



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

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

***FUNDING NOTICE***

**2016 CAPITAL, HOUSING, ECONOMIC DEVELOPMENT, BLIGHT,  
& NON-HOMELESS SERVICES RFP**



**Community Development Block Grant Program (CDBG):**  
***Capital, Housing, Economic Development, Blight and Public Service Activities***

**City of Spokane Human Services Grant Program (HSG)**

August 7, 2015

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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: George Dahl, CDBG Program Manager  
(509) 625-6036

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	8/7/2015	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.
Tuesday	8/18/2015	Technical Assistance workshop 1 – West Central Community Center (1603 North Belt St – Newton Room) 3:00-5:00 pm
Wednesday	8/26/2015	Technical Assistance workshop 2 – Northeast Community Center (4001 N Cook St - lower level South classroom) 10:00 am -12:00 pm
<b>Friday</b>	<b>9/25/2015</b>	<b>Applications Due by 12:00 midnight. Late submittals will not be accepted.</b>
Wednesday	12/2/2015	CHHS Board approval of award recommendations
Monday	12/14/2015	Anticipated City Council approval of award recommendations (date subject to change)
Friday	1/1/2016	Program Year Begins (HSG)
Friday	5/13/2016	Annual Action Plan to HUD.
Friday	7/1/2016	CDBG Program Year Begins (Action Plan).
Friday	7/29/2016	Grant Agreements Issued (based on anticipated receipt of grant awards from HUD in late July, 2016).

\*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

This RFP includes funding from two funding sources (CDBG & HSG described below) for five project types as described below:

- **Capital** – These generally refer to projects that would result in improvements to public facilities/infrastructures such as neighborhood facilities, firehouses, public schools, libraries, streets, sidewalks, curbs and gutters, parks, playgrounds, water and sewer lines, flood and drainage improvements, parking lots, utility lines, etc. Activities may include acquisition of real property, construction, reconstruction, rehabilitation or installations.
  1. Facility improvements for areas not utilized by clients served are not allowable and may not be included in the description of project activities to be conducted.
  2. Funding for design and plan development are not allowable and may not be included in the description of project activities to be funded.
  3. Applicants must have prior authorization from property owners to conduct improvement activities, if proposed improvements are to be completed on properties not owned by the applicant.
  4. Applicants will be required to confirm project site control at the time of application submittal through a period of not less than five (5) years from the date of proposed project completion with written authorization from the property owner.
  5. Applicants will be required to confirm with the City's Business and Developer Services Department on whether City permits are required for the proposed scope of work to be completed (or provide information regarding existing permits or their status as applicable).
  6. For leased facilities, applicants will be required to document written approval for their proposed scope of work, by submittal of the Certification Regarding Property Owner Authorization Form.
  7. Davis-Bacon, State Prevailing Wage and Related Acts requirements shall apply. Applicable prevailing wage rates (federal and state) and fringe benefits must be taken into consideration in the determination of the total project budget submitted. (NOTE: If the project is awarded the full funding request, but the project budget presented in the application is later determined to be insufficient, the applicant agency shall be responsible for expenses exceeding the award amount. If the applicant does not have the funding available to complete the project, the funds awarded may be subject to reprogramming.)
  8. Federal rules prohibit contractors involved in developing and drafting specifications, requirements, statements of work, invitations to bid, or request for proposals from competing for such procurements.

- **Housing** –Property acquisition or rehabilitation for permanent housing and conversion of non-residential structures into permanent housing for low and very low income households; assistance to facilitate and expand homeownership opportunities for low income and very low income individuals.
  1. Project sites must be located in the City of Spokane and serve City of Spokane residents.
  2. Funding for design and plan development are not allowable and may not be included in the description of project activities to be conducted (except as specifically allowed under the City’s Single Family Rehabilitation Program).
  3. For Direct Homeownership Assistance activities, projects will be required to document that 100% of the households assisted are LMI households (household income verification is required, since presumed LMI reporting does not apply for housing projects).
  4. Applicants must have prior authorization from property owners to conduct improvement activities, if proposed improvements are to be completed on properties not owned by the applicant.
  5. For Housing Rehabilitation Projects, applicants will be required to confirm project site control at the time of application submittal through a period of not less than five (5) years from the date of proposed project completion with written authorization from the property owner.
  6. Applicants will be required to confirm with the City’s Business and Developer Services Department on whether City permits are required for the proposed scope of work to be completed (or provide information regarding existing permits or their status as applicable).
  7. For leased facilities, applicants will be required to document written approval for their proposed scope of work, by submittal of the Certification Regarding Property Owner Authorization Form.
  8. Davis-Bacon, State Prevailing Wage and Related Acts requirements shall apply. Applicable prevailing wage rates (federal and state) and fringe benefits must be taken into consideration in the determination of the total project budget submitted. (NOTE: If the project is awarded the full funding request, but the project budget presented in the application is later determined to be insufficient, the applicant agency shall be responsible for expenses exceeding the award amount. If the applicant does not have the funding available to complete the project, the funds awarded may be subject to reprogramming.)
  9. Federal rules prohibit contractors involved in developing and drafting specifications, requirements, statements of work, invitations to bid, or request for proposals from completing for such procurements.

- **Economic Development Projects.** These primarily include microenterprise assistance (technical assistance and general business support). These may also include assistance provided to businesses and organizations. Applicants shall consider the following with regard to the project activities described in the RFP:
  1. Assistance provided is limited to City of Spokane residents and/or businesses located in the City of Spokane.
  2. Direct cash payments to individual clients is not an eligible project activity.
  3. Note that the CDBG definition of a microenterprise is a business that has five (5) or fewer employees, one or more of whom owns the enterprise. All part-time and full-time employees on the business payroll at the time of loan application must be counted. Eligible microenterprise assistance activities refers to technical assistance or general support services to owners and developers of microenterprise businesses. **Projects that provide workshops and/or on-the-job training as services to assist individual clients and refer them for job placements will not qualify as a microenterprise assistance project.** Funding requests for such activities must be submitted under the Public Services category.
  4. For Microenterprise Assistance, 100% of the clients assisted must be LMI persons (client income verification is required, since presumed LMI reporting does not qualify for microenterprise assistance projects).
  5. It is highly recommended that applicants that are new applicants under the Community/Economic Development category schedule one-on-one technical assistance with staff in the City's Community, Housing and Human Services Department.
- **Blight** – Acquisition, rehabilitation, or clearance of conditions of blight (deterioration of the physical environment) that pose a public health and/or safety risk. It is required that applicants applying for funding under this activity schedule one-on-one technical assistance with staff in the City's Community, Housing Human Services Department.
- **Public Services Projects (Non-Homeless\*)** – These generally refer to projects that provide social services and/or other direct assistance to low and moderate income individuals or households. Direct cash payment to individual clients is not an eligible project activity.

\*NOTE: Homeless Services funding is available through separate RFP

Applicants will be required to submit a separate application per project. In an effort to effectively and equitably allocate limited funding to the highest priority needs, applicants are strongly encouraged to submit only one application per funding type. Please feel free to contact CHHS staff for assistance combining and/or prioritizing applications.

## Community Development Block Grant

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with funding to address a wide range of unique community development needs. The program is authorized by Title I of the Community Development Act of 1974. Funds are used to assist in the development of decent housing, create suitable living environments and expand economic opportunities primarily low- and moderate-income persons\*.

\*Note: The City of Spokane restricts CDBG funding in this RFP to low-income beneficiaries. The HUD 2015 low-income is \$51,600 for a family of 4. Blight activities are not subject to this requirement.

## City of Spokane Human Services Grant Program

The City of Spokane Human Services Grant (HSG) program is a local grant program funded through the City's general fund as determined by the City's annual budgeting process. Activities funded must benefit the poor and infirm.

### INELIGIBLE ACTIVITIES

The following activities generally are **not eligible** for CDBG funding:

- New residential housing construction
- Regular government operations
- Buildings such as city halls, police stations, or other buildings primarily for the general conduct of government (except for the removal of architectural barriers)
- Income payments such as payments to individuals or families for food, clothing, or rent, except in short-term, emergency situations
- Political activities – including lobbying
- Vehicles and equipment

Funding requests that propose using CDBG funds to pay off existing debt will not be considered.

### TIMELINESS

Funds are intended for use within the timeline defined by the funding agency.

## Public Services & Community/Economic Development Projects

1. For projects awarded CDBG funding, all proposed services must be completed and project beneficiaries documented by June 30, 2017. It is anticipated that FY 2016 CDBG Agreements will be executed by July 31, 2016, or within two weeks upon receipt of HUD award to the City of Spokane. Work must proceed immediately thereafter.
2. For projects awarded HSG funding, all proposed services must be completed and project beneficiaries documented by December 31, 2016. It is anticipated that FY 2016 HSG Agreements will be executed by January 31, 2016. Work must proceed immediately thereafter.

## Capital, Housing and Blight Projects

1. It is anticipated that all of these awards would be supported with CDBG funding. The proposed scope of work must be completed and project beneficiaries documented by December 31, 2017. It is anticipated that FY 2016 CDBG Agreements will be executed by July 31, 2016, or within two weeks upon receipt of HUD award to the City of Spokane. Work must proceed immediately thereafter.

### 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 (limited to Blight projects)
- Faith based organizations

### FUNDING PRIORITIES

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 can demonstrate that their proposal meets one or more of the following funding priorities listed below.

#### **2016 ACTION PLAN GOALS / FUNDING PRIORITIES for CDBG**

##### **Preserve and expand quality, safe, affordable housing choices**

- Improve quality of existing housing stock
- Preserve and increase housing stock
- Ensure housing stability
- Prioritize workforce housing development to reduce transportation barriers and costs
- Expand housing choice and access to opportunities such as education, employment and services

##### **Improve quality of life for extremely low to moderate income residents**

- Invest in effective support services
- Maintain the social safety net



- Reduce barriers to employment

### **Prevent and reduce homelessness\***

- Transform homeless services to crisis response systems leading to improved health and safety
- Invest in support services for the most vulnerable in affordable housing
- Advance health and housing stability for at-risk populations

### **Support vibrant neighborhoods**

- Invest in infrastructure
- Promote public safety
- Expand capacity of neighborhoods to attract businesses
- Support infrastructure and services that enhance the health and quality of life in our neighborhoods
- Address spot blight

### **Expand economic opportunities**

- Support effective pathways toward self-sufficiency and living wage jobs
- Support micro-enterprise
- Invest in infrastructure to attract business and housing development
- Invest in creative initiatives to attract or grow businesses

Preference will be given to projects located in the Target Investment Pilot (TIP) area that support the above priorities. This preference will apply only for applications that meet minimum eligibility requirements.

## **2016 HUMAN SERVICE GRANT PRIORITIES**

Homeless Shelters\*, Food Banks, Health Care, Neighborhood-Based Services, Domestic Violence Shelter Programs and other programs that address Emergency Needs

\*NOTE: Agencies seeking funding for homeless programs and related services should apply under the separate Homeless Services RFP which will be released August 14, 2015. Please see CHHS website (<http://spokanechhs.org>) for additional information.

## 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 allocate a different amount to these programs than what was estimated, actual funding awards will be increased or decreased to accommodate the discrepancy.

The following shows the average amount and distribution of awards from last year along with the current RFP funding available and minimum award for each project type.

<b>Capital/Housing &amp; Economic Development &amp; Blight*</b>			
2016 Estimated Total Funding available: <b>\$725,000</b>			
<b>Minimum award: \$25,000</b>			
2015 Award Distribution			
Average	< \$50,000	\$50,000 - \$100,000	> \$100,000
\$105,003	2	2	3
*Note: Distribution does not include Blight as it is a new activity for 2016			

<b>CDBG-Public Services</b>			
2016 Estimated Total Funding available: <b>\$200,000</b>			
<b>Minimum award: \$10,000</b>			
2015 Award Distribution			
Average	<\$20,000	\$20,000 - \$40,000	>\$40,000
\$25,333	4	3	2

<b>Human Service Grant – Public Services</b>			
2016 Estimated Total Funding available: <b>\$475,000</b>			
<b>Minimum award: \$10,000</b>			
2015 Award Distribution			
Average	< \$25,000	\$25,000 - \$75,000	> \$75,000
\$49,937	7	13	1

## APPLICATION DEADLINE

Applications will be available beginning **August 7, 2015** on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

**Application submission deadline is September 25, 2015 at 12:00 midnight.**

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

It is the responsibility of the Organization to be sure the proposals are submitted ahead of time. Due to using an online technology system, it is 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. All proposals must be submitted through the online ZoomGrants system.**

Please follow the link below to access ZoomGrants and begin your application:

**<https://zoomgrants.com/gprop.asp?donorid=2153>**.

Once the website is loaded, begin filling out the **"New ZoomGrants Account"** section along the right hand side of the page. Be sure to select the box **"Organization"** when creating your new account.

After creating your login and while your browser is still at the website listed above, select **"Apply"** and begin filling out your application. In the future if you need to log-into your application(s) you can get in by going to [www.ZoomGrants.com](http://www.ZoomGrants.com) and place your login and password in the upper right hand corner.

If you are applying multiple times for different projects/requests log into your account and click on **"Available Programs"** near the City of Spokane logo in the upper left-hand corner of the page. A button shall appear below asking if you would like to **"Apply Again"**.

The ZoomGrants system requires that all questions are answered and all documents that are listed as **"Required"** are uploaded into the online application. Once you have fully answered the questions and uploaded the necessary documents select "Submit" prior to the deadline.

Additional information and help videos can be found at [www.ZoomGrants.com/overview.asp](http://www.ZoomGrants.com/overview.asp) or while logged into your account there is a link near your name on the upper right hand of the screen that is titled **"HELP"**. A demonstration video is available at <https://www.youtube.com/watch?v=4vKgUEcl6eA> .

If you need any help accessing ZoomGrants or the application, please contact Rob Crow at [rcrow@spokanecity.org](mailto:rcrow@spokanecity.org) / (509) 625-6814 or George Dahl at [gdahl@spokanecity.org](mailto:gdahl@spokanecity.org) / (509) 625-6036.

## APPLICATION ASSISTANCE

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

**Tuesday, August 18<sup>th</sup>** 3:00 - 5:00 at the West Central Community Center

**Wednesday, August 26<sup>th</sup>** 10:00 -12:00 at the Northeast Community Center

Staff will review the contents of the funding notice, online application and address questions posed by attendees. Please refer to the CHHS website (<https://spokanechhs.org/>) for more information.

**One-on-one Technical Assistance** is available upon request. Please contact the CHHS Department at CHHSRFP@spokanechhs.org or George Dahl by phone at (509) 625-6036 for questions regarding project eligibility, consolidation/prioritization of multiple needs, clarification of application questions, etc.

## HUD INCOME LIMITS

### FY 2015 Income Limits Summary

Persons in Family								
Income Limit Category	1	2	3	4	5	6	7	8
Extremely Low ( $\leq 30\%$ )	\$13,550	\$15,930	\$20,090	\$24,250	\$28,410	\$32,570	\$36,730	\$40,890
Very Low (31% - 50%)	\$22,600	\$25,800	\$29,050	\$32,250	\$34,850	\$37,450	\$40,000	\$42,600
Low (51% - 80%)	\$36,150	\$41,300	\$46,450	\$51,600	\$55,750	\$59,900	\$64,000	\$68,150
Area Median Income: \$64,500								
This information can be found here: <a href="http://www.huduser.org/portal/datasets/il.html">http://www.huduser.org/portal/datasets/il.html</a>								

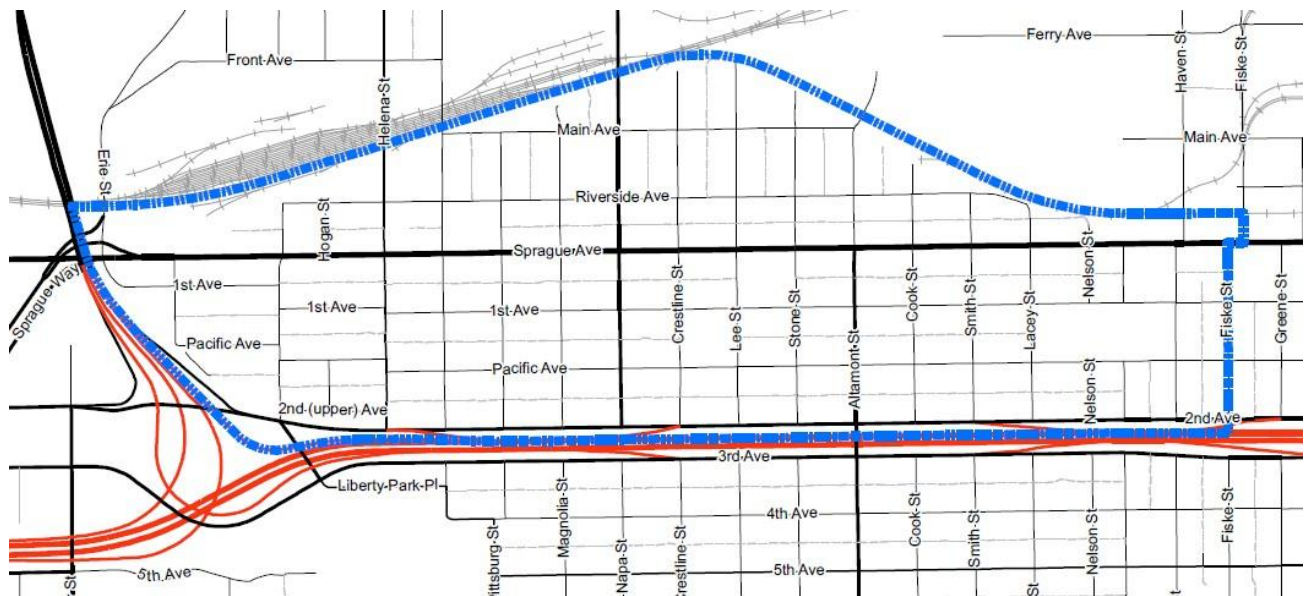
## TARGETED INVESTMENT PILOT (TIP)

The goal of this project is to demonstrate that targeted investment of public dollars for housing, street and utility infrastructure, public safety and other efforts can lead to increased private investment and measurable, long-term economic vitality for Spokane neighborhoods.

### Guiding Principals

- Optimize public investment in the East University District
- Showcase the unique qualities and benefits of the East University District
- Generate quality of life improvements and replace undesirable images with positive ones
- Respect the great work and foundation that has already been completed: Build upon and implement previous planning efforts

The TIP project area is located in the East Central Neighborhood between the Hamilton overpass (west) and Fisk (east). The north boundary is the rail road tracks and Interstate 90 to the south. The map below outlines the area of focus. More information can be obtained through the City's TIP website (<https://my.spokanecity.org/projects/tip/>).



## 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 Assessment
  - a. Eligibility Determination
  - b. Risk Assessment (capacity to administer, current audit findings, etc.)
  - c. Due Diligence Review/Recommendations
2. CHHS Evaluation and RFP Committee
  - a. Review, score and rank all eligible applications
  - b. Make funding recommendations to CHHS Board based on staff due diligence (including appropriate sources of funds and partial funding impacts)
3. CHHS Board
  - a. Consider funding recommendations made by the Evaluation and Review Committee
  - b. Forward funding recommendations to City Council for final approval
4. The CHHS Board will host a public hearing in the Spring of 2016 for all HUD Action Plan grants (which includes CDBG). The public is invited to provide testimony at this hearing on the proposed allocations.
5. Public Hearing to consider the recommendations will be held before the Spokane City Council. City Council has the final local decision making authority in regards to the allocation of funds. The public is invited to provide testimony at this hearing on the proposed allocations.
6. Approved funding recommendations which include CDBG funds will be posted on the CHHS Department website for a 30-day comment period prior to submission to HUD as part of the Annual Action Plan.

### **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 received Applications 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 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. 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.