

REOPENED ON NOVEMBER 13, 2025



Community, Housing and Human Services Department (CHHS)

**REQUEST FOR PROPOSAL
AND
APPLICATION**

NOVEMBER 2025

INCLEMENT WEATHER



TABLE OF CONTENTS

REQUEST FOR PROPOSAL.....	3
PROJECT TYPE.....	4
RFP CONTACT AND SCORING DETAILS.....	4
TIMELINE	5
PERIOD OF PERFORMANCE/TERM.....	5
ELIGIBLE APPLICANTS.....	5
FUNDING PRIORITIES AND TARGET POPULATIONS	5
SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE	5
GENERAL REQUIREMENTS.....	5
APPLICATION DEADLINE	7
APPLICATION ASSISTANCE.....	7
APPLICATION REVIEW AND RATING PROCESS.....	7
GENERAL INFORMATION AND CONTRACT TERMS.....	7-10
APPLICATION QUESTIONS.....	11

REQUEST FOR PROPOSALS

This Request for Proposal has been reopened in the hopes to obtain additional applications from qualified agencies. The Community, Housing and Human Services (CHHS) Department is pleased to announce a Request for Proposals for Inclement Weather Surge Capacity in the City of Spokane.

The total available for this NOFA is approximately \$1,000,000 for the 2026 calendar 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 Consolidated Homeless Grant (CHG).

The City is actively seeking applications from homeless service providers relating to inclement weather human services funding for the calendar year of 2026. Community, Housing, and Human Services operates with \$1,000,000 per year for inclement weather emergency services and surge capacity, as such we are seeking cost effective strategies to ensure life safety sheltering and resources are 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:

- Any days during which the wind chill is forecasted by the National Weather Service (Spokane) to be thirty-two (32) degrees Fahrenheit or lower.
- Any days during which the heat index is predicted by the National Weather Service to be 95 (ninety-five) degrees Fahrenheit or higher for two (2) consecutive days or more.
 - It is important to note that during the heat index activations overnight shelter beds are only activated if the overnight heat index remains above 95 degrees, otherwise daytime services will be the focus of heat index activation.
- Any day when the Spokane Regional Clean Air Agency forecasts the current air quality index to reach 201 or higher.
- Any day in which an extreme storm or weather condition exists or is predicted to occur and which, in the determination of the Mayor or the Mayor's designee, poses a severe threat to the health or safety of vulnerable and unsheltered individuals and families in the city of Spokane.

These contracts are anticipated to fund flat rate fee for service nightly rates, 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 weather response.

All successful applicants will be required to update the ShelterMe application and appropriately track required data in HMIS.

Please note facilities are not required 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:

- Fund per bed rates between \$55-\$75 per bed per night.
- 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.

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
- 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 Consolidated Homeless Grant (CHG) 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 14 of this RFP. Incomplete applications will not be forwarded to the CHHS Human Services RFP Committee.

SCORING DETAILS

The CHHS Human Services RFP Committee will base their scoring on the most cost-effective proposals. As noted above, the City currently has \$1,000,000 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 \$1,000,000, fund households with minor children at a minimum of 30%. 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 chhsrfp@spokanecity.org

PROPOSED TIMELINE

November 13, 2025	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
November 18, 2025	Applications DUE by 8:00 AM. Late submittals will not be accepted. ➤ Applications can only be submitted by emailing the completed application to chhsrfp@spokanecity.org
November 2025	Applications reviewed and scored by RFP committee
November 2025	CHHS Board votes on RFP committee recommendations
December 2025	City Council Committee, Agenda Review, and legislative vote
January 1, 2026	Contracts begin

PERIOD OF PERFORMANCE/TERM

The contract terms between the City of Spokane and Subrecipient are January 1, 2026 – December 31, 2026. 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. On an annual basis, based on National Weather Service data, Spokane activates on average 143 times per year.

ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit organizations – must be 501(c)(3)
- Private for-profit organizations
- Faith-based organizations

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

The City is not seeking proposals for Youth and Young Adults (YYA) currently as utilization data for existing YYA beds does not demonstrate an additional need. The City reserves the right to change this at any time making funding available for YYA if utilization rates change.

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 501(c)(3) license status.
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below)
- All **new contracts** require an updated Risk Assessment
- Certificated of Insurance (COI) required at time of Award:
 - Workers Compensation (per RCW 51.12.020)
 - General Liability Insurance (minimum \$1,000,000 per occurrence; \$2,000,000 aggregate)
 - Supplemental Umbrella Insurance (to reach \$2,000,000 aggregate)
 - Automobile Insurance (\$1,000,000 per accident)
 - Professional Liability Insurance (\$1,000,000 per claim) (must remain in effect two years after the contract end date)
 - Cyber Security Insurance (\$2,000,000 single limit)
 - Sexual Abuse & Molestation Liability Insurance (\$2,000,000 aggregate)
- Agencies awarded funds will maintain an active business registration with the City of Spokane OR an exemption determination requested from City's Taxes and Licenses Division (509) 625-6070.
- Debarment and Suspension Certification completed and submitted
- Vendor Setup (if new vendor)
 - New Vendor Request Form (to be sent by CHHS)
 - Vendor ACH Form
 - IRS W9 Form
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below)
- Awarded funds will be paid to Subrecipient for eligible expenses on a **reimbursement** basis.
- Agencies awarded funds will not sub-award funds to any other entity.

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).

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Where can I get more information?

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APPLICATION DEADLINE

Applications will be available on November 13, 2025, on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

Application submission deadline Tuesday November 18, at 8:00 AM

Incomplete Applications or Applications submitted after the 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

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 CHHS at chhsrfp@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 CHHS 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.

Scoring Criteria:

Economic Efficiency (50 pts): Inclement weather is a community problem that requires collaborative and leveraged solutions

- Per bed per night cost; and
- Population served; and
- Demonstration of leveraged funds/services

Experience in Shelter Services (30 pts):

- Successful history of providing emergency shelter services
- Experience managing flex capacity in a human services setting
- Partnerships with community organizations and public safety organizations

Data Management (20 pts):

- Experience with timely and accurate data collection and entry into HMIS or like system.

Total possible points = 100 points.

Excellent	95-100 points.
Good	85-95 points.
Fair	70-85 points.
Needs Improvement	55-60 points.
Not Considered*	0-55 points.

*Incomplete or late applications

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

Insurance requirements and minimum policy limits are listed above. Agencies are required to maintain active Insurance during the entirety of the contract term. Failure to maintain Insurance through the life of the contract is grounds for immediate termination.

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 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.

Application Questions

Any agency responding to this NOFA must provide answers to the below questions in a separate PDF.

Responses should be limited to the following questions and not be longer than 10 pages single spaced.

Economic Efficiency:

1. Fee for Service Per Night
 - must reflect method for arriving at the rate requested
 - fall within the allowable costs above
2. Maximum AND the minimum number of beds agency can offer
 - Can include the preferred number of beds for any specific site
3. Estimated start-up costs for one-time purchases such as mattresses/cots and bedding;

Experience Providing Shelter Services:

4. Brief summary of agency experience providing emergency shelter services, including experience with flex capacity of services.
5. Explanation of Sub population served; and
6. Any seasonal or weekly limitations (i.e.: provider only able to assist during Winter); and
7. Description of partnerships utilized to support the needs of those seeking emergency shelter services during inclement weather events.

Data Management:

8. Narrative describing agency experience with timely and accurate data entry into the Homeless Management Information System (HMIS) or similar program.
9. Comprehensive statement on agency commitment to and understanding of the importance of data for regional services improvement and evaluation.

Incomplete responses will not be considered and will not be forwarded to the RFP Committee for review and scoring.