



COMMUNITY, HOUSING, AND
HUMAN SERVICES
DEPARTMENT
808 W. SPOKANE FALLS BLVD.
SPOKANE, WASHINGTON 99201
509.625.6325
FAX 509.625.6315

Affordable Housing Development and Tenant Based Rental Assistance

Request for Proposals

2025-2026 Program Year

The City of Spokane assures that grants will be conducted and administered in compliance with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432 and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (title II) and implementing regulations.



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STAFF CONTACTS

Heather Page, HCD Program Manager	hpage@spokanecity.org	509-625-6578
John Gammal, HOME Program Administrator	jgammal@spokanecity.org	509-625-6056
Arielle Anderson, Director	arielleanderson@spokanecity.org	509-625-6055

FUNDING ALLOCATION SCHEDULE

(Subject to change without notice)

Activity/Process	Date
RFP Advance Notice sent out via e-mail	March 3, 2025
Public Notice of Funding Availability	March 6, 2025
Applications Available	March 6, 2025
Individual Technical Assistance meetings available*	March 20 – April 25, 2025
Technical Assistance Virtual Workshops*	March 19, 2025
Applications Due 5:00 pm	May 5, 2025
Acknowledgement Letter sent to all applicants	May 8, 2025
Staff reviews	May 6 – May 19, 2025
Affordable Housing Committee application review	May 19 – June 9, 2025
Affordable Housing Committee funding recommendations	June 10, 2025
CHHS Board reviews funding recommendations	July 2, 2025
CHHS Board recommendations presented to Council Committee	July 14, 2025
City Council approval of funding recommendations	July 28, 2025
Applicants notified of funding decisions	August 1, 2025

***Applicants must attend either the technical assistance workshop or an individual technical assistance meeting before submitting an application. Applications will be rejected if the applicant does not participate in a technical assistance session.**

APPLICATION AND SELECTION PROCESS

Before you begin preparing the application, we recommend that you review this document thoroughly to understand the specific requirements of the funding sources, as well as the Affordable Housing Program application process.

We expect an applicant to have real estate/project development/service provider experience or to bring in team members/partner organizations who can provide that expertise. The applicant is responsible for securing all additional funding necessary to fund/finance the project. Formal commitment of Affordable Housing Program funds will not be made until all funding sources are secured.

All applicants and associated partners and employees must review the conflict-of-interest information located in this document. All conflicts will be reviewed by the CHHS Director and City Legal and must be addressed in a satisfactory manner.

The following outlines the typical process of an application for Affordable Housing funds.

- Applicant contacts appropriate staff for technical assistance if unable to attend a technical assistance workshop.
- Applicant submits application and all associated documents via the Neighborly Portal.
- Staff conducts a threshold review of the applications, obtains additional information and clarification, and summarizes information for the appropriate review committee. The threshold review will be completed within two weeks from the application deadline. The purpose of this screening is to determine the completeness of each application, and project eligibility for affordable housing funding criteria.
- The Affordable Housing Committee (AHC) review and rating period will occur approximately two weeks following the threshold review, depending on the number of applications. The appropriate committee will score the proposals, recommend proposals for funding, and identify funding amounts for recommended proposals. AHC will submit funding recommendations to the CHHS Board for review.
- The CHHS Board reviews the funding recommendations. If in agreement, the CHHS Board will vote to approve the recommendations and forward them to the City Council for final approval.
- Funding recommendations generated by this RFP are not considered final until the Spokane City Council approves the funding recommendation.
- 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. For applicants not selected for funding, the email will identify the reason(s) that a project was not selected for funding.

Please Note: At closing of an acquisition, new construction, rehabilitation project, borrower will be responsible for paying the outside counsel costs associated with the creation of the City’s legal documents.

Application Submission:

Applications are available at <https://portal.neighborlysoftware.com/SPOKANEWA/Participant>

Complete applications must be received by the CHHS Department by 5:00 p.m., Monday, May 5, 2025.

Applicants must complete and electronically sign the application forms. Instructions for completing the application are attached to the application. **Applications with critical omissions will be rejected.**

Disclaimer: City of Spokane CHHS Department reserves the right to not award all available funds if submitted proposals do not meet the evaluation and funding criteria or do not address the program priorities. Funds not allocated during a funding cycle may be awarded during a subsequent application cycle.

EVALUATION CRITERIA:

Acquisition, New Construction, Rehabilitation

- **Conceptual Soundness** - The project design and scope of work are consistent and feasible and respond to an identified housing need. The proposed site(s), structure(s), location(s), and program design are appropriate for the proposed residents. Elements of the project concept meet all threshold and eligibility requirements of the funding sources, including affordability. The application clearly defines AMI/qualifying populations served as required by the requested funding source. The project will work to promote fair housing, and/or includes partnerships between organizations that work to reduce disparities in housing, and who serve marginalized and impacted communities. Project addresses the funding priorities, for the funding source requested.
- **Financial Feasibility** - Budget forms are consistent, accurate, and thorough. Estimates and costs are reasonable and well supported or justified. The required leveraged funds were clearly identified. Documentation of conditional and committed funds is included. Proposed sources of funds are matched to eligible activities. The operating pro forma indicates sufficient cash flow and reserves to maintain and operate the project in a prudent and responsible manner for the length of commitment. The rents and/or mortgage payments are consistent with affordability requirements.
- **Organizational Capacity** - The skills and experience of the project sponsor and the development team are appropriate to the size and complexity of the project. The sponsor organization is fiscally sound and has reliable systems and personnel to manage and account for public funds. The sponsor has realistically assessed obstacles and challenges, including shortfalls in organizational expertise, and has a reasonable mitigation plan to address them. Partnerships between the applicant and organizations that work to reduce disparities in housing and who serve marginalized and impacted communities are

established. The project's management plan assures reasonable operation and maintenance of the project or program for the length of commitment.

- **Readiness** - The project timeline is well-thought out, complete, and potential delays have been considered. The project schedule and cash flow statement indicate that all proposed and conditional funds will be committed within 12 months of the City's preliminary award, project must commence within 24 months of the preliminary award announcement. Issues of site control, zoning, special permits, environmental hazards, and licensing are identified and already resolved, or can be resolved in a timely manner. The status of architectural plans, cost estimates, and project financing contribute to the timeliness of the proposed schedule.

Homeownership

- **Conceptual Soundness** -The proposed site(s), structure(s), location(s), and program design are appropriate for the qualifying populations identified as being served in the application. The project concept meets all threshold and eligibility requirements of the funding sources, including affordability. The application clearly defines AMI/qualifying populations served as required by the requested funding source. The project will work to promote fair housing, and/or includes partnerships between organizations that work to reduce disparities in housing, and who serve marginalized and impacted communities. The applicant clearly articulates how and which 1406/1590 funding priorities the project meets. Applicants meeting multiple priorities may receive a higher score. Applicant provided policies and procedures, which articulate the homeowner selection and homeowner financing requirements, clearly demonstrating that homeowners will NOT be cost burdened by the costs of homeownership.
- **Financial Feasibility** - Budget forms are consistent, accurate, and thorough. Estimates and costs are reasonable and well supported or justified. The required leveraged funds were clearly identified. Documentation of conditional and committed funds is included. Procurement and financial management policies and procedures were provided and clearly indicate that the applicant has the adequate financial management systems and practices in place to manage the award in accordance with 2 CFR 200. The budget indicates sufficient cash flow and reserves to maintain and operate the project in a prudent and responsible manner for the length of commitment.
- **Organizational Capacity** - The applicant has experience developing homeownership projects or is partnering with an experienced organization on the project. The applicant has realistically assessed obstacles and challenges, including shortfalls in organizational expertise, lack of available property, and has a reasonable mitigation plan to address them. The project's management plan assures reasonable operation and timely completion of the project.

- **Readiness** - The project timeline is well-thought out, complete, and potential delays have been considered. The project schedule indicates that all proposed and conditional funds will be secured and the project will commence within 24 months of the preliminary award announcement.

HOME-ARP TBRA

Conceptual Soundness - The project is well-defined. It is easy to understand the services offered, how the services will be offered, the intake process, and the process for determining household eligibility. Support for all the qualifying populations has been addressed in the proposal. The project promotes fair housing. Project objectives and a process for measuring project outcomes is identified. Project addresses RFP priorities for TBRA.

Financial Feasibility - The proposed budget covers the total costs for the project and identifies the total funds committed to the project. Budget is consistent with eligible, reasonable, and justified costs. Current projects in the service provider's portfolio are fiscally healthy, no audit findings, no public reports of fiscal instability. Leveraged funds have been identified and documented.

Organizational Capacity and Project Readiness - The service provider has experience with tenant-based rental assistance or similar programs or has partnered with an organization that has experience. Service staff is experienced, staff turn-over is low, staff meet the standard requirements for like positions. The service provider has adequate financial management systems and practices in place to manage the award in accordance with 2 CFR 200. Project can be fully operational within three (3) months.

FUNDING SOURCES

Source	Amount
1590 Affordable Housing Development	\$5,000,000
1406 Affordable Housing Development	\$1,000,000
*U.S. Department of Housing and Urban Development, HOME Investment Partnership Program (HOME)	\$1,131,870
U.S. Department of Housing and Urban Development, HOME Investment Partnership Program (HOME) Community Housing Development Organization (CHDO)	\$224,153
U.S. Department of Housing and Urban Development, HOME Investment Partnership Program- American Rescue Plan Tenant Based Rental Assistance (HOME- ARP TBRA)	\$500,000

The City of Spokane, through the Community, Housing, and Human Services Department, is seeking proposals for projects that will address the affordable housing crisis within the city limits of Spokane. The City of Spokane’s priority goal for this Affordable Housing Development Request for Proposals (RFP) is to increase and preserve the affordable housing inventory and support affordable housing opportunities for extremely low and low-income households.

Four funding sources, for an estimated total of \$7,856,000 are included in this request for proposals. HOME and HOME-CHDO funds are an estimate based off previous federal allocations. These estimates may change.

Eligible affordable housing activities for this funding round are based on the restrictive uses identified by each funding source. Household Area Median Income (AMI) requirements and qualifying population requirements vary by funding source. Applicants must pay close attention to the AMI and qualifying populations requirements.

The funding available in this funding round is gap funding. Applicants may request up to twenty-five percent (25%) of the total project cost in this RFP. TBRA is the exception. See page 11 for more information.

All acquisition, new construction, rehabilitation, homeownership projects must commence within 24 months of the award announcement or the funding may be reallocated. Seek technical

assistance if development timeline exceeds this timeframe. TBRA projects should be fully operational within 3 months of contract execution.

Funding Source	Estimated Amount	Eligible Activities	AMI/Population Requirements
1406	\$1,000,000.00	Acquisition, new construction, homeownership	60% AMI for new units; 80% for homeownership
1590	\$5,000,000.00	Acquisition, new construction, homeownership, rehabilitation <u>resulting in new units</u>	60% AMI for all activities; Must serve: Persons with disabilities including behavioral health disabilities; Veterans; Senior citizens; Persons who are homeless or at-risk of being homeless, including families with children; Unaccompanied homeless youth or young adults; Domestic violence survivors.
HOME	\$1,131,870.00	Acquisition, new construction, rehabilitation	50% AMI or less
HOME CHDO	\$224,153.00		Certified CHDO
HOME-ARP TBRA	\$500,000.00	Tenant Based Rental Assistance to include rental assistance, security deposit payments, utility deposit assistance, costs of inspection, costs of income verifications	No AMI requirement; Must serve: Veterans; Persons who are homeless or at-risk of being homeless, including families with children; Unaccompanied homeless youth or young adults; Those fleeing domestic violence, human trafficking, Other as defined in CPD 21-10.

ELIGIBLE COSTS BY ELIGIBLE ACTIVITY TYPE:

Program funds may be used to pay the following project costs by activity type.

Acquisition, Construction, Rehabilitation

See application for budget worksheet.

- Acquisition of land/existing structures - Costs of acquiring improved or unimproved real property including the purchase price of the property, closing, title and recording costs. Acquisition must lead to new units of affordable housing within 24 months of execution of an affordable housing contract. Seek technical assistance if development timeline exceeds this timeframe.
- Development hard costs - Costs to meet applicable new construction standards and rehabilitation standards. For construction/rehabilitation the costs may include demolition, actual construction costs, utility connections, and site improvements. Construction and rehabilitation projects must commence within 24 months of the preliminary award announcement. Seek technical assistance if development timeline exceeds this timeframe.
- Broadband Infrastructure - Costs to wire the property for broadband internet.
- Related soft costs and other development costs - Other reasonable and necessary costs incurred by the owner or the City of Spokane associated with the financing and/or development of new construction or acquisition. Such costs may include architectural and engineering fees, legal fees, financing fees, project audit costs, funding of an initial operating deficit reserve for new construction, staff and overhead costs directly related to carrying out a project, impact fees, affirmative marketing, and fair housing information services, as long as they are a part of the project. This can include GFCs if part of the overall development budget.
- Relocation costs - Cost of relocation payments and other costs for permanent or temporary relocation, including staff and overhead.

Homeownership

See application for budget worksheet.

- Acquisition of land/existing structures - Costs of acquiring real property including the purchase price of the property, closing, title and recording costs. Acquisition must lead to new unit(s) of affordable housing within 24 months of execution of an affordable housing contract.
- Construction/Rehabilitation hard costs - Costs to meet applicable new construction standards and rehabilitation standards. For construction/rehabilitation the costs may include demolition, actual construction costs, utility connections, and site improvements. Construction and rehabilitation projects must commence within 24 months of the preliminary award announcement. Seek technical assistance if development timeline exceeds this timeframe.
- Related soft costs and other development costs - Other reasonable and necessary costs incurred by the owner or the City of Spokane associated with the financing and/or development

of affordable housing. Such costs may include architectural and engineering fees, legal fees, financing fees, project audit costs, bidding costs, impact/mitigation costs, staff and overhead costs directly related to carrying out a project, impact fees, affirmative marketing, and fair housing information services, if they are a part of the project. This can include GFCs when applicable and if part of the overall development budget.

- Relocation costs - Cost of relocation payments and other costs for permanent or temporary relocation, including staff and overhead.

Tenant Based Rental Assistance

See application for budget worksheet.

Tenant Based Rental Assistance is an extremely flexible rental assistance program in comparison to other Eviction Prevention funds currently available in our community.

An application for TBRA should have clear policy on how households will be identified and referred to the program. We expect that the applicant will work closely with existing community organizations; and this collaboration must be succinctly outlined in the application. Further, an applicant must demonstrate how inspections will be conducted. A provider may either contract with an agency that currently performs inspections (NSPIRE) or may use administrative funds available in this RFP to obtain NSPIRE certification for their staff.

- Up to eighty percent (80%) of a households' rent may be paid through rental assistance payments for up to 24 months. Rent standards for each unit size shall not be less than ninety percent (90%) of the published Section 8 Existing Housing FMR (in effect when the payment standard amount is adopted) nor more than FMR or the HUD-approved community-wide exception rent.
- Up to one hundred percent (100%) of security deposit payments (not to exceed two months of rent) is an eligible cost.
- Utility deposit assistance is an eligible cost only if rental assistance or a security deposit payment is provided.
- Costs of inspections and the costs of income verifications are eligible costs. Program administration is not an eligible cost.

QUALIFYING POPULATIONS

HOME-assisted projects have an AMI restriction but no additional qualifying populations requirement.

1406-assisted projects have an AMI restriction but no additional qualifying populations requirement.

1590-assisted projects have an AMI restrictions AND must serve one or more of the following qualifying populations:

- Persons with disabilities including behavioral health disabilities;

- Veterans;
- Senior citizens;
- Persons who are homeless or at-risk of being homeless, including families with children;
- Unaccompanied homeless youth or young adults;
- Domestic violence survivors.

HOME-ARP TBRA must serve one of the following qualifying populations, but has no AMI restriction:

- Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“McKinney-Vento”);
- At risk of homelessness, as defined in section 401 of McKinney-Vento;
- Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking;
- Part of other populations where providing supportive services or assistance would prevent a family’s homelessness or would serve those with the greatest risk of housing instability; or
- Veterans and families that include a veteran family member that meet the criteria in one of (1)-(4) above.

FUNDING PRIORITIES

The City of Spokane reserves the right to identify yearly funding priorities for City assisted projects.

All projects receiving HOME funds in this funding round must increase or preserve the current stock of available housing, available to extremely low to low-income households in the City of Spokane.

All projects receiving HOME-ARP TBRA funding in this funding round must support affordable housing options for qualifying households.

All projects awarded 1406 or 1590 funding in this funding round must meet the following funding priorities:

- Constructing mixed-use housing
- Constructing new units of affordable housing
- Creating permanently affordable housing, defined as maintaining affordability for households earning up to 60% of AMI for at least forty (40) years for rental housing and for at least twenty-five (25) years for owner- occupied housing
- Distributing attainable housing throughout the City, in a variety of neighborhoods and in closer proximity to services such as parks and open space, schools, and grocery stores
- Locating housing near public transit lines, preferably within 1/4 mile of a high-performance transit line
- Constructing mixed-use housing
- Constructing new units of affordable housing that would be shovel ready within 6 months and/or move-in ready within 18 months
- Comply and promote Fair Housing.
- Constructing units that are safe and accessible, regardless of age, physical ability or stature; and

- Constructing units that use less net energy and require less maintenance in order to reduce long term costs of ownership
- Projects which include anti-displacement strategies
- Constructing new units of affordable housing that allow for occupant homeownership, rent-to-own leases, or cooperatively owned multi-family projects.

FUNDING POLICIES

Financing - Acquisition, New Construction, Rehabilitation

Low-cost affordable housing development financing is made available in the form of low interest, potentially deferrable, potentially forgivable loans. Final terms and conditions will be negotiated on a case-by-case basis upon review of the project's development budget, operating pro forma, and debt coverage ratio.

Grants – Homeownership, HOME-ARP Tenant Based Rental Assistance (TBRA)

HOME-ARP TBRA funds will be awarded as multi-year grants.

Funds for homeownership projects will be awarded as a grant. However, the City's interest in the project will be secured through a grant agreement, recorded deed of trust, and covenant agreement restricting the use of the property for the length of the Period of Affordability. The City reserves the right to review and approve future transfers of the secured property for income and qualifying household eligibility.

Security Interest:

The City of Spokane secures its interest in projects funded with loans through a promissory note and loan agreement secured by a recorded deed of trust and covenant agreement restricting use of the property.

For favorable financing from the City of Spokane, the project owner/developer agrees to the imposed Period of Affordability (POA) as defined in the City's Loan Agreement. Affordability provisions are recorded as covenants running with the land and will remain in force even if the property is sold and/or the loan is repaid prior to the expiration of affordability terms.

1406 and 1590 funded projects are required to meet a minimum (mandatory) Period of Affordability of 40 years for non-homeownership activities. Homeownership activities are required to meet a minimum (mandatory) Period of Affordability of 25 years.

The HOME program requires a minimum (mandatory) Period of Affordability of *5 to 15 years for acquisition or rehabilitation of existing housing, 20 years for new construction or acquisition of newly constructed rental housing.

Project owners or developers interested in the production of rental units are strongly encouraged to consult with the City of Spokane's Community, Housing, and Human Services Department staff regarding occupancy requirements, maximum rents for City-assisted units prior to submitting an application. The 2024 maximum rents allowed (including utilities), and income guidelines, are provided in Appendix D. Homeownership sales price limits are provided in Appendix F. These

numbers could change between release of this RFP and project selection. The City will communicate with selected projects in the event that there is a change.

Projects involving multi-family units where less than 100% of the units are City-assisted, may only allocate costs to City-assisted units using a pro-rata cost allocation method.

*Based on amount of City assistance in the project.

ELIGIBLE APPLICANTS:

Applicants must have prior experience in developing and managing the type of project they undertake or work closely with an experienced affordable housing partner organization. Applicants must demonstrate that they or their development team have the skills and experience needed to develop and operate the affordable housing property for the imposed affordability period. Applicants should also demonstrate knowledge and/or experience in promoting fair housing.

Organizations must be licensed and have Federal Tax ID number/employer identification number (EIN) and Unique Employer Identification (UEI).

The following types of organizations are eligible to apply for funds:

- For-profit entities, including individuals, partnerships, corporations, limited liability companies, and limited liability partnerships.
- Non-profit organizations, including Community Housing Development Organizations (CHDOs) either as an Owner, Developer or Sponsor.
- Housing Authorities.

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDOs):

Throughout the RFP and the application, all references to HOME will also apply to HOME CHDO. Federal regulations require a minimum of 15% of the annual HOME allocation to the City be set aside for housing projects that are owned, sponsored, or developed by CHDOs. City of Spokane encourages non-profit housing organizations interested in submitting an application for a HOME-eligible affordable multi-family rental housing development, to review the CHDO certification application included in Neighborly. By-and-For agencies are encouraged to apply for HOME funds and CHDO certification if submitting an application for a HOME-eligible affordable multi-family rental housing development. It is anticipated that a By-and-For agency desiring to create affordable housing units will partner with a skilled developer to carry out the project.

LEVERAGING:

The City of Spokane expects affordable housing development projects to leverage all available funding resources. The funding available in this funding round should be viewed as filling a gap in a

project's budget. Applicants may request up to twenty-five percent (25%) of the total project cost in funding through this RFP. TBRA is the exception.

TBRA applicants must match 50% of the funding request. In many cases this may be the equivalent of the costs of administering a TBRA program outside of income verifications and housing inspections.

All projects are evaluated to determine if they are receiving excessive federal or local subsidies through an analysis of all the financing available to the project. All direct or indirect government assistance must be identified in the application, including contributions of federal, state, and local governments and/or agencies.

Any federal funds invested in a project through a non-federal funding source are considered to be federal funds. For example, federal funds in a weatherization program administered by the City, non-profit, or those which flow through a state agency are considered to be federal funds when evaluating the project's financing.

PROJECT CONSISTENCY WITH LOCAL CODES:

New construction projects must be built to meet current City building code to achieve a Certificate of Occupancy, Washington State Energy code and meet Section 504 and Fair Housing Act accessibility requirements.

For rehabilitation projects, multifamily rehabilitation property standards must also be met, which generally describe methods/materials to be used for rehab, health & safety (address life threatening deficiency immediately if occupied), assess major systems (structural, roofing, cladding, windows/doors/siding), plumbing, electrical, and HVAC.

Completion of the City of Spokane's pre-development conference is a consideration during application review.

CONFLICT OF INTEREST

In allocating funds for affordable housing development and housing related services, the City of Spokane relies on the substantial expertise available from private and public sector individuals who have agreed to volunteer their time. The City recognizes that these individuals, and the entities with which they are associated, may have an interest in applying for the funding made available through this program. While the City recognizes the need to protect against the exercise of undue influence in obtaining benefits made available through this program, the program should be available to those who have the experience, expertise, and willingness to undertake the development of critically needed housing or housing related services for low-income, Spokane residents. At the same time, it is necessary to ensure that the City retains its ability to call upon residents to assist in the ongoing development of the program, without requiring them to forego possible benefits from the program.

The conflict in a conflict of interest exists when there is a perception of conflict regardless of whether a particular individual is influenced by a secondary interest. If the circumstances are reasonably believed (based on experience and objective evidence) to create a risk that decisions made may be unduly influenced by other interests, then a conflict does exist. Any conflict of interest must be disclosed, and the appropriate procedures must be followed. A conflict of interest may be classified as one of the following:

Primary and Material Conflicts of Interests - A project will not be eligible if any of its sponsors, owners, or members of their households or immediate families are directly involved in the evaluation and funding determinations under the program. These include, but are not limited to: 1) members of the Spokane City Council or staff, the CHHS Affordable Housing Committee, the CHHS Board; 2) staff members of the City of Spokane Community, Housing, and Human Services; 3) members, staff members, or family members of any developer consultant or developer membership group; 4) members of any other state or local government unit that has regulatory involvement in the development, site, or approval of the project; and 5) board members and employees of any organization under contract or retained by the City to manage, advise, or assist in the program for compensation.

Remote Conflicts of Interest - A project owner or sponsor must adhere to the following procedures when they or a member of their household or immediate family are directly involved in the management of or serves in a decision or policy making capacity with the program. In addition, these procedures must be adhered to if the sponsor is a membership group, corporation or partnership and there is a director, officer, partner, or shareholder who is directly involved in the management of or serves in a decision or policy making capacity with the program. Under such circumstances, the project sponsor or owner must:

1. disclose in writing the existence and extent of a conflict of interest and the individual, or group's interest in the project to the program staff and/or Director of the City of Spokane Community, Housing, and Human Services Department;
2. the individual, or group with a conflict of interest must remove himself/herself from all involvement in the process of evaluating and determining whether the project is eligible for, and/or approved for, funding;
3. the individual, or group with a conflict of interest must refrain from influencing any other person involved in evaluating and/or determining whether the project is eligible for, and/or approved for, funding; and/or
4. an individual, or group with a conflict of interest regarding project proposals under consideration will not vote on or rank projects during the funding round in which his/her project is being considered.

The application includes a conflict-of-interest form to be used in disclosing conflicts of interest. All owners/developers/sponsors/providers must review and complete the form. The CHHS Director will consult with City Legal regarding all potential conflicts of interest and will make decisions concerning conflict of interest issues on an individual basis.

RFP 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

Or Mail:

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

Or 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. This information is publicly posted.

The selection committee members 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”

Or 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, 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.

SPECIAL CONDITIONS & GENERAL INFORMATION

City of Spokane Business License

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The SUBRECIPIENT shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the SUBRECIPIENT does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

Insurance Requirements

During the term of the agreement, the SUBRECIPIENT shall maintain in force at its own expense, the following insurance coverages:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers; and
- B. 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. It shall include contractual liability coverage for the indemnity provided under this contract. It shall provide that the City, its officers and employees are additional insureds, but only with respect to the GRANTEE's services to be provided under this contract;
 - 1) Acceptable supplementary Umbrella insurance coverage, combined with the GRANTEE's General Liability insurance policy must be a *minimum* of \$1,000,000, in order to meet the insurance coverages required under this Contract.
- C. 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 and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the SUBRECIPIENT or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the SUBRECIPIENT shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for SUBRECIPIENT's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The SUBRECIPIENT shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

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.

Service-Disabled Veteran, Minority, & Women-Owned Business Participation

The City encourages participation in all of its RFPs 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. The City encourages participation in all of its RFPs by Service-Disabled Veteran-Owned businesses as certified by the SBA through the Veteran Small Business Certification (VetCert) Program.

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

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 m_lowmaster@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), Page 10 of 11 families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.

ADMINISTRATIVE REQUIREMENTS:

The CHHS Department often receives inquiries about administrative details. The following information addresses questions frequently asked by applicants:

- Affordable Housing funds for approved projects will only be disbursed upon presentation of an acceptable request for funds through the Neighborly portal. Requests for payment will require documentation of expenses. Construction projects may require additional documentation.
- Performance/construction progress reporting is due each month and submitted through the Neighborly portal. Requests for payments may be held until CHHS receives the performance/progress report.
- Requests for payment are typically paid within 30 days of receipt. To receive payment, the subrecipient must submit all required documentation of expenses as outlined in the contract.
- A retainage of up to \$1,000.00 will be held until the project is complete and the City receives a project completion package. At a minimum, the completion package would include a final certificate of occupancy, Rental Completion form, acceptance of the work by the lenders/owners, and settlement of all claims (if any). In the case of homeownership projects the completion package would include all income verifications, qualifying populations certifications (not already provided as part of reimbursement requests), and any outstanding property and beneficiary data. The City of Spokane does not accept retainage bonds.
- Upon completion, the owner/sponsor/developer will provide certification of the final project cost and a final sources and uses statement reflecting the project's actual financial position.
- When applicable, tenant income and eligibility as a qualifying population will be verified annually, and National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections will be conducted for rental units assisted with HOME, HOME-ARP TBRA, 1406, and 1590 funds.
- The Affordability Period requirement is recorded as a covenant running with the land and is not removed when the property is sold, the debt repaid, etc.

TECHNICAL ASSISTANCE

Virtual Workshop

2:00 pm to 3:00 pm on Wednesday, March 19, 2025.

Please contact HCD Program Manager, Heather Page at hpage@spokanecity.org or the Home Program Administrator, John Gammal at jgammal@spokanecity.org, for an invitation.

Individual Technical Assistance Meetings

Individual technical assistance meetings are available by appointment March 19 – April 28, 2025. Contact the following staff to schedule an appointment:

Heather Page, HCD Program Manager	hpage@spokanecity.org	509-625-6578
John Gammal, HOME Program Administrator	jgammal@spokanecity.org	509-625-6056

APPENDIX A, DEFINITIONS

Accessibility - Depending upon its size or funding, a project may be required to make alterations to, or construct a portion of, units as accessible to persons with disabilities to comply with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8), the Americans with Disabilities Act, Washington State, City of Spokane Code and/or other local requirements.

Affirmative Marketing - Direct marketing efforts or outreach to those populations, which may need special consideration in regard to receiving 1406, 1590, CDBG or HOME funded services, housing, or economic opportunities, without regard to race, color, national origin, sex, religion, familial status or disability. Procurement activities must encourage the use of minority and women-owned businesses consistent with 24 CFR Part 92 §351. Multi-family projects (five or more units) are required to practice affirmative marketing in advertising vacancies per the Fair Housing Act 42 USC 3601.

Affordability Period - A stipulated time period under which a project must remain affordable to low-income individuals and households.

Affordable Housing - Housing for which monthly costs, including rent or mortgage payments and utilities, do not exceed 30% of a low-income household's monthly income adjusted for family size.

Amortization – Payment of a loan in regular installments of principal and interest.

Appraised Value – The value the property should sell for in the marketplace, as estimated by a professional appraiser.

Break Even Point Ratio (BEP) – The ratio of the sum of total expenses and debt service divided by the gross rent (income). The ratio is an indicator of how much occupancy must occur to ensure that a project's income meets all required cash disbursements.

By-and-For Agency – By 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.

Cap Rate - A measure of the return on investment used by appraisers, property developers and/or lenders. It is the market cash flow rate of return available on an investment into real estate, as a result of owning and operating a property.

Cash Flow – Cash available for the property owner after vacancy, expenses, and debt service payment have been deducted from gross income.

Children and Youth - Persons less than 18 years of age.

Chronic Homeless – Any disabled single individual who has been continuously homeless for one year or has had 4 episodes of homelessness in three years.

Conversion – A rehabilitation of a structure from a use, which does not provide permanent housing to one which provides permanent housing. For example, the rehabilitation of a hospital, nursing facility, office building, or warehouse to apartments.

Debt Coverage Ratio (DCR) - A ratio of the project's Net Operating Income (NOI) divided by the debt service payment. DCR reflects the project's ability to repay its debt. A 1.0 ratio would mean the project could barely make its debt/loan payments. A 1.15 ratio indicates that there is a cushion of 15%, or that operating income exceeds the debt/loan payments by 15%.

Debt Service Payment – Payment made to lender for funds borrowed for projects.

Deed of Trust – A legal instrument by which the borrower gives the lender an interest in the property.

Developer Fee – A fee paid to the developer for services. It is used to offset overhead and is paid through the development process. It is usually based on a percentage of the costs, dollars per buildable square feet, or dollars per unit.

Disabilities (persons with) - Individuals with a physical or mental impairment that substantially limits major life activities, has a history of such impairment, or is regarded as having such impairment.

Displacement – The permanent relocation of a person (to include families, individuals, businesses, nonprofit organizations, and farms) because of a project assisted with federal funds through The City.

Economic Opportunity - Part or full-time employment options and related placement or training activities. Economic opportunities also include those business activities, which are essential to providing necessary retail, service, trade, and industrial facilities within a community.

Equity - The difference between the value of a property and the loans against the property. Equity can be in the form of cash or appreciation or the owner's work contributed to the project (sweat equity).

Extremely Low-income Persons - A member of a household, which has a gross annual income at or below 30% of the area median annual income adjusted by household size.

Fair Housing - Under Federal Fair Housing law, it is illegal to deny the opportunity to qualify for housing on the basis of race, religion, color, sex, national origin, family status or disability.

Fair Market Rent – Fair Market Rent means the rent that would be required to be paid in a particular housing market area in order to obtain privately owned, decent, safe, and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Rents are established by the Department of Housing and Urban Development for dwelling units of different sizes (number of bedrooms). Fair Market Rent includes utilities, except telephone and cable television.

501(c)(3) Corporation - A non-profit corporation which has received a tax-exempt ruling from the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code of 1986.

Group Home - Single family home converted to a dwelling for multiple households. Often directed at special needs populations (such as disabled veterans or survivors of domestic violence) who do not require constant supervision, but who are not ready, financially and/or physically, for independent living.

Homeless Persons - A member of a household, which due to lack of income, eviction, physical or mental disability, family crisis or other event or situation is unable to independently obtain permanent, stable, affordable housing.

Homeownership - Ownership in fee simple title in a 1- to 4-unit dwelling or in a condominium unit, or equivalent form of ownership approved by HUD. The land may be owned in fee simple, or the homeowner may have a 99-year ground lease. For housing located on a Community Land Trust, the ground lease must be 50 years or more. Right to possession under a contract for deed, installment contract, or land contract (pursuant to which the deed is not given until the final payment is made) is not an equivalent form of ownership. The ownership interest may be subject only to the restrictions on resale; mortgages, deeds of trust, or other liens or instruments securing debt on the property as approved by the participating jurisdiction; or any other restrictions or encumbrances that do not impair the good and marketable nature of title to the ownership interest. If the cooperative or mutual housing project receives Low Income Housing Tax Credits, the ownership or membership does not constitute homeownership.

Lender Loan - A loan provided by a financial institution.

Leverage – The ratio of total project dollars from other sources as compared with City funds as compared to total project dollars from other sources. Leverage of public resources is the ratio of resources from government sources or programs to the resources from non-government sources.

Lien - A claim against a property filed with The City in which the property is situated. It can be the result of using the property as collateral or security for a loan. Other sources of liens are taxes and liens placed by a contractor or other party who is owed money for work or goods used to improve the property.

Loan-to-Value (LTV) - The ratio of the debt on a property to the value of the property. Due to the variation in the real estate market and the potential for deterioration in value (e.g., if a property is neglected), lenders do not like to exceed 75% to 80% LTV on commercial real estate property.

Low-Income Persons - A member of a household, which has a gross annual income at or below 80% of the area median annual income adjusted by household size.

Median Family Income - Household income adjusted for family size in an urban area.

Multi-family Property - Apartment complexes (five or more units) where each unit is equipped with a bathroom and kitchen.

National Standards for the Physical Inspection of Real Estate (NSPIRE) - Minimum health and safety standards established under 24 CFR 92.251(b)(1)(viii). NSPIRE will apply to affordable housing projects in October 2024.

Non-Profit Corporation – A corporation which has received certification from the Internal Revenue Service as to its non-profit status. Typically, these receive a tax-exempt ruling from the Internal Revenue Service under section 501(c) (3) or (4) of the IRS Code of 1986.

Permanent Loan – Long term financing that allows the owner to pay for the cost of the development over the course of its useful life. Also known as a take-out or primary loan.

Permanent Supportive Housing - Permanent supportive housing is affordable housing for very low and extremely low-income individuals and families that is linked to a range of support services that enables special needs populations to live as independently as possible without a time limit on residency. The supportive services may be provided directly by the owner, developer, sponsor, or by service providers under a written agreement.

Recapture/Resale - Resale or recapture provisions are triggered when, during the period of affordability, the housing ceases to be the principal residence of the buyer who was assisted with City funds. The resale or recapture provisions are triggered by any transfer of title, either voluntary or involuntary, during the established period of affordability.

Relocation - Individuals and businesses that occupy homes and commercial buildings, which may be acquired and/or rehabilitated with Federal funds, are protected under the Uniform Relocation Act, as amended (49 CFR, part 24). Under this Act, those individuals and businesses affected are entitled to certain rights and benefits and must be adequately notified of each phase of the application and construction process.

Section 3 of the Housing and Urban Development Act of 1968 - To the greatest extent *feasible*, low-income persons will benefit from training and employment arising from the use of federal funds. In addition, efforts shall be made to obtain contracts from locally owned businesses.

Security - Assets pledged to support a loan. In general, a security interest is perfected through Deeds of Trust for real property and ICC filings for personal property. Alternate security instruments may include liens against other property, guarantees, a lender's letter of credit, and account receivables.

Single Family Property - Detached or attached homes (one to four units); each home designated for one household.

Single Room Occupancy (SRO) - Units with sanitary or food preparation area, or both, if new construction. If rehabilitation, unit may or may not have sanitary and food preparation areas. Units may have common facilities. Does not include student housing.

Substantial Rehabilitation - Rehabilitation that exceeds \$25,000 per dwelling unit.

Transitional Facilities - Complexes providing living units and services (e.g., counseling, job training, and housing placement) for a certain population, such as the homeless, the mentally ill, or battered women.

Uniform Physical Condition Standards (UPCS) - Minimum health and safety standards that must be maintained by properties funded through CHHS. This will change to National Standards for the Physical Inspection of Real Estate (NSPIRE) in October 2024.

Very Low-income Persons - A member of a household, which has a gross annual income at or below 50% of the area median annual income adjusted by household size.

APPENDIX B, REGULATIONS/REQUIREMENTS

The following is a list of regulations and requirements which typically apply to housing projects. Individual projects may be subject to additional laws and regulations. By signing an application for financial assistance from the City of Spokane Community, Housing, and Human Services Department, project sponsors agree to comply with **all** applicable laws and regulations.

Federal Statutes:

- (i) Americans with Disabilities Act;
- (ii) The Fair Housing Act (42 USC 3601-3620) and The Fair Housing Amendments Act of 1988;
- (iii) Architectural Barriers Act of 1968;
- (iv) Housing and Community Development Act of 1974 and Housing and Community Development Act of 1992, Title X, including the “Barney Frank Amendments” Section 104 (d);
- (v) Civil Rights Act of 1964 (42 USC 2000 d et. Seq.), and Civil Rights Act of 1968;
- (vi) Age Discrimination Act of 1975 (42 USC 6101);
- (vii) Housing and Urban Development Act of 1968;
- (viii) Uniform Relocation and Real Property Acquisition Policies Act of 1970;
- (ix) Rehabilitation Act of 1973;
- (x) Davis-Bacon Act, and related acts;
- (xi) Contract Work Hours and Safety Standards Act;
- (xii) Copeland (Antikick back) Act (40 USC 276 c);
- (xiii) Fair Labor Standards Act of 1938;
- (xiv) Flood Disaster Protection Act of 1973;
- (xv) National Environmental Policies Act of 1969 (42 USC 4321);
- (xvi) Stewart B. McKinney Homeless Assistance Act.
- (xvii) Violence Against Women Act

Federal Regulations and Executive Orders:

- (i) 24 CFR Part 1, 24 CFR Part 5, 24 CFR Part 35, 24 CFR Part 58, 24 CFR Part 75, 24 CFR

85, 24 CFR Part 92, 24 CFR Part 92.350, 24 CFR Part 92.504(c)(3), 24 CFR Part 100-115, 24 CFR Part 146;

- (ii) 29 CFR 1910.1200, 29 CFR Part 1926.62;
- (iii) 49 CFR Part 24;
- (iv) Executive Order 11063 as amended by Executive Order 12259; and
- (v) Executive Order 11246.

State Statutes:

- (i) Washington State Environmental Policy Act;
- (ii) Washington State Worker’s Compensation Industrial Insurance Act;
- (iii) Washington State Fair Housing Laws;
- (iv) Washington State Landlord/Tenant Act;
- (v) RCW 82.14.530 Sales and Use Tax for Housing and Related Services; and
- (vi) RCW 82.14.540 Sales and Use Tax for Affordable and Supportive Housing

Local:

- (i) City of Spokane Building and Zoning Codes
- (ii) SMC 08.07C Sales and Use Tax for Housing and Housing-Related Supportive Services
- (iii) City of Spokane Consolidated Plan, 2025-2029
- (iv) Spokane County/City of Spokane Continuum of Care Five-Year Plan to End Homelessness 2025-2030

APPENDIX C, RENTS AND INCOME (a)

The US Department of Housing and Urban Development publishes an annual listing of the median income adjusted for family size. These Area Median Income (AMI) figures are used in a number of HUD affordable housing and services programs. The City of Spokane's Affordable Housing Program uses the HUD information in determining income and rent limits for City-assisted projects.

HUD typically assumes that a family should not pay more than 30% of its income for rent and utilities. The Affordable Housing Program establishes maximum rents based upon the number of bedrooms in a unit, by assuming that 1.5 persons occupy each bedroom. With 1.5 people per bedroom, the rent on a two-bedroom unit relates to the income of a three-person household. An efficiency apartment is assumed to have one person.

HUD adjusts the AMI and maximum rents annually. Consequently, maximum rents can rise or fall; however, the allowable rent will not fall below the maximum rent allowed at the time of application.

HUD has special considerations for rents of Single Resident Occupancy units (SROs) and group homes. For example, if a City-assisted SRO unit has neither food preparation nor sanitary facilities, or only one or the other, the rent may not exceed 75% of the Fair Market Rents for a zero-bedroom unit. (Fair Market Rents are a different index of affordability than Median Family Income). Group homes are viewed as a single unit project with rents set to the Fair Market Rents for that unit size. Each family's rent is its proportionate share of the total unit rent and all tenants must be low-income. Rent includes utilities but does not include food or cost of any supportive services provided.

APPENDIX D, RENTS AND INCOME (b)

<https://static.spokane.org/documents/chhs/programs/homeinvestment/2024-home-rent-and-income-limits.pdf>

Limits for 2025 are not yet available.

**CITY of SPOKANE 2024 AHP PROGRAM INCOME AND RENT LIMITS
HOME, 1406/1590**

SOURCE: HUD
MSA: SPOKANE, WA
EFFECTIVE DATE: JUNE 01, 2024
FY 2024 MEDIAN INCOME: \$97,900



2024 INCOME LIMITS

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
AREA MEDIAN INCOME	(100% AMI)	68,500	78,300	88,100	97,900	105,800	113,600	121,400	129,200
LOW-INCOME	(80% AMI)	54,800	62,650	70,500	78,300	84,550	90,850	97,100	103,400
PROJECT SPECIFIC	(60% AMI)	41,100	46,980	52,860	58,740	63,480	68,160	72,840	77,520
VERY LOW-INCOME	(50% AMI)	34,250	39,150	44,050	48,950	52,900	56,800	60,700	64,600
PROJECT SPECIFIC	(40% AMI)	27,400	31,320	35,240	39,160	42,320	45,440	48,560	51,680
PROJECT SPECIFIC	(35% AMI)	23,970	27,400	30,830	34,260	37,030	39,760	42,490	45,220
EXTREMELY LOW-INCOME	(30% AMI)	20,550	23,500	26,450	29,350	31,700	34,050	36,400	38,750

2024 RENT LIMITS

	SRO●	EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
FAIR MARKET RENT (FMR)**	667	890	1012	1304	1835	2131	2451	2770
30 OF 65 RENT (HIGH HOME RENT)		*890	*1012	*1304	1470	1621	1770	1919
30 OF 60 RENT		*890	*1012	*1304	1527	1704	1879	2055
30 OF 50 RENT (LOW HOME RENT)		856	917	1101	1273	1420	1566	1713
30 OF 40 RENT		685	734	881	1018	1136	1253	1370
30 OF 35 RENT		599	642	770	891	994	1096	1199
30 OF 30 RENT		513	550	661	763	851	939	1027

●HOME rent for an SRO is 75% of the Efficiency Fair Market Rent.

*Calculate AMI for a more than 9-person household by adding 8% for each member over 4-person AMI (e.g., 9person is 140% of 4-person AMI).

**Although HUD's rent calculation exceeds FMR for this unit, HOME regulations do not allow rents to exceed FMR. Consequently, this rent is capped at FMR.

***Calculate FMR for more than 4 Br by adding 15% to the 4 Br FMR for each additional Br size (e.g., 6 Br FMR is 130% of 4 Br FMR).

APPENDIX E, 2024 MAXIMUM PER UNIT SUBSIDY LIMITS

Affordable Housing Program projects will adhere to the federal maximum per-unit subsidies associated with the HOME Investment Partnership Program. Limits for 2025 are not yet available.

Available online at <https://static.spokanecity.org/documents/chhs/programs/homeinvestment/2024-subsidy-limits.pdf>

The following are the 2024 maximum per-unit subsidy limits for all HOME Participating Jurisdictions (PJs) in Washington State:

0 Bedrooms	\$181,488
1 Bedrooms	\$208,049
2 Bedrooms	\$252,994
3 Bedrooms	\$327,293
4+ Bedrooms	\$359,263

These are the limits on the amount of HOME funds PJs in Washington State may invest on a per-unit basis in HOME-assisted projects, per 92.250(a) of the HOME Program Final Rule. You may use these limits for your HOME project, subject to compliance with the underwriting and subsidy layering requirement at 92.250(b). These limits remain in effect until updated by the HUD, Seattle CPD office or replaced through a new final rule amending the existing provisions of 92.2-5(a) of the HOME regulations. The City of Spokane may NOT exceed these subsidy limits.

APPENDIX F, SINGLE-FAMILY HOMEOWNERSHIP SALES PRICE LIMITS

**CITY OF SPOKANE 2024 AHP PROGRAM
HOMEOWNERSHIP SALES PRICE LIMITS
CDBG, HOME, 1406/1590**



SOURCE: HUD

MSA: SPOKANE, WA

EFFECTIVE DATE: SEPTEMBER 1, 2024

UNADJUSTED MEDIAN VALUE: \$380,000 EXISTING HOMES; \$406,382 NEW CONSTRUCTION

Existing Homes Purchase Price Limits

1 UNIT	2 UNITS	3 UNITS	4 UNITS	*5 UNITS	*6 UNITS
\$361,000	\$462,000	\$560,000	\$693,000	\$863,790	\$1,068,560

New Homes Purchase Price Limits

1 UNIT	2 UNITS	3 UNITS	4 UNITS	*5 UNITS	*6 UNITS
\$386,000	\$494,000	\$598,000	\$741,000	\$922,540	\$1,142,560

** Contact City staff for price limits of dwellings with more than 6 units.