



Community, Housing, and Human Services Department

5 YEAR COMBINED NOTICE OF FUNDING AVAILABILITY FOR HOUSING STABILITY AND PUBLIC SERVICES

- *Emergency Shelter Operations and Services*
- *Transitional Housing Operations and Services*
- *Rental Assistance for Homeless Households*
- *Support Services for Permanent Housing*
- *Community Services*
- *Workforce Development*
- *Coordinated Assessment*
- *Homeless Diversion*
- *Housing and Essential Needs*
- *Street Outreach*
- *Food Security*



October 5, 2018

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CONTACT INFORMATION

Community, Housing, and Human Services Department (CHHS)

<https://my.spokanecity.org/chhs/>

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Community, Housing, and Human Services Department
808 W. Spokane Falls Blvd
Spokane, WA 99201

NOFA/RFP Coordinator: Tim Sigler, Senior Manager

Email Inquiries: CHHSRFP@spokanecity.org

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

TIMELINE

| | |
|-------------------------------|--|
| October 5, 2018 | Release Notice of Funding Availability (NOFA) online (https://my.spokanecity.org/chhs/) and by email distribution to the CHHS Department Interested Parties List. |
| October 16, 2018 | Technical Assistance Workshop 1 – East Central Community Center (500 S. Stone Street) 9:00-11:00AM. |
| November 1, 2018 | Technical Assistance Workshop 2 – Northeast Community Center (4001 N. Cook Street) 2:00-4:00PM. |
| November 30, 2018 | Last day for interested applicants to receive staff technical assistance. |
| December 21, 2018 | Applications Due by 11:59PM Pacific Standard Time. Late submittals will not be accepted. |
| December 2018 – February 2019 | Staff review of applications. |
| February 2019 | Panels review applications and make award recommendations to the CHHS Board. |
| March 2019 | CHHS Board makes award recommendations to City Council. City Council approval of award recommendations and Notices of Award Decisions sent out. |
| April – May 2019 | CHHS releases grant agreements. |
| July 1, 2019 | Start of five year project agreements. |

**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/>.*

INTRODUCTION

The City of Spokane Community, Housing, and Human Services Department (CHHS) is pleased to issue our five year Combined Notice of Funding Availability (NOFA). The combination of federal, state, and local funds will result in an investment of approximately \$30.2 million in the community for housing stability and public service projects. Detailed information on the eligible project types can be found in the Eligible Project Types section.

The goal of this NOFA is to solicit applications for projects that will benefit low- and moderate-income persons in the Spokane community as well as provide client-centered, low barrier housing and services for people experiencing or at-risk of experiencing homelessness.

Applicants should review this NOFA carefully and are **strongly** encouraged to attend one of the technical assistance workshops offered. Information contained within this NOFA is subject to change according to funder requirements and revisions to this NOFA will be posted online at <https://my.spokanecity.org/chhs/>.

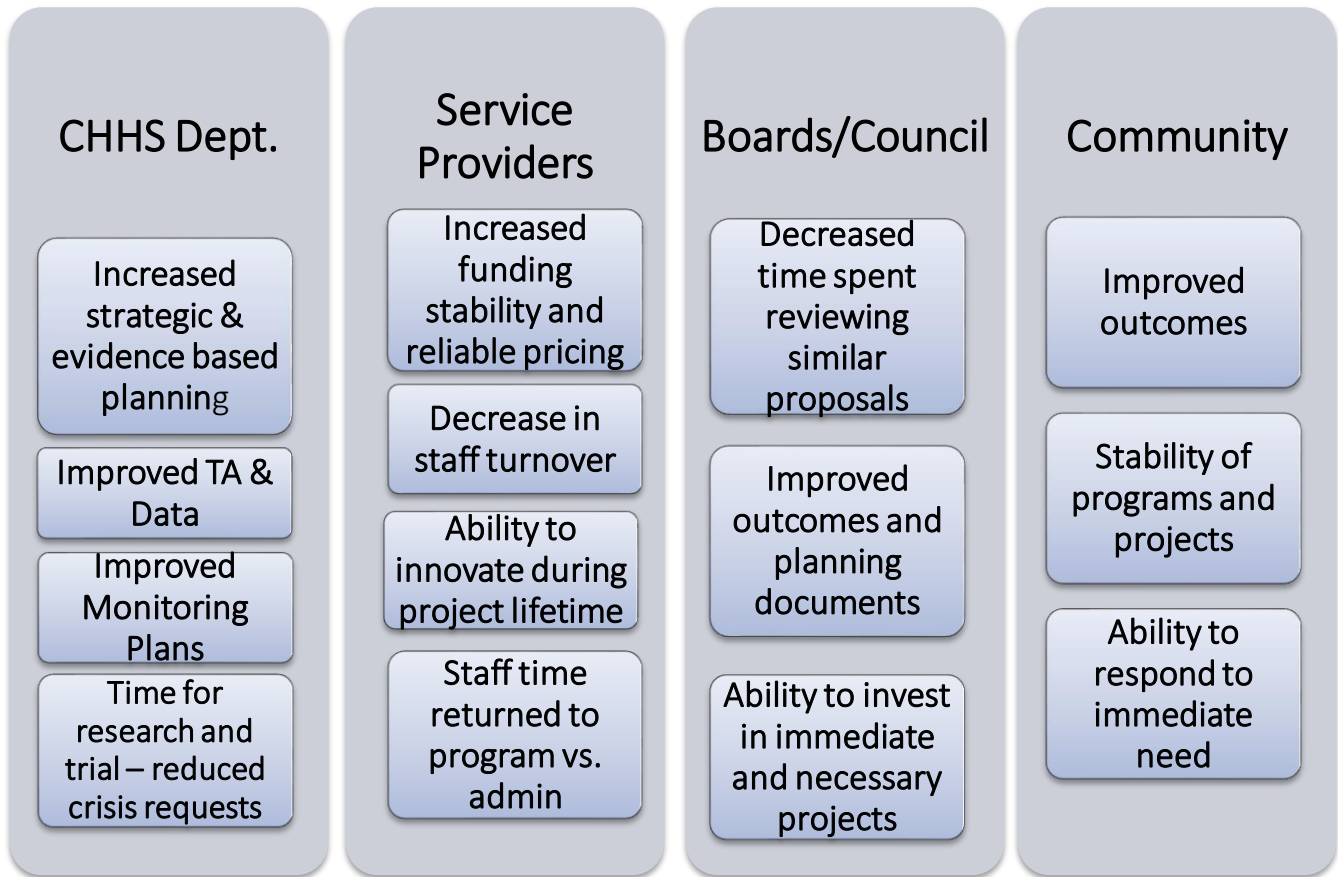
Overview

Historically the City of Spokane has made grant awards for service-based projects available in one or two-year grant cycles. In 2016, CHHS began planning for a shift to a five year funding cycle, both to reduce administrative burden and to focus investments on community outcomes. As part of an 18-month long stakeholder engagement process, CHHS staff and the CHHS Board convened three community workgroups to examine the areas of housing stability and community support, food security, and workforce development. Each workgroup was tasked with using data and evidence based practices to establish strong strategic planning efforts in order to drive systems change and increase project stability and performance in each focus area. The recommendations from the workgroups were presented to the CHHS Board and the community in the spring/early summer of 2018. Each workgroup provided three priorities to focus on in order to meet the needs of the Spokane community based on the 2015-2020 Spokane Strategic Plan to End Homelessness and the 2015 – 2020 City of Spokane Consolidated Plan for Community Development. The workgroup recommendations and community presentation materials are available on the CHHS website at <https://my.spokanecity.org/chhs/funding-opportunities/>.

Funding Cycle Shift

The combined NOFA, which implements the shift to the five year funding cycle, supports a vision to drive systems level change and increase project performance through strong strategic planning efforts based on data and evidence based practices. The intent of the combined NOFA is to provide streamlined application processes, reviews, and awards to expedite the Grantee's ability to implement effective projects. The graphic below illustrates the anticipated community return on investment for various stakeholder groups associated with the City's support for community services.

Funding Cycle Shift – Return on Investment



Beyond stakeholder returns on investment, the following benefits and assumptions are associated with this funding cycle shift:

- Focus on systems level planning.
- Five year agreement terms for all service based programs/projects.
- Timely access to capital, development, and economic development funds.
- Focus on outcomes rather than service delivery.
- Encourage partnerships and collaborative efforts.
- Increased ability for CHHS and Grantee's to engage in planning and evaluation of system needs, strengths, and weaknesses.
- Long term agreements will be used a means to forge partnerships, leverage resources, reduce duplication of services, and reduce administrative burden.
- The CHHS team will have more time devoted to focusing on long-term assessments, research, programming technical assistance, and alignment rather than reviewing annual agreements.
- Effective and efficient programmatic improvements for projects serving low and moderate individuals/households and those experiencing homelessness or at-risk of experiencing homelessness.

FUNDING PRIORITIES

In preparation for the combined NOFA and resulting five year award period, three workgroups were convened to research the community needs and gaps in the areas of Food Security, Workforce Development, and Housing Stability and Community Services. Based on the needs and gaps found through the research, the workgroups recommended the top three priorities for proposals as described below.

Food Security

- Increase coordination and communication between food programs.
- Increase capacity of providers to build infrastructure and collaborative ventures around food programs.
- Reduce and remove access barriers to food programs.

Workforce Development

- Expand capacity and diversity of supported employment programs.
- Expand paid work experiences/on-the-job training opportunities.
- Formalize connections and referral pipelines between workforce programs and other services systems such as housing, mental health, and childcare).

Housing Stability

- Expand affordable housing options.
- Increase co-location of coordinated entry services, behavioral health services, and substance abuse/detox services at shelters.
- Enhance and expand diversion and prevention programs, including outreach and education services.

Community Services

- Expand childcare services.
- Offer evening and weekend supportive services.
- Increase access to transportation services.
- Integrate behavioral health and victim services.

In addition to the priorities listed above, successful proposals must align with the goals outlined in the strategic plans provided below:

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.

FUNDING SOURCES

Community Development Block Grant

The Community Development Block Grant (CDBG) Program is a federally funded program administered by the United States Department of Housing and Urban Development (HUD). The City of Spokane receives an annual formula grant from HUD to assist in the development of decent housing, to create suitable living environments, and expand economic opportunities for low- to moderate-income individuals or households (persons/households earning less than 80% area median income). The CDBG program is authorized under Title 1 of the Housing and Community Development Act of 1974 and all projects funded with CDBG must meet one of three national objectives: principally benefit low and moderate income persons, prevent or eliminate slums or blight, or meet an urgent need. HUD has established a listing of basic eligible activities found in 24 CFR 570.210(e) and additional information regarding the CDBG program can be found on the HUD Resource Exchange website at <https://www.hudexchange.info/programs/cdbg-entitlement/>.

Consolidated Homeless Grant

The Consolidated Homeless Grant (CHG) utilizes state funds to support an integrated system of housing assistance to prevent homelessness and quickly re-house individuals and households experiencing homelessness. 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 Strategic Plan to End Homelessness. This program is authorized by Chapter 43.185C of the Revised Code of Washington (RCW) and funds are granted to municipalities and non-profit organizations on a biennial basis. Additional information regarding the CHG program can be found on the Washington State Department of Commerce website at <https://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/>.

Emergency Solutions Grant

The Emergency Solutions Grant (ESG) Program is a federally funded program administered by the United States Department of Housing and Urban Development (HUD). The City of Spokane receives an annual formula grant from to provide 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. The ESG program is authorized by the McKinney-Vento Homeless Assistance Act as Amended by S.896 HEARTH Act of 2009 and additional information regarding the ESG program can be found on the HUD Resource Exchange website at <https://www.hudexchange.info/programs/esg/>.

Homeless Housing and Assistance Act Funds

The Homeless Housing and Assistance Act (HHAA) was passed by the Washington State Legislature in 2005 to allow collection of surcharges on documents recorded for the sale and/or transfer of real

property to fund homeless programs. This Act (Chapter 43.185C RCW) requires state and local governments to develop and implement plans to reduce homelessness. Funds must be used in accordance with the City of Spokane’s Strategic Plan to End Homelessness and assist homeless individuals/households gain access to adequate housing, prevent at-risk individuals/households from becoming homeless, address the root causes of homelessness, track and report on homeless-related data, and facilitate the movement of homeless or formerly homeless individuals along the housing continuum toward more stable and independent housing.

Human Services Grant

The City of Spokane Human Services Grant (HSG) program is a locally funded grant program 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 projects funded with HSG funds must benefit low and moderate income individuals and households within the City of Spokane.

FUNDING AVAILABLE

Funding levels are determined by the sources listed above for the combined NOFA and are subject to change; therefore, *funding amounts shown in the table below are **estimates***. If allocations received by the City are different than what is estimated, the actual funding awards may be increased or decreased to accommodate the discrepancy. The estimated funds below are based on 2018 allocations and historic funding trends.

The following table shows an overall view of the total **estimated** amount of funds available in this combined NOFA inclusive of all funding sources listed above. Awarded projects will be assigned sources by CHHS in accordance with program regulations and funder requirements. Awarded project expenses will be paid on a reimbursement basis only and grantees are not allowed sub-award funds to any other organization. Please note that projects with multiple sources of funding will be more competitive than projects that are utilizing combined NOFA funds as the only funding source. The minimum grant award amount per application for funds awarded under this combined NOFA is \$15,000, and there is no maximum award amount beyond the allocation amounts received by the City.

| | <u>Annual Investment</u> | <u>Total Investment</u> |
|----------------------------|--------------------------|-------------------------|
| Housing Stability Projects | \$5,199,500.00 | \$25,997,500.00 |
| Public Services Projects | \$860,000.00 | \$4,300,000.00 |
| ESTIMATED Total | \$6,059,500.00 | \$30,297,500.00 |

PERIOD OF PERFORMANCE

Organizations awarded funding through this NOFA will receive a funding commitment for the five year period of performance from July 1, 2019 through June 30, 2024. This five year term will provide project

stability, allow Grantee's to focus on outcomes rather than service delivery, and reduce the administrative burden of grant projects. Funding commitments will be fulfilled through grant agreements subject to annual renewals contingent upon grantee performance and the City's receipt of funding from federal, state, and local sources.

ELIGIBLE APPLICANTS

Eligible applicants 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

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). All successful applicants (Grantees) must have a Dun and Bradstreet Universal Numbering System (DUNS) number before project implementation.

ELIGIBLE PROJECT TYPES

Public Services

CHHS seeks proposals that address the needs of the most vulnerable populations within the City of Spokane. Proposals should address specific project based goals as outlined below and all funds must principally benefit individuals or households with incomes 80% of Area Median Income (AMI) or below. Please reference Appendix C – HUD Income Limits. The project types identified below are not listed in order of preference.

WORKFORCE DEVELOPMENT

Description:

Workforce development programs assist individuals to attain employment or increase earnings by training individuals to meet regional business needs. Emphasis is placed on proposals that: expand capacity and diversity of supported employment programs for vulnerable clients unattached to the workforce to practice skills necessary to join the workforce; job training programs that provide paid work experience/on-the-job training opportunities for clients with broad eligibility requirements or high barriers; formalize connections or a referral pipeline between employment services/job training programs and wraparound support services such as housing, mental health, child care, transportation, etc. Please note that workforce development proposals that fall outside the above mentioned priorities are still eligible for award as long they provide valuable employment services to low- to moderate-income individuals as part of a larger workforce development system.

Resources:

[Basically CDBG for Public Services](#)
[Basically CDBG for Economic Development](#)
[Spokane Workforce Council](#)
[Division of Vocational Rehabilitation](#)

Performance Measures:

***PLEASE NOTE:** CHHS reserves the right to implement additional performance measures for Workforce Development projects in collaboration with Workforce Development system stakeholders during the period of performance.

- The number of low- to moderate-income individuals served by the project.

Eligible Expenses:

- Personnel (salary and benefits)
- Consultants, contractors, or subcontractors
- Program operations costs (directly associated with authorized activities, such as supplies, facility rent, utilities, printing, insurance, and travel)
- Indirect or administrative costs

Ineligible Expenses:

- Income payments (subsistence-type grant payments made to an individual or household to provide basic levels of food, shelter, or clothing)
- Fundraising
- Political activities
- Replacement or operating reserves

FOOD SECURITY**Description:**

Food is a basic need for people, yet food insecurity affects every community. The United States Department of Agriculture (USDA) defines food insecurity as a lack of consistent access to adequate or enough food for an active, healthy life. The USDA's labels of food security and insecurity are defined below:

Food Security

- High Food Security: no reported indications of food-access problems or limitations
- Marginal Food Security: one or two reported indications-typically of anxiety over food sufficiency or shortage of food in the house. Little or no indication of changes in diets or food intake.

Food Insecurity

- Low Food Security: reports of reduced quality, variety, or desirability of diet. Little or no indication of reduced food intake.
- Very Low Food Security: Reports of multiple indications of disrupted eating patterns and reduced food intake.

Proposals should address the needs of individuals and households within the above defined food insecurity label. Emphasis will be placed on proposals that enhance the food distribution efforts through a centralized or coordinated system and contain the following elements: partnerships between organizations, comprehensive mapping of the food distribution network within the City, descriptions of food that will be distributed, leveraging of other resources, and a comprehensive five year plan.

Resources:

[Basically CDBG for Public Services](#)
[Hunger and Health – Feeding America](#)
[Spokane Regional Health District](#)

Performance Measures:

***PLEASE NOTE:** CHHS reserves the right to implement additional performance measures for Food Security projects in collaboration with Food Security system stakeholders during the period of performance.

- The number of low- to moderate-income individuals served by the project.

Eligible Expenses:

- Personnel (salary and benefits)
- Consultants, contractors, or subcontractors
- Program operations costs (directly associated with authorized activities, such as supplies, facility rent, utilities, printing, insurance, and travel)
- Food products for distribution and equipment directly related to the distribution of food.
- Indirect or administrative costs

Ineligible Expenses:

- Income payments (subsistence-type grant payments made to an individual or household to provide basic levels of food, shelter, or clothing)
 - Fundraising
 - Political activities
 - Replacement or operating reserves
-

COMMUNITY SERVICES

Description:

Community services build stronger communities as well as promote access, equality, and opportunity for vulnerable populations. Emphasis will be placed on proposals that address the community needs listed below, however proposals are not limited to the emphasized areas as long as proposals provide a valuable community service to low- and moderate-income individuals.

- Childcare services (including evening and weekend availability)
- Transportation services
- Integration of behavioral health and victim services
- Senior programs

Resources:

[Basically CDBG for Public Services](#)

Performance Measures:

***PLEASE NOTE:** CHHS reserves the right to implement additional performance measures for Community Services projects in collaboration with Community Services system stakeholders during the period of performance.

- The number of low- to moderate-income individuals served by the project.

Eligible Expenses:

- Personnel (salary and benefits)
- Consultants, contractors, or subcontractors
- Program operations costs (directly associated with authorized activities, such as supplies, facility rent, utilities, printing, insurance, and travel)
- Indirect or administrative costs

Ineligible Expenses:

- Income payments (subsistence-type grant payments made to an individual or household to provide basic levels of food, shelter, or clothing)
- Fundraising
- Political activities
- Replacement or operating reserves

Housing Stability

CHHS seeks proposals that address the housing stability needs of our most vulnerable populations within the City of Spokane. 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. The project types identified below are not listed in order of preference.

EMERGENCY SHELTER OPERATIONS AND STAFFING

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:

[NAEH Emergency Shelter Learning Series](#)

Performance Measures:

- The average nightly utilization of emergency shelter inventory (Continuous Stay Shelters Only)
- The average length of time from project enrollment to clients' date of engagement (Night-by-Night Shelters Only)
- The average length of time persons are homeless in Emergency Shelter.
- The percentage of exits to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness within 2 years.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Fundraising
 - Political activities
 - Replacement or operating reserves
-

TRANSITIONAL HOUSING OPERATIONS AND STAFFING

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?](#)

[SNAPS In Focus: The New Joint Transitional Housing and Rapid Re-Housing Component](#)

Performance Measures:

- The average nightly utilization of transitional housing inventory.
- The average length of time persons are homeless in Transitional Housing.
- The percentage of adults with increased income at project exit
- The percent of exits to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness within 2 years.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Fundraising
- Political activities
- Replacement or operating reserves

RENTAL ASSISTANCE FOR HOMELESS HOUSEHOLDS

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 Youth](#)

[Rapid Re-Housing and Employment](#)

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

Performance Measures:

- The percentage of adults with increased income at project exit.
- The percent of exits to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness within 2 years.
- The average number of days from Project Enrollment referral to Housing Placement.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Rent and rent/utility assistance in combination with CHHS-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
- Fundraising
- Political activities
- Replacement or operating reserves

SUPPORT SERVICES FOR PERMANENT HOUSING

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 and Homelessness](#)
[Housing First in Permanent Supportive Housing](#)

Performance Measures:

- The average nightly utilization of permanent housing inventory.
- The percentage of adults with increased income at project exit.
- The percentage of adults with increased income at annual assessment.
- The percentage of exits to or retention of permanent housing.
- Percentage of households exiting to permanent housing destinations who return to homelessness within 2 years.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Fundraising
- Political activities
- Replacement or operating reserves

HOUSING AND ESSENTIAL NEEDS

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:

Facility Support is newly a HEN Eligible Expense. The CHHS department will be accepting HEN proposals to support rapid re-housing, homeless prevention, and permanent supportive housing. For additional information about the Housing and Essential Needs Program contact the RFP Coordinator.

Performance Measures:

Performance measures for HEN projects are contingent upon which system components are included the applicant's proposal. Please see the HEN Performance Table for more detail and contact the RFP Coordinator for more information.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- 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
- Fundraising
- Political activities
- Replacement or operating reserves

COORDINATED ASSESSMENT PROJECTS**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.

The goals of coordinated assessment are as follows:

- 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 Entry Notice](#)
[Coordinated Entry Resource Library](#)
[Coordinated Entry Core Elements](#)

Performance Measures:

***PLEASE NOTE:** Coordinated Assessment performance measures are subject to change pending HUD’s adoption of new data elements specific Coordinated Assessment/Entry*

- The percentage of referrals with a successful outcome.
- Average length of time from assessment to acceptance of referral by “to provider”.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Fundraising
- Political activities
- Replacement or operating reserves

HOMELESS DIVERSION PROJECTS

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:

[Creating a Successful Diversion Program](#)

[Homeless to Housed in a Hurry: Extending the Use of Diversion to Help Families Exit Homelessness - An Overview](#)

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:

- The percentage of clients successfully diverted from the homeless crisis response system:
 - The percentage of exits to or retention of permanent housing.
 - The percentage of exits to temporary stays with friends and family.
- The percentage of clients successfully diverted who return to homelessness within 90 days.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Fundraising
- Political activities
- Replacement or operating reserves

STREET OUTREACH

Description:

Outreach should be highly accessible to the unsheltered homeless population and focused on engaging homeless individuals who are not connecting with other services. The outreach team should employ strategies of “aggressive engagement” and work to reframe the possibility of housing. The outreach team will target the unsheltered homeless population regardless of mental health diagnosis, engagement in treatment or engagement in any other mainstream resources.

Preference will be given to outreach projects that can show how they will connect and participate in the local SOAR initiative.

Resources:

[Ending Homelessness for People Living in Encampments](#)

[The Role of Outreach and Engagement in Ending Homelessness](#)

[Understanding and Responding to Encampments](#)

Performance Measures:

- The percent of successful exits from street outreach:
 - The percent of exits to temporary destinations and some institutional destinations; and
 - The percent of exits to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness within 2 years.
- Percentage of persons enrolled with more than 12 months of homelessness.
- The average length of time from first contact with a client to clients' date of engagement.

Eligible Expenses:

Please reference Appendix A- Eligible Expenses for detail on allowable activities.

Ineligible Expenses:

- Fundraising
- Political activities
- Replacement or operating reserves

PARTNERSHIPS/COLLABORATIONS

Partnerships offer the possibility of promoting greater effectiveness and sustainability of programs and services resulting in increased impact in the community. A partnership consists of two or more organizations joined by written agreement to carry out a program or project in order to strengthen or expand their programs and services and/or streamline operations to gain efficiencies. Applicants are encouraged to establish key partnerships with other organizations with a demonstrated capacity to provide more coordinated services and supports for the community. Emphasis is placed on proposals that demonstrate a partnership between the applicant and other organizations, including organizations that are not applying for funding under this NOFA. Each partner that is applying for funding under this combined NOFA must submit a general application and applicable project application. Partner applicants must identify the other partners as indicated in the proposal summary portion of the project application.

The written agreement between the partners must contain the following elements:

- The purpose and goal of the program or project partnership.

- Clear definition of the roles and responsibilities of each partner including the contact information for the project contact at each organization and objectives for each partner.
- A plan illustrating the actions to be taken by the partners to implement the project to achieve the project objectives. This plan must describe the actions that will be taken in the event that: a partner is not meeting their specific objective(s); a partner leaves the partnership; the partnership is dissolved. This plan must also outline a peer evaluation schedule and process for partners.
- Signature by the executive level representative of all partner organizations.

This agreement must be uploaded into ZoomGrants with the project application.

Although partners can help each other carry out the aspects of an awarded project, it is important to note that each grantee will receive a separate subrecipient agreement as each grantee remains legally and financially accountable for the use of their awarded funds.

RISK ASSESSMENT

The purpose of the organizational risk assessment is to determine how prepared the applicant is to administer public funds. Four categories are assessed through this evaluation including management systems, audit reports and monitoring events, financial stability, and performance history. Special award conditions may be imposed as a result of the risk assessment determination. Failure to provide applicable supporting documentation will affect the risk determination. The risk determination will influence the CHHS Department's monitoring and technical assistance plan and determinations will be provided to the project review panels. Grantee organizational risk will be assessed annually throughout the period of performance as detailed below.

ANNUAL REVIEW

Due to the length of the award period, grantees and awarded projects will undergo, at minimum, an annual review process conducted by CHHS and project based review committees. The grantee is subject to a continuous risk assessment which will evaluate the same categories as described in the Risk Assessment section above. In addition to the continuous risk assessment, a programmatic review will be conducted to evaluate the following:

- Project performance
- Project financial position
- Project successes and constraints, including possible enhancements
- Project sustainability

The results of the continuous risk assessment and the programmatic review will be provided to the CHHS advisory boards and may result in amendments to the grant agreement. Amendments may include, but are not limited to: adding or removing special conditions, performance measure adjustments, addition or reduction in project funding, or agreement termination.

APPLICATION INSTRUCTIONS

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

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

[CHHS 5 Year Combined Notice of Funding Availability](#)

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> .

Please review the project types most applicable to your project proposal and be sure to complete the corresponding supplemental application that is accessible through your ZoomGrants account.

If you need any help accessing ZoomGrants or the application, please contact the CHHS Department at CHHSRFP@spokanecity.org.

Application Assistance

Applicants are *strongly* encouraged to attend one of the technical assistance workshops offered as provided below:

| | |
|------------------|---|
| October 16, 2018 | Technical Assistance Workshop 1 – East Central Community Center (500 S. Stone Street) 9:00-11:00AM. |
| November 1, 2018 | Technical Assistance Workshop 2 – Northeast Community Center (4001 N. Cook Street) 2:00-4:00PM. |

One-on-one technical assistance is available upon request. Please contact the CHHS Department at CHHSRFP@spokanecity.org for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. The last to receive one-on-one technical assistance from CHHS is November 30, 2018.

Application Deadline

Applications will be available on October 5, 2018 through the ZoomGrants link above. This NOFA document is posted on the CHHS website at <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>.

The application submission deadline is December 21, 2018 at 11:59PM Pacific Standard Time.

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 by the deadline. Due to using an online technology system, applicants are encouraged to submit proposals in advance. The City of Spokane reserves the right to waive minor administrative irregularities.

APPLICATION REVIEW AND SELECTION PROCESS

The review and selection process is designed to ensure that grant applications submitted for funding under this combined NOFA 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 provided in this combined NOFA. All applications will follow the process described below.

1. CHHS Department Internal Review & Scoring – January 2019
All applications submitted to CHHS are initially reviewed for compliance with eligibility, basic program requirements, completeness, submission time, and other requirements published in the NOFA and application instructions. This includes conducting the organizational risk assessment and project review and scoring. If an application has met the requirements it will advance to the next step in the review process.
2. Project Review Panels Review & Scoring – February 2019
Project review panels are convened to review and score applications after CHHS review. Separate panels will be utilized to review the different types of applications to ensure a quality review. Based on the results of the review and scoring, the panels will make award recommendations to the CHHS Board.
3. CHHS Board Review of Award Recommendations – March 2019
The CHHS Board reviews all award recommendations and vote to approve award recommendations. The CHHS Board submits their approved award recommendations to the Spokane City Council for final approval.
4. Spokane City Council Review of Award Recommendations – March 2019
City Council reviews and votes to approve or deny the award recommendations and allow CHHS to proceed with grant agreements for approved project allocations. Notices of Award Decision are sent out to both successful and unsuccessful applicants. Grant agreements for successful applicants will have July 1, 2019 start dates.

Public Comment

Interested citizens will have an opportunity to make public comment on the award recommendations at the CHHS Board Meeting and at the Spokane City Council Meeting, anticipated to occur in March 2019.

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 decision must make their appeal to the CHHS Director in writing to:

Community, Housing, and Human Services Department
808 W. Spokane Falls Blvd, 6th Floor
Spokane, WA 99201
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 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 NOFA

In the event it becomes necessary to revise any part of this NOFA, 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.

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 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.

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.

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 Grantee 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 Grantee'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 Grantee 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 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 Grantee 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 Grantee'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 Grantee to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this NOFA. The City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials and the Grantee shall make such available upon request.

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.