



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

**NOTICE OF FUNDING AVAILABILITY**

*Homeless Youth Services*



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## HOUSING ACRONYMS AND DEFINITIONS

**USICH:** US Interagency Council on Homelessness

**HUD:** US Department of Housing & Urban Development

**BNL (By Name List):** A by-name list is a comprehensive list of every person in a community experiencing homelessness, updated in real time. Using information collected and shared with their consent, each person on the list has a file that includes their name, homeless history, health, and housing needs.

**CASE CONFERENCING:** a formal, planned, and structured event separate from regular contacts. The goal of case conferencing is to provide holistic, coordinated, and integrated services across providers, and to reduce duplication.

**CoC:** Continuum of Care

**DISPROPORTIONALITY:** Overrepresentation or underrepresentation of a racial or ethnic group compared to its percentage of the total population.

**ESG:** Emergency Solutions Grant

**EQUITY:** Equity refers to proportional representation (by race, class, gender, etc.) of opportunities in housing, healthcare, employment, and all indicators of living a healthy life. When talking about equity, it is helpful to distinguish it from equality. Equality is typically defined as treating everyone the same and giving everyone access to the same opportunities. The assumption is that everyone will benefit from the same support and services. This is not true. Some populations are situated differently because of historical and current discrimination against them. Equity addresses those difference. Equality is about sameness; it focuses on making sure everyone gets the same thing. Equity is about fairness; it ensures that each person gets what the person/population needs. To achieve equity, policies and procedures may result in an unequal distribution of resources, but will lead to equitable outcomes for everyone.

**HIC:** Housing Inventory Count

**HMIS:** Homelessness Management Information System

**HPRP:** Homelessness Prevention & Rapid Re-Housing Program

**PIT Count:** Point-in-Time Count

**TH-RRH:** Transitional Housing-Rapid Re-Housing Joint Component

**YHDP:** Youth Homelessness Demonstration Program

**SSA:** US Social Security Administration

**SOAR:** SSI/SSDI Outreach, Access, and Recovery

**SSI/SSDI:** Social Security Income/Social Security Disability Income

**CE:** coordinated entry

**CTI:** Critical Time Intervention

**ES:** emergency shelter

**PH:** permanent housing

**PSH:** permanent supportive housing

**RRH:** rapid re-housing

**MAT:** Medication-Assisted Treatment

**NOFA:** Notice of Funding Availability

**NOFO:** Notice of Funding Opportunity

**RACIAL EQUITY:**

Racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, one's housing, economic, and health outcomes. With racial equity, race would no longer be used to predict outcomes, and outcomes for all groups are improved. Racial equity includes addressing root causes of inequities, not just their outcomes. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or otherwise fail to address them. Racial equity is also a process. This means that Black people, Indigenous people, and people of color—those most impacted—are part of the decision-making about funding, policies and programs.

**TAY:** transition age youth

**TH:** transitional housing

**TLP:** Transitional Living Program

**YYA:** youth and young adults

**YAB:** youth action/advisory board

**REQUEST FOR PROPOSALS**

The Community, Housing and Human Services (CHHS) Department is pleased to announce a Notice of Funding Availability (NOFA) for Homeless Youth Services. CHHS is seeking applications from eligible organizations who are willing to partner with youth and young adults (YYA) who have directly experienced homelessness to design and implement projects approved by the Youth Action Board (YAB) and the Continuum of Care (CoC). These projects will provide services and connections to help YYA thrive. Together, these projects will form a system to prevent and end YYA homelessness in City of Spokane/Spokane County. Applicants are encouraged to apply for more than one project type. Applicants are also encouraged to collaborate with other providers in the community to enhance programming. A working draft of the City of Spokane/Spokane County Coordinated Community Plan (CCP) can be found on the CHHS funding opportunities webpage. It is highly encouraged that you review this CCP before you start your application.

Funding to support this NOFA come through the following federal and state sources:

**Youth Homelessness Demonstration Project: [24 CFR part 578](#)**

The Youth Homelessness Demonstration Program (YHDP) is a new initiative designed to reduce the number of youth experiencing homelessness. The goal of the YHDP is to support selected communities, including rural, suburban, and urban areas across the United States, in the development and implementation of a coordinated community approach to preventing and ending youth homelessness. Additionally, HUD is committed to sharing that experience of YHDP communities and mobilizing communities around the country toward the same end.

**Office of Homeless Youth: <https://www.commerce.wa.gov/serving-communities/homelessness/office-of-youth-homelessness/>**

The Office of Homeless Youth works with partners and communities to establish ongoing and future funding, policy, and best practices related to improving the lives of homeless youth in Washington. Funding for the Office of Homeless Youth is specifically allocated to many different grant programs, each with a targeted mission, working together to increase youth and young adults' well-being in transition.

**Total Funds Available**

Approximately **\$2,400,000** in total will be made available through this NOFA. CHHS intends to fund the following types of proposals:

| <b>Project Type</b>                                | <b>Funds Available</b>                         |
|--|--|
| Youth Specific Coordinated Entry                   | \$250,000 – YHDP                               |
| Host Homes Program                                 | \$100,000 – YHDP                               |
| Transitional Housing/Rapid Re-Housing              | \$1.34 million– YHDP<br>\$218,513 – OHY - YAHP |
| Street Outreach, Diversion, and Housing Navigation | \$368,000 – YHDP<br>\$137,286 OHY - ACI        |

The most competitive proposals must be able to clearly demonstrate the following:

1. Matching/leveraged funds;
2. Clear and well thought out project scope;
3. Incorporate YYA with lived experience of homelessness throughout project planning, design, implementation and monitoring;
4. Address how equity and disproportionality will be addressed in program design and implementation;
5. Address how the behavioral health needs of program participants will be met;
6. Clearly defined performance measures (are they reasonable/attainable) that align with project scope;
7. Project milestones are reasonable and well thought out; and
8. Quality of entire application packet.

CHHS reserves the right to amend this NOFA at any time.

**NOFA CONTACT**

Questions related to this funding notice should be directed to the Community, Housing, and Human Services Department.

[chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org)

Spokane City Hall – 6<sup>th</sup> Floor  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201  
(509) 625-6325

## TIMELINE

|                          |  |
|--------------------------|--|
| May 27, 2022             | Announce RFP on CHHS department website, <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a> , and by email distribution to the CHHS department Interested Parties List.   |
| June 6, 2022             | In Person Technical Assistance Workshop #2 – 11AM, Spokane City Hall, 808 W Spokane Falls Blvd. Tribal Conference Room.  |
| June 7, 2022             | Virtual Technical Assistance Workshop #1 - 3PM, please RSVP to <a href="mailto:jcerecedes@spokanecity.org">jcerecedes@spokanecity.org</a> for invitation.  |
| June 14, 2022            | Last day for interested applicants to receive CHHS staff one on one technical assistance   |
| <b>July 1, 2022</b>      | <b>Applications DUE by 5:00 PM. Late submittals will not be accepted.</b><br>➤ Please submit <b>electronic copies</b> to <a href="mailto:chhsrfp@spokanecity.org">chhsrfp@spokanecity.org</a> <ul style="list-style-type: none"> <li>○ Printed hard copies will not be accepted</li> <li>○ Don't forget the required attachments – last page of application</li> </ul> |
| July 5th – July 12, 2022 | Applicant Interviews   |
| July 22, 2022            | Application Scoring Completed  |
| July 27, 2022            | CoC Board approval of award recommendations  |
| August 1, 2022           | City Council approval of recommendations (date subject to change)  |
| August/September 2022    | Contracting  |
| October 2022             | Anticipated Project Start  |

## ANTICIPATED PERIOD OF PERFORMANCE

Funding for this NOFA will be made available following City Council approval in June 2022. The anticipated period of performance for awards made as a result of this RFP are:

YHDP- October 1, 2022 to September 30, 2024.

ACI/YAHP- October 1, 2022 to June 30, 2024

These dates are subject to change in accordance the period of performance determined in HUD's grant agreement with the City of Spokane. Additionally, please note: current OHY funding is available for the period October 1, 2022 through June 30, 2023. All awards are subject to the continued availability of funds.

## ELIGIBLE APPLICANTS

To be considered a qualified organization, the applicant must meet the following mandatory criteria:

- Governmental entities serving within Spokane County
- Public and private nonprofit organizations – typically 501(c)(3)
- Private for-profit organizations
- Faith based organizations
- Commitment to operating the program under the Housing First model and in alignment with all YHDP principles.
- Applicants may submit joint applications in response to this RFP. Joint applications should submit an MOU reflecting the role of project partners and specify funding for each organization in the budget section.

### Minimum Expectations

By submitting this application and accepting an award, applicants agree to the following. We encourage potential applicants to seek technical assistance if they are unsure of their ability to meet any of these expectations.

1. Be located or provide services in Spokane County and serve YYA at-risk of and experiencing homelessness.
2. Comply with program requirements as per the City of Spokane/Spokane County Continuum of Care (CoC) Policies and Procedures, HUD CoC Program Interim Rule, YHDP NOFA, and any HUD-approved waivers. All projects must agree to utilize Spokane County/City of Spokane Coordinated Access System.
3. Comply with all CoC, HUD, and YHDP NOFA program reporting and evaluation requirements. All projects must participate in City of Spokane’s CMIS (Community Management Information System) and provide accurate reporting to help measure progress and project performance.
4. Participate in Spokane County’s annual Point in Time (PIT) count and Housing Inventory Count (HIC) as well as the CoC’s By Name List (BNL) of youth and young adults experiencing homelessness.
5. Work in collaboration with the CoC’s Youth Homelessness Action Subcommittee, Youth Action Board, Anchor Community Initiative (ACI) Core Team, Yes-2-Yes (Y2Y) youth case conferencing committee, and other committees or workgroups as needed.
6. Incorporate YYA with lived experience of homelessness throughout project planning, design, and implementation. YHDP projects must hire YYA with lived experience. (Proposal need to define: how agencies will support young people on staff; wage expectations; offering flexibility for applicants for whom this may be a barrier;). YHDP projects must support the YAB.
7. Work to ensure the behavioral health needs of program participants are met.
8. Adhere to Housing First practices in serving YYA experiencing homelessness.
9. Fair Housing Compliance: All programs funded through this RFP must be compliant with federal, state, and local laws in the delivery of their services and housing projects, which include ensuring equal opportunity and access to housing for protected class statuses. Programs will be monitored for compliance with fair housing laws, and if found in violation, City of Spokane may give corrective action up to and including termination of funds. City of Spokane reserves the right to require sub-recipients to change program policies or requirements that may unnecessarily limit access to housing.

**FUNDING PRIORITIES AND TARGET POPULATIONS**

The following priorities have been identified to address Youth Homeless Services. Applicants are encouraged to submit proposals that address one of more of the following priorities with an emphasis on target populations.

**Funding Priorities**

|  |  |
|--|--|
| <p>Develop a youth specific coordinated entry system</p> | <p>The Spokane City/County Continuum of Care has proposed that a high performing homelessness crisis response system for youth and young adults should include a separate coordinated entry system with tailored services for this population.</p> <p>Coordinated Entry (CE) processes enable communities to effectively and efficiently use resources to house those experiencing or at-risk of homelessness. A coordinated entry process makes it easier for persons experiencing homelessness to access the housing and service resources that are best suited for them. The CE process for youth should be informed by the expertise and capacity of all youth-serving providers and organizations in a community.</p> <p>Successful proposals should clearly articulate the applicant’s:</p> <ol style="list-style-type: none"> <li>1. familiarity and understanding with the four Coordinated Entry core elements: Access, Assessment, Prioritization, and Referral</li> <li>2. how the applicant plans to work with the system partners on the actual implementation of these elements</li> </ol> |
|--|--|



|                                  |  |
|----------------------------------|--|
|                                  | <p>a. Selected recipient must participate in CoC’s CE Policies and Procedures workgroup and consult with the youth subcommittee, ACI Core Team, and YAB on development of youth CE system</p> <p>3. plan for assuming responsibility for the CoC’s Youth BNL including monthly reporting to <a href="#">A Way Home Washington’s ACI functional zero dashboard portal</a> as well as collaborating with AWHWA, City of Spokane CMIS staff, and other key stakeholders on the continuous development of the Youth BNL;</p> <p>4. plan for assuming responsibility to convene the CoC’s weekly youth homelessness case conferencing through the Yes-2-Yes Committee; and</p> <p>5. vision for coordination with providers of street outreach to unsheltered YYA; systems of care (child welfare, juvenile justice, behavioral health, and public education); and providers of diversion and housing navigation services for young people experiencing homelessness or housing instability.</p>  |
| <p><b>Host homes program</b></p> | <p>A short-term, family-based setting that can offer youth a safe alternative to shelter.</p> <p>Host home programs proposals should include the following key features and promising practices:</p> <ul style="list-style-type: none"> <li>• Demonstrate intention to partner with K-12 schools</li> <li>• Host recruitment</li> <li>• Supporting hosts</li> <li>• Positive Youth Development</li> <li>• Flexible model</li> <li>• Formal partnerships</li> </ul> <p>Proposals should be aware of any state laws and regulations for host home programs.</p> <p><b><a href="#">RCW 74.15.020:</a></b></p> <p>(i) A host home program, and host home, operated by a tax exempt organization for youth not in the care of or receiving services from the department, if that program: (A) Recruits and screens potential homes in the program, including performing background checks on individuals over the age of eighteen residing in the home through the Washington state patrol or equivalent law enforcement agency and performing physical inspections of the home; (B) screens and provides case management services to youth in the program; (C) obtains a notarized permission slip or limited power of attorney from the parent or legal guardian of the youth authorizing the youth to participate in the program and the authorization is updated every six months when a youth remains in a host home longer than six months; (D) obtains insurance for the program through an insurance provider authorized under Title <a href="#">48</a> RCW; (E) provides mandatory reporter and confidentiality training; and (F) registers with the secretary of state as provided in RCW <a href="#">24.03.550</a>.</p> <p>(ii) For purposes of this section, a "host home" is a private home that volunteers to host youth in need of temporary placement that is associated with a host home program.</p> <p>(iii) For purposes of this section, a "host home program" is a program that provides support to individual host homes and meets the requirements of (o)(i) of this subsection.</p> <p>(iv) Any host home program that receives local, state, or government funding shall report the following information to the office of homeless youth prevention and protection programs annually by December 1st of each year: The number of children the program served, why the child was placed with a host home, and where the child went after leaving the host home, including but not limited to returning to the parents, running away, reaching the age of majority, or becoming a dependent of the state</p> |

|   |   |
|---|---|
| <p style="text-align: center;"><b>Joint<br/>Transitional<br/>housing/rapid<br/>re-housing</b></p> | <p>TH-RRH provides short-term crisis housing for youth who enter the TH portion of the program. It also provides medium/long-term permanent housing for youth who transition directly from TH into RRH or from homelessness into RRH. A youth has a choice of which program they wish to access and both TH and RRH portions must be available.</p> <p>Rapid re-housing programs should contain the 3 core components:</p> <ul style="list-style-type: none"> <li>• Housing Identification</li> <li>• Rent and Move-In Assistance</li> <li>• Rapid Re-Housing Case Management and Services</li> </ul> <p>Transitional Housing Programs should the following key features and promising practices:</p> <ul style="list-style-type: none"> <li>• Variety of Housing Configurations</li> <li>• Individualized and Flexible Service Delivery</li> <li>• Vulnerable Populations</li> <li>• Forge Community Connections</li> <li>• Exit Planning</li> </ul>   |
| <p style="text-align: center;"><b>Supportive<br/>services only<br/>(SSO)</b></p>                  | <p>SSOs are a project type where YHDP funds only pay for services, not housing assistance.</p> <p>PLEASE NOTE: the below three interventions are considered part of a healthy Coordinated Entry systems. Applicants applying for SSO projects should clearly articulate how the proposed project(s) will function as components of the Continuum of Care’s new Coordinated Entry system for youth and young adults either through an interagency Memorandum of Understanding (MOU) and through a clearly defined shared management structure should the same organization be awarded both the Supportive Service Only and Coordinated Entry grants</p> <p><b>Outreach Services:</b> Community based outreach services identify young people experiencing unsheltered homelessness and help them access crisis and long-term housing.</p> <p>An opportunity to proactively engage youth who are unsheltered, providing basic needs assistance, crisis intervention, case management and connections to necessary resources, including shelter &amp; housing.</p> <p><b>Diversion Services:</b> Diversion offers services that help youth find alternate solutions to shelter/crisis housing or other housing.</p> <p>Support offered at the front door of the system to assist youth in finding or maintaining safe &amp; appropriate housing before entering an episode of homelessness. Diversion is a Housing Problem Solving technique that focuses on strategies to help young people identify housing options and avoid an episode of homelessness.</p> <p><b>Housing Navigation:</b> Supports offered to assist young people who are at risk of or experiencing literal homelessness, navigate complex systems, and provide direct support to youth in crisis as they engage with the coordinated entry system.</p> |

**Target Populations**

- Unaccompanied homeless youth or young adults, ages 12 - 24
- Unaccompanied homeless youth at risk of homelessness, ages 12 - 17

**Special Sub-Population**

- Lesbian, Gay, Bisexual, and Queer (LGBQ) YYA
- Transgender and gender non-conforming YYA
- Commercially sexually exploited YYA

- Black, Indigenous, People Of Color YYA
- Child welfare involved YYA
- Juvenile Justice/Justice involved YYA
- Pregnant or Parenting YYA
- Unaccompanied minors (under age 18)

## PROJECT NARRATIVE

Please complete application for specific project type:

- Coordinated Entry Application
- Joint TH/RRH Application
- Host Homes Program
- Supportive Services Only

## IMPEDIMENTS TO FAIR HOUSING

The City of Spokane contracted with the Northwest Fair Housing Alliance to conduct a comprehensive analysis of Impediments to Fair Housing. The result of this analysis was published in late 2019 and highlighted the following Impediments to Fair Housing choices. Applicants must address how their proposal will address one, or multiple impediments as listed below:

- **Impediment 1:** Fair housing complaints based on disability discrimination are filed with administrative enforcement agencies at a significantly greater rate than any other protected class.
- **Impediment 2:** People with disabilities have need for assistance requesting and advocating for reasonable accommodations.
- **Impediment 3:** People of color and people with disabilities are more likely to be tenants than homeowners, and therefore at greater risk of housing instability and homelessness due to market forces (e.g., low vacancy rates, rising rents, and high cost of application and screening fees), and 20 day no cause tenancy termination.
- **Impediment 4:** Source of income discrimination and housing provider refusal to accept housing subsidies limits housing choice for people with disabilities who rely on non-employment income such as SSI and SSDI, people with disabilities and people of color who are disproportionately represented in the section 8 voucher program, and veterans with disabilities who receive VASH vouchers.
- **Impediment 5:** Overly broad criminal history screening policies limit access to housing for many rental applicants, and have a disparate impact on people color, who are statistically overrepresented among those who are criminal justice system involved.
- **Impediment 6:** People of color are overly represented in the homelessness population compared to their percentages in the overall Spokane population.
- **Impediment 7:** Multi-family housing continues to be built out of compliance with the Fair Housing Act's design and construction accessibility requirements
- **Impediment 8:** Single-family and low-density zoning limits the building of multi-family rental housing to areas of the city where people of color and those with disabilities, most often renters, are already concentrated, and limits opportunity to move to neighborhoods with the highest percentages of white residents, thereby serving to reinforce historic patterns of segregation.
- **Impediment 9:** There are insufficient vacant affordable rental units in multi-family housing communities, which limits housing choice for renters, including people with disabilities and people of color who are more often renters than homeowners.
- **Impediment 10:** People with limited English proficiency need fair housing information provided in Spanish, Russian, Marshallese, Vietnamese and Arabic.

## SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE

The City of Spokane will enter into a subrecipient agreement with successful applicants. The City defines a Subrecipient as an entity that receives a subaward from a pass-through entity (City of Spokane) to carry out eligible activities as defined in federal, state, or local regulatory guidance.

## GENERAL REQUIREMENTS

- Agencies awarded funds will maintain an active City of Spokane and Spokane County business license
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below)
- Agencies awarded funds will maintain the following minimum insurance thresholds:
  - General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,500,000.00 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,500,000.00 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the CITY, its agents, officers and employees are Additional Insureds but only with respect to the GRANTEE's services to be provided under this Agreement; and
  - Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000.00 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
- Agencies awarded funds will not sub-award funds to any other entity, excluding construction/capital projects.
- Awarded funds will be paid to Subrecipient for eligible expenses on a ***reimbursement*** basis.

**Note:** Beginning on April 4, 2022, as part of the federal government's transition for all federal awards, all entities doing business with the federal government will use the Universal Entity Identifier (UEI) assigned by the General Services Administration (GSA) through the System for Award Management (SAM.gov). Therefore, the U.S. Department of the Treasury (Treasury) will no longer be able to accept a Data Universal Numbering System (DUNS) number as a valid identification number.

### What is the UEI?

Beginning April 4, 2022, the federal government will stop using the DUNS number issued by Dun & Bradstreet to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) assigned in [SAM.gov](https://sam.gov) and will no longer use a third-party website to obtain their identifier. Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI, directly from [SAM.gov](https://sam.gov).

### What does this mean for Recipients?

No action is required if you have an existing and active registration in [SAM.gov](https://sam.gov). If you are registered in [SAM.gov](https://sam.gov), your UEI has already been assigned and is viewable in your [SAM.gov](https://sam.gov) account. Your UEI is located below the DUNS number on your entity registration record. Please ensure your legacy DUNS number is accessible in a recipient's records for historical reference where needed, as the DUNS number will no longer be visible to users in [SAM.gov](https://sam.gov) after April 4.

New [SAM.gov](https://sam.gov) registrants will be assigned a UEI as part of their SAM registration. More information about the UEI transition is available through the U.S. General Services Administration's [website](https://sam.gov). If you are a new applicant for federal funds, you must register in SAM and obtain a UEI beginning on April 4, 2022. You may continue using your DUNS number for applications submitted prior to that date. Beginning on April 4, you will be required to list your UEI in lieu of the DUNS number on all submissions.

Again, Recipients may continue registering for and using the DUNS number up through April 3, 2022. On and after April 4, 2022, all recipients will need to apply for a UEI as part of the SAM registration process, regardless of any applications for a DUNS number pending with Dun and Bradstreet.

### Where can I get more information?

Questions about the conversion from DUNS to UEI should be directed to GSA. Information about the UEI transition can be found on GSA's webpage, [here](#).

## APPLICATION DEADLINE

Applications will be available beginning **Friday, May 27** on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

**Application submission deadline is Friday, July 1, 2022, at 5:00 PM**

**Applications submitted after this deadline *will not* be considered for funding.**

Complete applications will be submitted electronically (via email) to [chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org). CHHS will not accept hard copies of the application. Applications that do not contain the required attachments will be considered incomplete and not eligible for funding consideration. In some instances the required attachments may require multiple email submissions.

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. Applicants are encouraged to submit proposals in advance of Friday, July 1, 2022 at 5:00 PM.

## APPLICATION ASSISTANCE

**Technical Assistance** workshops will be available as follows:

|              |   |
|--------------|---|
| June 6, 2022 | In Person Technical Assistance Workshop #2 – 11AM, Spokane City Hall, 808 W Spokane Falls Blvd. Tribal Conference Room.                                   |
| June 7, 2022 | Virtual Technical Assistance Workshop #1 - 3PM, please RSVP to <a href="mailto:jcerecedes@spokanecity.org">jcerecedes@spokanecity.org</a> for invitation. |

Staff will review the contents of the funding notice, application process and provide guidance that will make proposals more competitive. CHHS encourages applicants to attend one of the two sessions offered.

**One-on-one technical assistance:** CHHS staff has set-aside time to meet with applicants during the following dates and times:

- Tuesday June 7, 2022, between the hours of 4:00 pm and 5:30 pm
- Tuesday June 14, 2022, between the hours of 4:00 pm and 5:30 pm

Applicants seeking technical assistance **must RSVP** with CHHS staff ([chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org)) 24 hours in advance of the dates and times specified above. The last day to receive CHHS technical assistance is Tuesday, June 14, 2022, at 5:00 pm.

## APPLICATION REVIEW AND RATING PROCESS

All applications will go through the following evaluation and review process:

## 1. Part I -Project Proposal Evaluations

- a) Members of the CoC Board's RFP Committee
  - i. Score, rank and make funding recommendations
    - 1. *Does the proposal have an adequate amount of leverage from other funding sources? Do the leverage letters support matching funds/leverage claimed in the application?*
    - 2. *Is the proposed scope of work clear and well thought out?*
    - 3. *Has the applicant clearly tied their proposal to a funding priority and target population?*
    - 4. *Do the performance measures fit with the proposal scope? Are they reasonable and attainable outcomes?*
    - 5. *Do the (proposal) milestones appear reasonable and well thought out?*
    - 6. *How do you rate the overall application?*
  - ii. Forward funding recommendations to CoC Board
  - iii. Funding Recommendations Approved by CoC Board
  - iv. Forward approved recommendations to the Spokane City Council

## 2. Part II- - Notice to Applicants

- a. Notice to Applicants on funding recommendation authorized by Spokane City Council, on or before July 29, 2022
- b. Applicant debriefs to unsuccessful applicants
  - i. Upon request, a debriefing conference may be scheduled with successful/unsuccessful applicants. Debriefing may be conducted in person or on the telephone.
- c. Appeal Procedure
  - i. Applicants wishing to appeal a funding decision must make their appeal to the CHHS Director.

## 3. Part III- Contracting

- a. Contract Negotiations
- b. Contract Execution

## GENERAL INFORMATION

### PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

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

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

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

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

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

**REVISIONS TO THE 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 also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

**RESPONSIVENESS**

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

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

**MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women’s Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/753-9693 to obtain information on certified firms.

**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.

**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.

**CONTRACT 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.

**ANTI-KICKBACK**

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

**ASSIGNMENT**

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

**NON-WAIVER**

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

**SEVERABILITY**

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

#### **DISPUTES**

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

#### **NONDISCRIMINATION**

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

#### **LIABILITY**

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

#### **INTERNAL AUDITING CONTROL**

The 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 City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials and the Agency shall make such available upon request.

**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 Christine Cavanaugh at (509) 625-6383, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or [ccavanaugh@spokanecity.org](mailto:ccavanaugh@spokanecity.org). Persons who are deaf or hard of hearing may contact Ms. Christine Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact the City forty-eight (48) hours before the meeting date.

**EQUAL CREDIT OPPORTUNITY ACT INFORMATION:** The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see [http://www.justice.gov/crt/about/hce/housing\\_ecoa.php](http://www.justice.gov/crt/about/hce/housing_ecoa.php).

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

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