



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

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

### *FUNDING NOTICE*

### FY2022 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 12, 2022

# TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	2
<b>CHHS CONTACT INFORMATION</b>	3
<b>FUNDING ALLOCATION SCHEDULE</b>	4
<b>FUNDS AVAILABLE</b>	5
<b>ABOUT THE FUNDING</b>	6
<b>ELIGIBLE PROJECT TYPES</b>	5&7
<b>ELIGIBLE APPLICANTS</b>	11
<b>FUNDING PRIORITIES AND KEY ASSUMPTIONS</b>	12
<b>Vision, Mission, Goals, and Responsibilities of the Continuum of Care (CoC)</b>	14
<b>CODE OF CONDUCT</b>	17
<b>APPLICATION DEADLINE AND INSTRUCTIONS</b>	17
<b>APPLICATION ASSISTANCE</b>	18
<b>HUD INCOME LIMITS</b>	19
<b>APPLICATION REVIEW PROCESS</b>	19
<b>GENERAL INFORMATION</b>	20
<b>CONTRACT TERMS</b>	22

## 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:

Heather Page

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

Interested applicants are encouraged to email the RFP Coordinator with questions or to receive technical assistance. In addition, technical assistance office hours can be accessed at:

*Virtual Technical Assistance Office Hours;*

*Time: Aug 19, 2022, 02:00 PM Pacific Time (US and Canada)*

<https://us06web.zoom.us/j/84761934038?pwd=V1NoWjJ4TTd5UIRtbHhidnF6VEIPUT09>

Meeting ID: 847 6193 4038

Passcode: 369243

## Funding Allocation Schedule

Friday	8/12/2022	Announce RFP on CHHS Department website, <a href="http://spokanechhs.org">http://spokanechhs.org</a> , and by email distribution to the CHHS Department Interested Parties List.
Friday	8/19/2022	Virtual Technical Assistance Office Hours 2:00-4:00 pm, see link under Contact Information above.
Friday	8/26/2022	Last day for New Project Meetings with RFP Coordinator
<b>Monday</b>	<b>8/29/2022</b>	<b>Applications Due by 11:59 PM PST. Late submittals will not be accepted</b>
Thursday	9/1/2022.	CoC Funding and RFP Committee Introductory Meeting
Tuesday	9/13/2022	CoC Funding and RFP Committee Final Meeting
Wednesday	9/14/2022	CoC Board Special Meeting, Vote
Thursday	9/15/2022	Notification to Applicants (ranked, rejected, reduced, or reallocated)
Friday	9/30/2022	HUD Application Closes
	8/1/2023	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>		

## 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.

### **2022 Continuum of Care Competition: CoC Bonus**

**Estimated amount available: \$205,644\*†**

#### 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)

†In addition to the CoC Bonus that HUD may award to the Spokane County CoC, the CoC has the option to allocate funds from lower performing renewal projects to create new projects. This decision is made by the CoC board as part of the renewal project ranking process.

\* Applications requesting more than this amount will not be reviewed.

### **2021 Continuum of Care Competition: DV Bonus**

**Estimated amount available: \$308,236\***

#### Eligible Project Types

- Supportive Services Only – Coordinated Entry (SSO-CE)
- Joint Transitional Housing & Rapid Rehousing (Joint TH – RRH)
- Rapid Rehousing (PH – RRH)

#### **Project Administration Funds**

All CoC-funded projects are allowed a maximum of 10% of the total amount requested to be allocated for project administrative funds. The City of Spokane retains 5% of the total project budget to perform project administration for duties as outlined in 24 CFR 578. Thus, applicants' budgets must include a 5% allocation for City administrative fees. Applicants have the option to request an additional 5% for their own project administrative fees. The total project administrative request may not exceed 10%.

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.

## 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.

In the 2022 Continuum of Care Notice of Funding Opportunity issued on August 1, 2022, HUD aligned the CoC grant program with the Consolidated Appropriations Act, 2022. This Act requires HUD to provide incentives to create projects that coordinate housing providers and healthcare organizations to provide permanent supportive housing (PSH) and rapid rehousing (RRH) services. The incentive is represented in HUD's review and scoring criteria in two ways:

- 7 points for CoCs submitting proposals that include at least one new PSH or RRH project that utilizes housing subsidies or subsidized housing units not funded through the CoC or ESG programs; and
- 7 points for CoCs submitting proposals that include at least one new PSH or RRH project that utilizes healthcare resources to help individuals and families experiencing homelessness.

In accordance with HUD's incentives, PSH and RRH projects submitted in response to this RFP that meet one or both of these criteria will receive bonus points. More information about HUD's incentive can be found on pages 84-86 of the HUD NOFO, available here:

[https://www.hud.gov/sites/dfiles/SPM/documents/Continuum\\_of\\_Care\\_Competition\\_and\\_Noncompetitive\\_YHDP.pdf](https://www.hud.gov/sites/dfiles/SPM/documents/Continuum_of_Care_Competition_and_Noncompetitive_YHDP.pdf)

# ELIGIBLE PROJECT TYPES

## **Background:**

Homelessness should be rare, brief, and non-recurring. 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 consider 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 project intake 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.

## **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 exit homelessness safely and stably; 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](#)

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](#)

### Performance Measures:

- Utilization (TH Component Only)
- % of Households who exit or retain permanent housing
- % of Households exiting with increased income (adult leavers)
- Average length between enrollment and move-in (RRH)
- Average length of time homeless in days (TH)
- 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 who exit or retain permanent housing
- % of Households exiting with increased income (adult leavers)
- 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 who exit or retain permanent housing
- % of Households with increased income (stayers & leavers)
- 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. Use a Housing First approach.** Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.
- 3. Reducing Unsheltered Homelessness.** In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should identify permanent housing options for people who are unsheltered.
- 4. Improving System Performance.** CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, 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. CoCs should review all projects eligible for renewal in FY 2021 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD recognizes the effects of COVID-19 on CoC performance and data quality and, compared to previous CoC NOFOs, reduces the points available for rating factors related to system performance. However, HUD plans to significantly increase the points available for system performance rating factors in the FY 2022 and subsequent CoC NOFOs.
- 5. Partnering with Housing, Health, and Service Agencies.** Using cost performance and outcome

data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:

- work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs;
- partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness.
- CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan;
- partner with local workforce development centers to improve employment opportunities; and
- work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.

**6. Racial Equity.** In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. CoCs should review local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families experiencing homelessness.

**7. Persons with Lived Experience.** HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have formerly experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process (e.g., how rating factors are determined). CoCs should seek opportunities to hire people with lived experience.

# 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 goals of the Spokane City/County CoC are the objectives of the 5-Year Strategic Plan to Prevent and End Homelessness of the Spokane City/County Continuum of Care. This plan follows guidance from the Washington State Department of Commerce, in association with HUD and the Spokane City/County CoC Board and Sub-Committees.

Goal 1: Quickly identify and engage people experiencing homelessness.

Goal 2: Prioritization of homeless housing for people with the highest need.

Goal 3: Effective and efficient homeless crisis response housing and services that swiftly moves people into stable permanent housing.

Goal 4: A projection of the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies.

Goal 5: Address racial disparities among people experiencing homelessness.

Successful applicants will demonstrate that their proposal meets one or more of the goals, objectives, and strategies listed in the 2020 – 2025 Strategic Plan to End Homelessness for Spokane City/County Continuum of Care, which are listed below. The complete plan document can found on the City of Spokane CHHS website at [2020 to 2025 Spokane City-County CoC Five-Year Strategic Plan to Prevent and End Homelessness](#).

## Objectives

### **Goal 1: Quickly identify and engage people experiencing homelessness.**

- a) Develop a project plan for BNL in the HMIS by subpopulation, including continuing to manage and improve on Veteran BNL, Youth and Young Adult BNL, and develop Chronic/Single BNL and Families.
- b) Increase community education and training on homelessness and other systems including data, diversion strategies, homeless prevention, system access, Coordinated Entry, racial equity, trauma informed care, etc.
- c) Improve access and accessibility to Coordinated Entry including assess to satellite sites and

determining if there are gaps where people are accessing services. Ensure ongoing training for satellite offices.

- d) Implementation of a Diversion First model including required system-wide training, diversion guidance for “front-door” projects utilizing a diversion strategy and develop mechanism to measure effectiveness of diversion strategies.
- e) Develop a Coordinated Entry marketing strategy including assessing internal and external marketing needs including gaps in awareness of Coordinated Entry, develop consistent language to talk about Coordinated Entry and, implement marketing strategy.
- f) Improve street outreach efforts, including funding for outreach supplies, increased staff capacity, integrating outreach into other complimentary organizations within the community, ensure increased input from outreach providers to inform decisions, and increase coordination between outreach providers and City of Spokane departments.
- g) Create a Youth Coordinated Entry System to increase accessibility for youth

**Goal 2: Prioritization of homeless housing for people with highest needs.**

- a) Create universal Coordinated Entry policies and procedures to be adopted by the CoC.
- b) Plan and host an education opportunity (Coordinated Entry Symposium) for agencies to share their programs as a requirement to continue as a satellite site for coordinated entry
- c) Implement prioritization policies and procedures for all sub-populations including sub-committee evaluation of vulnerabilities by population based off community need and CoC Board approval of policies.

**Goal 3: Effective and efficient homeless crisis response housing and services that swiftly moves people into stable permanent housing.**

- a) Create a system-wide move-on strategy including assess system readiness for move-on strategy, receiving agency feedback and final CoC Board approval
- b) Implement system-wide move-on strategy including developing a training and guidance including a mechanism to measure effectiveness of move-on strategy. CoC Board approval of policies.
- c) Develop a CoC Sub-Committee for People with Lived Experience to ensure people with lived experience are on every sub-committee in addition to their own committee and funds to compensate people with lived experience for their time.
- d) Achieve high-performing community performance set out in the Performance Management Plan for all project types. This includes monitoring agency training logs for employees, reviewing HIC data regularly to ensure adequate intervention stock for each subpopulation, and increasing support to fill need where there are gaps.
  - 1. Continue to prioritize PH for new project models and identify and apply for more funding to continue to grow inventory of available housing and supportive services as needed.
  - 2. Increase use of dedicated subsidies.
  - 3. Monitor data for length of time between end of supportive services post-move out and return back into system.
  - 4. Standardize aftercare services based off local best practice.
  - 5. Provide ongoing diversion training and implementation.
  - 6. Increase income potential of those receiving services through stronger partnerships

with employment agencies, career development agencies, etc.

7. Increase marketing strategy of Spokane Resource Center.
8. Improve access to mainstream benefits.
9. Identify new strategies to develop affordable housing for all subpopulations.
10. Determine if there are gaps where people are accessing services and if there is a need for Diversion Specialist in any given area.
11. Finalize Landlord Engagement Strategy to strengthen engagement with landlords.
12. Determine need for and funding for additional dedicated landlord liaison positions.
13. Improve data quality to minimize error responses and increase reliability (HMIS, etc.)

**Goal 4: A projection of the impact of the fully implemented local plan on the number of households housed and the number of households left unsheltered, assuming existing resources and state policies.**

- a) Use the Department of Commerce Tool to project the number of unsheltered individuals living in homelessness in 2024.
- b) Use the Department of commerce Tool to update annually with the housing inventory influx.

**Goal 5: Address racial disparities among people experiencing homelessness.**

- a) Evaluate initial data utilizing Department of commerce's Racial Equity Tool as a system to being to formulate plans that will minimize and eventually eliminate disparities.
- b) Develop a project plan for in-depth racial equity research in the homeless system.
- c) Measure ongoing evaluation and learning including developing and adapting a monitoring tool to evaluate the effectiveness of racial equity interventions. Institute changes as approved by the CoC Board.

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

- Projects will participate in the Coordinated Entry System;
- Projects will demonstrate Housing First practices (low admission criteria);
- Projects will collect data and enter records into the Community Management Information System (CMIS) for every client served. CMIS data collection and entry will be in accordance with applicable CMIS data standards and guidelines. CMIS data for any given month will be entered and accurate no later than the 5<sup>th</sup> day of the following month;
- 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 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 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.

## CODE OF CONDUCT FOR HUD GRANT PROGRAMS

Federal regulations (2 CFR part 200) and HUD's Notices of Funding Availability (NOFA) for discretionary funds require non-Federal entities receiving Federal assistance awards, excluding States, to develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest (2 CFR 200.318(c)(1)). HUD grantees are required to submit their code of conduct to HUD.

Codes of Conduct must:

1. Be written covered by a letter on company letterhead that provides the name and title of the responsible official, mailing address, business telephone number and email address;
2. Prohibit real and apparent conflicts of interest that may arise among officers, employees or agents, or any member of his or her immediate family, his or her partner or an organization that employs any of the indicated parties;
3. If applicable, the standards must also cover organizational conflicts of interest;
4. Prohibit the solicitation and acceptance by employees, of gifts or gratuities in excess of minimum value; and
5. Provide for administrative and disciplinary actions to be applied for violations of such standards.

Failure to provide a copy of the organizations Code of Conduct and/or notify HUD of potential conflicts of interest may prevent applicants from receiving HUD funds.

## APPLICATION DEADLINE AND INSTRUCTIONS

Applications will be available beginning August 12, 2022. You may download the application for the project type you are applying for from the [Continuum of Care Funding Opportunities webpage](#). Please read all instructions carefully.

**Please submit your complete application and required attachments electronically in PDF format no later than 11:59 PM PST on August 29, 2022. Applications should be emailed to [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org) and [hpage@spokanecity.org](mailto:hpage@spokanecity.org).**

### Application Submission Packet:

1. Complete the new *eligible project type* project application. HUD is only accepting specific new project types for this funding opportunity.
2. Complete the Housing First Assessment for New Projects;

3. Letter of commitment for the required 25% in matching funds.
4. Organizational Code of Conduct.
5. Program policies and procedures.
6. Service Participation Requirement Stabilization Evaluation Plan (if applicable); and
7. All additional supporting documentation as outlined in this RFP and the Project Application.

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. The City of Spokane reserves the right to waive minor administrative irregularities.

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
- 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
- Housing First Assessment
- HUD Form 2880 - Applicant / Recipient Disclosure Update Report dated between 8/12/2022—8/29/2022
- City of Spokane CHHS Applicant Pre-Award Risk Assessment
- HUD Form 50070: Drug-free Workplace Certification
- HUD Form SF – LLL: Disclosure of Lobbying Activities
- Match Letter on Agency Letterhead
- Organizational Code of Conduct
- Completed Project Budget Tables
- Service Participation Requirement Stabilization Evaluation Plan, if applicable

## APPLICATION ASSISTANCE

**One-on-one technical assistance** is available upon request. Please contact the RFP Coordinator, Heather Page at [hpage@spokanecity.org](mailto:hpage@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 **virtual technical assistance office hour will be held on August 19, 2022 at 2:00 PM**. All interested applications are highly encouraged to attend.

*Virtual Technical Assistance Office Hours;*

*Time: Aug 19, 2022, 02:00 PM Pacific Time (US and Canada)*

<https://us06web.zoom.us/j/84761934038?pwd=V1NoWjJ4TTd5UIRtbHhidnF6VElPUT09>

Meeting ID: 847 6193 4038

Passcode: 369243

## HUD INCOME LIMITS

### FY 2022 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

FY 2022 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Spokane, WA HUD Metro FMR Area	\$84,100	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	29,450	33,650	37,850	<b>42,050</b>	45,450	48,800	52,150	55,550
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	17,700	20,200	23,030	<b>27,750</b>	32,470	37,190	41,910	46,630
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	47,150	53,850	60,600	<b>67,300</b>	72,700	78,100	83,500	88,850

[FY 2022 Income Limits Documentation System -- Summary for Spokane County, Washington \(huduser.gov\)](#)

## 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.

### Scoring Criteria for CoC Bonus Projects

Applications will be scored based on the following criteria:

1. The extent to which proposal narrative, budget, and attachments answer questions completely and credibly, and the extent to which the applicant demonstrates the technical expertise, qualifications, resources, and experience to successfully implement and report on the proposed project. (55 points)
2. The extent to which the application meets Housing First criteria. (45 points)
3. Bonus points for PSH and RRH: The proposed project utilizes housing vouchers. (4 points)
4. Bonus points for PSH and RRH: The proposed project utilizes healthcare provided through an array of healthcare services providers. (4 points)

### Scoring Criteria for DV Bonus Projects

Applications will be scored based on the following criteria:

1. The extent to which proposal narrative, budget, and attachments answer questions completely and credibly, and the extent to which the applicant demonstrates the technical expertise, qualifications, resources, and experience to successfully implement and report on the proposed project. (55 points)

2. The extent to which the application meets Housing First criteria. (45 points)
3. Bonus points for PSH and RRH: The proposed project utilizes housing vouchers. (4 points)
4. Bonus points for PSH and RRH: The proposed project utilizes healthcare provided through an array of healthcare services providers. (4 points)

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

- Part I:
  - Eligibility Determination
  - Staff Proposal and Housing First Assessment Review
  - Risk Assessment (capacity to administer, current audit findings, etc.)
- Part II:
  - 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 via email.

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

Upon request, a debriefing conference will be scheduled with an unsuccessful Applicants. 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 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 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.