



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

## Community, Housing and Human Services Department

# RENTAL HOUSING DEVELOPMENT AT CHHS PROPERTY REQUEST FOR PROPOSALS (RFP)

### CONTACT INFORMATION

Contact the following City of Spokane staff with any questions related to this RFP.  
Paul Trautman, Program Professional 625-6329 or ptrautman@spokanecity.org  
Melora Sharts, Housing Finance Officer 625-6840 or msharts@spokanecity.org  
Community, Housing and Human Services Department  
808 W. Spokane Falls Blvd, Spokane, WA 99201

### RFP SCHEDULE

February 29, 2016	RFP availability on the City of Spokane website <a href="http://www.spokanechhs.org">www.spokanechhs.org</a> and notification by email distribution to the CHHS Department Interested Parties List.
March 14, 2016	9:00 – 9:45 611 S. Scott house open for viewing. 10:00 – 10:45 1808 E 1 <sup>st</sup> house open for viewing.
<b>April 7, 2016 5:00 PM</b>	<b>RFP Proposals are Due @ 5 p.m. in the CHHS office</b>
April	Underwriting, Committee Reviews, and Negotiation(s)
May 4, 2016	CHHS Board funding recommendation(s) to City Council

*The City of Spokane reserves the right to revise the above schedule. Changes to this schedule will be posted on the CHHS Department website [www.spokanechhs.org](http://www.spokanechhs.org).*

### ABOUT THIS RFP

The City of Spokane Community, Housing and Human Services Department (CHHS) plans to grant specific federally-assisted properties and proposer will pay property transfer costs. About \$600,000 of City HOME funds may be available. Proposer must request a specific amount of City HOME funds that is necessary and reasonable to develop quality rental housing with long-term affordability covenants. Developments must requirements stated in the Multifamily Housing Program Description.

This RFP expects property development to begin in a relatively short time. This may limit proposers' funding choices and exclude typical public funding sources. Consequently, the City will consider HOME funding requests that exceed typical City maximum HOME funding dollar limits listed in section 1.8 "Funding Award Limits" of the HOME Multifamily Housing Program Description.

CHHS staff will select only from funding applications it deems complete and responsive. CHHS may negotiate property development and finance with preferred proposals, as interpreted by staff.

The subject properties are offered in "as-is" condition. The City makes no representation of any kind and assumes no responsibility arising from the physical conditions of these properties whether such conditions are known, unknown, obvious, hidden or otherwise. Proposer must rely on its own inspections, investigations, and other due diligence with respect to any participation in this RFP, or any other activity concerning the properties, and must determine on its own whether the properties are suitable for its intended purposes.

This RFP is not a commitment to convey property or funding and the City may accept or reject any and all proposals. Proposers must comply with important requirements of this RFP, the HOME Multifamily Housing Program description, and HOME Investment Partnership Program (CFDA 14.239). This RFP offers features unique from other HOME Multifamily Housing Program RFPs.

## **ELIGIBLE PROPOSERS**

Eligible applicants include both for-profit and nonprofit entities.

## **ELIGIBLE ACTIVITIES**

Proposers can apply for HOME funds to develop one, two or three of the listed properties. All housing units on each property must be rental housing that is occupied by and affordable to households at 30% and/or 50% of Area Median Income (AMI) for 5 to 30 years. Rehabilitated housing must meet the "Minimum Multi-Family Housing Rehabilitation Standard for HOME Funded Properties". See the Multifamily Housing Program Description and application materials for detailed information.

## **PREFERRED PROPOSALS**

Projects demonstrating the following may receive preference when selecting between competing Property Disposition RFP funding applications.

- 2418 E 4<sup>th</sup> proposal provides at least 2 housing units, including: 1 three-bedroom unit, 1 unit affordable at 30% AMI income and rent, and 1 unit constructed for "Type A" ADA full handicap accessibility.
- 611 S Scott proposal provides at least 3 housing units, including: newly constructed housing units, 1 three-bedroom unit, 1 unit affordable at 30% AMI income and rent, and 1 unit constructed for "Type A" ADA full handicap accessibility.
- 1808 E 1<sup>st</sup> proposal provides at least 1 housing unit affordable at 30% AMI income and rent.
- Project is fully funded with documented funding by July 31, 2016.
- Construction starts on or about September 2016.
- Project proforma projects a minimum 1.2 debt coverage ratio, if incurring non-City debt.
- Proposed construction is attractive and durable.
- Proposer has capacity to timely complete the proposed rental housing project.
- Proposer has experience managing rental housing subject to federal household income and rent restrictions.
- Proposal makes cost-effective use of federal HOME funds.

## PROPERTIES OFFERED

All properties are offered “as-is” and without representation or warranty of any kind. One date for access to existing structures is scheduled. A City waiver will be required prior to access because onsite safety cannot be guaranteed.

Address	Parcel Number	General Description
2418 E. 4 <sup>th</sup>	35211.3704	Vacant land zoned for multiple housing units. CHHS is aware of proximity to I-90 traffic noise.
611 S. Scott	35201.5353	Large parcel occupied by a deteriorated single-family home with capacity for demolition for redevelopment or renovation plus newly constructed units. CHHS is aware of rocky ground that may impact onsite drainage. If rehabilitated, the existing home must meet the CHHS HOME Multifamily Rehabilitation Standard and identify/address defective lead-based paint.
1808 E 1 <sup>st</sup>	35212.1003	Parcel occupied by a deteriorated single-family home with capacity for demolition for redevelopment or renovation. CHHS is aware of atypical domestic water supply and recent street paving. If rehabilitated, the existing home must meet the CHHS HOME Multifamily Rehabilitation Standard and identify/address defective lead based paint.

## SUBMITTING YOUR HOME FUNDING APPLICATION(S)

Proposers may submit a HOME funding application for one, some, or all of the properties. Awards will be considered separately for each property. Proposer may submit a unique application for each property or one application that clearly differentiates development at each site (for example, project description, construction budget, operating budget, timeline, market demand, etc. specifically described for each property). If there are unique applications for each site, each application must be complete and responsive. Proposers should not assume that information will be shared between multiple applications. Applications must be received by hand delivery or mail in the CHHS office by the due date and time stated in the RFP Schedule above. The CHHS office is located in Spokane City Hall at 808 W. Spokane Falls Blvd #650, Spokane, WA 99201. Late proposals will not be considered. Proposers assume all risk and responsibility for ensuring that applications are received by the deadline. The City of Spokane assumes no responsibility for any cost associated with preparing or submitting any proposal or application.

Materials submitted in response to this RFP shall become the property of the City. All applications received by the City shall be subject to disclosure pursuant to Chapter 42.56 RCW (the “Public Records Act”). Any information that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law (including the Public Records Act) 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 a Proposer’s request for exemption from disclosure; however, the City will make a decision predicated upon state law (including the Public Records Act) and regulations. If the City receives a public records request that includes any information marked as proprietary in an application, the City will make reasonable efforts to notify the affected Proposer prior to its release.

## APPLICATION REVIEW

This is a competitive process. There is no guarantee of any award. CHHS may offer successful proposers an award that differs from their request. Premature commitment or expenditure of funds for proposed activities is prohibited. The City of Spokane makes no commitment to reimburse any cost. Environmental Clearance must be completed by CHHS staff prior to any onsite work.

This RFP does not obligate the City to convey any, some, or all of the properties or any funding. The City reserves the right in its sole discretion to reject any or all responses to the RFP without penalty and to not enter in a contract of sale as a result of the RFP. The City also reserves the right to waive minor administrative irregularities in the RFP process, to make an award without further discussion, and/or to cancel or to reissue the RFP in whole or in part, prior to final award of a contract of sale.

Proposals will go through the following process:

1. CHHS staff screening for complete and responsive proposal(s)
2. CHHS staff negotiation with proposer(s) and award(s) recommendation
3. Affordable Housing Committee and CHHS Board advisory reviews
4. Spokane City Council approval

**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 Heather Lowe at (509) 625-6363, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or [hlowe@spokanecity.org](mailto:hlowe@spokanecity.org). Persons who are deaf or hard of hearing may contact Ms. Lowe at (509) 625-7083 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 bases 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.