



**Community, Housing and Human Services Department (CHHS)**

## **2016 NOTICE OF FUNDING AVAILABILITY**

**City of Spokane Relocation Assistance Program**



September 30, 2016

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## CHHS CONTACT INFORMATION

### **Department**

Community, Housing and Human Services Department  
 808 W. Spokane Falls Blvd  
 Spokane, WA 99201  
 509.625.6325  
<https://my.spokanecity.org/chhs/>

Interested applicants are encouraged to contact staff with questions or for technical assistance.

[Submit inquiries to CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org)

## FUNDING ALLOCATION SCHEDULE

Friday	9/30/2016	Announce RFP on CHHS department website, <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a> , and by email distribution to the CHHS Department Interested Parties List.
Monday to Wednesday	10/03/2016 to 10/12/2016	Technical assistance available. See contact information above to schedule an appointment.
<b>Friday</b>	<b>10/14/2016</b>	<b>Applications due by 5:00 P.M. PST. Late submittals will not be accepted.</b>
Monday to Friday	10/17/2016 to 10/28/2016	Application review period.
Wednesday	11/02/2016	CHHS Board Meeting to consider the RFP Committee award recommendation.
Friday	11/04/2016	Project award notification to Grantee.
Tuesday	11/15/2016	Project implementation.

*\*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 <https://my.spokanecity.org/chhs/>*

## ABOUT THE FUNDING

The Community, Housing and Human Services Department is pleased to issue a Notice of Funding Availability (NOFA) for the City of Spokane Relocation Assistance Program. In this NOFA, interested applicants will find information related to the relocation assistance program providing supportive and financial assistance to low-income, displaced households. One applicant will be awarded based on the schedule above. Please review this NOFA carefully and contact us with questions or for technical assistance. Information contained within this funding notice is subject to change according to funder requirements.

## ABOUT THE PROGRAM

The primary objective of this Program is to provide one-time emergency relocation assistance to households displaced from their residences within the City of Spokane or Spokane County, including those who are already experiencing homelessness. The grantee will provide housing search and placement services, financial assistance and time-limited stabilization services geared toward moving eligible households into permanent housing as quickly as possible.

The Grantee will collaborate directly with the City of Spokane Community, Housing and Human Services Department and the City of Spokane Code Enforcement Department as households are identified for assistance. Code Enforcement will provide information on households to the Grantee early in the process so initial outreach and services can be provided.

## ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit organizations – typically 501(c)(3)
- Private for-profit organizations
- Faith based organizations

## ELIGIBLE ACTIVITIES & USE OF FUNDS

Program funds will be used specifically for relocation purposes for participants in the Program and funds are limited to qualifying low-income participants. Low-income is defined as fifty percent (50%) of area median income based on household size as established annually by the U.S. Department of Housing and Urban Development (see table on page nine for 2016 Income Limits). Financial Assistance payments are capped at a maximum of ONE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00) per household and payments shall not be made directly to program participants. CHHS reserves the right to waive the maximum on a case-by-case basis.

### Staff Costs

- Salary and Benefits for program staff providing supportive services including case management, housing search and placement and housing stability services.
- Transportation and communications costs associated with providing supportive services.
- Costs of housing inspections and issuing financial assistance.
- Data collection and entry
- Other reporting
- Other costs as approved in advance by CHHS.

### Financial Assistance

- One-time costs such as moving expenses, temporary housing expenses, security deposits, first and last month rent, application fees, utility deposits, and pet deposits.
- Other costs as approved in advance by CHHS

Funds may be used to pay indirect costs. Indirect costs should be allocated to other eligible project activities using one of the three methods listed below.

1. The applicant agency has a federally negotiated indirect cost rate. If this option is selected, please attach the letter from your federal cognizant agency approving the rate;
2. The applicant agency has never had a negotiated indirect cost rate from the federal government and elects to charge a de minimis rate of 10% of modified total direct costs (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC EXCLUDES pass-through financial assistance, equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, the portion of each subaward and subcontract in excess of \$25,000, and financial assistance paid on behalf of clients; or
3. The applicant agency has developed an indirect cost plan which is in compliance with the federal regulations found in 2 CFR Part 200, Subpart E and Appendix IV and desires to use the rates set forward in the plan. (Please note that the use of an indirect cost plan as provided for under Option 3 is subject to City review and approval.) A copy of the complete plan, including a cost policy statement and certificate statement signed by the Executive Director, or other designated official with organization's signature authority, must be attached.

**\*\*\*PREMATURE COMMITMENT OR EXPENDITURE OF FUNDS FOR PROPOSED ACTIVITIES IS PROHIBITED\*\*\***

## PROGRAM REQUIREMENTS

The Grantee will provide extensive, “hands-on” housing search and placement services to individuals identified as eligible for emergency relocation assistance and provide screening for the Homeless Coordinated Assessment system when appropriate. Eligible individuals will be connected to resources that will promote housing stabilization (i.e. connections to employment, income, mainstream resources, etc.) and the Grantee can continue to provide services to the individuals for up to three months after housing placement. Hotel stays can be utilized as stop-gap while alternate housing is identified and shared housing situations are acceptable if appropriate for the individual being served. The Grantee will strive to connect individuals to alternate housing within 14 days of original assessment.

### A. ELIGIBLE PROGRAM PARTICIPANTS

There are two groups of eligible participants. The first eligible group is homeless households and the second eligible group are households facing impending relocation due to a change in the status of their building as determined by the City of Spokane. For either group, the participant must be at or below 50% AMI. In order to receive assistance from the Program, households must have already used all available assistance prior to accessing these funds.

#### 1. Homeless Households

Households are homeless if they are living outside or in a place not designed for human habitation, in an emergency shelter, or in a temporary housing program.

#### 2. Relocation Participants

The City of Spokane will notify the Grantee whether a building status is changing and relocation assistance is allowed. The clock for tenant eligibility begins running when the tenant is provided their first formal, written notice that the building that they live in is no longer going to be available for affordable housing. At that time they are assistance-eligible for five months.

### B. LIMITATIONS OF ASSISTANCE

Payments are capped at a maximum of ONE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00) per unit and payments shall not be made directly to program participants.

1. Occupancy Standards

Documented habitability is required for all housing units into which households are moved.

2. Location Preferences

Relocation out of the area is permitted. Case Managers should verify that any move out of the area meets the criteria of a local relocation. Eligible expenses may include storage, moving expenses and may include a one-way bus ticket provided the Case Manager has documented in the file that the tenant(s) has a reasonable prospect of housing in the new area. Rent assistance will not be paid outside of Spokane County which includes first month's rent, last month's rent and security/pet deposits.

**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 needs, goals, objectives and strategies listed in the *2015-2020 Strategic Plan to End Homelessness Spokane, Washington* and/or the *City of Spokane Consolidated Plan for Community Development 2015-2020*. The plan documents can found on the City of Spokane Community, Housing and Human Services website.

**I. Need for Safe Affordable Housing Choice**

- a. Goal to Preserve and expand quality, safe, affordable housing choices
  - i. *Expand housing choice and access to opportunities and services*
  - ii. *Increase and improve quality of existing housing stock*
  - iii. *Prioritize affordable housing development to reduce barriers to employment*
  - iv. *Ensure housing stability*

**II. Need to provide basic and special needs and reduce homelessness**

- a. Goal to Prevent and reduce homelessness
  - i. *Invest in support services for the most vulnerable in affordable housing*
  - ii. *Advance health and housing stability for at-risk populations*
  - iii. *Raise at-risk populations' awareness of available resources*
- b. Goal to provide opportunities to improve quality of life
  - i. *Invest in effective support services that promote employment*
  - ii. *Maintain the social safety net*

### III. Need for community development, infrastructure and economic development

- a. Goal to support vibrant neighborhoods
  - i. Invest in infrastructure
  - ii. Promote public safety
  - iii. Expand capacity of neighborhoods to attract businesses
  
- b. Goal to expand Economic Opportunities
  - i. Support effective pathways toward self-sufficiency and living wage jobs
  - ii. Support microenterprise
  - iii. Invest in infrastructure and/or creative initiatives to attract or grow businesses

#### 2015-2020 Strategic Plan to End Homelessness Spokane, Washington

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/2015-2020-strategic-plan-to-end-homelessness.pdf>

A summary of the goals and objectives can be found on pages 5-6 of the document.

#### City of Spokane Consolidated Plan for Community Development 2015-2020.

<https://static.spokanecity.org/documents/chhs/plans-reports/planning/spokane-2015-2020-consolidated-plan.pdf>

A summary of the needs and goals can be found on pages 1-2 of the document.

#### General Assumptions

- Entities awarded funds will maintain an active City of Spokane business license.
- Entities awarded funds will maintain an active DUNS number and SAM.gov registration.
- Entities awarded funds will maintain the following minimum insurance thresholds:
  - General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,500,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,500,000 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 Agreement; and
  - 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.
- Entities awarded funds will not sub-award funds to any other entity.
- Awarded funds will be paid for eligible expenses on a **reimbursement** basis.
- Entities awarded funds will enter data into the City Homeless Management Information System (HMIS) for every client served through this program in accordance with HUD/HMIS Data Standards and any other data quality/completeness standards established locally.

#### FUNDS AVAILABLE & PERIOD OF PERFORMANCE

\$40,000 of HUD Rental Rehabilitation Program funds is available to award to one applicant for this Program.

The period of performance for this award is from November 15, 2016 through June 30, 2019.

## APPLICATION DEADLINE

Applications will be available beginning **September 30, 2016** on the Community, Housing and Human Services department website <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>.

**Application submission deadline is October 14, 2016 at 5:00 P.M. Pacific Standard Time.**

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

## APPLICATION INSTRUCTIONS & SUBMISSION

Applications will be available beginning September 30, 2016. You may download the application from the Community, Housing and Human Services department website <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>, request it by email from [CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org), or call 509.625.6325 to request a copy by mail or email.

**Applications must be received by the Community, Housing and Human Services Department by Friday, October 14, 2016 at 5:00 P.M. Pacific Standard Time.** Please submit your complete application packet electronically in PDF format to [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org), by mail to the CHHS Department address listed on page three, or in person to the CHHS front desk located on the sixth floor of City Hall.

Applicants mailing proposals should allow normal mail delivery time to ensure timely receipt of the proposal. Applicants assume the risk for their chosen method of delivery and the City assumes no responsibility for delays cause by any delivery service.

Applications submitted after the deadline will not be considered for funding.

Applications are considered complete if they meet the following criteria:

- The Project Application and associated attachments are submitted by the application submission deadline,
- All required application questions/sections are complete, and
- The Project Application is signed and dated by the person authorized to legally bind the organization to a contractual relationship with the City of Spokane.

## APPLICATION ASSISTANCE

Individual Technical Assistance is available upon request. See the contact information at the beginning of this notice. Staff can clarify information or direct you to informational sources, but will not assist with preparation of your application or any of its attachments. The deadline for one-on-one technical assistance is October 12, 2016.



## HUD INCOME LIMITS

### FY 2016 Income Limits Summary

Persons in Family								
Income Limit Category	1	2	3	4	5	6	7	8
Extremely Low ( ≤30%)	13,200	16,020	20,160	24,300	28,440	32,580	36,730	40,890
Very Low (31% - 50%)	21,950	25,050	28,200	31,300	33,850	36,350	38,850	41,350
Low (51% - 80%)	35,100	40,100	45,100	50,100	54,150	58,150	62,150	66,150
Area Median Income: \$62,600								
<a href="https://www.huduser.gov/portal/datasets/il/il16/index_il2016.html">https://www.huduser.gov/portal/datasets/il/il16/index_il2016.html</a>								

## APPLICATION REVIEW AND RATING PROCESS

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

### 1. Organization Risk Assessment - Staff

- a. Evaluation of organization's capacity to administer public funds
- b. Review of policies and procedures
- c. Evaluation of past/current performance
- d. Financial management capacity
- e. Review of organization audit/monitoring reports

### 2. Project Proposal Evaluations – Staff and Members of the RFP Review Committee

- a. Score, rank and make funding recommendations
- b. Forward funding recommendations to CHHS Board

### 3. Funding Recommendations Approved – CHHS Board

- a. Present funding recommendations for discussion
- b. Approve or deny funding recommendation

## NOTIFICATION TO APPLICANTS

Applicants will be notified of their proposal status on, or before Friday, November 4, 2016.

## DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Upon request, a debriefing conference may be scheduled with successful/unsuccessful applicants. Debriefing 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 CHHS Director.

## 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 CHHS Department (contact information provided on page three).

### **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 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 applicant 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. 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.