



**REQUEST FOR PROPOSALS**

**FOR**

**COVID-19 EMERGENCY RENT AND UTILITY**

**ASSISTANCE PROGRAM**

December 6, 2021

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## CONTACT INFORMATION

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

Email Inquiries: [CHHSRFP@spokanecity.org](mailto: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
December 6, 2021	Announcement of Request for Proposals	City of Spokane
January 3, 2022	Deadline for submission of applications and other critical materials	Interested organizations
January 10, 2022	Review of Applications and award recommendations	Review Committee
January 17, 2022	Recommended for Funding	Review Committee & City Council
TBD	The City reserves the right to release an additional round of funding based on available funds.	City of Spokane

*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 during the COVID-19 epidemic in Spokane. 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 at least \$5.2 million in funds in response to proposals received.

These funds are a continuation of The U.S. Department of Treasury’s response to the COVID-19 disaster, intended to prevent evictions that would contribute to the spread of the virus by paying past due, current due, future rent, and utilities, targeting limited resources to those who have experienced financial hardship due to the COVID-19 outbreak and are at risk of experiencing homelessness or housing instability. Households must meet the three federally required initial screening criteria:

1. Experiencing a financial hardship directly or indirectly, during the COVID-19 outbreak, that threatens the households ability to pay the costs of the rental property when due;
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](#) (Updated 8/25/2021)

### 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 January 1, 2022—September 30, 2023. Administrative costs may be billed from January 1, 2022. Billing for direct assistance costs may start February 1, 2022.

## PERIOD OF PERFORMANCE

Organizations awarded funding through this RFP will receive a funding commitment with a period of performance beginning February 1, 2022 and running through September 30, 2023. **All funds must be expended by this date and all requests for reimbursement must be received by the City no later than October 15, 2023.**

## SUBMISSION OF APPLICATIONS

### PREPARATION OF APPLICATIONS

All applications shall be submitted electronically, prepared using the *COVID-19 Emergency Rent and Utility Assistance (ERA 2.0) Application* and the *COVID-19 Emergency Rent and Utility Assistance (ERA 2.0) Budget Worksheet* provided on the City's [website](#).

If you need help accessing the application, please contact [CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org)

### SUBMISSION OF APPLICATIONS

**Please note the following:** The deadline for proposals is January 3, 2022.

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

Submit Applications to: [CHHSRFP@spokanecity.org](mailto: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 the WebEx platform or on the telephone.

## **APPEAL PROCEDURE**

Applicants wishing to appeal the award decision must make their appeal to [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 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](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.

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.