to the **appropriate RFP** and begin filling out your application. In the future if you need to log-into your application(s) you can get in by going to www.ZoomGrants.com and place your login and password in the upper right hand corner.

The ZoomGrants system requires that all questions are answered and all documents that are listed as “**Required**” are uploaded into the online application. Once you have fully answered the questions and uploaded the necessary documents select “Submit” prior to the deadline.

Additional information and help videos can be found at www.ZoomGrants.com/overview.asp or while logged into your account there is a link near your name on the upper right hand of the screen that is titled “**HELP**”. A demonstration video is available at <https://www.youtube.com/watch?v=4vKgUEcl6eA> .

If you need any help accessing ZoomGrants or the application, please contact Matt Davis at mrdavis@spokanecity.org / (509) 625-6815

APPLICATION ASSISTANCE

Technical Assistance sessions will be available as follows:

Tuesday, August 23rd 10:00 - 12:00 at the City Council Chambers

Thursday, August 25th 2:00 - 4:00 at the City Council Chambers

Staff will review the contents of the funding notice, application process and provide guidance that will make proposals more competitive. Applicants are advised to attend one of the two sessions offered.

One-on-one technical assistance is available upon request. Please contact the CHHS Department at CHHSRFP@spokanecity.org or Matt Davis by phone at (509) 625-6815 for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. The deadline for one-on-one technical assistance is 9/30/16

HUD INCOME LIMITS

FY 2016 Income Limits Summary								
Persons in Family								
Income Limit Category	1	2	3	4	5	6	7	8
Extremely Low (<30%)	13,200	15,050	16,950	18,800	20,350	21,850	23,350	24,850
Very Low (31% - 50%)	21,950	25,050	28,200	31,300	33,850	36,350	38,850	41,350
Low (51% - 80%)	35,100	40,100	45,100	50,100	54,150	58,150	62,150	66,150
Area Median Income: \$62,600								
This information can be found here: http://www.huduser.org/portal/datasets/il.html								

APPLICATION REVIEW AND RATING PROCESS

All applications will go through the following evaluation and review process:

- 1. Organization Risk Assessment - Staff**
 - a. Evaluation of organization's capacity to administer public funds
 - b. Review of policies and procedures
 - c. Evaluation of past/current performance
 - d. Financial management capacity
 - e. Review of organization audit/monitoring report
- 2. Project Proposal Evaluations – Staff and Members of the CHHS Board Evaluation and Review Committee**
 - a. Score, rank and make funding recommendations
 - b. Forward funding recommendations to CHHS Board
- 3. Funding Recommendations Approved – CHHS Board**
 - a. Present funding recommendations for discussion and approval
 - b. Forward approved recommendations to the Spokane City Council
- 4. Funding Recommendations Authorized – Spokane City Council**
 - a. Authorize CHHS to proceed with approved projects

PUBLIC COMMENT PERIOD – applicable to CDBG and ESG Programs

Staff and the CHHS Board will conduct a Public Hearing no later than 30 days prior to submission of the Annual Action Plan. Interested citizens will have an opportunity to make public comment on approved projects and contents of the Annual Action Plan at the Public Hearing and during the 30-day comment period. CHHS will host a second Public Hearing at the conclusion of the 30-day Public Comment period. At this hearing, Staff and members of the CHHS Board will summarize all Public Comment received during the 30-day comment period. Citizens will have one final opportunity to make Public Comment during the second Public Hearing.

NOTIFICATION TO APPLICANTS

Applicants will be notified of their proposal status on, or before Friday, December 30, 2016.

DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Upon request, a debriefing conference may be scheduled with successful/unsuccessful applicants. Debriefing may be conducted in person or on the telephone.

APPEAL PROCEDURE

Applicants wishing to appeal the award of the contract must make their appeal to the CHHS Director.

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.