



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

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

### *FUNDING NOTICE*

### 2023 CONTINUUM OF CARE (CoC) PROGRAM COMPETITION



### 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.

July 24, 2023

## TABLE OF CONTENTS

<b>CHHS CONTACT INFORMATION .....</b>	<b>3</b>
<b>RFP TIMELINE .....</b>	<b>4</b>
<b>ABOUT THE FUNDING .....</b>	<b>4</b>
<b>ELIGIBLE PROJECT TYPES.....</b>	<b>5</b>
<b>ELIGIBLE APPLICANTS .....</b>	<b>8</b>
<b>FUNDING PRIORITIES AND KEY ASSUMPTIONS .....</b>	<b>9</b>
<b>FUNDS AVAILABLE .....</b>	<b>14</b>
<b>APPLICATION DEADLINE AND INSTRUCTIONS.....</b>	<b>15</b>
<b>APPLICATION ASSISTANCE.....</b>	<b>16</b>
<b>HUD INCOME LIMITS.....</b>	<b>17</b>
<b>APPLICATION REVIEW PROCESS.....</b>	<b>17</b>
<b>GENERAL INFORMATION .....</b>	<b>18</b>
<b>CONTRACT TERMS.....</b>	<b>20</b>

## CHHS CONTACT INFORMATION

### **Department**

Community, Housing, and Human Services (CHHS) Department

808 W. Spokane Falls Blvd

Spokane, WA 99026

509.625.6325 <https://my.spokanecity.org/chhs/>

### **RFP Coordinator:**

Kimberly Babb, Housing Intervention Program

Professional 509.625.6048

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

For email submission, please use:

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

Due to the HUD requirements for renewal projects, interested applicants are encouraged to contact the RFP Coordinator with questions or for technical assistance. Email is the preferred contact method.

## RFP TIMELINE

Tuesday	7/25/2023	Announce Renewal RFP on CHHS Department website, <a href="http://spokanechhs.org">http://spokanechhs.org</a> , and by email distribution to currently funded CoC Projects.
Friday	8/04/2023	RFP & Workshop for New CoC Project Funding, Last day for renewal RFP technical assistance
<b>Friday</b>	<b>8/18/2023</b>	<b>Applications Due by 11:59 PM PST. Late submittals will not be accepted.</b>
Monday	8/21-8/25/2023	Housing First Assessments
Monday	8/21-8/25/2023	CoC RFP & Evaluation Committee Introductory Meeting
Tuesday	9/12/2023	CoC RFP & Evaluation Committee Final Meeting
Wednesday	9/13/2023	CoC Board Special Meeting, Vote
Thursday	9/14/2023	Notification to Applicants (ranked, rejected, reduced, or reallocated)
Thursday	9/28/2023	HUD Application Closes
	8/1/2024	Program Year Begins
<p>*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></p>		

## 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. 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 funded through this RFP should be accessible to the population served and have low barriers to entry. Services funded through this RFP should be informed by the value that all people experiencing homelessness are housing ready.

Resources: [SNAPS In Focus: Why Housing First - HUD Exchange](#)

### **Transitional Housing (TH)**

Description: The TH project component may be used to cover the costs of up to 24 months of housing with accompanying support services, providing a period of stability to enable homeless people to transition successfully to and maintain permanent housing within 24 months of program entry. Program participants must have a lease or occupancy agreement in place when residing in TH.

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

[SNAPS Weekly Focus: What about Transitional Housing?](#)

### Performance Measures:

- Population served (non-scored)
- Utilization
- Number of households served (non-scored)
- % of Households exiting to a permanent housing (PH) destination
- % of Households exiting with income (adult leavers)
- Average vulnerability of households at project entry (non-scored)
- Average length of stay in project
- Extent to which persons who exit homelessness to PH return to homelessness within 24 months
- Costs per permanent housing outcome
- 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.

### **Rental Assistance for Homeless Households**

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:

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

[Rapid Rehousing Models for Homeless Youth](#)

Performance Measures:

- Population served (non-scored)
- Number of households served (non-scored)
- Average length of time between enrollment and move-in
- % of Households exiting to a permanent destination
- % of Households exiting with increased income (adult leavers)
- Average vulnerability of households at project entry (non-scored)
- Extent to which persons who exit homelessness to PH return to homelessness within 24 months
- Costs per permanent housing outcome
- 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: 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:

[What is Harm Reduction](#)

[Housing First in Permanent Supportive Housing](#)

[DedicatedPLUS – Explaining the New Strategy for Ending Chronic Homelessness](#)

Performance Measures:

- Population served (non-scored)
- Utilization
- Number of households served (non-scored)
- % of Households exiting to or retaining permanent housing
- % of Households exiting with increased income (stayers & leavers)
- Average vulnerability of households at project entry (non-scored)
- Extent to which persons who exit homelessness to PH return to homelessness within 24 months
- Costs per permanent housing outcome
- 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.

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

Description: Coordinated entry 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:

- Population served (non-scored)
- Number of households served (non-scored)
- Percentage of successful referral outcomes
- Average length of time between referral start date and successful outcomes
- Costs per permanent housing outcome
- 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.

### **Supportive Services Only (SSO)**

Description: The SSO program component provides services to homeless individuals and families not residing in housing operated by the recipient. SSO funds can be used to conduct outreach to sheltered and unsheltered homeless persons and families, link clients with housing or other necessary services, and provide ongoing support. SSO projects may be offered in a structure or structures at one central site, or in multiple buildings at scattered sites where services are delivered. Projects may be operated independent of a building (e.g., street outreach) and in a variety of community-based settings, including in homeless programs operated by other agencies.

Resources: [CoC Program Toolkit: Introduction to the Continuum of Care Program](#)

Performance Measures:

- Population served (non-scored)
- Number of households served (non-scored)
- % of Households exiting to a permanent housing destination
- % of households that exit to temporary & some institutional destinations
- % of Households who successfully exit from street outreach
- 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.

BONUS POINTS WILL BE AWARDED TO PROJECTS THAT INCORPORATE THE FOLLOWING PRIORITIES FROM THE FY2023 NOFO (SEE PAGE 10-12):

5. Partnering with Housing, Health, and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Persons with Lived Experience

## ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Public and private nonprofit organizations – typically 501(c)(3) currently receiving funding via the WA-502 City/County Continuum of Care Program and renewal of Youth Homeless Demonstration Program Grants that have expiration dates in CY2024.



## FUNDING PRIORITIES AND KEY ASSUMPTIONS

### **Department of Housing and Urban Development (HUD) Homeless Policy and Priorities in the FY2023 NOFO:**

1. ***Ending homelessness for all persons.*** In 2022, the United States Interagency Council on Homelessness (USICH) presented All In: The Federal Strategic Plan to Prevent and End Homelessness to the President and Congress. The plan is built around six pillars: three foundations—equity, data and evidence, and collaboration—and three solutions—housing and supports, crisis response, and prevention. The work funded through this NOFO will support the actions and strategies proposed within the pillars. 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, those experiencing chronic homelessness, and people with disabilities, including those living with HIV/AIDS). CoCs should partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.

2. ***Use a Housing First approach.*** 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 CoCs should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify housing units 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 explore all available resources, including CoC and ESG funded assistance, housing subsidies, and supportive services to provide permanent housing options for people who are unsheltered. CoCs should work with law enforcement and their state and local governments to eliminate policies and practices that criminalize homelessness.

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 2023 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.

**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:

(a) Work closely with public and private healthcare organizations and assist program participants to receive primary care, receive housing related services, and obtain medical insurance to address healthcare needs. This includes developing close partnerships with public health agencies to analyze data and design approaches that reduce homelessness, improve the health of people experiencing homelessness, and prevent and address disease outbreaks, including HIV/AIDS.

(b) 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 (FUP) 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 program resources provided through the Homelessness Assistance and Supportive Services Program (HOME-ARP) that was created through the American Rescue Plan.

(c) Partner with local workforce development centers to improve employment opportunities.

(d) 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 over-represented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. Responses to preventing and ending homelessness should address racial inequities to ensure successful outcomes for all persons experiencing homelessness using proven approaches, such as: developing a coordinated community response created in partnership with a racially diverse set of stakeholders and people experiencing homelessness and partnering with organizations with experience serving underserved populations. CoCs should review local policies, procedures, and processes with attention to identifying barriers that result in racial disparities and taking steps to eliminate barriers to improve racial equity and to address disparities.

**7. Improving Assistance to LGBTQ+ Individuals.** Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. CoCs should also consider partnering with organizations with expertise in serving LGBTQ+ populations.

**8. Persons with Lived Experience.** The people who know best what solutions will effectively end homelessness are those who are experiencing homelessness. HUD expects CoCs to include people with lived homeless expertise and experience in their local planning and decision-making process. People with lived experience should determine how local policies may need to be revised and updated to improve the effectiveness of homelessness assistance programs, including participating in planning and oversight activities, and developing local competition processes. CoC leaders and stakeholders should prioritize hiring people who have experienced homelessness in areas where their expertise is needed.

<https://www.hud.gov/sites/dfiles/CPD/documents/FY-2023-CoC-NOFO-Publication.pdf>

**The Spokane City / County Continuum of Care (CoC) Board has established the following vision, mission, and objectives:**

**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-recurring by fostering shared responsibility among stakeholders and coordinating resources essential to the success of local plans to end homelessness.

**Objectives:** The following goals represent the desired results of successful implementation of regional plans to end homelessness for all experiencing homelessness, including families, youth, veterans, and the chronically homeless.

**Objective One:** Quickly identify and engage people experiencing homelessness.

**Objective Two:** Prioritization of homeless housing for people with the highest needs.

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

**Objective Four:** 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.

**Objective Five:** Address racial disparities among people experiencing homelessness.

Successful applicants will demonstrate that their proposal meets one or more of the objectives and strategies listed in the 2020-2025 Strategic Plan to End Homelessness for Spokane, Washington, which are listed below. The complete plan document can be found on the City of Spokane CHHS website at <https://static.spokanecity.org/documents/ending-homelessness/about/2020-2025-strategic-plan-to-prevent-and-end-homelessness.pdf>

**Strategies**

1. Quickly identify and engage people experiencing homelessness.
  - a. Use outreach and coordination between every system that encounters people experiencing homelessness to quickly identify and engage people experiencing homelessness into services that result in a housing solution.
  - b. Apply for additional funding sources to aid the outreach and engagement process.
  - c. Continue to leverage current street outreach programs and/or partner with agencies' outreach efforts that quickly identify and engage people experiencing homelessness.
  - d. Identify and implement staff trainings such as diversion, progressive engagement, motivational interviewing, trauma informed care, etc.
2. Prioritization of homeless housing for people with the highest needs.
  - a. Improve Case Conferencing mechanisms to effectively meet the need of our most vulnerable.

- b. Have CoC Sub-Committees reevaluate vulnerability priority factors by subpopulation and continuously re-evaluate for use by Coordinated Entry System.
3. Effective and efficient homeless crisis response housing and services that swiftly moves people into stable permanent housing.
  - a. Maximize resources to house people, especially where funds exist for targeted subpopulations (e.g. various funds such as VASH, HOPWA, SSVF, local grants, Office of Homeless Youth, local organizations).
  - b. Improve data quality to minimize error responses to housing destination that impact "exits to permanent housing" and improves confidence in the data measuring this outcome.
  - c. Coordinated Entry collaborates with all shelters to ensure program participants are referred to coordinated entry and have access to the housing system at large.
  - d. Ensure that Diversion-First strategies are implemented at all access points of the homeless crisis response system to ensure that people are able to enter and move through to stable permanent housing.
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 Modeling Tool to assist in the 2025 Point-in-Time prediction.
  - b. Enter into the System Performance Targets adopted by the CoC into the tool. These targets were adopted in 2019 for the CHHS Department's five-year funding cycle, as well as the 5-Year Plan, and are to be met by 2025.
  - c. Use data from a variety of system sources to project an estimate of housing sources that are currently projected to join the Spokane homeless system.
  - d. Use the data to identify housing solutions that will assist the CoC in planning for the future financial expenditures, system impact and strategic investment.
5. Address racial disparities among people experiencing homelessness.
  - a. Work in collaboration with local government, community and agency stakeholders to gather quantitative and qualitative data that further explains the current state of racial inequity in Spokane County's homeless service system.
  - b. Develop a monitoring and evaluation tool, and adapt it as a CoC system for ongoing learning.

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

- Projects are expected to leverage all other mainstream system resources, including education/employment, healthcare, etc.;
- Projects will demonstrate Housing First practices (low barrier admission criteria);
- 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;
- 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; and
- Projects will align with Spokane’s CoC 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. If a Medicaid supportive housing benefit can be obtained - and projects can leverage Medicaid funding for services linked to housing - we anticipate reducing funding based on this ability to leverage funds.

## FUNDS AVAILABLE

The City of Spokane estimates funding to start the grant application process; therefore, funding amounts shown in the table below are estimates. If the funder 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.

<b>FY 2022 Continuum of Care Competition: Renewal Funding</b>	
<b>Project Type</b>	<b>Total</b>
Supportive Services Only – Coordinated Entry (SSO-CE)	\$455,145
Supportive Services Only – (SSO)	\$266,663
Transitional Housing (TH) (renewal projects only)	\$143,956
Rapid Rehousing (PH-RRH)	\$2,224,038
Permanent Supportive Housing (PSH)	\$2,113,782
<b>Estimated Total Available</b>	<b>\$5,203,584*</b>

\*excludes UFA, HMIS, CoC Planning grant, Expansion & DV bonus funds

## APPLICATION DEADLINE AND INSTRUCTIONS

Application documents will be available beginning July 24, 2023. You may download the application from the CHHS Department website <https://spokanecity.org/chhs/>, request it by email from [chhsoc@spokanecity.org](mailto:chhsoc@spokanecity.org), or call 509.625.6048 to request a copy by mail or to have it emailed. Please read the instructions carefully.

**Renewal application submission deadline is August 18, 2023 at 11:59 PM PST. Applications submitted after this deadline will not be considered for funding.**

### **Important Note:**

**Applicants may submit ONE application for renewal projects of the same intervention type that serve the same population AND operate under the same policies and procedural documents. If you have questions, contact the RFP Coordinator.**

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, Heather Page, via email at the following address: [kbabb@spokanecity.org](mailto:kbabb@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
- City of Spokane CHHS Applicant Pre-Award Risk Assessment
- 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
- Letter of Commitment for match required
- HUD Form 2880 - Applicant / Recipient Disclosure Update Report dated between 7/24/23 – 8/18/23
- Proposed project budget template
- Housing First Assessment
- Completed Project Performance Workbook

### **Grant Consolidations:**

HUD is allowing existing renewal projects (up to four projects) to consolidate into one project. If you are interested in this option, ***you must schedule a meeting with the RFP Coordinator to discuss consolidation. These meetings must take place on or before August 04<sup>th</sup>.*** Contact [kbabb@spokanecity.org](mailto:kbabb@spokanecity.org) to schedule that planning meeting.

Please submit your complete application and required attachments electronically in PDF format no later than 11:59 PM PST on August 26, 2022. Applications should be emailed to [chscoc@spokanecity.org](mailto:chscoc@spokanecity.org). Agencies will receive a reply receipt when applications are received.

### **APPLICATION ASSISTANCE**

**One-on-one technical assistance** is available upon request. Please contact the RFP Coordinator, Heather Page, via email at [kbabb@spokanecity.org](mailto:kbabb@spokanecity.org) for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. Interested applicants are encouraged to contact CHHS staff with questions or for technical assistance.



## HUD INCOME LIMITS

FY 2023 Income Limits Summary information is available at:

<https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

## 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 Review
  - Eligibility Determination
  - Risk Assessment (capacity to administer, current audit findings, etc.)
  - Due Diligence Review
- Part II:
  - CoC Funding and RFP Committee Review
    - Project Performance Review
    - Housing First Application Review
    - Initial Ranking
- Part III:
  - Priority Listing (Final Ranking List)
  - CoC Board Approval
  - Submission to HUD

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 Labor Relations Manager Meghann Steinolfson at 509.625.6903, 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 Ms. Steinolfson at 509.625.6903 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.

**COSTS TO MAKE APPLICATION:** The City will not be liable for any costs incurred by the Applicant in preparation of an Application submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

**NO OBLIGATION TO CONTRACT:** This RFP does not obligate the City to contract for services specified herein.

**REJECTION OF APPLICATIONS:** The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this RFP.

## 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.
3. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide worker's compensation coverage for all their subject workers.

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.