



Community, Housing, and Human Services Department (CHHS)

**NOTICE OF FUNDING AVAILABILITY  
FOR  
SOAR (SSI/SSDI OUTREACH, ACCESS, AND  
RECOVERY) RELATED ACTIVITIES**



April 27, 2018

**UPDATED MAY 15, 2018**

**TABLE OF CONTENTS**

CHHS CONTACT INFORMATION .....3  
TIMELINE .....3  
ABOUT THE FUNDING .....4  
ELIGIBLE APPLICANTS .....5  
KEY ASSUMPTIONS .....5  
FUNDS AVAILABLE & PERIOD OF PERFORMANCE .....6  
APPLICATION DEADLINE .....6  
APPLICATION INSTRUCTIONS .....6  
APPLICATION ASSISTANCE .....6  
APPLICATION REVIEW AND RATING PROCESS .....7  
GENERAL INFORMATION .....7  
AGREEMENT TERMS .....8

**CHHS CONTACT INFORMATION**

**Department**

Community, Housing and Human Services Department  
 808 W. Spokane Falls Blvd  
 Spokane, WA 99026  
 509.625.6325  
<https://my.spokanecity.org/chhs/>

RFP Coordinator: Matt Davis, Homeless Program Specialist  
(509) 625-6815

For email inquiries, please use 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 encouraged to attend one of the two workshops offered.

**TIMELINE**

Friday	4/27/2018	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.
Tuesday	5/8/2018	Technical Assistance workshop 1 – City Council Briefing Center (808 W. Spokane Falls Blvd- lower level) 10:00 am -11:00 am
Wednesday	5/9/2018	Technical Assistance workshop 2 – City Council Briefing Center (808 W. Spokane Falls Blvd- lower level) 2:00 pm – 3:00 pm
Friday	5/18/2018	Last day for interested applicants to receive CHHS staff technical assistance
<b>Wednesday</b>	<b>5/30/2018</b>	<b>Applications Due by 11:59 PST. Late submittals will not be accepted.</b>
	June	City Council approval of award recommendations
	8/1/2018	Anticipated project start date
<p><i>*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 <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a></i></p>		

## ABOUT THE FUNDING

### **Background:**

The Community, Housing, and Human Services (CHHS) Department, in collaboration with the Spokane City/County Continuum of Care, coordinates homeless services and facilitates strategic action within the community through federal, state, and local funds awarded to individual agencies.

In this capacity, the CHHS Department supports Spokane's local SSI/SSDI Outreach, Access, and Recovery (SOAR) Initiative. SOAR is a national program supported by the Substance Abuse and Mental Health Services Administration (SAMHSA) designed to increase access to the disability income benefit programs administered by the Social Security Administration (SSA) for eligible adults who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or a co-occurring substance use disorder. The SOAR model is being utilized in all 50 states and is a proven best practice for increasing SSI/SSDI approval ratings. In 2017, SOAR applications were approved at a rate of 64% upon initial decision with an average decision time of 96 days. SOAR applications were approved upon appeal at a rate of 52% with an average decisions time of 186 days. Since its inception, 40,311 people have received benefits because of SOAR.

The CHHS Department is requesting proposals to support, at minimum, one position dedicated towards connecting clients within the community to benefits through the SOAR process and advancing Spokane's SOAR Initiative. The position(s) filled can either be full time or part time. Proposals may include multiple agencies to better leverage the strengths between the partners.

This funding includes the following service/collaboration requirements:

1. Complete the SOAR online course and/or in-person training with the SOAR Local Lead as applicable.
2. Receive referrals for SOAR assistance of homeless and at-risk clients identified by local homeless service providers and/or from the local Coordinated Assessment system.
3. Co-locate services at the Integrated Social Services Center upon its implementation.
4. Interact with clients through case management and outreach techniques.
5. Track progress using the Homeless Management Information System (HMIS) and SOAR Online Application Tracker (OAT) to show outcomes and progress.
6. Attend regular SOAR Planning and Work Group Meetings organized by the SOAR Local Lead and other CoC Committee meetings as necessary.
7. Follow-up with clients through the appeal process using additional community resources.
8. Work with the SOAR Local Lead, the CHHS Department, and the Continuum of Care (CoC) in the continued refinement the local SOAR process by coordination with the local SSA office, DSHS - Disability Determination Services (DDS), and the local DSHS - Community Services Office (CSO).
9. Work with the SOAR Local Lead, the CHHS Department, the CoC, the local SSA office, DDS, and the CSO to recruit additional stakeholders such as local medical providers who provide services to people who are experiencing homelessness, the Department of Veteran Affairs, providers who serve youth or those who are transitioning from foster care, vocational service and/or supported employment providers, and local WA State Department of Corrections offices to participate in and continue to advance the Spokane SOAR Initiative.
10. Identify strategies to pursue future funding to sustain any proposed activities/positions.

**Resources:**

[SAMHSA SOAR Webpage](#)

[SOAR Technical Assistance \(TA\) Center](#)

[SOAR Works!](#)

[SOAR Homelessness and At Risk of Homelessness Definitions](#)

**Performance Measures:**

- The number of SOAR applications submitted per month
- The percentage of SOAR applications approved upon initial submission
- The percentage of SOAR applications approved upon appeal
- The average length of time between submission and decision

**Eligible Expenses/Activities:**

- Direct client assistance related to obtaining necessary materials for SOAR application submission
- Program-level client data collection and entry
- Systems-level data analysis, evaluation, and planning
- Salaries/benefits for SOAR Benefits Specialists
- Supplies, equipment, staff travel
- General liability insurance
- General organization administrative costs not attributed to a specific program

**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

**KEY ASSUMPTIONS**

**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 \$1,000,000 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 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, excluding construction/capital projects.
- Awarded funds will be paid for eligible expenses on a reimbursement basis.

## FUNDS AVAILABLE & PERIOD OF PERFORMANCE

The City of Spokane has allocated \$110,000 for this project. The anticipated project start date for the funds is August 1, 2018. The period of performance is up to two years (end date of July 31, 2020), however applicants may propose a period of performance of one year (end date of July 31, 2019) if a sufficient sustainability plan is outlined in the proposal. Proposal budgets must include the full amount available for award.

## APPLICATION DEADLINE

Applications will be available beginning **April 27, 2018** on the Community, Housing, and Human Services department website <https://spokanechhs.org/>.

**Application submission deadline is May 30, 2018 at 11:59 pm PST.**

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

It is the responsibility of the applicant ensure 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

**Paper copies of the application will not be accepted for this funding notice.**

Application materials can found on the CHHS website at <https://my.spokanecity.org/chhs/funding-opportunities/>.

Proposals representing multiple agency collaborations should include a single response to the narrative questions and a single budget summary table. The budget narrative should outline how the award would be allocated between agencies. Each agency must submit a separate agency application and risk assessment.

Applications must be submitted via email to [CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org) by the submission deadline outlined above.

If you need any help accessing the application, please contact Matt Davis at [mrdavis@spokanecity.org](mailto:mrdavis@spokanecity.org) / (509) 625-6815.

## APPLICATION ASSISTANCE

**Technical Assistance** sessions will be available as follows:

**Tuesday, May 8<sup>th</sup>** 10:00 - 11:00 at the City Council Briefing Center

**Wednesday, May 9<sup>th</sup>** 2:00 - 3:00 at the City Council Briefing Center

Staff will review the contents of the funding notice, application process and provide guidance that will make proposals more competitive. Applicants are advised to attend one of the two sessions offered.

**One-on-one technical assistance** is available upon request. Please contact the CHHS Department at [CHHSRFP@spokanecity.org](mailto:CHHSRFP@spokanecity.org) or Matt Davis by phone at (509) 625-6815 for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc. The deadline for one-on-one technical assistance is 5/18/18

## APPLICATION REVIEW AND RATING PROCESS

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

**1. Organization Risk Assessment – CHHS 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 report

**2. Project Proposal Evaluations – CHHS Staff and Members of the Ad Hoc SOAR RFP Evaluation and Review Committee**

- a. Score, rank and make funding recommendations
- b. Forward funding recommendations to City council

**3. Funding Recommendations Authorized – Spokane City Council**

- a. Authorize CHHS to proceed with approved projects

### NOTIFICATION TO APPLICANTS

Applicants will be notified of their proposal status on, or before Friday, June 15, 2018.

### 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 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 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.

**AGREEMENT 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 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 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. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**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.