



Housing and Homeless Services Department (HHS), City of Spokane

NOTICE OF FUNDING AVAILABILITY

Continuum of Care Builds

July 8th, 2026



Section Title	Page Number
Request for Proposals	3
NOFA Contact	3
Timeline	3
Funding Priorities	4
Eligible Applicants	5
Match Requirement	5
Project Consistency with Local Plans and Codes	5
Period of Performance	5
Prohibited / Allowable Activities	5-6
Conflict of Interest	6
Subrecipient Relationship with the City of Spokane	6
General Contract Requirements	6-7
Required Application Materials	7
Application Deadline	7-8
Technical Assistance	8
Application Review and Rating Process	8-9
Application Scoring	9
Administrative Requirements	9
General Information	9-10
Contract Terms	10-11
Appeal Process	12
Appendix A; Regulations and Requirements	13-14

REQUEST FOR PROPOSALS

The City of Spokane, through the Housing and Homeless Services Department, is seeking proposals for homeless services projects that align with funding eligibility for the Continuum of Care FY2026 program.

Those interested in submitting a proposal for consideration must submit a completed application with all required documents by 11:59 PM on July 15th, 2026. Applications must be submitted via email to chhsrfp@spokanecity.org.

Funds, totaling an estimated \$9,999,999.00 are available for award during this funding round. The funds will be distributed as follows:

Fund Source	U.S. Department of Housing and Urban Development Continuum of Care Program
Designated Funding	- Up to \$9,999,999.00 total for new construction, acquisition, or rehabilitation (capital costs) of new permanent supportive housing (PSH) units. Minimum project budget of \$1,000,000.00 is required - A single project will be selected from those applying within the local competition

NOFA CONTACT

Questions related to this funding notice should be directed to the Housing and Homeless Services Department.

Jon Klapp, HHS Program Professional	jklapp@spokanecity.org	509-625-6036
Stacey Wells, HHS Program Professional	swells@spokanecity.org	509-625-6707

TIMELINE

Activity / Process	Date
Publication of Public Notice	July 8, 2026
Submissions Due	July 15 th , 2026 (11:59 PM)
RFP Committee Scoring Review	July 16 th 2026 – July 20 th , 2026
Continuum of Care Board Special Meeting to make Awards	July 22 nd , 2026
Notify Applicants of Funding Decision	July 23 rd , 2026
Application submitted to HUD	July 23 rd , 2026
Performance Period Begins	September 31 st , 2026

FUNDING PRIORITIES

Department of Housing and Urban Development (HUD) Goals and Objectives in the FY2026 NOFO:

1. Increasing Supportive Housing for People With Disabilities
2. Partnering with Housing, Health, and Social Service Organizations
3. Engaging Participants in Services and Community

More information relating to these funding priorities can be found on the HUD NOFO posting for CoC Builds here: <https://simpler.grants.gov/opportunity/c2d650eb-96b9-4cf5-b786-7b83c46d52a2>

Vision, Mission, Goals, and Responsibilities of the Spokane Regional Continuum of Care (CoC)

Vision

The Vision of the Spokane Regional CoC is to bring together resources and resourceful people who create a community where everyone has a safe, stable place to call home.

Mission

The mission of the community-based Spokane Regional CoC is to make homelessness rare, brief, and non-reoccurring in our area by fostering shared responsibility among stakeholders and coordinating resources essential to the success of local plans to end homelessness.

Successful applicants will demonstrate that their proposal meets one or more of the goals, objectives, and strategies listed in the 2025 – 2030 Strategic Plan to End Homelessness for Spokane City/County Continuum of Care. The plan document can be found here <https://my.spokanecity.org/endinghomelessness/coc/>

ELIGIBLE APPLICANTS

Applicants must have prior experience in developing and managing the type of project they undertake. Applicants must demonstrate that they or their development team has the skills and experience needed to develop and operate the project for the grant period (between two and five years)

The following types of organizations are eligible to apply for funds:

- Public and Private Non-profit and/or faith-based organizations

Match Requirement

24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the match.

PROJECT CONSISTENCY WITH LOCAL PLANS AND CODES

All projects approved must be consistent with the goals of the Spokane Regional Strategic Plan to Prevent and End Homelessness

PERIOD OF PERFORMANCE

Projects are expected to begin following grant award issuance, on September 30th, 2026. Grant awards can be 24, 36, 48, or 60 months from the time of the award.

PROHIBITED / ALLOWABLE ACTIVITIES

All activities under the CoC Builds NOFO are eligible activities under the CoC Program statute and regulations. This NOFO provides targeted funding to CoCs to add new units of permanent supportive housing (PSH) in its geographic area through new construction, rehabilitation, or acquisition to provide housing and services to homeless individuals and families, where at least one member of the household has a disability.

Allowable Costs/Activities

- Capital Costs:
 - New Construction (24 CFR 578.47)
 - Acquisition (24 CFR 578.43)
 - Rehabilitation (24 CFR 578.45).
- Other Eligible CoC Program Costs which can be no more than 20 percent of the total request, where project applicants will select the applicable budget(s) for their non-capital costs:
 - Supportive Services (24 CFR 578.53)
 - Project-based rental assistance (24 CFR 578.51(e)) where the unit sizes and current FMRs are prepopulated
 - Operating (24 CFR 578.55)

- Homeless Management Information System (HMIS) (24 CFR 578.57)
- Violence Against Women Act (VAWA) eligible costs (42 USC 11383(a)(13))
- Rural eligible costs (42 USC 11383(a)(13));
- Relocation costs (24 CFR 578.61)
- Administrative costs
 - can be no more than 10 percent of the total amount requested

While the CoC Program allows for additional costs, the following costs are unallowable in this CoC Builds NOFO:

- Leasing for units or structures;
- Tenant-based and sponsor-based rental assistance;

CONFLICT OF INTEREST

In allocating funds, the Spokane Regional Continuum of Care relies on the substantial expertise available from private and public sector individuals who have agreed to volunteer their time. The City recognizes that these individuals, and the entities with which they are associated, may have an interest in applying for the funding made available through this program. Matters of conflicting interest are subject to the Spokane Regional Continuum of Care's Conflict of Interest Policy found here: <https://static.spokanecity.org/documents/ending-homelessness/about/coc/spokane-coc-conflict-of-interest-policy-2025-10-24.pdf>

SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE

The City of Spokane, as Collaborative Applicant for the Spokane Regional Continuum of Care, 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 to carry out eligible activities as defined in federal, state, or local regulatory guidance.

GENERAL CONTRACT REQUIREMENTS

- All contracts require an updated Risk Assessment (to be completed at time of contracting)
- Certificate 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 and Molestation (minimum \$1,000,000 per occurrence; \$2,000,000 aggregate)
- Agencies awarded funds will maintain an active business registration with the City of Spokane, OR an exemption determination requested from the 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 HHS)
 - Vendor ACH Form
 - IRS W9 Form
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number
- Awarded funds will be paid to Subrecipient for eligible expenses on a **reimbursement** basis.

Note: 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. This change took effect on April 4, 2022. 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](#).

What is the UEI?

Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI, directly from [SAM.gov](#).

Required Application Materials

Applications are considered complete if they meet the following criteria:

- Application is submitted by the application submission deadline
- All required application questions/sections are complete
- Application is signed and dated by the person authorized to legally bind the organization to a contractual relationship with the City of Spokane.
- Required attachments are submitted with the application packet

Required Attachments:

- Attachment 1 – HUD Form 2880 – Applicant / Recipient Disclosure Update Report dated between 6/1/26 – 7/20/26
- Attachment 2 – Match Source Attestation
- Attachment 3 – CoC Builds RFP Questions
- Attachment 4 – CoC Builds Budget Workbook
- Attachment 5 – Organizational Code of Conduct
- Attachment 6 – Nonprofit Documentation (If Applicable)
- Attachment 5 – Evidence of Site Control (For New Construction or Rehabilitation Projects)

APPLICATION DEADLINE

The NOFA will be available beginning **Wednesday, July 8th**, on the Housing and Homeless Services department website <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>

Application and any relevant companion documentation must be submitted via email to chhsrfp@spokanecity.org

Applications are due by 11:59 PM on Wednesday, July 15th, 2026. Late applications will not be accepted.

HHS will not accept hard copies of the application. Applications that do not contain the required attachments will be considered incomplete and not eligible for funding consideration. Applicants are responsible for all aspects of their application and should seek technical assistance by Wednesday, July 15th, if there are questions or concerns.

TECHNICAL ASSISTANCE

Technical Assistance is required. Entities applying for funding are recommended to attend one of the sessions below, or seek one-on-one technical assistance prior to application submission.

Virtual Workshop #1

11:00AM-12:00PM on Friday, July 10th, 2026 via Microsoft Teams

Join: <https://teams.microsoft.com/meet/254624117270930?p=1NQwoe9wAXRsSdr4Mh>

Meeting ID: 254 624 117 270 930

Passcode: vL9nx3N3

Virtual Workshop #2

11:00AM-12:00PM on Monday, July 13th, 2026 via Microsoft Teams

Join: <https://teams.microsoft.com/meet/210263017801433?p=bkLmnEsW9TCobvf2P3>

Meeting ID: 210 263 017 801 433

Passcode: Km7MU9sc

Contact Jon Klapp at jklapp@spokanecity.org for the calendar invite or join using the meeting information above.

Individual Technical Assistance Meetings

Individual technical assistance meetings are available by appointment through Friday, July 10th, 2026. Contact the following staff to schedule an appointment:

Jon Klapp, Program Professional	Jklapp@spokanecity.org	509-625-6036
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APPLICATION REVIEW AND RATING PROCESS

All applications will receive careful, multi-level reviews.

- Staff may request additional information if deemed necessary
- The Continuum of Care Board's RFP Committee review process will be conducted from July 16th, 2026 through July 20th, 2026
- CoC Board Final Ranking and Funding Recommendation Decision – July 22nd, 2026

- Applicants not selected for funding may request application feedback following the issuance of award notifications.

Disclaimer: The City of Spokane as Collaborative Applicant for the Spokane Regional Continuum of Care reserves the right not to award all available funds if submitted proposals do not meet the evaluation and funding criteria or do not address the program priorities. Federal deadlines for funds commitment may require reallocation of funds if implementation of a project is significantly delayed.

APPLICATION SCORING

Applications will be scored based upon their ability to meet the Merit Review Criteria found the Continuum of Care Builds Notice of Funding published by HUD here: <https://simpler.grants.gov/opportunity/c2d650eb-96b9-4cf5-b786-7b83c46d52a2>

ADMINISTRATIVE REQUIREMENTS

The Housing and Homeless Services Department often receives inquiries about administrative details. The following information addresses questions frequently asked by applicants:

- The City of Spokane operates under a reimbursement model for Continuum of Care grant funds, including CoC Builds. Requests for payment are typically paid within 30 days of the receipt of a complete and compliant invoice. To receive payment, the subrecipient must submit all required documentation of expenses as outlined in the contract.

GENERAL INFORMATION

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive process shall become the property of the City. All applications received are subject to the Public Records Act 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 HHS.

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Housing and Homeless Services Department website, my.spokanecity.org/CHHS. Applicants are encouraged to monitor the website for any changes and/or notifications. The City, as Collaborative Applicant for the Spokane Regional Continuum of Care, 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 by the RFP Coordinator or designee 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.

SERVICE-DISABLED VETERAN, MINORITY, & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its RFPs 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. The City encourages participation in all of its RFPs by Service-Disabled Veteran-Owned businesses as certified by the SBA through the Veteran Small Business Certification (VetCert) Program.

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

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.

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. This license will be requested prior to any contractual agreement being signed by both parties.

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.

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.

APPEAL PROCESS

The Housing and Homeless Services Department has established a Request for Proposal (“RFP”) Appeal Process.

Applicants will be notified as to the status of their application via an “Application Status” email sent to the email addresses provided for the contacts listed in the application. These emails will be distributed on July 24th, 2026.

Applicants rejected during the staff threshold review may request an appeal.

The written appeal should be addressed to the Housing and Homeless Services Director, signed by the applicant, and submitted via email as follows:

Email: chhsrfp@spokanecity.org

Subject line should clearly state “APPEAL of RFP Funding Decision”

The appeal must identify the RFP, the grounds for the appeal from the list below with specific facts, and complete statements of the action(s) being appealed. A description of the relief or corrective action being requested should also be included.

Only appeals stipulating an issue of fact concerning the following subjects will be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this RFP, HHS, local, state, or federal policy.

Appeals will be dismissed without merit if they address issues such as an evaluator’s professional judgment on the quality of an application, or the City’s assessment of its own and/or other agencies’ needs or requirements.

Scores received by review committee members and/or rankings determined by that group or the Spokane Regional Continuum of Care Board are not a valid basis of appeal and will be dismissed.

The written appeal will be reviewed by the HHS Director. The HHS Director is not involved in the award process. The HHS Director will consider the record along with all available facts and issue a final decision within five (5) business days of receiving the appeal.

The final determination of the appeal shall:

- Find the protest lacking in merit and uphold the selection committee’s action; or
- Find only technical or harmless errors in the selection committee’s process and determine the selection committee to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the selection committee options which may include:
 - Correct the error(s) and re-evaluate all applications, or
 - Cancel this RFP and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

APPENDIX A, REGULATIONS AND REQUIREMENTS

The following is a list of regulations and requirements which typically apply to housing projects financed with federal funds. Individual projects may be subject to additional laws and regulations. By signing an application for financial assistance from the City of Spokane's Housing and Homeless Services Department, project sponsors agree to comply with all applicable laws and regulations.

Federal Statutes:

- (i) Americans with Disabilities Act;
- (ii) The Fair Housing Act (42 USC 3601-3620) and The Fair Housing Amendments Act of 1988;
- (iii) Architectural Barriers Act of 1968;
- (iv) Housing and Community Development Act of 1974 and Housing and Community Development Act of 1992, Title X, including the "Barney Frank Amendments" Section 104 (d);
- (v) Civil Rights Act of 1964 (42 USC 2000 d et. Seq.), and Civil Rights Act of 1968;
- (vi) Age Discrimination Act of 1975 (42 USC 6101);
- (vii) Housing and Urban Development Act of 1968;
- (viii) Uniform Relocation and Real Property Acquisition Policies Act of 1970;
- (ix) Rehabilitation Act of 1973;
- (x) Davis-Bacon Act, and related acts;
- (xi) Contract Work Hours and Safety Standards Act;
- (xii) Copeland (Antikick back) Act (40 USC 276 c);
- (xiii) Fair Labor Standards Act of 1938;
- (xiv) Flood Disaster Protection Act of 1973;
- (xv) National Environmental Policies Act of 1969 (42 USC 4321);
- (xvi) Stewart B. McKinney Homeless Assistance Act.
- (xvii) Violence Against Women Act
- (xviii) Build America, Buy America (BABA) Act of 2021

Federal Regulations and Executive Orders:

- (i) 24 CFR Part 1, 24 CFR Part 5, 24 CFR Part 35, 24 CFR Part 58, 24 CFR Part 75, 24 CFR 85, 24 CFR Part 92, 24 CFR Part 92.350, 24 CFR Part 92.504(c)(3), 24 CFR Part 100-115, 24 CFR Part 146;
- (ii) 29 CFR 1910.1200, 29 CFR Part 1926.62;
- (iii) 49 CFR Part 24;
- (iv) Executive Order 11063 as amended by Executive Order 12259; and

(v) Executive Order 11246.

(i) Washington State Environmental Policy Act;

(ii) Washington State Worker's Compensation Industrial Insurance Act;

(iii) Washington State Fair Housing Laws; and

(iv) Washington State Landlord/Tenant Act.

Local:

(i) City of Spokane Building and Zoning Codes

(ii) City of Spokane Consolidated Plan, 2025-2029

(iii) Spokane Regional Continuum of Care 2025-2030 Strategic Plan to Prevent and End Homelessness