



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

## **NOTICE OF FUNDING AVAILABILITY**

*Homeless, Housing, Operations, and Services (HHOS)*



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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 Homeless, Housing, Operations, and Service in Spokane.

**The total available for this NOFA is approximately \$7,420,000 annually for the period of July 1, 2024 through June 30, 2027 for a total of \$22,260,000 over the three year period. The funds supporting this NOFA are Washington State Department of Commerce Consolidated Homeless Grant/Housing and Essential Needs (CHG/HEN), HUD Emergency Shelter Grant (ESG), local Human Services (HSG) and, local Homeless Housing Assistance Act (HHAA) dollars. The City of Spokane and any subrecipients of the City of Spokane are required to adhere to funding requirements as specified by source below.**

**CHG/HEN-** <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

**HHAA-** <https://app.leg.wa.gov/rcw/default.aspx?cite=43.185c>

**HSG-** <https://static.spokanecity.org/documents/chhs/programs/hhos/homeless-housing-operations-and-services-grant-guidelines-2019-2024-2021-03-05.pdf>

**ESG-** <https://www.hudexchange.info/programs/emergency-shelter-grants/emergency-shelter-grants-program-requirements/>

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

1. Matching/leveraged funds and/or services;
2. Clear and well thought out project scope for both operations and services;
3. Quality of entire application packet

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

### PROJECT TYPES BY FUNDING SOURCE

#### **Consolidated Homeless Grant (Washington State Department of Commerce)**

- Emergency Shelter (drop-in or continuous stay)
- Transitional Housing
- Homeless Prevention
- Rapid-rehousing
- Permanent Supportive Housing
- Street Outreach

#### **Housing and Essential Needs\* (Washington State Department of Commerce)**

- Transitional Housing
- Homelessness Prevention
- Rapid Re-housing
- Permanent supportive Housing
- Street Outreach
- Homeless or at risk or referral from DSHS

#### **Emergency Shelter Grant (Department of Housing and Urban Development)**

- Engage homeless individuals and families living on the street
- Improve the number and quality of emergency shelters for homeless
- Help operate these shelters
- Provide essential services to shelter residents
- Outcome measures for this project type:

**Homeless Services Grant (City of Spokane General Fund)**

- Emergency Shelter
- Transitional Housing
- Permanent Supportive Housing
- Rapid Re-Housing
- Coordinated Assessment
- Diversion

**Homeless Housing Assistance Act (City of Spokane Document Recording Fees)**

- Emergency shelter
- Transitional Housing
- Rental assistance
- Consolidated emergency assistance
- Overnight youth shelters
- Any activity that assists in providing housing and shelter for homeless people

**NOFA CONTACT**

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

[chsrfp@spokanecity.org](mailto:chsrfp@spokanecity.org)  
Spokane City Hall – 6<sup>th</sup> Floor  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201  
(509) 625-6325

## PROPOSED TIMELINE

September 8 , 2023	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.
September 12, 2023	Technical Assistance Workshop #1: Virtual 3:00-5:00 pm Please RSVP to <a href="mailto:icerecedes@spokanecity.org">icerecedes@spokanecity.org</a> 24 hours in advance
September 14 , 2023	Technical Assistance Workshop #2: In Person 1:00- 3:00 pm City Council Briefing Center
<b>October 6 , 2023</b>	<b>Applications DUE by 5:00 PM. Late submittals will not be accepted.</b> ➤ Applications can be accessed and submitted via <a href="#">Neighborly</a> ○ <i>Printed hard copies or copies emailed in will not be accepted</i>
October 18- November 16 , 2023	Applications reviewed by RFP committee
December 6, 2023	CHHS Board votes on RFP committee recommendations
January 8, 2024	Recommendations are taken to City Council Committee
January 22, 2024	Recommendations are at Council 1 <sup>st</sup> Reading
January 29, 2024	Recommendations are at Council for 2 <sup>nd</sup> reading and final approval
July 1, 2024	Project Start Date

## PERIOD OF PERFORMANCE/TERM

Funding for this NOFA is made available through the funds listed above. **Please note that establishment of a Regional Public Development Authority for Homelessness may alter the length of these awards.** The anticipated contract terms between the City of Spokane and Subrecipient are expected to begin July 1, 2024 and extend through June 30, 2027.

## 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

## FUNDING PRIORITIES AND TARGET POPULATIONS

The following priorities have been identified for this Regional Flex Capacity Shelter. Applicants must submit proposals that address all of the funding priorities and target populations.

### Funding Priorities

- Applications must support the Spokane City/Spokane County 2020-2025 Strategic Plan to Prevent and End Homelessness
- Data-driven funding priorities will be informed by the 2023 CHHS community needs survey
- Funds must be used for the types of projects authorized by each funding source as described in the Request for Proposals section.

## 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 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.
- **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, October 6, 2023** on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

**Application submission deadline Friday, October 6, 2023, at 5:00 PM**

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

Complete applications will be submitted electronically via the [Neighborly portal](#). CHHS will not accept hard copies or emailed copies of the application. Applications that do not contain the required attachments will be considered incomplete and not eligible for funding consideration.

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, October 6, 2023 at 5:00 PM.

## APPLICATION ASSISTANCE

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

### Workshop #1

September 12, 2023 from 3:00 pm - 5:00 pm, Virtual- please rsvp to [jcerecedes@spokanecity.org](mailto:jcerecedes@spokanecity.org) 24 hours in advance of the workshop

### Workshop #2

September 14, from 1:00 pm – 3:00 pm, In person- City Council Briefing Room

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.

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.

## APPLICATION REVIEW AND RATING PROCESS

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

### 1. Part I – Pass/Fail Project Proposal Evaluations

- a. Review applications to ensure they meet the pass-fail criteria below
  1. Does the application meet the scope of services outlined below;
    - a. The project type and funding requests are eligible to be funded based on the sources listed in the application.
    - b. CMIS Data participation
    - c. Can they demonstrate appropriate financial controls

2. Does the applicant hold an active City of Spokane business license?
3. Does the applicant have the capacity to operate on a cost reimbursement basis?

## 2. Part II- Project Proposal Evaluations

- a) The CHHS RFP Committee will review the applications.
  - i. Members will score, rank, and make funding recommendations.
    1. *Does the proposal meet the pass/fail criteria?*
    2. *Does the proposal have leverage from other funding sources? Do the leverage letters support matching funds/leverage claimed in the application?*
    3. *Is the proposed scope of work clear and well thought out?*
    4. *Has the applicant clearly tied their proposal to the funding priorities and target populations?*
    5. *How do you rate the overall application?*
  - ii. Forward approved recommendations to the CHHS Board and Mayor's Office for final recommendation and request for action by the Spokane City Council

## 3. Part II- - Notice to Applicants

- a. Notice to Applicants on funding recommendation authorized by Spokane City Council on or after January 29, 2024.
- 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.

## 4. Part III- Contracting

- a. Contract Creation
- 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, [my.spokanecity.org/CHHS](http://my.spokanecity.org/CHHS). 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. Kris Smith 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.