



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

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

### *FUNDING NOTICE*

### 2017 CONTINUUM OF CARE PROGRAM COMPETITION



#### **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 28, 2017

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## CHHS CONTACT INFORMATION

### **Department**

Community, Housing and Human Services Department  
808 W. Spokane Falls Blvd  
Spokane, WA 99026  
509.625.6325  
<http://spokanechhs.org>

RFP Coordinator: Rebekah Hollwedel, Homeless Program Specialist  
(509) 625-6321

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

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

## FUNDING ALLOCATION SCHEDULE

Friday	7/28/17	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.
Wednesday	8/2/17	CoC Program Competition Renewal / New Project Application Workshop, 2:00 PM – 3:30 PM, City Hall – Briefing Center, lower level
<b>Friday</b>	<b>8/18/2017</b>	<b>Applications Due by 11:59 P.M. PST. Late submittals will not be accepted.</b>
	8/21/17-8/25/17	Application Review
	August/September	CoC RFP & Evaluation Committee and CoC Board Approval
	8/13/17	Notification to Applicants (ranked, rejected, reduced, or reallocated)
	Est. 8/1/18-11/1/18	Program Year Begins

*\*The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the Community, Housing and Human Services Department website <http://spokanechhs.org/>*

## ABOUT THE FUNDING

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

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

## ELIGIBLE PROJECT TYPES

### **Background:**

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

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

#### Description:

Rapid re-housing is designed to assist homeless individuals and families, with or without disability, to move into permanent housing within twenty (20) days of being referred from Coordinated Assessment and achieve stability in that housing. Assistance provided through rapid re-housing should focus on progressive engagement methodology and be client-centered. Once clients have been housed, rapid re-housing 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 Singles: [Rapid Rehousing: A Best Practice Intervention for Single Adults](#) [Rapid Rehousing Models for Homeless Youth](#)

Rapid Re-Housing and Employment: [Employment and Housing Go Hand-in-Hand: Removing Barriers and Creating Employment Opportunities](#)

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

Performance Measures:

- The change in percentage of stay-ers with income growth, including earned income and non-employment cash.
- The change in percentage of leavers with income growth, including earned income and non-employment cash.
- The change in households who exit to permanent housing destinations.
- Percentage of households exiting to permanent housing destinations who return to homelessness. Measured at <6months, 6-12 months, 13-24 months, 2+ years.
- The number of days from Coordinated Entry referral to Housing Placement.

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.

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## **Permanent Supportive Housing**

Description:

Permanent Supportive Housing 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:

Harm Reduction: [Practical Harm Reduction Strategies](#)

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

Performance Measures:

- The change in percentage of stay-ers with income growth including earned income and non-employment cash.

- The change in percentage of leavers with income growth including earned income and non-employment cash.
- The change in households who exit to or retain permanent housing.

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.

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### **Joint TH and PH-RRH Component Project**

The Joint TH and PH-RRH component project includes two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. For more information about new Joint TH and PH-RRH component projects, see Section V.G.2.c(2) of NOFA for additional information. If funded, HUD will limit eligible costs as follows, in addition to other limitations found in 24 CFR part 578:

- (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 to pay for the rapid rehousing portion of the project;
- (3) supportive services;
- (4) HMIS; and
- (5) project administrative costs.

### **ELIGIBLE APPLICANTS**

Eligible applicant/recipients include:

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

### **FUNDING PRIORITIES AND KEY ASSUMPTIONS**

The Community, Housing and Human Services (CHHS) Board has established the following Vision and Mission Statement.

#### **CHHS Board Vision Statement:**

*To provide opportunities that enhance the quality of life for Spokane's extremely low to moderate income populations.*

**CHHS Board Mission Statement:**

*To provide leadership and foster partnerships that support the City's investment in services, affordable housing and economic opportunities to foster the highest level of self-sufficiency and quality of life for Spokane's extremely low to moderate income households.*

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

**PRIMARY GOALS**

**Retool the homeless response system to:**

- End Veteran homelessness by 2017
- End Chronic homelessness by 2017
- End Family homelessness by 2018

**OBJECTIVES**

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

- g. Commit to ending veteran homelessness by 2015
  - h. Continue support for temporary housing that connects to Permanent Supportive Housing.
  - i. Develop strong landlord relations and explore landlord mitigation funds
3. Support effective pathways toward self-sufficiency and reduced financial vulnerability
- a. Improve coordination of employment programs with homeless assistance programs
  - b. Improve access to mainstream programs and services and increase the percentage of homeless housing participants obtaining non-cash mainstream benefits
  - c. Identify and implement best practices, including supportive employment and client-tailored wrap around services
  - d. Increase the percentage of homeless housing participants who increase employment income
  - e. Increase access to education, educational outcomes and living wage jobs
4. Transform homeless services to crisis response systems leading to improved health and safety
- a. Institute system-wide partnerships and best practice models
  - b. Increase successful service delivery for in-home service
  - c. Promote outreach to high utilizers of system resources
  - d. Institute rapid re-housing as a strategic tool to end family homelessness
  - e. Utilize data-driven systems
  - f. Explore using flexible funds for meeting unique and multiples needs of individuals/families to prevent homeless or stabilize them
5. Advance health and housing stability for youth experiencing homelessness, including unaccompanied homeless youth and youth aging out of systems such as foster care and juvenile justice.
- a. Improve discharge planning from foster care and juvenile justice
  - b. Increase housing resources and remove barriers
  - c. Promote outreach to youth who may be high utilizers of system resources
  - d. Improve resources for unaccompanied youth
  - e. Improve the count of homeless youth

**THE FOLLOWING KEY ASSUMPTIONS ARE INCORPORATED IN THIS FUNDING NOTICE:**

- Projects that are able to leverage Medicaid funding for services linked to housing may be reduced in the future;
- Projects are expected to leverage all other mainstream system resources, including education/employment, healthcare, etc.;



- Projects will demonstrate Housing First practices (low admission criteria);
- Projects funded to provide Rapid Re-housing will work collaboratively with the Coordinated Assessment to ensure streamline processes that will result in households' homeless episode ending in 20 days or less;
- Projects funded for Coordinated Assessment will work collaboratively with the Rapid Re-housing providers to ensure streamline processes that will result clients' households homeless episode ending in twenty (20) days or less;
- Projects providing or supporting permanent housing will ensure that client assessments are completed in the timeline and method detailed in the contract;
- Projects will ensure culturally appropriate and responsive services;
- Projects will gear their program models to a "move up strategy" valuing recovery and graduation from housing units with intensive services;
- Projects will collect data and enter records into the City Homeless Management Information System (HMIS) for every client served. HMIS data collection and entry will be in accordance with applicable HMIS data standards and guidelines HMIS data for any given month will be entered and accurate no later than the 5<sup>th</sup> day of the following month;
- Projects will participate in Coordinated Assessment; and
- Projects will align with Spokane's Continuum of Care 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 VA sources, Medicaid and private fundraising. If a Medicaid supportive housing benefit can be obtained and projects have the ability to 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 in order to start the grant application process; therefore, *funding amounts shown in the table below are **estimates***. If funders award 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 funding for 12 months. Projects must compete annually for continued funding under the CoC Program.

Funding is available under the Permanent Housing Bonus:

<b>2017 Continuum of Care Competition PH Bonus Project</b>	
Permanent Supportive Housing *	
Rapid Rehousing for Single Adults, Households with Children, Independent Youth, Households fleeing domestic violence	
Joint Transitional – Rapid Rehousing Component	
Expansion Option (combining existing same component typed projects)	
Total	\$ 220,303

### **APPLICATION DEADLINE**

Applications will be available beginning **July 28<sup>th</sup>, 2017** on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

**Application submission deadline is August 18<sup>th</sup>, 2017 at 11:59 PM**

**Applications submitted after this deadline will not be considered for funding.**

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. Due to using an online technology system, applicants are encouraged to submit proposals in advance prior to the deadline.

The City of Spokane reserves the right to waive minor administrative irregularities.

### **APPLICATION INSTRUCTIONS**

Applications will be available beginning July 28, 2017. You may download it from the Community, Housing and Human Services department website <https://beta.spokanecity.org/chhs/> on 7/31/17, request it by email from [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org) or call 509.625.6325 to request a copy by mail or to have it emailed. Please read the instructions carefully.

**Please schedule a phone call or in-person meeting to discuss your project application proposal with the RFP Coordinator, Rebekah Hollwedel at [rhollwedel@spokanecity.org](mailto:rhollwedel@spokanecity.org) or (509)625-6321.**

**Application submission deadline is August 18, 2017 at 11:59 PM**

Applications are due to the Community, Housing and Human Services Department by August 18, 2017 at 11:59 P.M. Please submit your complete application and required attachments electronically in PDF format. Email Application to [CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org) and [rhollwedel@spokanecity.org](mailto:rhollwedel@spokanecity.org). Agencies will receive a reply receipt when applications are received.

**Applications submitted after 11:59 PM on August 18, 2017 will not be considered for funding.** 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 or proof that it was submitted previously in 2017,
- Required attachments are submitted with the application packet, and
- Application is signed and dated by the person authorized to legally bind the organization to a contractual relationship with the City of Spokane.

Required attachments are:

- Subrecipient Nonprofit Documentation
- HUD Form 2880 - Applicant / Recipient Disclosure Update Report dated between 7/28/17 – 8/18/17
- City of Spokane CHHS Applicant Pre-Award Risk Assessment (or proof of submission in 2017).

## APPLICATION ASSISTANCE

**One-on-one technical assistance** is available upon request. Please contact Rebekah Hollwedel by phone at (509) 625-6321 or via email at [rhollwedel@spokanecity.org](mailto:rhollwedel@spokanecity.org) for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc.

## HUD INCOME LIMITS

FY 2017 Income Limits Summary

FY 2017 Income Limit Area	Median Income Explanation	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Spokane County	\$65,700	Very Low (50%) Income Limits (\$) Explanation	23,000	26,300	29,600	<b>32,850</b>	35,500	38,150	40,750	43,400
		Extremely Low Income Limits (\$)* Explanation	13,800	16,240	20,420	<b>24,600</b>	28,780	32,960	37,140	41,320
		Low (80%) Income Limits (\$) Explanation	36,800	42,050	47,300	<b>52,550</b>	56,800	61,000	65,200	69,400

## **APPLICATION REVIEW AND RATING 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:

1. Staff / CoC RFP & Evaluation Committee Assessment
  - a. Eligibility Determination
  - b. Risk Assessment (capacity to administer, current audit findings, etc.)
  - c. Due Diligence Review
2. CoC Board Approval
3. Submission to HUD
4. 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.

### **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.

### **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.

**ANTI-KICKBACK**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to contracts resulting from this RFP shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

**ASSIGNMENT**

Agency shall not assign, transfer or subcontract its interest, in whole or in part, without the written consent of the authorizing official for the City of Spokane.

**NON-WAIVER**

No delay or waiver, by either party, to exercise any contractual right shall be considered as a waiver of such right or any other right.

**SEVERABILITY**

In the event any provision of a resulting contract should become invalid, the rest of the contract shall remain in full force and effect.

**DISPUTES**

Any contract resulting from this RFP shall be performed under the laws of Washington State. Any litigation to enforce said contract or any of its provisions shall be brought in Spokane County, Washington.

**NONDISCRIMINATION**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

**LIABILITY**

The applicant will be considered an independent contractor and the Agency, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the City. The Agency shall defend, indemnify and hold harmless the City from all loss, liability, damage, death or injury to any person or property arising from the performance or omission of the Agency, its agents or employees, arising directly or indirectly, as a consequence of this contract.

**INTERNAL AUDITING CONTROL**

The Agency shall establish and maintain a system of internal accounting control which compiles with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most recent audited financial statement shall be kept on file in the Community, Housing and Human Services

Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials and the Agency shall make such available upon request.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or [ccavanaugh@spokanecity.org](mailto:ccavanaugh@spokanecity.org). Persons who are deaf or hard of hearing may contact Ms. Christine Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact the City forty-eight (48) hours before the meeting date.

**EQUAL CREDIT OPPORTUNITY ACT INFORMATION:** The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see [http://www.justice.gov/crt/about/hce/housing\\_ecoa.php](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.