



*Community, Housing and Human Services Department (CHHS)
September 12, 2024*

**REQUEST FOR INFORMATION
Inclement Weather
Temporary Surge Capacity of Emergency Shelter Beds**



The City of Spokane (City) seeks feedback from Homeless Service Providers relating to the costs of providing temporary surge capacity of Emergency Shelter beds during inclement weather events. Community, Housing, and Human Services operates with \$250,000 per year for inclement weather emergency shelter surge capacity, as such we are seeking cost effective strategies to ensure life safety sheltering is available during extreme weather.

Concurrent with this published Request for Information (RFI), Spokane County Housing and Community Development (HCD) and the City of Spokane Valley (together) have also issued their own RFI to determine the interest of potential applicants as it relates to the provision of temporary surge capacity of Emergency Shelter beds. If you are a provider outside of the City limits, please navigate here to respond to the HCD (County/City of Spokane Valley) RFI.

This request is issued solely for information gathering and planning purposes. This request does not obligate the City to any contract at any time. In the event the City desires to contract, a separate competitive solicitation will be issued, and respondents will not have had to reply to this request to be considered for future awards.

The City's goal with this RFI is to identify current providers who have existing overnight staffing and are serving similar populations, to provide a minimum of 10 beds per location during inclement weather events in compliance with Spokane Municipal Code (SMC) which in summary means activation of beds in the following conditions:

- Temperatures are predicted to be below 32 degrees Fahrenheit by the National Weather Service
- Temperatures are predicted to be above 95 degrees Fahrenheit for 2 or more consecutive days by the National Weather Service
- The air quality is forecasted to reach 201 or higher by the Spokane Regional Clean Air Agency.

These contracts are anticipated to fund flat rate per bed rates, as such we are requesting only those with existing infrastructure and services submit responses to this RFI. Funding required for standup/new shelter centers for emergent weather is not viable. Seeking expanded capacity in existing programs is intended to be cost effective, draw upon local partner expertise, and request the community support the broad needs of inclement sheltering. The City seeks to fund per bed rates between \$55-\$75 per bed per night. The City will consider one time startup costs associated with surge capacity as part of the funding decisions and will fund those separate from the per bed per night rate.

Please note facilities do not have to be existing emergency shelters, any program serving homeless or formerly homeless individuals and families with appropriate space and existing overnight staffing are encouraged to submit information.

The City will prioritize providers that can:

- Provide 10+ additional beds during inclement weather, max surge capacity will be determined on a site-by-site basis in partnership with provider.
- Provide surge capacity during day and overnight hours
- Can support transportation needs of clients accessing surge capacity

- Have experience with emergency shelter operations

These costs can include relative portions of the following eligible expenses:

- Administration
- Operations
- Supplies

Providers should rely on the [SDG Guidelines v2](#), as published by the Washington State Department of Commerce, which expands on the allowable costs above.

Responses should be limited to the following questions:

1. Cost Per Bed Per Night (must reflect the allowable costs above); and
2. Sub population served; and
3. Maximum number of beds that can be supported; and
4. Any seasonal limitations (i.e.: provider only able to assist during Winter)
5. Estimated start-up costs for one-time purchases such as mattresses/cots and bedding.

Please provide your response by way of email to arielleanderson@spokanecity.org. Responses can be embedded in the email itself or as an attachment.

All responses must be submitted no later than September 25th, 2024 by 5:00pm.