



COMMUNITY, HOUSING AND  
HUMAN SERVICES DEPARTMENT  
808 W. SPOKANE FALLS BLVD  
SPOKANE, WA 99201

## COMMUNITY, HOUSING AND HUMAN SERVICES (CHHS) DEPARTMENT

### *FUNDING NOTICE*

### 2019 CONTINUUM OF CARE (CoC) PROGRAM COMPETITION

### NEW PROJECTS



### Department of Housing and Urban Development (HUD) Continuum of Care Program

The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

August 5, 2019

**TABLE OF CONTENTS**

**TABLE OF CONTENTS** ..... 2

**CHHS CONTACT INFORMATION** ..... 3

**FUNDING ALLOCATION SCHEDULE** ..... 4

**ABOUT THE FUNDING** ..... 4

**ELIGIBLE APPLICANTS** ..... 10

**FUNDING PRIORITIES AND KEY ASSUMPTIONS** ..... 10

**Vision, Mission, Goals, and Responsibilities of the Continuum of Care (CoC)** ..... 12

**Vision** ..... 12

**Mission** ..... 12

**Goals** ..... 12

        Goal II ..... 12

        Goal III ..... 12

        Goal IV ..... 12

        Goal V ..... 12

        Goal VI ..... 13

        Goal VII ..... 13

**FUNDS AVAILABLE** ..... 15

**APPLICATION DEADLINE AND INSTRUCTIONS** ..... 16

**APPLICATION ASSISTANCE** ..... 18

**HUD INCOME LIMITS** ..... 18

**APPLICATION REVIEW PROCESS** ..... 18

**GENERAL INFORMATION** ..... 19

**CONTRACT TERMS** ..... 21

## CHHS CONTACT INFORMATION

### **Department**

Community, Housing, and Human Services (CHHS) Department

808 W. Spokane Falls Blvd

Spokane, WA 99026

509.625.6325 <http://spokanechhs.org>

### **RFP Coordinator:**

Rebekah Tuno, Homeless Program Specialist

509.625.6321

[rtuno@spokanecity.org](mailto:rtuno@spokanecity.org)

For email inquiries, please use [CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org)

Interested applicants are encouraged to contact us with questions or for technical assistance. In addition, a technical assistance workshop will be held as indicated below. All applicants are highly encouraged to attend.

## FUNDING ALLOCATION SCHEDULE

Monday	8/5/19	Announce RFP on CHHS Department website, <a href="http://spokanechhs.org">http://spokanechhs.org</a> , and by email distribution to the CHHS Department <i>Interested Parties List</i> .
Thursday	8/8/19	CoC Program Competition New Project Application Workshop, 2:30 PM – 4:00 PM, West Central Community Center – Newton Room
Wednesday	8/14/19	<b>Last day for New Project Meetings with RFP Coordinator</b>
<b>Sunday</b>	<b>8/18/19</b>	<b>Applications Due by 11:59 PM PST. Late submittals will not be accepted.</b>
	8/19/19 – 8/21/19	Application Review
Thursday	8/22/19	New Project Presentations to Members of CoC Subcommittees City Council Chambers, City Hall – Lower Level, 3:00 PM – 5:00 PM
	August	CoC RFP and Funding Committee Review & Ranking
Wednesday	8/28/19	CoC Board Approval
Friday	9/13/19	Notification to Applicants (ranked, rejected, reduced, or reallocated)
	7/1/20 – 11/1/20	Program Year Begins
*The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the CHHS Department website at <a href="http://spokanechhs.org/">http://spokanechhs.org/</a>		

## ABOUT THE FUNDING

The Continuum of Care (CoC) Program (24 CFR part 578) is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness.

Please note: As detailed in 23 CFR 578.73 All projects must match all grant funds, except leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. Cash match must be used for the costs of activities that are eligible under subpart D of this part.

## **ELIGIBLE PROJECT TYPES**

### **Background:**

Homelessness should be rare, brief, and non-recurring. In order to achieve this for all persons experiencing homelessness, our community must transform homeless services to crisis response systems that rapidly return people who experience homelessness to stable housing. All projects serving the homeless should be accessible to the population served and have low barriers to entry. Services should be informed by the value that all people experiencing homelessness are housing ready.

### **Supportive Services Only – Coordinated Entry (SSO – CE)**

Description: Coordinated entry (CE) is an important process through which people experiencing - or at risk of experiencing - homelessness can access the crisis response system in a streamlined way, have their strengths and needs quickly assessed, and efficiently connect to appropriate, tailored housing and mainstream services within the community or designated region. Standardized assessment tools and practices used within local coordinated assessment processes take into account the unique needs of children and their families, as well as youth. When possible, the assessment provides the ability for households to gain access to the best options to address their needs, incorporating participants' choice, rather than being evaluated for a single program within the system. The most intensive interventions are prioritized for those with the highest needs.

### Resources:

[Coordinated Entry: Core Elements](#)

### Performance Measures\*:

- Percentage of referrals accepted by the 'to provider'
- Average length of time from assessment to acceptance of referral
- Costs per household
- Financial management
- Data quality reporting timeliness

Eligible Costs: Provisions at 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

\*Performance measures for CE projects may change with the released of new CE data standards to be released in October 2019

## **Joint Transitional & Rapid Rehousing (Joint TH-RRH)**

A Joint Transitional Housing (TH) and Rapid Rehousing (PH-RRH) Component project is a new project type as of the FY 2017 CoC Program Competition which includes two existing program components—TH and PH-RRH—in a single project to serve individuals and families experiencing homelessness. If funded, HUD will limit eligible costs as follows:

1. Capital costs (i.e., new construction, rehabilitation, or acquisition), leasing of a structure or units, and operating costs to provide transitional housing;
2. Short- or medium-term tenant-based rental assistance on behalf of program participants in the rapid rehousing portion of the project;
3. Supportive services for the entire project;
4. HMIS for the entire project; and
5. Project administrative costs for the entire project.

If awarded, projects must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all program participants up to 24 months as needed by the program participants. For example, a program participant may only need the temporary stay in transitional housing unit, but the project must be able to make available the financial assistance and supportive services that traditionally comes with rapid re-housing assistance to that program participant. However, this does not mean that the applicant is required to request funding from the CoC Program for both portions of the project (e.g., the applicant may leverage other resources to pay for the transitional housing portion of the project).

Applications for Joint TH and PH-RRH component projects must demonstrate that the project will have the capacity to provide both transitional housing assistance and rapid re-housing assistance, as needed, to each program participant.

HUD has not imposed time limits that program participants can reside in either portion of the Joint TH and PH-RRH Component project; however, the total length of assistance that a program participant can receive in the entire project is 24 months. This means if the program participant resides in the transitional housing portion of the project for 3 months, they can receive up to 21 additional months of RRH assistance.

However, when designing this type of project it is important to keep in mind the following:

- The recipient or subrecipient cannot dictate minimum stays in either portion of the project (e.g., the recipient cannot require a program participant to reside in the transitional housing portion of the project for one-year).
- Program participants should receive only the assistance they need to safely and stably exit homelessness; therefore, not all program participants should automatically receive 24 months of assistance.

Projects must be able to make available both components—TH and PH-RRH—to all program participants entering the project. This does not mean that all program participants will receive assistance through both portions of the project.

HUD expects Joint TH and PH-RRH projects to be client-driven and the assistance to be tailored to the program participants' needs. This means that a program participant may choose to receive assistance through only one portion of the project, but they must have had the option to receive the assistance through the other. This also means that projects should not provide assistance beyond what is needed to help program participants safely and stably exit homelessness. For example, recipients should not have a policy in place to provide all program participants with 12 months of rental assistance in the RRH portion of the project, but instead should determine the least amount necessary to help the program participant safely and stably exit homelessness, which will vary by person.

Project applicants may use the reallocation process to eliminate a TH and a PH-RRH project operated by the same recipient to create a new Joint TH and PH-RRH component project through the transition grant process.

### Leasing Costs

Leasing is an eligible cost category under the PH, TH, SSO, and HMIS program components. Funds may be used to lease individual units or all or part of structures. Rents must be reasonable and, in the case of individual units, the rent paid may not exceed HUD-determined Fair Market Rents. Leasing funds may not be used for units or structures owned by the recipient, subrecipient, their parent organization(s), any other related organization(s), or organizations that are members of a partnership where the partnership owns the structure without a HUD-authorized exception. When leasing funds are used to pay rent on units, the **lease must be between the subrecipient and the landowner, with a sublease or occupancy agreement with the program participant**. The recipient may, but is not required to, charge the program participant an occupancy charge, consistent with the parameters specified in the interim rule.

### Rental Assistance Costs

Rental assistance is an eligible cost category under the PH and TH program components and may be tenant-based (TBRA), sponsor-based (SBRA), or project-based (PBRA), depending upon the component type.

Rental assistance may be short-term for up to 3 months; medium-term for 3 to 24 months; or long-term for more than 24 months. The length of assistance depends upon the component type under which the cost is funded. Recipients must serve as many program participants as identified in their funding application to HUD, but, if the amount reserved for the term of the grant exceeds the amount needed to pay actual costs, the excess funds may be used to cover property damage, rent increases, or the rental needs of a greater number of program participants.

- **TBRA:** Program participants select any appropriately sized unit within the CoC's geographic area, although recipients or subrecipients may restrict the location under certain circumstances to ensure the availability of the appropriate supportive services. Except for victims of domestic violence, program participants may not retain their rental assistance if they relocate to a unit outside the CoC's geographic area.

When rental assistance funds are used to pay rent on units, the lease must be between the program participant and the landowner. Each program participant, on whose behalf rental assistance payments are made, must pay a contribution toward rent consistent with the requirements of the interim rule.

Resources:

[Introductory Guide to the Continuum of Care \(CoC\) Program](#)

[Rapid Rehousing's Role in Responding to Homelessness](#)

Core Components: [Core components of Rapid Re-Housing](#)

Rapid Re-Housing Performance Standards: [Rapid Rehousing: Performance Benchmarks and Program Standards](#)

Rapid Re-Housing for Youth: [Rapid Rehousing Models for Homeless Youth](#)

Rapid Re-Housing and Employment: [National Center on Employment & Homelessness](#)

Performance Measures:

- Utilization (TH Component Only)
- % of Households exiting to a permanent housing (PH) destination
- % of Households exiting with increased income (adult leavers)
- Average length between enrollment and move-in (RRH)
- Average SPDAT score at project entry
- Average length of stay in project (TH Component Only)
- Extent to which persons who exit homelessness to PH return to homelessness within 24 months
- Costs per household served
- Financial management
- Data quality reporting timeliness

Eligible Costs: Provisions at 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.



## **Rapid Rehousing for Homeless Households (RRH)**

Description: Rapid re-housing (RRH) is designed to assist homeless individuals and families, with or without disability, to move into permanent housing within thirty (30) days of being referred from Coordinated Entry and achieve stability in that housing. Assistance provided through RRH should focus on progressive engagement and be client-centered. Once clients have been housed, RRH providers should stay connected with them and provide a safety-net, if needed, that promotes long-term housing stability and reduces returns to the homeless system.

### Resources:

Rapid Re-Housing for Youth: [Rapid Rehousing Models for Homeless Youth](#)

[Rapid Rehousing's Role in Responding to Homelessness](#)

Core Components: [Core components of Rapid Re-Housing](#)

Rapid Re-Housing and Employment: [National Center on Employment & Homelessness](#)

### Performance Measures:

- Average length between enrollment and move-in
- % of Households exiting to a permanent destination
- % of Households exiting with increased income (adult leavers)
- Average SPDAT score prior to project entry
- Extent to which persons who exit homelessness to PH return to homelessness within 24 months
- Costs per household served
- Financial management
- Data quality reporting timeliness

Eligible Costs: Provisions at 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

## **Permanent Supportive Housing (PSH)**

Description: Permanent Supportive Housing (PSH) projects should have minimal barriers to entry, provide on-site services and prioritize the most vulnerable homeless households. Support services should be informed by harm reduction and employ flexible and creative person-centered services to ensure continued housing stabilization. Services should be available and encouraged but cannot be required as a condition of tenancy. There should be ongoing communication and coordination between supportive service providers, property owners, or managers and housing subsidy programs.

## Resources:

[Housing First in Permanent Supportive Housing Brief](#)

[Determining Chronic Homeless Eligibility](#)

[Practical Harm Reduction Strategies](#)

[Now Your Client is Housed What's Next: A Journey from Survival to Living DESC](#)

## Performance Measures:

- Utilization
- % of Households exiting to or retaining permanent housing
- % of Households with increased income (stayers & leavers)
- Average SPDAT score at project entry
- Extent to which persons who exit homelessness to PH return to homelessness within 24 months
- Costs per household served
- Financial management
- Data quality reporting timeliness

Eligible Costs: Provisions at 24 CFR 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

## ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Public and private nonprofit organizations – typically 501(c)(3)

## FUNDING PRIORITIES AND KEY ASSUMPTIONS

### **Department of Housing and Urban Development (HUD) Policy and Priorities:**

**1. Ending homelessness for all persons.** To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered

homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.

**2. Creating a systemic response to homelessness.** CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

**3. Strategically allocating and using resources.** Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.

**4. Using an Evidence-Based Approach.** CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.

**5. Increasing employment.** Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoCs should also promote partnerships with public and private organizations that promote employment.

**6. Providing Flexibility for Housing First with Service Participation Requirements.** The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. The FY2019 CoC Program NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been

stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so the FY2019 CoC Program NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).

***Under this RFP, project proposals that clearly demonstrate a commitment to Housing First Principles will be prioritized. If projects intend to require service participation requirements once a household is stably housed, a clear and detailed plan indicating how households will be initially evaluated to be considered “stabilized” is required. The plan should outline how the household will be continuously reevaluated and identify minimum thresholds to be classified as “stabilized”.***

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

### Vision

The Vision of the Spokane City/County 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 City/County 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.

### Goals

The following goals represent the desired results of successful implementation of regional plans in accordance with the mission of the CoC for all people experiencing homelessness, including: families, youth, veterans, single adults, and the chronically homeless.

Goal I: Construct and approve an integrated regional Plan to End Homelessness and coordinate with other regional plans related to homelessness issues.

Goal II: Increase leadership, collaboration, and civic engagement.

Goal III: Increase access to stable and affordable housing.

Goal IV: Support effective pathways toward self-sufficiency and reduced financial vulnerability.

Goal V: Transform homeless services to crisis response systems, including: shelters, transitional housing, and other forms of temporary housing, leading to improved health and safety.

Goal VI: Advance health and housing stability efforts.

Goal VII: Annually review the Plan to End Homelessness and its goals and objectives and make revisions, as necessary, to stay abreast of dynamic conditions.

Successful applicants will demonstrate that their proposal meets one or more of the goals, objectives, and strategies listed in the 2015-2020 Strategic Plan to End Homelessness for Spokane, Washington, which are listed below. The complete plan document can found on the City of Spokane CHHS website at <https://static.spokanecity.org/documents/chhs/plans-reports/planning/2015-2020-strategic-plan-to-end-homelessness.pdf>

### **Primary Goals**

#### ***Retool the homeless response system to:***

- End Veteran Homelessness by 2020
- End Chronic Homelessness by 2020
- End Family Homelessness by 2020
- End Youth Homelessness by 2022

### **Objectives**

1. Increase Leadership, Collaboration, and Civic Engagement
  - a. Expand partnerships and create efficiencies by increasing coordination and integration
  - b. Advocate for state and federal legislation and financing
  - c. Increase knowledge about homelessness and successful collaborations and interventions to prevent and end homelessness
  - d. Compile and disseminate research to increase best practices and cost-effectiveness
  - e. Increase capacity of delivery system
  - f. Reduce the criminalization of homelessness by defining constructive approaches
2. Increase Access to Stable and Affordable Housing
  - a. Support affordable housing subsidies
  - b. Expand the supply of affordable rental units
  - c. Increase service-enriched permanent housing for individuals with high barriers
  - d. Implement a system-wide housing first philosophy and low-barrier housing e. Prioritize and target those most vulnerable including veterans, chronic homeless, families and youth.
  - e. Create a pathway for those in Permanent Supportive Housing to move to affordable housing
  - f. Commit to ending veteran homelessness by 2020
  - g. Continue support for temporary housing that connects to Permanent Supportive Housing.

- h. Develop strong landlord relations and explore landlord mitigation funds
- 3. Support effective pathways toward self-sufficiency and reduced financial vulnerability
  - a. Improve coordination of employment programs with homeless assistance programs
  - b. Improve access to mainstream programs and services and increase the percentage of homeless housing participants obtaining non-cash mainstream benefits
  - c. Identify and implement best practices, including supportive employment and client-tailored wrap around services
  - d. Increase the percentage of homeless housing participants who increase employment income
  - e. Increase access to education, educational outcomes and living wage jobs
- 4. Transform homeless services to crisis response systems leading to improved health and safety
  - a. Institute system-wide partnerships and best practice models
  - b. Increase successful service delivery for in-home service
  - c. Promote outreach to high utilizers of system resources
  - d. Institute rapid re-housing as a strategic tool to end family homelessness
  - e. Utilize data-driven systems
  - f. Explore using flexible funds for meeting unique and multiples needs of individuals/families to prevent homeless or stabilize them
- 5. Advance health and housing stability for youth experiencing homelessness, including unaccompanied homeless youth and youth aging out of systems such as foster care and juvenile justice.
  - a. Improve discharge planning from foster care and juvenile justice
  - b. Increase housing resources and remove barriers
  - c. Promote outreach to youth who may be high utilizers of system resources
  - d. Improve resources for unaccompanied youth
  - e. Improve the count of homeless youth

**Key Assumptions Incorporated in this Funding Notice:**

- Projects that are able to leverage Medicaid funding for services linked to housing may be reduced in the future;
- Projects are expected to leverage all other mainstream system resources, including education/employment, healthcare, etc.;
- Projects will demonstrate Housing First practices (low admission criteria);
- Projects funded to provide RRH will work collaboratively with Coordinated Entry to ensure streamlined processes that will result in households' homeless episode ending in 30 days or less;
- Projects funded for Coordinated Entry will work collaboratively with the RRH providers to ensure streamline processes that will result clients' households homeless episode ending in thirty (30) days or less;
- Projects providing or supporting permanent housing will ensure that client assessments are completed in the timeline and method detailed in the contract;

- Projects will ensure culturally appropriate and responsive services;
- Projects will gear their program models to a “move up strategy” valuing recovery and graduation from housing units with intensive services;
- Projects will collect data and enter records into the City Homeless Management Information System (HMIS) for every client served. HMIS data collection and entry will be in accordance with applicable HMIS data standards and guidelines HMIS data for any given month will be entered and accurate no later than the 5<sup>th</sup> day of the following month;
- Projects will participate in the Coordinated Entry System; and
- Projects will align with Spokane’s CoC system-wide performance measures.

All projects applying under this funding notice are expected to leverage operating and services funding from other sources to the maximum extent feasible including, but not limited to, such sources as Veterans Administration sources, Medicaid, and private fundraising.

## FUNDS AVAILABLE

If HUD awards a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy. CoC Program projects are initially funded for 12 months. Projects must compete annually for continued funding under the CoC Program.

### **2019 Continuum of Care Competition: PH Bonus**

**Total Available: \$183,410\***

#### Eligible Project Types

Supportive Services Only – Coordinated Entry (SSO-CE)

Joint Transitional Housing & Rapid Rehousing (Joint TH – RRH)

Rapid Rehousing (PH – RRH)

Permanent Supportive Housing (PH – PSH)

### **2019 Continuum of Care Competition: DV Bonus**

**Total Available: \$238,852\***

#### Eligible Project Types

Supportive Services Only – Coordinated Entry (SSO-CE)

Joint Transitional Housing & Rapid Rehousing (Joint TH – RRH)

Rapid Rehousing (PH – RRH)

\*maximum funds available. Your total budget cannot exceed this amount.

### **Project Administration Funds**

All CoC funded projects are allowed a maximum of 10% of the total amount requested in project administration funds. The City of Spokane retains 50% of the project administration funds in each project budget for duties as outlined in 24 CFR 578. Provisions 578.37 through 578.63 identify the eligible costs for which funding may be requested under the CoC Program. HUD will reject any requests for ineligible costs.

### **Match Requirement**

As detailed in 23 CFR 578.73 All projects must match all grant funds, except leasing funds, with no less than 25 percent of funds or in-kind contributions from other sources. Cash match must be used for the costs of activities that are eligible under subpart D of this part. A letter of commitment for matching funds is required. The letter must be on agency letterhead and indicate: project term dates, source of matching funds, date(s) in which the matching funds will be available. The letter must be signed and dated by an authorized agency representative. It is the applicant's responsibility to ensure the matching source is eligible to be used as match on federal funds. Contact the RFP coordinator for assistance or to request a match letter template.

## **APPLICATION DEADLINE AND INSTRUCTIONS**

Applications will be available beginning August 2, 2019. You may download the application for the project type you are applying for from the CHHS Department website <https://spokanecity.org/chhs/>, request it by email from [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org), or call 509.625.6325 to request a copy by mail or to have it emailed. Please read all instructions carefully.

### **Application Submission Packet:**

- (1) Complete the new project application for the *eligible project type* you are applying for;
- (2) Complete the Housing First Assessment for New Projects;
- (3) Letter of commitment for the required 25% in matching funds;
- (4) Program policies and procedures;
- (5) Service Participation Requirement Stabilization Evaluation Plan (if applicable); and
- (6) All additional supporting documentation as outlined in this RFP and the Project Application;



All new project applicants ***must schedule a meeting with the RFP Coordinator to discuss the new project application. These meetings must be requested by August 9<sup>th</sup> and take place on or before August 14<sup>th</sup>.*** Contact [rtuno@spokanecity.org](mailto:rtuno@spokanecity.org) to schedule a planning meeting.

**Application submission deadline is August 18, 2019 at 11:59 PM PST. Applications submitted after this deadline will not be considered for funding.**

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. Due to using an online technology system, applicants are encouraged to submit proposals in advance prior to the deadline. The City of Spokane reserves the right to waive minor administrative irregularities.

**For questions or assistance completing an application for funds, contact the RFP Coordinator, Rebekah Tuno, at 509.625.6321 or via email at the following address: [rtuno@spokanecity.org](mailto:rtuno@spokanecity.org).**

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
- The Pre-Award Application Risk Assessment is attached and completed or proof that it was submitted previously in 2018
- Required attachments are submitted with the application packet
- 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:

- Subrecipient Nonprofit Documentation
- HUD Form 2880 - Applicant / Recipient Disclosure Update Report dated between 7/28/19 – 8/18/19
- City of Spokane CHHS Applicant Pre-Award Risk Assessment (or proof of submission in 2018).
- HUD Form 50070: Drug-free Workplace Certification
- HUD Form SF – LLL: Disclosure of Lobbying Activities
- Match Letter on Agency Letterhead
- Service Participation Requirement Stabilization Evaluation Plan, if applicable

Please submit your complete application and required attachments electronically in PDF format no later than 11:59 PM PST on August 18, 2019. Applications should be emailed to [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org) and [rtuno@spokanecity.org](mailto:rtuno@spokanecity.org). Agencies will receive a reply receipt when applications are received if the RFP coordinator is included on the submission email.

## APPLICATION ASSISTANCE

**One-on-one technical assistance** is available upon request. Please contact the RFP Coordinator, Rebekah Tuno, by phone at 509.625.6325 or via email at [rtuno@spokanecity.org](mailto:rtuno@spokanecity.org) for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc.

All interested applicants are encouraged to contact the RFP Coordinator with questions or for technical assistance. In addition, a **technical assistance workshop will be held on August 8, 2019 at 2:30 PM in the Newton Room located at the West Central Community Center**. All interested applicants are highly encouraged to attend.

## HUD INCOME LIMITS

### FY 2019 Income Limits Summary

FY 2019 Income Limit Area	Median Family Income <a href="#">Explanation</a>	FY 2019 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
<b>Spokane, WA HUD Metro FMR Area</b>	\$72,700	Very Low (50%) Income Limits (\$) <a href="#">Explanation</a>	25,100	28,700	32,300	<b>35,850</b>	38,750	41,600	44,500	47,350
		Extremely Low Income Limits (\$)* <a href="#">Explanation</a>	15,050	17,200	21,330	<b>25,750</b>	30,170	34,590	39,010	43,430
		Low (80%) Income Limits (\$) <a href="#">Explanation</a>	40,150	45,900	51,650	<b>57,350</b>	61,950	66,550	71,150	75,750

Above Income information is available at [FY 2019 HUD Income Limits](#)

## APPLICATION REVIEW PROCESS

This is a competitive application process for limited funding; therefore, applications that meet all criteria are not guaranteed an award of funds. Successful applications may be funded for less than the total amount requested.

All applications will go through the following evaluation and review process:

- Part I:

- Staff Project Review
- Eligibility Determination
- Risk Assessment (capacity to administer, current audit findings, etc.)
- Due Diligence Review
- Part II:
  - CoC RFP and Funding Committee Review
    - New Project Presentations to CoC Subcommittee (August 22<sup>nd</sup>)
    - CoC RFP & Funding Committee Review and Initial Ranking
- Part III:
  - CoC Board Approval
  - Priority Listing (Final Ranking List)
  - Submission to HUD

Funding recommendations will go before the Spokane City Council after formal announcement from HUD. The public is invited to provide testimony at this hearing on the proposed allocations.

Please reference the Renewal Ranking Review Procedures, available on the City of Spokane CHHS Department website under CoC Available Funding for additional information regarding application and performance review.

#### **NOTIFICATION TO APPLICANTS**

After award recommendations have been determined, Applicants will be sent Intent to Award notification.

#### **DEBRIEFING OF UNSUCCESSFUL APPLICANTS**

Upon request, a debriefing conference will be scheduled with an unsuccessful Applicant. Discussion will be limited to a critique of the requesting Contractor's Application. Comparisons between Applications or evaluations of the other Applications will not be allowed. Debriefing conferences may be conducted in person or on the telephone.

#### **APPEAL PROCEDURE**

Applicants wishing to appeal the award of the contract must make their appeal to the City Administrator.

## **GENERAL INFORMATION**

**PROPRIETARY INFORMATION / PUBLIC DISCLOSURE:** Materials submitted in response to this competitive process shall become the property of the City.

All applications received shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, 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. 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 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.

**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.

#### **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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**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.

## 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.

### **Insurance and Bonding**

During the term of the Contract, the Grantee shall maintain in force at its own expense, the following types and amounts of insurance:

1. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the City, its agents, officers and employees are Additional Insureds, but only with respect to the Grantee's services to be provided under this Contract; and
2. 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 or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to the City. As evidence of the insurance coverages required by this Contract, the Contractor shall furnish an acceptable insurance certificate to the City at the time the Grantee returns the signed Contract.

**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 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 CHHS 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.

**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](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.