



REQUEST FOR PROPOSALS

FOR

COVID-19 RELATED COMMUNITY ECONOMIC

SUPPORT PROGRAMS

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CONTACT INFORMATION

<https://my.spokanecity.org/cares-act-funding>

Mailing Address: City of Spokane
808 W. Spokane Falls Blvd
Spokane, WA 99201

Email Inquiries: CARESProposals@spokanecity.org

Interested applicants are encouraged to contact the City with questions or for technical assistance. Please submit all questions or requests for technical assistance to the email address above.

ESTIMATED TIMELINE OF RFP ACTIVITIES

*Updated 8/11 to reflect addition of Funding Round 2 dates

| When | What | Who |
|--|---|--------------------------|
| July 24, 2020 | Announcement of Request for Proposals | City of Spokane |
| August 2, 2020 | Deadline for submission of applications and other critical materials | Interested organizations |
| August 3-5, 2020 | Review of Applications | Review Committee |
| August 14, 2020 | Round 2 Application Period Opens | City of Spokane |
| August 17, 2020 | Enact Resolution Determining Awards – Round 1 | City Council |
| | The City reserves the right to release an additional round of funding based on available funds. | City of Spokane |
| August 23, 2020 | Deadline for submission of applications and other critical materials for funding Round 2. | Interested Organizations |
| August 24-28, 2020 | Review of Applications – Round 2 | Review Committee |
| August 31, 2020 | Enact Resolution Determining Awards – Round 2 | City Council |
| <i>The City reserves the right to revise the above schedule. Changes to this schedule will be posted on the website https://my.spokanecity.org/cares-act-funding</i> | | |

INTRODUCTION

PURPOSE AND BACKGROUND

The City of Spokane, (hereinafter “City”) is initiating this Request for Proposals (RFP) to solicit applications from agencies and organizations to administer components of an economic support funding program to address COVID-19 impacts in Spokane. The Spokane City Council has set out several categories for distribution of COVID-19 economic support funding in Resolution 2020-0041. Applications will be judged on the proposer’s ability to deliver the economic support according to the stated criteria below, equitably and in a timely manner.

Applicants may apply within one or more of the categories or sub-categories listed below, and may propose collaboration with other organizations as long as the applicant will retain all responsibility for performing the contract awarded.

Following the initial funding round that focused on applications to “administer and distribute funds”, the guidelines for Round 2 have been expanded to include direct assistance to non-profit agencies provided that the funding is used to support the categories below. Between the two funding rounds, the City intends to distribute at least \$3 million and up to \$6 million in funds in response to proposals received.

These funds are intended for the following areas of recovery and resiliency support:

- **Rental and homeowner assistance targeted at households with income below 80% of post-COVID AMI (“area median income”).**
The most competitive applications will contain the following provisions, although different methods and areas of focus will also receive consideration:
 - Rental assistance payments are to be made directly to landlords in exchange for the landlord’s release of tenant obligation for unpaid rent for the corresponding rental unit. Mortgage payments are to be made directly to the mortgage servicer.
 - Up to 4 months of assistance to pay missed housing payments between April 1 – October 1, 2020, payable to the landlord or the mortgage servicer in the amount of 80% of the unpaid amount due.
 - Eligibility for receipt of economic support in this category must be connected to financial hardship or loss of income (including self-employment) due to COVID-19, with self-certification accepted.
 - Each housing unit to which economic support payments under this category must be located in the City of Spokane, and any landlord receiving direct payments must be a resident of the City of Spokane.
 - Lease agreement, rental agreement or mortgage payment documentation required.
 - Landlords must:
 - Complete the agreement form with required residency and location certifications;
 - Waive tenant late fees and other penalties;
 - Not pursue eviction for 6 months after receiving assistance except for specified causes such as failure to pay rent which becomes due after October 1, 2020;

- Provide tenants with additional time to pay any missed rent payments between April 1, 2020 – October 1, 2020 not covered by the program at a rate of two months to pay each month of unpaid rent;
 - Release, in writing, any tenant rent obligation for months covered by the program; and
 - Certify that landlord’s participation in the program is voluntary.
 - Applications should also give consideration to designing and implementing an outreach plan to reach vulnerable and underserved populations, with program information shared over multiple platforms (online, radio, TV, social media) and in the languages commonly spoken by members of vulnerable and underserved populations in Spokane.
- **Childcare re-opening and assistance focused on households at or below 80% of AMI. The most competitive applications will contain the following provisions, although different methods and areas of focus will also receive consideration:**
 - Grants to support and stabilize child care providers impacted by COVID to meet costs such as facility or space rent costs, utilities, health and safety or cleaning supplies, staff payroll (compensation or benefits) and food.
 - Funding to support expansion of existing childcare program to accept additional children
 - Assistance to families with household income at or below 80% AMI for up to 3 months of graduated childcare assistance payments (100% of the cost for the first month, 50% of the cost for the second month, and 25% of the cost for the third month)
 - Applications should give consideration to designing and implementing an outreach plan to reach vulnerable and underserved populations, with program information shared over multiple platforms (online, radio, TV, social media) and in those languages most likely to be commonly spoken by members of vulnerable and underserved populations in Spokane.
- **Small (based on annual revenues), locally-owned, neighborhood businesses, including artists and performance venues. The most competitive applications will contain at least the following provisions, although different methods and areas of focus will also receive consideration:**
 - Grants for payroll and/or operational support for businesses meeting the following criteria:
 - 10 or fewer employees,
 - \$500,000 or less in annual gross revenues,
 - Certification that the business has not received any COVID-19-related grant or loan from or guaranteed by a federal or state government agency,
 - Has its principal place of business within the exterior boundaries of the City of Spokane and is located within a designated center, corridor, neighborhood center, or recognized business district, and
 - 51% or more of the business is owned by residents of the City of Spokane.
 - Managerial or strategic consulting for businesses meeting the above criteria to assist in the transition of their business plan or model.
 - Local marketing materials or campaign to promote businesses which meet the criteria described above.

- Applications should give consideration to designing and implementing an outreach plan to reach vulnerable and underserved populations, with program information shared over multiple platforms (online, radio, TV, social media) and in those languages most likely to be commonly spoken by members of vulnerable and underserved populations in Spokane.
- **Other community response programs responding to COVID-19 economic impacts.**

The most competitive applicants in this category will administer funds for distribution to non-profits and non-governmental organizations to address needs related to the economic effects of COVID-19 and which are not covered by categories listed above.

ELIGIBLE APPLICANTS

Eligible applicants include:

- Governmental entities serving within the City of Spokane
- Public and private nonprofit or charitable organizations – typically 501(c)(3), although a range of organizational forms are eligible
- Private for-profit organizations

Additionally, applicants must be able to demonstrate the legal, financial, and programmatic ability to administer the proposed project and meet the City contracting requirements, such as: insurance thresholds, audit and financial requirements, and business licensing requirements (see Agreement Terms section).

Please note: 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 contracts or agreements that may result from the RFP 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.

FUNDING

The total amount available through this funding process is contingent upon the allocation of available CARES Relief funding. Awards will be made for the period August 10, 2020 through October 15, 2020.

PERIOD OF PERFORMANCE

Organizations awarded funding through this RFP will receive a funding commitment with a period of performance beginning August 10, 2020 for Round 1 awards and August 31 for Round 2 awards and running through October 15, 2020. **All funds must be expended by this date and all requests for reimbursement must be received by the City no later than October 31, 2020.**

SUBMISSION OF APPLICATIONS

PREPARATION OF APPLICATIONS

All applications shall be submitted electronically, prepared using the **COVID-19 CARES Relief Application** and the **COVID-19 CARES Relief Budget Worksheet** provided on the City's [website](#).

If you need help accessing the application, please contact CARESProposals@spokanecity.org

SUBMISSION OF APPLICATIONS

Please note the following: The deadline for proposals for Round 2 is August 23, 2020.

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

Submit Applications to: CARESProposals@spokanecity.org

All applications and any accompanying documentation become the property of the City and will not be returned.

APPLICATION REVIEW AND SELECTION PROCESS

The review and selection process is designed to ensure that grant applications submitted for funding under this RFP are evaluated based on a fair, equitable, transparent, free of bias, and timely process. This process assures that awards made address the needs of the community through alignment with the priorities and goals established by City Council Resolution 2020-0041.

NOTIFICATION TO APPLICANTS

After award recommendations have been approved, applicants will be sent an Intent to Award notification.

DEBRIEFING OF UNSUCCESSFUL APPLICANTS

Upon request, a debriefing conference will be scheduled with unsuccessful Applicants. Discussion will be limited to a critique of the requesting Organization's Application. Comparisons between Applications or evaluations of the other Applications will not be allowed. Debriefing conferences may be conducted via the WebEx platform or on the telephone.

APPEAL PROCEDURE

Applicants wishing to appeal the award decision must make their appeal to CARESProposals@spokanecity.org

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(s).

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the website. Applicants are encouraged to monitor the website for any changes and/or notifications.

The City 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(s) 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.

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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or 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.

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.

The Applicant should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Application.

COSTS TO MAKE APPLICATION

The City will not be liable for any costs incurred by the Applicant in preparation of an Application submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

NO OBLIGATION TO CONTRACT

This RFP does not obligate the City to contract for services specified herein.

REJECTION OF APPLICATIONS

The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this RFP.

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.

INSURANCE AND BONDING

During the term of the Contract, the Contractor shall maintain in force at its own expense, the following types and amounts of insurance:

1. 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 Contractor's services to be provided under this Contract; and
2. 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.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to the City. As evidence of the insurance coverages required by this Contract, the Contractor shall furnish an acceptable insurance certificate to the City at the time the Contractor returns the signed Contract.

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 contract 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 Community, Housing, and Human Services Director or his/her designee may inspect and audit all records and other materials and the Agency shall make such available upon request.

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.