



Community, Housing and Human Services Department (CHHS)

NOTICE OF FUNDING AVAILABILITY



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REQUEST FOR PROPOSALS

The Community, Housing and Human Services (CHHS) Department is pleased to announce a System Demonstration Grant (SDG) Notice of Funding Availability (NOFA) for Homeless Services in the City of Spokane.

In furtherance of the Mayor's Executive Order 2024-0006, Written Findings of Emergency to Implement an Integrated Response to the Opioid Crisis and per the June 2024 SDG Guidelines, applicants may apply for projects that support sober living; however, no more than 20% of the overall funded projects supported through CHG/SDG in our Continuum can meet a higher barrier threshold and must otherwise follow a low barrier model.

Additionally, the City encourages Scattered Site Emergency Shelter Proposals that will support the Navigation Center Model as proposed in the most recently published NOFA and the 2024 Emergency Shelter Audit.

The total available for this NOFA is approximately \$3,900,000 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.

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 both operations and services; and
3. Quality of entire application packet.

PROJECT TYPES BY FUNDING SOURCE (Please see the June 2024 SDG Guidelines for more information)

Consolidated Homeless Grant (Washington State Department of Commerce)

Temporary Housing Interventions

Emergency Shelter

- Drop-In Shelter (night-by-night)
- Continuous-Stay Shelter
- Transitional Housing

Permanent Housing Interventions

- Rapid Re-Housing (RRH)
- Homelessness Prevention (HP)
- Permanent Supportive Housing (PSH for Chronically Homeless Only)¹

Services Only Interventions

- Street Outreach

¹ Please note that in the June 2024 SDG Guidelines allow two types of Chronicity to be established. The current Spokane County/City of Spokane 5-Year Plan only identifies the HUD Definition of Chronically Homeless.

NOFA CONTACT

Questions related to this funding notice should be directed to the Community, Housing, and Human Services Department at arielleanderson@spokanecity.org.

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

PROPOSED TIMELINE

June 24, 2024	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
June 28, 2024	Technical Assistance Workshop #1: Virtual 8:30am-9:30 am Please navigate here to join.
July 14, 2024	Applications DUE by 11:59 PM. Late submittals will not be accepted. ➤ Applications can only be submitted by emailing the completed application to chhsrfp@spokanecity.org
July 17, 2024	Applications reviewed and scored by RFP committee
August 7, 2024	CHHS Board votes on RFP committee recommendations
August 12, 2024	Recommendations are taken to Urban Experience City Council Committee
August 19, 2024	Recommendations are at Council 1 st Reading
August 26, 2024	Recommendations are at Council for final approval
September 1, 2024	Project Start Date (Projects may be backdated to July 1, 2024)

PERIOD OF PERFORMANCE/TERM

The anticipated contract terms between the City of Spokane and Subrecipient are expected to begin July 1, 2024, and extend through June 30, 2025. These contracts may be backdated to July 1, 2024. However, the City cannot guarantee reimbursement until all allowable activities have been certified pursuant to SDG Guidelines and applicable state and local laws.

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 | TARGET POPULATIONS | PROGRAM MEASUREMENTS

The following priorities have been identified for this NOFA. Applicants must submit proposals that address all the funding priorities, target populations, and data benchmarks as outlined in the 5-Year Strategic Plan to End Homelessness.

Funding Priorities

- Applications must support the Spokane City/Spokane County 2020-2025 Strategic Plan to Prevent and End Homelessness; and all program benchmarks identified therein.
- Data-driven funding priorities will be informed by the 2023 CHHS community needs survey and the City of Spokane's 2024 Shelter Audit.
- 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 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;

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;

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.

- Agencies awarded funds will not sub-award funds to any other entity without the express written consent of the City.
- **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 on June 25, 2024, on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

Application submission deadline Sunday, July 14, 2024, at 11:59 PM

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

Completed applications must be submitted to chhsrfp@spokanecity.org.

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time.

APPLICATION ASSISTANCE

Technical Assistance workshops will be available as follows:

Workshop #1

June 28, 2024, from 8:30 am - 9:30 am. [Please navigate here to join!](#)

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.

Applicants seeking technical assistance may, up until the submission deadline, email CHHS Staff for assistance. Please email arielleanderson@spokanecity.org for questions or to set-up a virtual connection beyond the June 28, 2024, workshop.

APPLICATION REVIEW AND RATING PROCESS

All applications must meet the following threshold in Part I prior to being forwarded to the CHHS RFP Committee. This threshold is determined by CHHS Staff and based on the following objective criteria:

1. Part I – Pass/Fail Project Proposal Evaluations

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 2024 SDG Guidelines; and
 - b. Applicant has demonstrated in their application that all data will be entered into CMIS; and
 - c. Did the applicant complete the Risk Assessment Questionnaire?
 - d. Does the applicant answer Questions 1-6 as outlined in the Application?
2. Does the applicant hold an active Washington State business license with a City of Spokane Endorsement or has indicated they can provide one at the time of contract negotiation, if awarded.

2. Part II- Project Proposal Evaluations

1. The CHHS RFP Committee will review the applications based on the scoring rubric identified in the Application.
2. Their recommendations will be forwarded to the CHHS Board for approval and upon Board approval, applications will be placed on the Spokane City Council legislative agenda.

3. Part III- - Notice to Applicants

- a. Notice to Applicants on funding recommendation authorized by Spokane City Council on or before August 31, 2024.
 - i. Any applicant who believes the process was not conducted per the instructions provided in this NOFA and wishes to protest the intent to award may submit a protest in writing to the CHHS Director. Protests shall follow the format and directions outlined in SMC 07.06.155, except where “public works” is stated replace with “NOFA”, and “bid opening” with “notice of funding recommendation”.
- 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.

4. Part IV- Contracting

- a. Contract Negotiation
- b. Contract Execution

GENERAL INFORMATION

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

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

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. 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 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

Please see Page 7 of this NOFA explaining the Application Review and Rating Process.

CONTRACT TERMS

CITY OF SPOKANE BUSINESS LICENSE

Awardees must provide a Washington State Business License with a City of Spokane Endorsement. 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.

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.

LIABILITY

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

INTERNAL AUDITING CONTROL

The Agency shall establish and maintain a system of internal accounting control which complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most recent audited financial statement shall be kept on file in the Community, Housing and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us 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.