



**Community, Housing, and Human Services Department (CHHS)**

**REQUEST FOR PROPOSALS  
FOR  
HOUSING AND ESSENTIAL NEEDS PROGRAM**



**January 21, 2020**

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## CHHS CONTACT INFORMATION

Community, Housing, and Human Services Department (CHHS): <https://my.spokanecity.org/chhs/>

Mailing Address: City of Spokane  
Community, Housing, and Human Services Department  
808 W. Spokane Falls Blvd  
Spokane, WA 99201

RFP Coordinator: Matt Davis, Homelessness Program Specialist

Email Inquiries: [CHHSRFP@spokanecity.org](mailto: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.

## ESTIMATED TIMELINE OF RFP ACTIVITIES

When	What	Who
1/21/2020	Announcement of Request for Proposals	City CHHS Department
2/14/2020	Deadline to request one-on-one technical assistance (Required to Establish Applicant Eligibility)	Interested organizations
3/1/2020 11:59PM	Deadline to submit completed application and critical documents	Interested organizations
3/2/2020 – 3/20/2020	Review of Applications	Review Committee
3/20/2020	Notification to Applicants	Homelessness and Rehousing Programs Manager
May 2020	Establish agreement with awarded applicant	City CHHS Department
July 1, 2020	Projected Start Date	Awarded Applicant
<p><b><i>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 <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a></i></b></p>		

## INTRODUCTION

### PURPOSE AND BACKGROUND

The City of Spokane, through its Community, Housing, and Human Services (CHHS) Department (hereinafter “City”) is initiating this Request for Proposals (RFP) to solicit applications for housing projects that will benefit individuals experiencing or at-risk of homelessness who are deemed eligible for the Housing and Essential Needs (HEN) program by the WA State Department of Social and Health Services

(DSHS). HEN is designed to assist homeless individuals with disabilities 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 utilize the local a SSI/SSDI, Outreach, Access, and Recover (SOAR) process to support participants on the Aged, Blind, and Disabled (ABD) cash assistance program 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.

## **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 and an active System for Award Management (SAM.gov) account.

Please note: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with contracts or agreements that may result from RFP because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

## **FUNDING**

A total of \$8,418,256 is projected to be available in HEN funding between July 1, 2020 and June 30, 2024. \$7,021,996 is set aside for rental assistance programs (rapid rehousing and homeless prevention) and \$1,396,260 is set aside for facility-based models (transitional and permanent supportive housing). Applications completed in response to this RFP should include a realistic budget in accordance with the proposed project.

## **PERIOD OF PERFORMANCE**

Organizations awarded funding through this NOFA will receive a funding commitment to be integrated into the CHHS Department's Five-Year funding cycle, with a period of performance tentatively beginning July 1, 2020 and running through June 30, 2024. This long-term funding commitment will provide project stability, allow grantees to focus on outcomes, and reduce the administrative burden of grant projects. The initial award(s) will be for a 12-month period concluding on June 30, 2021 with subsequent funding commitments being subject to annual renewals contingent upon grantee performance and the City's receipt of funding.

## **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, the results of prior audit reports and monitoring events, financial stability, and performance history. Special award conditions may be imposed as a result of the risk assessment and associated risk 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 panels and/or committee members reviewing RFP responses. Grantee organizational risk will be assessed annually throughout the period of performance as detailed below.

## **ANNUAL REVIEW**

Awarded projects will receive an initial award amount for the period 7/1/20 through 6/30/21. Subsequent funds will be awarded based on availability of funds and ongoing project/grantee performance.

Awarded projects will be subject to the same annual review process conducted by CHHS and the Spokane City/County Continuum of Care's (CoC) Funding and RFP Committee for project's awarded under the Five-Year RFP. The results of the 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.

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 that 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

## **HOUSING AND ESSENTIAL NEEDS PROJECTS**

### **DESCRIPTION**

Applicants may submit proposals for rental assistance programs for households that are literally homeless (rapid rehousing) or at-risk of homelessness (homeless prevention) OR facility-based programs for chronically homeless individuals that provide either temporary housing with services designed to facilitate rapid transition into permanent housing (transitional housing) or non-time limited housing with support services (permanent supportive housing).

Important Notes:

- HEN eligible households will be assessed, prioritized, and referred for the appropriate HEN-funded housing intervention in accordance with the CoC's Coordinated Entry System (CES).
- Proposals for HEN-funded rental assistance programs must:

- utilize a diversion-first framework (essential needs/flex funds dollars may be used for diversion assistance);
- prioritize individuals who are literally homeless for assistance; and
- apply an approved targeted prevention screening tool for at-risk households receiving rental assistance.
- Proposals for HEN-funded “facility-based” programs need not be strictly facility-based (i.e. may operate a scattered site or master lease model) and shall, as applicable, clearly demonstrate:
  - why transitional housing (TH) is an appropriate model for HEN eligible households (i.e. will serve a subpopulation for whom TH is a best practice intervention, will provide bridge housing for literally homeless individuals with an identified permanent housing resource, etc.);
  - how a rapid transition to permanent housing will be facilitated for HEN-eligible households in TH; and
  - how the applicant proposes to ensure the non-time limited nature of the permanent supportive housing (PSH) project should a resident be deemed no longer eligible for HEN by DSHS

## **PERFORMANCE MEASURES**

Awarded projects will be subject to the performance expectations outlined in the CoC’s Performance Management Plan and will be required to utilize the Quarterly Performance Report (QPR) in the Homeless Management Information System (HMIS) in order to monitor ongoing performance and meet reporting expectations. 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/or contact the RFP Coordinator for more information.

## **ELIGIBLE EXPENSES**

See Appendix A for a comprehensive list of eligible HEN expenses.

## **INELIGIBLE EXPENSES**

- 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

## **REPORTING**

1. HEN Projects will be required to enter client-level data in the HMIS for each client accessing services.
2. HMIS Timeliness Standard: The City expects that the Operator(s) will strive for real time data entry. The baseline timeliness standard for all City-supported homeless service project is that data for any given month shall be entered in HMIS no later than the 5th day of the following month.

## SUBMISSION OF APPLICATIONS

### PREPARATION OF APPLICATIONS

All Applications shall be submitted electronically, prepared using the ***applicable HEN application template, budget workbook, and performance table*** provided by the Community, Housing, and Human Services department and available on the Department [website](#).

If you need help accessing the application, please contact Matt Davis, the RFP Coordinator.

### TECHNICAL ASSISTANCE

Interested applicants must request one-on-one technical assistance in order to be considered an eligible applicant. The deadline for requesting one-on-one technical assistance is February 14.. Please contact the RFP Coordinator at [chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org) and [mrDavis@spokanecity.org](mailto:mrDavis@spokanecity.org) to request one-on-one technical assistance. Applicants may contact the CHHS Department with questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. via phone or email. .

### SUBMISSION OF APPLICATIONS

Please note the following: **The deadline to submit applications is 11:59 pm on 2/23/2020.**

Late Applications will not be accepted.

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

Submit Applications to: [chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org) & [mrDavis@spokanecity.org](mailto:mrDavis@spokanecity.org)  
Please cc the RFP Coordinator to confirm receipt.

The City will not score applications delivered late. The City is also not responsible for applications that are submitted after the deadline. . It is the responsibility of the Applicant to be sure the applications are sent sufficiently ahead of time to be received **no later than 11:59 pm local time** on the due date.

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

## APPLICATION REVIEW AND SELECTION PROCESS

The review and selection process is designed to ensure that grant applications submitted for funding under this RFP are evaluated based on a fair, equitable, transparent, free of bias, and timely process. This process assures that awards made address the needs of the community through alignment with the priorities and goals provided in the Strategic Plan to Prevent and End Homelessness and the Consolidated Plan.

The applicant review committee, which may contain representation from the CHHS Department, other City Departments, the Continuum of Care (CoC) Board, and other non-conflicted experts deemed appropriate, will review applications. The committee will provide a recommendation for funding to the CoC Funding and RFP Committee and/or CoC Board and to the City of Spokane City Council.



## **NOTIFICATION TO APPLICANTS**

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

## **DEBRIEFING OF UNSUCCESSFUL APPLICANTS**

Upon request, a debriefing conference will be scheduled with unsuccessful Applicants. Discussion will be limited to a critique of the requesting Organization's Application. Debriefing conferences 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:

Tim Sigler  
Community, Housing, and Human Services Department  
808 W. Spokane Falls Blvd, 6th Floor  
Spokane, WA 99201  
[chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org)

## **GENERAL INFORMATION**

### **PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

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

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

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

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

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

### **REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Community, Housing, and Human Services Department website. Applicants are encouraged to monitor the website for any changes and/or notifications as the City will not send out notices or updates.

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

## **RESPONSIVENESS**

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

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

## **MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

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

## **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

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](mailto: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.

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

## **COSTS TO MAKE APPLICATION**

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

## **NO OBLIGATION TO CONTRACT**

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

## **REJECTION OF APPLICATIONS**

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

## **AGREEMENT TERMS**

### **CITY OF SPOKANE BUSINESS LICENSE**

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

### **INSURANCE AND BONDING**

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

1. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the CITY, its agents, officers and employees are Additional Insureds, but only with respect to the Contractor's services to be provided under this Contract; and
2. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
3. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers;

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

### **ANTI-KICKBACK**

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

### **ASSIGNMENT**

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

### **NON-WAIVER**

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

### **SEVERABILITY**

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

## **DISPUTES**

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

## **NONDISCRIMINATION**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

## **LIABILITY**

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

## **INTERNAL AUDITING CONTROL**

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

## **EQUAL HOUSING OPPORTUNITY INFORMATION**

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

## **WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION**

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

## **Appendix A – Eligible Expenses**

### **Rent Assistance**

- Monthly rent and any combination of first and last months' rent. Rent assistance is not time-limited
- Rental arrears and associated late fees. Rental arrears for HEN households can be paid for a time when the client was not HEN enrolled.
- Lot rent for RV or manufactured home
- Costs of parking spaces when connected to a unit
- Landlord incentives, including reimbursement for damages paid to a landlord
- Security deposits for households moving into new units
- Hotel/Motel expenses are allowable when used as permanent housing or when used as Emergency Shelter when a suitable shelter bed is not available.
- Utilities that are included in rent
- Other fees that are included in rent

#### **Other Housing Costs**

- Utility payments
- Utility arrears
- Utility deposits for a household moving into a new unit
- Application fees, background, credit check fees, and costs of urinalyses for drug testing of household members if necessary/required for rental housing
- Other costs as approved by the City of Spokane

#### **Lease Payments**

- Lease or rent payment on a building used to provide transitional housing or permanent supportive housing
- Hotel/Motel expenses for less than 90 days when no suitable shelter bed is available
- Move-in costs (security deposits, first and last month's rent) for permanent housing

#### **Other Facility Support**

- Utilities
- Facility Maintenance supplies and services. Maintenance activities include cleaning activities; protective or preventative measures to keep a building, its systems, and its grounds in working order; and replacement of existing appliances or objects that are not fixtures or part of the building.
- Security and janitorial services
- Essential facility equipment and supplies
- Expendable transportation costs
- On-site and off-site management costs related to the building
- Facility specific insurance (mortgage insurance is not allowable) and accounting
- Costs for securing permanent housing including: application fees, background check fees, credit check fees, utility deposits, and costs of urinalyses for drug testing of household members if necessary/required for housing
- Other expenses as approved by the City of Spokane

#### **Operations**

- Salaries and benefits for staff costs directly attributable to the program or to the homeless system, including but not limited to program staff, information technology (IT) staff, human resources (HR) staff, bookkeeping staff, and accounting staff

- Office space, utilities, supplies, phone, internet, and training related to grant management and/or service delivery/conferences/travel and per diem
- Equipment up to \$5,000 per grant period unless approved in advance by Commerce
- Intake and Assessment
- Housing Stability Services
- Housing Search and Placement Services
- Outreach services
- Optional support services
- Mediation and outreach to property owners (landlord incentives)
- Data collection and entry
- General liability insurance and automobile insurance
- Other costs as approved in advance by the City of Spokane

#### **Flex Funds**

- Flexible Funding is the provision of goods or payments of expenses not included in other allowable expense categories, which directly help a household to obtain or maintain permanent housing or meet essential household needs. Households are eligible for Flexible Funding up to \$1,500 per household.
- Essential household needs means personal health and hygiene items, cleaning supplies, transportation passes and other personal need items. Essential household need items are exempt from the \$1,500 cap and are available to all eligible households. Verification of housing status is not required for households with a HEN Referral. Essential needs distribution does not need to be documented in housing stability plans.
- All eligible households are eligible for Flexible Funding. Households receiving only Flexible Funding and not ongoing assistance are exempt from income eligibility requirements. Verification of housing status is required. Flexible Funding payments must be paid directly to a third party on behalf of the household and noted in a household's housing stability plan.