



Community, Housing, and Human Services Department (CHHS)

**REQUEST FOR PROPOSALS
FOR
YOUNG ADULT SHELTER**



September 3, 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 Professional

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.

ESTIMATED TIMELINE OF RFP ACTIVITIES

When	What	Who
September 3, 2020	Announcement of Request for Proposals	City CHHS Department
September 3 to September 22, 2020	Technical Assistance Offered to Interested Applicants (By Email Request)	Interested organizations
September 27, 2020	Deadline to submit completed application and critical documents	Interested organizations
September 28 to 30, 2020	Review of Applications	Review Committee
September 30, 2020	Notification to Applicants	Homelessness Program Professional
October 1 to 31, 2020	Establish agreement with awarded applicant	City CHHS Department
October 1, 2020	Retroactive start for Young Adult Shelter Agreement	Awarded Applicant
December 1, 2020	Deadline for 100% of new beds created to be available for occupancy	Awarded Applicant
<p><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 https://my.spokanecity.org/chhs/</i></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 from social service

agencies serving the City of Spokane and Spokane County to operate a new emergency shelter to serve homeless young adults (age 18 to 24).

In June of 2020, the Department of Commerce released an application to eligible city and county governments to receive formula awards for the creation of new shelter beds to address the unsheltered homelessness crisis in WA State. Eligible local governments within each county were encouraged to apply jointly by Commerce in order to receive 100% of the funds allocated for the county. The Spokane Regional Continuum of Care (CoC) voted to recommend that that the City of Spokane act as the lead applicant for Spokane County's joint application and that the funds be targeted towards the creation of a new shelter program for young adults, age 18-24, in accordance with 5-Year Homeless Plan. In July of 2020, this City of Spokane submitted a joint proposal to Commerce with the City of Spokane Valley and Spokane County in accordance with this recommendation.

In August of 2020, Commerce awarded the City of Spokane, as the applicant agency, the full award amount allocated for Spokane County. All new shelter beds created through this program must be operational (i.e. available for occupancy by December 1, 2020. The number of new beds must be consistent with the \$56 per bed per night reimbursement rate for daily operational costs (including leasing of a facility) and the \$10,000 in start-up costs (including capital expenditures) per new bed created. Operations of the new shelter must be in accordance with the program guidelines set out by the Department of Commerce (New Shelter Program Guidelines will be released by 9/14 and will be posted to the CHHS Funding Opportunities Webpage).

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

The total amount of available funding is highly subject to change pending the final result of the site selection process. The total amount of funding currently projected to be available for operations is \$2,731,100.00. The operator should account for leasing, acquisition, and renovation costs in the proposal

budget as applicable. At 44 beds, the maximum that can be allocated to start-up costs is \$440,000.00. Average monthly costs for operations should be approximately \$73,907.00 for an operational period from December 2020 to June 2023, and cannot exceed \$74,570.00.

PERIOD OF PERFORMANCE

The period of performance will begin on October 1, 2020 and run through June 30, 2023. This approximately three-year term will provide project stability, allow Grantees to focus on outcomes, 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.

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. Agencies that have applied for CHHS funds in that past 12 months and completed a risk assessment as part of their proposal, do not need to complete a risk assessment.

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, programmatic reviews 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.

YOUNG ADULT SHELTER OPERATIONS AND STAFFING

DESCRIPTION

The establishment of an emergency shelter young adults (ages 18-24) was identified as the single largest gap in the homeless crisis response system for young people in 2017 during the WA State 100 Day Challenge to End Youth and Young Adult Homelessness. Analysis of use patterns by young adults of the coordinated entry and adult shelter systems indicates the presence of a large, unsheltered population of

young people seeking housing assistance that are either unable or unwilling to access the adult shelter system. The Youth and Young Adult By-Name List – a real-time tracking tool of the number of young people experiencing homelessness – indicates that that unsheltered young adult population ranges from 40-60 households in any given month. Spokane Regional Continuum of Care’s (CoC) Youth Advisory Board, an advisory body composed of young people with lived experience of homelessness, indicates that young people do not access adult shelters in most cases due to:

- Concerns about safety amongst the older adult population
- Lack of age appropriate services

The Young Adult Shelter (YAS) will provide overnight sleeping to individual young adults with a projected bed inventory of at least 44 beds. Proposals should include accommodations for 24/7 services, however, the day center portion of this program is not required to be operational by December 1st given the constraints of the site selection process and the prioritization given to the creation of new beds. The vision for the shelter is to create a service rich environment with space for street outreach, behavioral health, education/employment, and legal assistance providers to conduct “office hours” to connect with participants. Additionally, the Young Adult Shelter will be expect to co-locate with a new Homeless Youth Coordinated Assessment program.

Successful applicants will be expected to:

- Commit to leading the effort to identify a suitable site for the shelter using the identified criteria, in collaboration with regional local government partners, the CoC, the Spokane Youth Advisory Board, and other key stakeholders in ending youth and young adult homelessness;
- Solicit and incorporate feedback from the Youth Advisory Board on the physical and programmatic design of the shelter; and
- Work with regional partners to identify and obtain additional financial resources to support the vision for a service rich environment for young people.

PERFORMANCE MEASURES

- The average length of time from project enrollment to clients’ date of engagement
- 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.
- Other measures as dictated by the Department of Commerce

ELIGIBLE EXPENSES

- Emergency Shelter Operations (staff costs, supplies, etc.)
- Facility Support (including leasing)
- Start-Up Costs (including capital)
- Administration

INELIGIBLE EXPENSES

- Fundraising
- Political activities
- Replacement of operating reserves
- Alcohol or tobacco

ADDITIONAL FIRE & SAFETY REQUIREMENTS

In addition to the requirements contained in the Fire Prevention Code and other City codes, the operator(s) of an emergency shelter shall:

1. Post emergency telephone numbers near each telephone including, but not limited to, '911' and poison control.
2. Provide 2A:10BC fire extinguishers at a maximum spacing of 75 feet in space designated as an emergency shelter.
3. Not allow cooking in any room which is used for sleeping.
4. Not allow smoking at any time within the building. Signage must be posted.
5. Provide First Aid kits to accommodate the number of people in the emergency shelter.
6. Post fire exit diagrams.
7. Ensure standard procedures exist and regular fire drills are practiced.

ADDITIONAL PUBLIC HEALTH REQUIREMENTS

In light of COVID-19 and the ongoing impacts of other public health issues impacting people experiencing homelessness within Spokane County (e.g. norovirus, Hepatitis A, etc.), the operator(s) of an emergency shelter shall:

1. Comply with Spokane Regional Health District (SRHD) and/or Center for Disease Control and Prevention (CDC) guidance.
2. Post all applicable health and safety materials, including proper hand-washing protocols.
3. Work with SRHD and public health officials to respond to health emergencies as related to shelter patrons.

REPORTING

1. Operator(s) of the emergency shelter will be required to enter client level data in the HMIS for each client accessing the Emergency shelter.
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 *Young Adult Shelter Application*, *Young Adult Shelter Application Budget Worksheet*, and relevant risk assessment materials, as applicable, provided by the Community, Housing, and Human Services department and available on the Department [website](#).

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

TECHNICAL ASSISTANCE

One-on-one technical assistance between the City and organizations considering responding to this RFP is available upon request. **Interested applicants are expected to seek one-on-one technical assistance**

ahead of submitting their proposals in order to be eligible to apply. 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 date to receive one-on-one technical assistance from CHHS is September 22, 2020.

SUBMISSION OF APPLICATIONS

Please note the following: The deadline to submit applications is 11:59 pm on September 27, 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
Please cc the RFP Coordinator to confirm receipt.

The City is not responsible for applications delivered late. 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 End Homelessness and the Consolidated Plan.

The applicant review committee, which may contain representation from the City's CHHS Department, the City of Spokane Valley, Spokane County CSHCD Department, the Continuum of Care (CoC) Board, the Spokane Youth Advisory Board and other non-conflicted experts deemed appropriate, will review applications. The committee will provide a recommendation for funding to the CoC Board and to the City of Spokane City Council.

The criteria by which the Young Adult Shelter operator will be selected is:

1. Experience and proven track record in working with and providing services to young people experiencing homelessness
2. Experience working alongside Spokane Police and Fire Departments
3. Program plan as submitted in the application
4. Partnership and collaboration with the homeless crisis response system and the City of Spokane CHHS Department
5. Ability to meet all conditions and requirements if designated as the Young Adult Shelter operator.

NOTIFICATION TO APPLICANTS

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

DEBRIEFING OF UNSUCCESSFUL APPLICANTS

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

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. 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.

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 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 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.