



Community, Housing and Human Services Department (CHHS)

**NOTICE OF FUNDING AVAILABILITY
AND
APPLICATION
OCTOBER 7, 2024
INCLEMENT WEATHER**



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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 Inclement Weather Surge Capacity in the City of Spokane.

The total available for this NOFA is approximately \$250,000 for the 2024-2025 program year. The funds supporting this NOFA are through City of Spokane General Funds. For further clarification on allowable costs, please see the Washington State Guidelines for the Systems Demonstration Grant.

We are actively seeking applications from Homeless Service Providers relating to the Fee for Service per night 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. The City intends to contract with 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 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; and
- Temperatures are predicted to be above 95 degrees Fahrenheit for 2 or more consecutive days by the National Weather Service; and
- 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 fee for service per night, as such we are requesting only those with existing infrastructure and services submit responses to this RFP. 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 fee for service 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; and
- Provide surge capacity during day and overnight hours; and
- Can support transportation needs of clients accessing surge capacity; and

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, as published by the Washington State Department of Commerce, which expands on the allowable costs above.

All applications must respond to the questions as outlined on Page 11 of this NOFA. Incomplete applications will not be forwarded to the CHHS Human Services RFP Committee.

SCORING DETAILS

The Human Services RFP Committee will base their scoring on the most cost-effective proposals. As noted above, the City currently has \$250,000 to invest over the course of one-year for inclement weather sheltering. This includes hot, cold and smoke related weather occurrences.

The RFP Committee will, out of the \$250,000, fund households with minor children at 40% and 60% for households without minor children. The City has a right to modify these percentages at any time and will update the Community accordingly should this occur.

NOFA CONTACT

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

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

PROPOSED TIMELINE

October 7, 2024	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
October 20, 2024	Applications DUE by 8:00 PM. Late submittals will not be accepted. ➤ Applications can only be submitted by emailing the completed application to chhsrfp@spokanecity.org
October 21-October 23, 2024	Applications reviewed and scored by RFP committee
November 6, 2024	CHHS Board votes on RFP committee recommendations
November 7, 2024	CHHS begins Minor Contract Process with Providers who were recommended for funding

PERIOD OF PERFORMANCE/TERM

The anticipated contract terms between the City of Spokane and Subrecipient are expected to begin in the Winter of 2024 thru the end of 2025. As noted above, anticipating the exact date of when surge beds will be needed, is not possible, but on average (based on the National Weather Service) these dates begin in the month of November (as early as the last week of October) for cold weather and then July for summer months. For smoke related inclement weather, this surge request is quite variable, but would generally follow the same summer surge timeline.

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
- Limited Liability Companies

FUNDING PRIORITIES | TARGET POPULATIONS | PROGRAM MEASUREMENTS

We are actively seeking responses for the following subpopulations:

- Households without minor children
- Households with minor children
- Men Only
- Women Only

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 endorsed Washington State Business License.

- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below).
- A W9 that is not older than 12 months from the date of contract.
- 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://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 on October 7, 2024, on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

Application submission deadline Sunday, October 20, 2024, at 8:00 PM

Incomplete Applications or Applications submitted after October 20, 2024 at 8:00 PM 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

CHHS will not hold a Technical Assistance workshop. However, we encourage emails from organizations; or, if you would like a 1x1 Technical Assistance meeting, CHHS will always accommodate this request.

Applicants seeking technical assistance may, up until the submission deadline, email CHHS Staff for assistance. Please email Melissa Morrison at mmorrison@spokanecity.org for questions or to set-up a virtual connection.

APPLICATION REVIEW AND RATING PROCESS

All applications must be completed in full. Any missing information will make the application incomplete and will not be forwarded to the Human Services RFP Committee. The Applications will be scored based on the most cost-effective fee for service for the population served. Please note that the City has limited funds available, therefore, we will seek the most economical proposals for the subpopulations listed above.

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 CHHS Director, Arielle M. Anderson.

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.

Responses should be limited to the following questions:

1. Fee for Service Per Night (must reflect the allowable costs above); and
2. Sub population served; and
3. Maximum number of beds that can be supported AND the minimum number of beds that is the most cost effective for the provider; and
4. Any seasonal or weekly limitations (i.e.: provider only able to assist during Winter); and
5. Estimated start-up costs for one-time purchases such as mattresses/cots and bedding; and
6. Relevant experience serving the unsheltered population.

Please provide your answers in a separate PDF. Incomplete responses will not be considered and will not be forwarded to the RFP Committee for review and scoring.