



Community, Housing and Human Services Department (CHHS)

NOTICE OF FUNDING AVAILABILITY

Eviction Prevention

November 15, 2024



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REQUEST FOR PROPOSALS

The Community, Housing and Human Services (CHHS) Department is pleased to announce a Notice of Funding Availability (NOFA) for Eviction Prevention. These funds are provided through the Washington State Department of Commerce System Demonstration Grant.

Approximate Funds Available: \$1,261,337.00

Period of Performance	Jan.1, 2025 - June 30, 2025	
Fund Source	Budget Categories	Allowable Expenses
SDG EVICTION PREVENTION	Admin	Up to 15% of total award
	Rent/Utility Assistance	
	Operations	

Unspent SFY24 funds were permitted to carry forward, however all SFY25 awards must be spent by June 30, 2025

The most competitive proposals must be able to clearly demonstrate the following:

1. Feasible project scope and timeline (Contract start date of January 2025 and end date of June 30, 2025); and
2. Quality of entire application packet; and
3. Ability to spend down funds in short timeline; and
4. Have experience administering eviction prevention funds within the last three-years or *currently* under contract administering eviction prevention; and
5. Demonstrated collaborative partnership and relationship with Coordinated Entry (Singles, Families and Youth and Young Adult).

CHHS reserves the right to amend this NOFA at any time.

PROJECT TYPE

Eviction Prevention

The chosen providers will administer homelessness prevention funds which help households who are at risk of homelessness to maintain or obtain stable housing and avoid homelessness. Services include housing-focused case management and temporary rent subsidies. Eligible households for homelessness prevention must meet both housing status and income requirements. Per SDG guidelines 2.9.4 at least 10 percent of total eviction prevention funds must be awarded to *By and For Organizations*.

- Households must meet a minimum of one of the following definitions of “at risk” of homelessness;
 - Have a missed rent payment and currently owe all or part of a rent payment (current or past months); OR
 - Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
 - Is living in the home of another because of economic hardship; OR
 - Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
 - Lives in a hotel/motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
 - Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room: OR
 - Is exiting a publicly funded institution or system of care.
- Households must have an income at or below 80% Area Median Income as defined by HUD. Spokane County income limits can be found at www.huduser.gov under income limits (Utility Sheet attached to this NOFA).

- Income is defined as money that is paid to, or on behalf of, any household member. Income includes the current gross income (annualized) of all adults (18 years and older) household members and unearned income attributable to a minor. Income eligibility determinations are based on the household's income at program entry. Income inclusions and exclusions are listed in the Electronic Code of Federal Regulations, www.ecfr.gov, Title 24 – Housing and Urban Development: Subtitle A 0-99: Part 5: Subpart F: Section 5.609 Annual Income.
- Income recently terminated should not be included.
- Income and Housing Status must be documented using the *CHG Verification of Household Eligibility and Income Recertification** Form.

*These tools and additional guidelines can be found at <https://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/>

NOFA CONTACT

Questions related to this funding notice should be directed to the Community, Housing, and Human Services Department.

chhsrfp@spokanecity.org
 Spokane City Hall – 6th Floor
 808 W. Spokane Falls Blvd.
 Spokane, WA 99201
 (509) 625-6325

TIMELINE

November 15, 2024	Announce RFP on CHHS department website, https://my.spokanecity.org/chhs/ , and by email distribution to the CHHS department Interested Parties List.
November 20, 2024	Required Technical Assistance Workshop: 1:00-2:00 PM Virtual, please RSVP to chhsrfp@spokanecity.org 24 hours in advance.
December 8, 2024	Applications DUE by 8:00 PM. Late submittals will not be accepted. ➤ Please submit electronic copies to chhsrfp@spokanecity.org <ul style="list-style-type: none"> ○ <i>Printed hard copies will not be accepted</i> ○ <i>Don't forget the required attachments</i>
December 10, 2024	Applications reviewed
December 16, 2024	Announcement of awards (pending City Council Approval)
January 13, 2025	City Council approval of recommendations (date subject to change)
January 20, 2025	Contracts out for signature
January 1, 2025	Project Start

PERIOD OF PERFORMANCE/TERM

Funding for this NOFA will be made available following City Council approval. The anticipated contract terms between the City of Spokane and Subrecipient are expected to extend from January 1, 2025 - June 30, 2025.

ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- By and For Organizations (per SDG guidelines 2.9.4 at least 10 percent of total eviction prevention funds must be awarded to By and For Organizations); or ¹
- Governmental entities serving within the City of Spokane; or
- Public and private nonprofit organizations – typically 501(c)(3); or
- Faith-based organizations.

SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE

The City of Spokane will enter into a subrecipient agreement with successful applicants. The City defines a subrecipient as an entity that receives a subaward from a pass-through entity (City of Spokane) to carry out eligible activities as defined in federal, state, or local regulatory guidance.

GENERAL REQUIREMENTS

****Note:** If you have recently signed a contract with the City of Spokane, the majority of the required documents are already in our possession, and you do not need to resubmit. However, **all** organizations must complete an updated Risk Assessment for each contract awarded.

- Agencies awarded funds will maintain an active City of Spokane business license
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below)
- Agencies 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 \$1,500,000.00 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,500,000.00 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 \$1,000,000.00 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
- Agencies awarded funds will not sub-award funds to any other entity.
- Awarded funds will be paid to Subrecipient for eligible expenses on a reimbursement basis.

Note: Beginning on April 4, 2022, as part of the federal government's transition for all federal awards, all entities doing business with the federal government will use the Universal Entity Identifier (UEI) assigned by the General Services Administration (GSA) through the System for Award Management (SAM.gov). Therefore, the U.S. Department of the Treasury (Treasury) will no longer be able to accept a Data Universal Numbering System (DUNS) number as a valid identification number.

What is the UEI?

Beginning April 4, 2022, the federal government will stop using the DUNS number issued by Dun & Bradstreet to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) assigned in [SAM.gov](https://sam.gov) and will no longer use a third-party website to obtain their identifier. Entities are

¹By and For Organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community's central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.

able to manage organizational information, such as legal business name and physical address associated with a UEI, directly from [SAM.gov](https://sam.gov).

What does this mean for Recipients?

No action is required if you have an existing and active registration in [SAM.gov](https://sam.gov). If you are registered in [SAM.gov](https://sam.gov), your UEI has already been assigned and is viewable in your [SAM.gov](https://sam.gov) account. Your UEI is located below the DUNS number on your entity registration record. Please ensure your legacy DUNS number is accessible in a recipient's records for historical reference where needed, as the DUNS number will no longer be visible to users in [SAM.gov](https://sam.gov) after April 4.

New [SAM.gov](https://sam.gov) registrants will be assigned a UEI as part of their SAM registration. More information about the UEI transition is available through the U.S. General Services Administration's [website](https://www.gsa.gov). If you are a new applicant for federal funds, you must register in SAM and obtain a UEI beginning on April 4, 2022. You may continue using your DUNS number for applications submitted prior to that date. Beginning on April 4, you will be required to list your UEI in lieu of the DUNS number on all submissions.

Again, Recipients may continue registering for and using the DUNS number up through April 3, 2022. On and after April 4, 2022, all recipients will need to apply for a UEI as part of the SAM registration process, regardless of any applications for a DUNS number pending with Dun and Bradstreet.

Where can I get more information?

Questions about the conversion from DUNS to UEI should be directed to GSA. Information about the UEI transition can be found on GSA's webpage, [here](#).

APPLICATION DEADLINE

Applications will be available beginning **Friday, November 15, 2024**, on the Community, Housing and Human Services department website <https://spokanechhs.org/>.

Application submission deadline Sunday, December 8, 2024, at 11:59 PM

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

Complete applications will be submitted electronically (via email) to chhsrfp@spokanecity.org. CHHS will not accept hard copies of the application. Applications that do not contain the required attachments will be considered incomplete and not eligible for funding consideration. In some instances, the required attachments may require multiple email submissions.

It is the responsibility of the applicant to be sure the proposals are submitted ahead of time. Applicants are encouraged to submit proposals in advance of 8:00pm, Sunday, December 8, 2024.

APPLICATION ASSISTANCE

Required Technical Assistance workshops will be available as follows:

Workshop

November 20, 2024, from 1:00 pm - 2:00 pm, Virtual- Please RSVP to chhsrfp@spokanecity.org 24 hours in advance.

Staff will review the contents of the funding notice, application process and provide guidance that will make proposals more competitive. CHHS encourages applicants submit questions to staff prior to the application deadline.

Applicants **must** RSVP with CHHS staff (chhsrfp@spokanecity.org) 24 hours in advance of the date and time specified above.

APPLICATION REVIEW AND RATING PROCESS

All applications must meet the following threshold in Part I prior to being forwarded to the CHHS RFP Committee. This threshold is determined by CHHS Staff and based on the following objective criteria:

Part I – Pass/Fail Project Proposal Evaluations

1. Does the application meet the scope of services outlined below:
 - a. The project type and funding requests are eligible to be funded based on the 2024 SDG Guidelines.
 - b. Applicant has demonstrated in their application that all data will be entered into HMIS.
 - c. Did the applicant complete the Risk Assessment Questionnaire?
 - d. Does the applicant answer Questions 1-7 as outlined in the Application?
 - e. Does the applicant hold an active Washington State business license with a City of Spokane Endorsement or has indicated they can provide one at the time of contract negotiation, if awarded.

Part II - Project Proposal Evaluations

1. The CHHS RFP Committee will review the applications based on the scoring rubric identified in the Application.
2. Their recommendations will be forwarded to the CHHS Board for approval and upon Board approval, applications will be placed on the Spokane City Council legislative agenda.

Part III - Notice to Applicants

1. Notice to Applicants on funding recommendation authorized by Spokane City Council on or before January 14, 2025.

Part IV - Contracting

1. Contract Negotiation
2. Contract Execution

GENERAL INFORMATION

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive process shall become the property of the City.

All applications received are subject to the Public Records Act 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 Director of CHHS.

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, my.spokanecity.org/CHHS. 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.

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.

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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management 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.

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.

APPEAL PROCESS

CHHS has established a Request for Proposal (“RFP”) Appeal Process.

Applicants will be notified as to the status of their application via an “Application Status” email sent to the email addresses provided for the contacts listed in the application.

Applicants must request a debrief conference with a member of the selection committee prior to submitting an appeal for consideration. The request for a debrief must be received within three (3) business days after the “Application Status” email is sent to the Applicant.

Send requests for a debrief session to any of the following:

- **Email:** chhsrfp@spokanecity.org
- **Mail:**
ATTN: CHHS Operations Manager
Spokane City Hall, 6th Floor
808 W. Spokane Falls Blvd
Spokane, WA, 99201
- **Phone:** 509-625-6009

Discussion at the debriefing conference is strictly limited to the following:

- Evaluation and scoring of that Applicant’s Application.
- Any written comments from evaluators related to that Applicant.
- Review of Applicant’s final score in comparison with the other final scores. This information is publicly posted.

Comparisons between Applications or evaluations of the other Applications is not allowed.

The selection committee member will not discuss any items other than the three bullet points above. Debriefing conferences may be conducted on the telephone or by other electronic means and will be scheduled for a maximum of thirty (30) minutes. Inappropriate or hostile behavior will result in the termination of the debriefing session.

Appeals may be filed only by Applicants who submitted a response to this RFP and who have participated in a debriefing conference.

Upon completing the debriefing conference, the Applicant is allowed five (5) business days to submit a written appeal to the CHHS Operations Manager. Written appeals must be received no later than 5:00 pm Pacific time on the fifth business day following the debriefing. The written appeal should be addressed to the CHHS Operations Manager, signed by the applicant, and submitted in one of the following ways:

Email: chhsrfp@spokanecity.org
Subject line should clearly state “APPEAL of RFP Funding Decision”

Mail:
ATTN: CHHS Operations Manager
Spokane City Hall, 6th Floor
808 W. Spokane Falls Blvd
Spokane, WA, 99201

The appeal must identify the RFP, the grounds for the appeal from the list below with specific facts, and complete statements of the action(s) being appealed. A description of the relief or corrective action being requested should also be included.

Only appeals stipulating an issue of fact concerning the following subjects will be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this RFP, CHHS, local, state, or federal policy.

Appeals will be dismissed as without merit if they address issues such as an evaluator's professional judgment on the quality of an application, or the City's assessment of its own and/or other agencies' needs or requirements.

Scores received are not a valid basis of appeal and will be dismissed as without merit unless included with facts supporting bias, discrimination, or conflict of interest on the part of an evaluator.

The written appeal will be reviewed by the CHHS Director. The CHHS Director is not involved in the award process. The CHHS Director will consider the record along with all available facts and issue a final decision within ten (10) business days of receiving the appeal.

The final determination of the appeal shall:

- Find the protest lacking in merit and uphold the selection committee's action; or
- Find only technical or harmless errors in the selection committee's process and determine the selection committee to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the selection committee options which may include:
 - Correct the error(s) and re-evaluate all applications, or
 - Cancel this RFP and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.