



Community, Housing and Human Services Department (CHHS)

NOTICE OF FUNDING AVAILABILITY

Consolidated Homeless Grant (CHG)



TABLE OF CONTENTS

REQUEST FOR PROPOSALS3
PROJECT TYPES.....3
NOFA CONTACT5
TIMELINE.....6
PERIOD OF PERFORMANCE/TERM6
ELIGIBLE APPLICANTS6
FUNDING PRIORITIES AND TARGET POPULATIONS.....6
SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE.....8
GENERAL REQUIREMENTS.....8
APPLICATION DEADLINE9
APPLICATION ASSISTANCE.....9
APPLICATION REVIEW AND RATING PROCESS.....10
GENERAL INFORMATION.....10
CONTRACT TERMS.....11

REQUEST FOR PROPOSALS

The Community, Housing and Human Services (CHHS) Department is pleased to announce a Notice of Funding Availability (NOFA) for the Housing Navigation Center Operator and Service Provider.

[Please navigate here](#) for more information on a Housing Navigation Model.

The total available for this NOFA is approximately \$3,850,000 for the period of July 1, 2024 through June 30, 2025. The funds supporting this NOFA are Washington State Department of Commerce Consolidated Homeless Grant. 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/SDG- <https://deptofcommerce.app.box.com/s/9z5u4yiy7w1d19wrch6mhkeedt0o0h08>

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

1. Matching/leveraged funds and/or services; and
2. Clear and well thought out project scope for a collaborative system wide model; and
3. Quality of entire application packet.

PROPOSED HOUSING NAVIGATION CENTER BACKGROUND AND PURPOSE

In an effort to implement a scattered site model, relating to emergency shelter services, the City is seeking an Operator *and a separate* Primary Service Provider to provide quick and seamless access to shelter and community resources. Applicants to this RFP will be expected to have an *existing partnership* that encompasses the Operator and the Service Provider at the time of submission. Only one application will be accepted under this NOFA.

The overall approach is to move away from congregate shelter and instead support smaller and more focused emergency housing services throughout the City. The Housing Navigation Center (HNC) will serve as the first point of contact for community members experiencing homelessness and who are seeking emergency shelter and other services. The HNC will be the referral clearing house to efficiently and appropriately connect households to various emergency shelters in the City. Additionally, the City envisions the HNC as also providing limited bed space and the ability to surge during times of inclement weather.

Definitions

Housing Navigation Center (HNC): Physical location for providing connections to longer term housing and service options. Should include approximately 30 continuous stay shelter beds for individuals/couples actively seeking longer stay shelter and permanent housing options. Incorporation of a Primary (on-site) Service Provider as well as a rotation of providers brought on site to meet specific needs of the population being served leading toward stabilization prior to being referred out to the appropriate housing destination.

Operator: Agency/organization providing oversight and support for the HNC and scattered site shelter acting as the convenor and contract holder. The operator will pass funds through to the Primary Service Provider at the HNC as well as scattered site shelter operators. Additionally, the operator will facilitate the myriad of partnerships to oversee the hub (HNC) and spoke (scattered shelter) pilot for the region.

Primary Service Provider (PSP): Primary Service Provider in the HNC will manage day to day operations, compliance, and outcomes. Connecting individuals with on-site resources at the HNC as well as longer term service and housing interventions based on individual needs.

Scattered Site Shelter Operators: Manages scattered sites throughout the region serving specific populations/needs for individuals and/or couples experiencing homelessness. The focus of these locations should be to permanently house people as quickly as possible in transitional or permanent housing options.

The City recognizes the importance of identifying an Operator **who is not** currently providing direct emergency shelter services and instead can act as facilitator, supporting the PSP in effectuating their contractual duties relating to the delivery of service provision, data entry, outcomes, etc. The Operator will be the primary point of contact with the City and the PSP will maintain a subrecipient relationship with the Operator. The HNC will provide space for providers to come and directly connect to guests.

The Primary Service Provider, with oversight by the Operator, will be responsible for coordinating the variety of services needed for an individual to obtain emergency, transitional or permanent housing. Aside from directly connecting individuals to emergency housing, other services offered at the HNC should, *at minimum*, include:

- Assistance in accessing treatment services (Primary Care, Mental Health, Substance Use, Co-occurring); and
- Coordinated Entry Access; and
- Documentation gathering (photo ID/social security card); and
- Use of CMIS for enrollments into HNC and document uploads (photo ID/SS cards); and
- Connection to basic health care; and
- Connection to food and income benefits; and
- Connection to employment opportunities.
- Connection to Oxford Homes, group or adult family homes; and
- Connection to emergency or transitional housing that offer sober living.

The HNC will be responsible for managing (nightly) the current bed counts available for emergency shelter access, while noting the nuances of the subpopulation served and needs of the household. Additionally, the Operator will work with the broader community to identify pathways for existing shelters, outreach providers, and fire and police to navigate clients to scattered shelter sites.

BUDGET

AVAILABLE ACTIVITIES SUPPORTED BY THIS NOFA

- Facility Support
- Operations (Please look to the CHG Guidelines as noted below for full details on allowables)
- Administrative Costs
- Rent Assistance

Please note that the System Demonstration Grant Guidelines, updated in July of 2023, and published by the Washington Department of Commerce, set out, among other things, the requirements of what costs are allowable. It is expected and assumed, that the Grantee has thoroughly read through these Guidelines prior to submitting their proposal.

Budgets may contain all the following sections. However, not all sections are required:

Housing Navigation Center (SF 2025)	
Admin (Indirect Costs - Up to 15%)	\$ -
Facility Support	\$ -
Operations	\$ -
Rent Assistance	\$ -
TOTAL	\$ -

- Budgets can contain a maximum funding amount of \$3,850,000; of which a maximum amount of \$502,174 can be allocated to the Administrative Line for Indirect Costs.

- Administrative/Indirect Costs can be a maximum of 15% of Direct costs (Facility, Operations, and Rent Assistance). These costs are shared between the Operator and Primary Service Provider and Scattered Site Operators. A maximum of \$502,174 (when taking \$3,347,826 across all other budget categories) is allowed through the Operator and **all** subsequent contracts entered into by the Operator and the PSP and Scattered Site Operators.
- Allowable Administrative/Indirect Cost methods include Federal Negotiated Rates, Cost Allocation Plans or 10% De Minimis Rate.
 - *Important item to note: if using the De Minimis Rate, please refer to federal guidelines for allowable Direct Costs. Items such as Rent are excluded from allowable costs for De Minimis Rate.*

The Operator is expected to be fiscally secure and must show financial viability for up to 60-days should City reimbursement be delayed for any reason. The ideal Operator will have the ability to support sub-awardees with the following:

- Capacity building; and
- Technical assistance; and
- Alternate payment timelines (City will reimburse the Operator on a monthly basis); and
- Meeting space and facilitation; and
- Training; and
- Monitoring.

NOFA CONTACT

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

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

PROPOSED TIMELINE

June 5, 2024	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
June 7, 2024	Optional Pre-Conference Workshop #1: Virtual 8:00 am-9:00 am
June 16, 2024	Applications DUE by 8:00 PM. Late submittals will not be accepted. ➤ Applications can be accessed and submitted <i>Printed hard copies or copies emailed in will not be accepted</i>
June 19, 2024	○ Applications reviewed by CHHS RFP committee
July 3, 2024	CHHS Board votes on RFP committee recommendations
July 8, 2024	Recommendations are taken to City Council Committee
July 22, 2024	Recommendations are at Council 1 st Reading
July 29, 2024	Recommendations are at Council for 2 nd reading and final approval
August 1, 2024	Project Start Date

PERIOD OF PERFORMANCE/TERM

Funding for this NOFA is made available through the funds listed above. The anticipated contract terms between the City of Spokane and Operator are expected to begin July 1, 2024 and extend through June 30, 2025.

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

APPLICATION SCORING

Applications will be scored on the following components:

Organizational Capability

- A. Experience and Qualifications (10 Points Max)
 - a. Experience in managing homeless services contracts; and
 - b. Demonstrated success in coordinating networks of service providers; and
 - c. Relevant certifications and qualifications of key personnel.
- B. Financial Stability (10 Points Max)
 - a. Strong financial management practices and a clear budget plan; and
 - b. Proven track record of securing and managing funds from diverse sources; and
 - c. Documentation showing 60-day solvency should City reimbursement be delayed.

Approach and Methodology

- A. Service Integration and Coordination (15 Points Max)
 - a. Comprehensive plan for integrating services across providers; and
 - b. Effective strategies for coordinating and managing scattered-site shelter services; and
- B. Capacity Building Activities (15 Points Max)
 - a. Detailed plan for capacity building activities including training, technical assistance and organizational development; and
 - b. Specific strategies for addressing the needs of small nonprofit service providers.

Compliance and Support for Strategic Plan

- A. Alignment with 2020-2025 Plan to End Homelessness (10 Points Max)
 - a. Narrative demonstrating how the applicant will comply with and support the Strategic Plan to Prevent and End Homelessness (paying close attention to the Outcomes and Measurements as it pertains to Emergency Shelter).

Data Management and Reporting (10 Points Max)

- A. History of Utilizing CMIS or Other Comparable Database
 - a. Demonstrated history of utilizing the Community Management Information System (CMIS) or other comparable database to ensure contract compliance and data timeliness.

Community Collaboration (10 Points Max)

- A. Narrative Providing concrete examples of collaboration with the community in the last year, challenges faced and how these challenges were overcome through cooperation.

Letters of Support (10 Points Max)

- A. Three Letters of Support from community organizations outlining a positive partnership history between the Operator and Primary Service Provider and why they are best suited for to manage this type of project.

Existing Partnerships (10 Points Max)

- A. Demonstrated existing partnerships with a variety of providers, including smaller organizations serving specific sub populations; DSHS; Community Centers; Spokane Housing Authority; Spokane Regional Health District, and existing shelter providers.

Referrals (10 Points Max)

- A. Plan demonstrating how the applicant will work with a variety of providers, which includes, at minimum, street outreach teams, police, fire, medical teams, to ensure fair access to the Housing Navigation Center for unsheltered households.

Performance Measurement and Evaluation (10 Points Max)

- A. Outcome Measurements and Reporting
 - a. Robust system for tracking and reporting outcomes; and
 - b. Clear metrics and indicators for evaluating success.

Financial Plan and Budget (10 Points Max)

- A. Detailed Budget (5 Points Max)
 - a. Comprehensive and realistic budget; and
 - b. Alignment of budget with proposed activities and outcomes.
- B. Cost-Effective (5 Points Max)
 - a. Efficient use of resources; and
 - b. Cost effective strategies for service delivery and capacity building.

Innovation (5 Points Max)

A. Innovative Approaches

- a. Use of innovative methods and practices in service delivery and capacity building; and
- b. Creative solutions to common challenges in homeless services.

Rating Scale

Excellent: 9-10 points

Good: 7-8 points

Satisfactory: 5-6 points

Needs Improvement: 3-4 points

Poor: 0-2 points

Total Points: 135

Excellent (121-135 points): The proposal demonstrates exceptional capability, comprehensive planning, and innovative approaches. The organization is highly qualified and likely to succeed in the role.

Good (101-120 points): The proposal is strong, with well-defined plans and adequate qualifications. Some minor improvements could be made.

Satisfactory (81-100 points): The proposal meets basic requirements but lacks depth in some areas. Additional clarification or detail is needed.

Needs Improvement (61-80 points): The proposal has several weaknesses and may not fully meet the requirements. Significant improvements are necessary.

Poor (0-60 points): The proposal does not meet the requirements and has major deficiencies.

SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE

The City of Spokane will enter into a subrecipient agreement with the Operator. 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. Please see Attachment A for a graphic representation of the relationship among the City, Operator, Primary Service Provider and Scattered Site Shelter Operators.

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://www.gsa.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://www.gsa.gov).

APPLICATION DEADLINE

Applications will be available beginning **Wednesday, June 5, 2024**, on the Community, Housing and Human Services department website <https://my.spokanecity.org/chhs/>

Application submission deadline Sunday, June 16, 2024, at 8:00 PM
Applications submitted after this deadline *will not* be considered for funding.

Complete applications must be submitted electronically via chhsrfp@spokanecity.org. Incomplete applications will not be accepted. Should an agency require accommodations in how their application is submitted, please do not hesitate to reach out to the email listed above.

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 Sunday, June 16, 2024 at 8:00 PM.

APPLICATION ASSISTANCE

Optional Technical Assistance workshop will be available as follows:

Optional Workshop #1

Click this link: [June 7, 2024 from 8:00 am - 9:00 am, Virtual.](#)

Or copy and paste:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTA5ZDJjNDgtODExMS00YzU4LWE1OWItNTQ0OTYzNTdmN2U5%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22d7695fcb-9c1f-4d78-ae38-0c30c23e389a%22%7d

CHHS Staff will be available to answer any questions regarding this NOFA. We encourage community partners and prospective applicants to reach out to CHHS Staff for any concerns or clarity needed as it relates to this NOFA. You may email arielleanderson@spokanecity.org for more information.

APPLICATION REVIEW AND RATING PROCESS

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

Part I Initial Project Proposal Evaluations Minimum Thresholds If an application does not meet, at minimum, the following baseline threshold, it will not be sent to the CHHS RFP Committee for review and ranking:

1. Does the application answer all the NOFA questions above?
2. Has the applicant demonstrated financial viability mentioned in the NOFA?
3. Has the applicant provided a UEI number; City of Spokane Business License; Articles of Incorporation and 501(c)3 status (if non-profit) and a recent (no older than 12 months) W9 with their application?

1. Part II- Project Proposal Evaluations 135 Points Maximum

- a) The CHHS RFP Committee will review the applications based on the Application Scoring section above and the maximum scores listed per question.
 - i. Members will score, rank, and make funding recommendations.
 - ii. Forward approved recommendations to the CHHS Board and Mayor's Office for final recommendation and request for action by the Spokane City Council

2. Part II- - Notice to Applicants

- a. Notice to Applicants on funding recommendation authorized by Spokane City Council on or after July 29, 2024.
- b. Applicant debriefs to unsuccessful applicants
 - i. Upon request, a debriefing conference may be scheduled with unsuccessful applicants. Debriefing may be conducted in person or on the telephone.

3. 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 Director of CHHS, Arielle Anderson, at arielleanderson@sokanecity.org.

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. 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

Prior to the CHHS RFP Committee reviewing and scoring applications, they will be reviewed by the CHHS Staff 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.

INSURANCE

During the term of the Contract, the Company shall maintain in force at its own expense, the following insurance coverages:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020 and with a limit of no less than the amount and in the form required by law, which requires subject employers to provide workers' compensation coverage for all their subject workers; and

B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1 million each occurrence and \$2 million general aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the CITY, its officers and employees are additional insureds, but only with respect to GRANTEE's services to be provided under this Contract;

1. Acceptable supplementary Umbrella insurance coverage, combined with GRANTEE's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverages required under this Contract;

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

INTERNAL AUDITING CONTROL

The Agency shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most

recent audited financial statement shall be kept on file in the Community, Housing and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The 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. 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.

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.

→ DENOTES FUNDING STREAM

