



REQUEST FOR PROPOSALS

FOR

COVID-19 EMERGENCY RENT AND UTILITY

ASSISTANCE PROGRAM

May 2021

TABLE OF CONTENTS

TABLE OF CONTENTS 2

CONTACT INFORMATION 4

ESTIMATED TIMELINE OF RFP ACTIVITIES..... 4

INTRODUCTION 5

 PURPOSE AND BACKGROUND 5

 ELIGIBLE APPLICANTS 6

 FUNDING 6

 PERIOD OF PERFORMANCE 7

SUBMISSION OF APPLICATIONS 7

 PREPARATION OF APPLICATIONS 7

 SUBMISSION OF APPLICATIONS 7

APPLICATION REVIEW AND SELECTION PROCESS 7

 NOTIFICATION TO APPLICANTS 7

 DEBRIEFING OF UNSUCCESSFUL APPLICANTS 7

 APPEAL PROCEDURE 7

GENERAL INFORMATION 8

 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE 8

 REVISIONS TO THE RFP 8

 RESPONSIVENESS 9

 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION 9

 AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION 9

 MOST FAVORABLE TERMS..... 9

 COSTS TO MAKE APPLICATION 9

 NO OBLIGATION TO CONTRACT 9

 REJECTION OF APPLICATIONS 9

AGREEMENT TERMS 10

 CITY OF SPOKANE BUSINESS LICENSE 10

 INSURANCE AND BONDING..... 10

 ANTI-KICKBACK 10

 ASSIGNMENT 10

| | |
|---|----|
| NON-WAIVER | 11 |
| SEVERABILITY | 11 |
| DISPUTES..... | 11 |
| NONDISCRIMINATION..... | 11 |
| LIABILITY..... | 11 |
| INTERNAL AUDITING CONTROL..... | 11 |
| EQUAL HOUSING OPPORTUNITY INFORMATION | 11 |
| WASHINGTON LAW AGAINST DISCRIMINATION..... | 11 |

CONTACT INFORMATION

Mailing Address: City of Spokane
 808 W. Spokane Falls Blvd
 Spokane, WA 99201

Email Inquiries: CHHSRFP@spokanecity.org

Interested applicants are encouraged to contact the City 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 |
|---------------|--|--------------------------------------|
| May 17, 2021 | Application period begins | City of Spokane |
| May 31, 2021 | Deadline for submission of applications and other critical materials | Interested organizations |
| June 7, 2021 | Funding deliberation and recommendation | CHHS Evaluation and Review Committee |
| June 9, 2021 | CHHS Board Meeting to review funding recommendations, approve, and forward to City Council for briefing and approval | CHHS Board |
| June 14, 2021 | Funding recommendation briefing for Urban Experience Committee | Committee Members |
| June 21, 2021 | Funding recommendation briefing for Council | Spokane City Council |
| June 28, 2021 | Approve funding recommendations | Spokane City Council |
| July | Contracting | City of Spokane & Awardee |

The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the website <https://my.spokanecity.org/chhs>

INTRODUCTION

PURPOSE AND BACKGROUND

The City of Spokane, (hereinafter “City”) is initiating this Request for Proposals (RFP) to solicit applications from agencies and organizations to administer emergency rent and utility assistance to those impacted by COVID-19 in Spokane. The City will prioritize proposals that promote equity in who is served, with a focus on groups of people who historically have not been provided equitable access to rent assistance and those who have disproportionately been impacted by the Covid-19 outbreak. Applications will be judged on the proposer’s ability to deliver services according to the stated criteria below, equitably and in a timely manner.

Applicants may apply to administer and distribute funds, and may propose collaboration with other organizations, as long as the applicant will retain all responsibility for performing the contract awarded. The City currently intends to distribute approximately \$9 million in funds in response to proposals received.

Rent & Utility Assistance:

These funds are intended to prevent evictions that would contribute to the spread of Covid-19 by paying past due, current due, future rent, and utilities. Households must meet the three federally required initial screening criteria:

1. Families that qualify for unemployment, have had a reduction in income, incurred significant costs, or experienced financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a median household income at or below 80% of the Area Median Income (AMI).

Prioritization for households who have individuals who have been unemployed the previous 90 days prior to application, or have a household member who is at or below 50% of AMI.

[Emergency Rental Assistance Program | U.S. Department of the Treasury](#)
[FAQ regarding the Emergency Rental Assistance Program \(published 5/7/2021\)](#)

Grantees are required to ensure their customers with disabilities and those with limited English proficiency have access to vital information and are responsible for ensuring meaningful language assistance services. This requirement can be fulfilled using 1) in-person interpretation: spoken and sign language or 2) remote interpretation using phone or video. Language interpretation costs are an eligible use of grant funds.

Equitable Access

Grantees must work to ensure equitable access to rental assistance. Equitable access means that the race and ethnicity of people entering the program are similar to the community demographics. Equitable access is measured by comparing the percent of people in poverty by race and ethnicity to the percent of people entering the program by race and ethnicity. The percentage of households provided rent assistance must equal or exceed the proportion to the population living in poverty in the County.

'By and For' Organizations

The City will prioritize proposals that promote equity in who is served, with a focus on equity for groups of people who historically have not been provided equitable access to rent assistance and those who have disproportionately been impacted by the Covid-19 outbreak: Latinx or Hispanic, young adults, Black or African American, American Indian and Alaska Native, Native Hawaiian or other Pacific Islander.

'By and For' organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

In this RFP, the City has designated funds for By and For organizations to cover costs associated with program outreach and assistance. By and For organizations are encouraged to submit proposals directly to the City. Alternatively, other Applicants may propose to sub-contract with a By and For organization.

ELIGIBLE APPLICANTS

Eligible applicants include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit or charitable organizations – typically 501(c)(3), although a range of organizational forms are eligible
- Private for-profit 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).

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 the 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 available through this funding process is contingent upon the allocation of available Federal funding. Awards will be made for the period July 1, 2021—July 31, 2022.

| Budget Category | Available Funding |
|------------------------|--------------------------|
| Admin & Operations | \$ 1,100,000.00 |
| Direct Assistance | \$ 7,643,920.00 |
| By and For Contracts | \$ 441,960.00 |
| Total | \$ 9,185,880.00 |

PERIOD OF PERFORMANCE

Organizations awarded funding through this RFP will receive a funding commitment with a period of performance beginning July 1, 2021 and running through July 31, 2022. **All funds must be expended by this date and all requests for reimbursement must be received by the City no later than August 15, 2022.**

SUBMISSION OF APPLICATIONS

PREPARATION OF APPLICATIONS

All applications shall be submitted electronically, prepared using the *COVID-19 Emergency Rent and Utility Assistance Application* and the *COVID-19 Emergency Rent and Utility Assistance Budget Worksheet* provided on the City's [website](#).

If you need help accessing the application, please contact CHHSRFP@spokanecity.org

SUBMISSION OF APPLICATIONS

Please note the following: The deadline for proposals is May 31, 2021.

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

Submit Applications to: CHHSRFP@spokanecity.org

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 established by 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. Comparisons between Applications or evaluations of the other Applications will not be allowed. Debriefing conferences may be conducted via a virtual platform or on the telephone.

APPEAL PROCEDURE

Applicants wishing to appeal the award decision must make their appeal to CHHSRFP@spokanecity.org

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 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 application review committees. GENERAL INFORMATION

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 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

ACTIVE REGISTRATION IN THE SYSTEM FOR AWARD MANAGEMENT (SAM.GOV)

Successful applicants (Grantees) must have an active SAM.gov registration and provide their DUNS number (also known as Unique Entity Identifier) for the contracting process. Grantees must have an active and clear registration before any agreements are signed. Failure to do so will result in project delay.

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.