



Community, Housing and Human Services Department (CHHS)

NOTICE OF FUNDING AVAILABILITY

Rapid Capital Acquisition and Reconstruction of Affordable Housing



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REQUEST FOR PROPOSALS

The Community, Housing and Human Services (CHHS) Department is pleased to announce a Notice of Funding Availability (NOFA) for Rapid Capital Acquisition and Reconstruction of Affordable Housing. The intent of this NOFA is to rapidly acquire, or rehab existing properties that will add, and or, preserve units of affordable housing. Projects with aggressive acquisition or rehabilitation timelines will receive funding priority.

CHHS will award up to 100% of acquisition and or rehabilitation costs with a contractual requirement that funded projects have a minimum operational commitment of 2 years.

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

Community Development Block Grant Program (CDBG): [24 CFR Part 570](#)

The Community Development Block Grant (CDBG) Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Eligible Activities

CDBG funds may be used for activities which include, but are not limited to:

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
- Activities relating to energy conservation and renewable energy resources

Each activity must meet one of the following national objectives for the program:

- Benefit low- and moderate-income persons,
- Prevention or elimination of slums or blight, or
- Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

For more information please visit: [CDBG Entitlement Program - HUD Exchange](#)

Sales and Use Tax for Affordable and Supportive Housing: [SMC 08.07B](#)

Spokane City Council enacted the Sales and Use Tax for Affordable and Supportive Housing. Funding from this tax is meant to support the acquisition, rehabilitation, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services; or, funding the operations and maintenance costs of new units of affordable or supportive housing. See also: [RCW 82.14.540](#).

Sales and Use Tax for Housing and Housing-Related Supportive Services: [SMC 08.07C](#)

The City Council enacted the Sales and Use Tax for Rapid Capital Acquisition and Reconstruction of Affordable Housing with the intent to help strengthen our community by ensuring that everyone has access to housing which is affordable, regardless of income, by providing a locally-controlled source of revenue to accomplish the specific objectives of state law, as identified in [RCW 82.14.530](#)

HOME Investment Partnerships Program (HOME): [24 CFR Part 92](#)

The HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

HOME funds to provide home purchase or rehabilitation financing assistance to eligible homeowners and new homebuyers; build or rehabilitate housing for rent or ownership; including site acquisition or improvement, demolition of dilapidated housing to make way for HOME-assisted development, and payment of relocation expenses.

For more information please visit: [HOME: HOME Investment Partnerships Program - HUD Exchange](#)

Approximately **\$10,000,000.00** will be made available through this NOFA. CHHS intends to fund proposals that can rapidly acquire affordable housing units, and/or rehab existing affordable housing units for individuals and households earning less than 80% area median income.

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

1. Request for funding fills a clear funding gap in the proposed budget
2. Matching/leveraged funds;
3. Clear and well thought out project scope;
4. Clearly defined performance measures (are they reasonable/attainable) that align with project scope;
5. Project milestones are reasonable and well thought out; and
6. 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.

rculton@spokanecity.org
Spokane City Hall – 6th Floor
808 W. Spokane Falls Blvd.
Spokane, WA 99201
(509) 625-6325

TIMELINE

Friday	December 9, 2022	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
Tuesday	December 13, 2022	Technical Assistance Workshop #1: <ul style="list-style-type: none"> • Meeting Time: 9:00 AM to 11:00 AM • Meeting Location: Northeast Community Center – Lower-Level Main Room: 4001 N Cook St, Spokane, WA 99207
Thursday	December 15, 2022	Technical Assistance Workshop #2: <ul style="list-style-type: none"> • Meeting Time: 4:00 PM to 5:30 PM • Meeting Location: West Central Community Center – Newton Room: 1603 N Belt St, Spokane, WA 99205
Monday	December 19, 2022	Time reserved for staff technical assistance. RSVP required. 8:30 am – 11:30 am. Online, or in-person
Tuesday	December 20, 2022	Time reserved for staff technical assistance. RSVP required. 1:30 pm – 3:30 pm. Online, or in-person
Thursday	January 5, 2023	Time reserved for staff technical assistance. RSVP required. 8:30 am – 11:30 am. Online, or in-person
Wednesday	January 11, 2023	Last day for interested applicants to receive CHHS staff technical assistance
Monday	January 16, 2023	Applications DUE by 5:00 PM. Late submittals will not be accepted. <ul style="list-style-type: none"> ➤ Please submit electronic copies to rculton@spokanecity.org <ul style="list-style-type: none"> ○ <i>Printed hard copies will not be accepted</i> ○ <i>Don't forget the required attachments – last page of application</i>
	January 2023	Applications reviewed
	February 2023	CHHS Board approval of award recommendations
	February/March 2023	City Council approval of recommendations (date subject to change)
	March/April 2023	Contracting

PERIOD OF PERFORMANCE/TERM

Funding for this NOFA will be made available following City Council approval in February/March 2023. Contract terms between the City of Spokane and Subrecipient will not extend beyond June 30, 2023.

ELIGIBLE APPLICANTS

Eligible applicant/recipients 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

TARGET POPULATIONS AND FUNDING PRIORITIES

The following priorities have been identified to address Rapid Capital Acquisition and Reconstruction of Affordable Housing in response to growing housing affordability needs within our community. Applicants are encouraged to submit proposals that address one or more of the following priorities with an emphasis on target populations.

Target Populations

The CHHS Board is targeting housing for individuals and households earning less than 80% area median income. The primary population is referred to as the ALICE population. ALICE is short for asset limited, income constrained, employed individuals and households. For more information about ALICE, please visit the following website: [ALICE in Spokane | Spokane County United Way \(unitedwayspokane.org\)](https://www.aliceinidaho.org/).

Funding Priorities

- Expansion of new affordable housing units
- Preservation of existing housing units
- Downpayment Assistance for homebuyers

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.

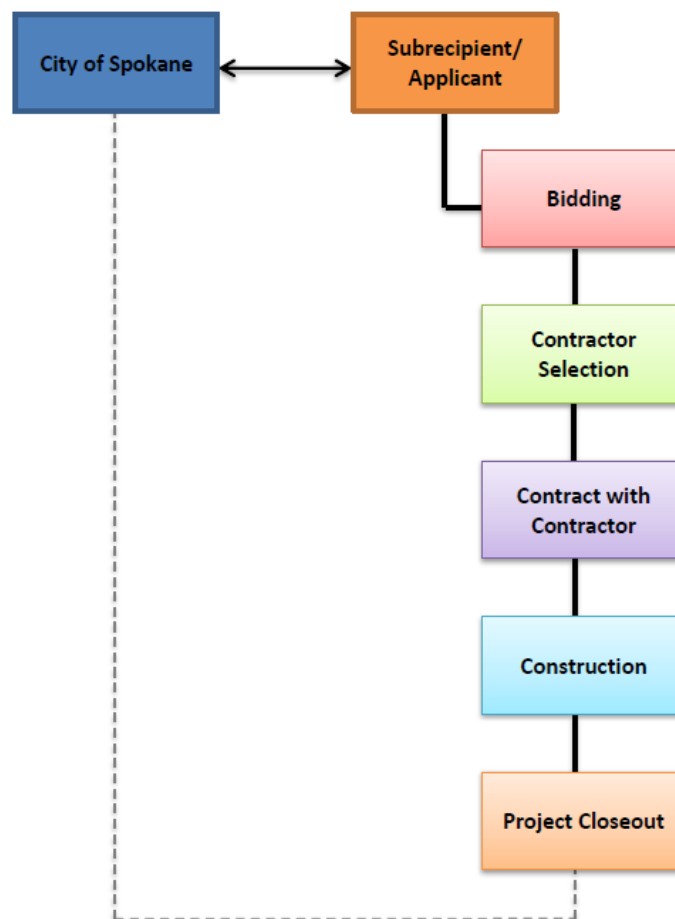
SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE

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.

Capital Projects

The diagram below is intended to illustrate the relationship between the City of Spokane and the successful applicant/subrecipient. All subrecipients receiving funding for capital projects will be responsible for conducting their own procurement process with the assistance of CHHS staff. Following the bidding process, each subrecipient will be required to enter into a contract with the most responsible bidder. CHHS staff will assist subrecipients through this process, but the contractual agreement with the contractor will be with the subrecipient and ***not*** the City of Spokane.

Real estate transactions will differ from the diagram below, but will still require a subrecipient agreement with the City of Spokane. Please contact CHHS staff for questions related to real estate transactions.



GENERAL REQUIREMENTS

- Agencies awarded funds will maintain an active City of Spokane 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](https://sam.gov).

APPLICATION DEADLINE

Applications will be available no later than Friday, **December 9, 2022**, on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

Application submission deadline is Monday, January 16, 2023, at 5:00 PM

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

Complete applications will be submitted electronically (via email) to rculton@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 Monday, January 16, 2023 at 5:00 PM.

APPLICATION ASSISTANCE

Technical Assistance workshops will be available as follows:

Workshop #1

- **Date:** Tuesday, December 13, 2022
- **Meeting Time:** 9:00 AM to 11:00 AM
- **Meeting Location:** Northeast Community Center – Lower-Level Main Room: 4001 N Cook St, Spokane, WA 99207

Workshop #2

- **Date:** Thursday, December 15, 2022
- **Meeting Time:** 4:00 PM to 5:30 PM
- **Meeting Location:** West Central Community Center – Newton Room: 1603 N Belt St, Spokane, WA 99205

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 three sessions offered.

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

- Monday, December 19, 2022, between the hours of 8:30 am and 11:30 am
- Tuesday, December 20, 2022, between the hours of 1:30 pm and 3:30 pm
- Thursday, January 5, 2023, between the hours of 8:30 am and 11:30 am

Applicants seeking technical assistance **must RSVP** with CHHS staff (rculton@spokanecity.org) 24 hours in advance of the dates and times specified above. The last day to receive CHHS technical assistance is Wednesday, January 11, 2023, at 3:00 pm.

HUD INCOME and RENT LIMITS

2022 Area Median Income (AMI) Limits: Spokane, WA

		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Area Median Income	(100% AMI)	\$58,900	\$67,300	\$75,700	\$84,100	\$90,900	\$97,600
Low-Income	(80% AMI)	\$47,150	\$53,850	\$60,600	\$67,300	\$72,700	\$78,100
Very Low-Income	(50% AMI)	\$29,450	\$33,650	\$37,850	\$42,050	\$45,450	\$48,800
Extremely Low-Income	(30% AMI)	\$17,700	\$20,200	\$22,750	\$25,250	\$27,300	\$29,300

2022 Fair Market Rent (FMR): Spokane, WA

Final FY 2022 & Final FY 2021 FMRs By Unit Bedrooms

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2022 FMR	\$701	\$795	\$1,033	\$1,467	\$1,745
FY 2021 FMR	\$674	\$774	\$1,007	\$1,441	\$1,718

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 CHHS Board's Affordable Housing, and Evaluation and Review Committees
 - i. Score, rank and make funding recommendations (January/February)
 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 CHHS Board (February)
 - iii. Funding Recommendations Approved by CHHS Board (February)
 - iv. Forward approved recommendations to the Spokane City Council (February/March)

2. Part II- - Notice to Applicants

- a. Notice to Applicants on funding recommendation authorized by Spokane City Council, on or before March 31, 2023
- 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. 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.

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.