



*Community, Housing and Human Services Department (CHHS)*

## **NOTICE OF FUNDING AVAILABILITY**

*Behavioral Health and Housing Related Services (1590)*

*August 15, 2025*



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## REQUEST FOR PROPOSALS

The City of Spokane, through the Community, Housing, and Human Services Department, is seeking proposals for behavioral health and housing-related supportive services projects offered within the City of Spokane. One funding source is included in this Request for Proposal for a total of \$2,500,000.

<b>Period of Performance</b>	<u>November 1, 2025-October 31, 2027</u> The contract term may change if the funding approval or contract process is delayed.
<b>Fund Source</b>	1590 Sales and use tax revenue for housing and related services fund RCW 82.14.530
<b>Budget Categories</b>	Behavioral health services
	Housing related supportive services
	Operations and maintenance
	Indirect Costs-Max 15% of Total Award)

## PROJECT TYPES & INTRODUCTION

The City of Spokane is releasing this Notice of Funding Availability (NOFA) for the **housing-related services and behavioral health services portion** of revenue generated through the City's 0.1% local sales and use tax authorized under RCW 82.14.530 (HB 1590) and codified locally in the [SMC 08.07C](#). The City of Spokane's priority goal is to increase the offering of behavioral health and housing related supportive services that *lead to housing stability* through this RFP. All applicants must demonstrate in the application how the services funded lead to housing stability.

The City encourages applications that propose behavioral health and housing related supportive services for a diverse range of bridge housing, transitional housing, supportive housing, and affordable housing models tailored to meet the unique needs of individuals and families on their path to stability, which includes mental health and substance use. Programs that offer trauma informed care and housing related supportive services—including case management, recovery support, and behavioral health services are strongly encouraged to apply. The City values approaches that reflect cultural responsiveness and flexibility, recognizing that different populations require distinct support as they move toward permanent housing and sustained recovery. The City also welcomes proposals for sober living environments that provide structured, substance-free housing with peer support and accountability. These settings play a critical role in supporting individuals in early recovery.

Generally, applicants are encouraged to propose innovative service models, provided they are clearly linked to eligible populations and are income qualifying; projects must demonstrate alignment with the overarching goals of reducing housing instability and addressing behavioral health challenges.

The City will continue to refine its 1590 Public Service Funds administration framework and will incorporate lessons from this and previous funding rounds into future procedures and updates.

1590 Public Service Funds may pay for the costs associated with providing housing related supportive services, behavioral health services, and operations and maintenance of behavioral health and housing-related supportive services programs. See **Appendix B** for information. Indirect costs are limited to 15% of the total award.

## ELIGIBLE USES AND QUALIFYING POPULATIONS

The City of Spokane is in the process of developing internal policies and procedures specific to the administration of funds codified in SMC 8.07C.030. In the interim, the City will use the [Washington State Consolidated Homeless Grant \(CHG\) Guidelines](#) as a foundational framework for defining eligible services models, performance expectations, and fiscal practices. This NOFA represents an interim step toward operationalizing the Public Services Fund in a manner that balances:

1. Transparency for applicants; and
2. Consistency with CHG Best Practices; and
3. Flexibility to meet evolving local needs.

However, it is important to note that CHG Guidelines are designed for state-administered funds and do not fully encompass the locally tailored priorities and broader flexibility afforded by the 1590 Public Service Funds. The City reserves the right to fund projects or services not explicitly permitted under CHG Guidelines if those projects:

1. Serve individuals who meet the eligible criteria outlined in the SMC; and
2. Clearly align with the intent of RCW 82.14.530 and SMC 8.07C.030 to address housing instability, behavioral needs, and barriers to permanent housing for vulnerable populations.

These include, but are not limited to:

- Culturally specific or non-traditional services delivery models
- Flexible supportive services in permanent housing settings
- Behavioral health outreach not tied to a traditional housing unit.

The City intends to evaluate such proposals based on their local relevance, client impact, and consistency with system goals, even if not formally listed in CHG.

As noted above, proposed projects must serve households earning 60% or less of the Area Median Income **and** who qualify as one or more of the following populations:

- Senior citizen, elderly person (55+); and/or
- Person with disabilities, including behavioral disabilities; and/or
- Homeless; and/or
- At risk of Homelessness, including families with children; and/or
- Unaccompanied homeless youth or young adults; and/or
- Domestic violence survivors, or persons fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; and/or
- Veterans or families that include a veteran family member.

Definitions of the qualifying populations can be found in **Appendix C**, however, applicants are to rely on the definitions set forth in the CHG Guidelines where applicable and noted.

60% Area Median Income Limits can be found in **Appendix D** and at:

<https://static.spokanecity.org/documents/chhs/programs/homeinvestment/2025-home-rent-and-income-limits.pdf>

## NOFA CONTACT

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

Heather Page, HCD Program Manager	hpage@spokanecity.org	509-625-6578
Kimberly Babb, Program Professional	kbabb@spokanecity.org	509-625-6048
Arielle Anderson, CHHS Director	Arielleanderson@spokanecity.org	509-564-5278

## TIMELINE

Activity / Process	Date
Advance notice sent out via e-mail	Friday, August 8, 2025
Publish the Public Notice	Wednesday, August 13, 2025
Applications Available	Friday, August 15, 2025
Required TA Workshop	Wednesday, August 20, 2025
Individual TA Sessions	August 21-September 23, 2025
Applications Due	Tuesday, September 30, 2025
Acknowledgement Letter sent out to all applicants	Wednesday, October 1, 2025
Staff reviews completed and sent to HS Committee	Wednesday, October 8, 2025
HS Committee Application Review	Wednesday, October 22, 2025
HS Recommendations Reviewed by CHHS Board	Wednesday, November 5, 2025
CHHS Board Recommendations Presented to Council Committee	Monday, November 10, 2025
Council Finalizes Funding Recommendations	Monday, December 1, 2025
Notify Applicants of Funding Decisions	Tuesday, December 2, 2025

## 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 November 1, 2025 – October 31, 2027, pending funding availability and project performance. The contract term may change if the funding approval or contract process is delayed.

## ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Non-profit organizations
- For-profit entities
- Public agencies
- Government agencies

Faith-based organizations must be (501(c)(3)) and must not predicate religious participation on receiving services.

## MINIMUM ELIGIBILITY REQUIREMENTS

All projects must meet certain minimum standards to pass threshold review:

- All documents requested in the application must be submitted with the application. Applications will be rejected if required documents are not submitted **by 5:00 p.m. Tuesday, September 30, 2025.**
- Organizations must be willing and able to collect and submit monthly beneficiary reports. Reporting requirements are found in **Appendix F**. Applicants who do not have the capacity or commitment to meet these reporting requirements will not meet the minimum threshold requirements for funding consideration.
- Organizations must have a current process for income verifications for projects that will include third party verification. No more than 10% of the project's beneficiaries can be verified through self-attestation. Please refer to the CHG Guidelines for exemptions and how to calculate income.
- Organizations must have a current process for verifying household eligibility by population category. No more than 10% of the total households served can be verified through self-attestation. Please refer to the CHG Guidelines for exemptions to housing status where applicable. Further, there is *no* exemption for verifying Veteran status.
- For projects serving homeless households, income may be verified using alternative methods, including existing income documentation collected within the past 60 days for a comparable homeless project. HMIS data may also be used to verify homelessness status. The 10% threshold for both homeless populations and income status does not apply to households residing in emergency shelter. Please refer to the CHG Guidelines for income calculations (applicable to *all* qualifying populations).
- Project costs must be customary, necessary, and reasonable.
- Management plans must evidence the ability and organizational capacity to successfully manage the project during the contract term. Partnerships between less experienced providers and more experienced providers are encouraged and the City is happy to help facilitate these connections if asked.
- Project budgets must clearly identify the total project budget, the amount of funds requested from the City, and the amount of funds already dedicated to the project.

## LEVERAGING

The City of Spokane expects proposed projects to leverage all available funding sources. Funding awarded through this RFP is intended to fill a gap in the project budget, not serve as the primary source. Applicants may request up to **50% of the total project cost**, unless the project is already receiving City funding. In that case, the applicant may only request the amount needed to bring total City support to **no more than 50% of the total project cost**.

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 federal funds.

## FUNDING POLICIES

Behavioral health and housing related supportive services funds will be awarded as reimbursable grants. The contract term for funds awarded in this RFP may be two years. Continuation of funding for the second year is dependent on project performance and availability of funding. The estimated start date of the contract term is November 1, 2025, but that may change if the funding approval process or contract process is delayed.

## 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 Human Services 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.

## SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE

The City of Spokane will enter into a subrecipient agreement with successful applicant(s). 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 CONTRACT REQUIREMENTS

- Once awarded, all agencies must provide the following prior to the contract being signed:
- An updated Risk Assessment
- Certificated of Insurance (COI):
  - Workers Compensation (per RCW 51.12.020)
  - General Liability Insurance (minimum \$1,000,000 per occurrence; \$2,000,000 aggregate)
  - Supplemental Umbrella Insurance (to reach \$2,000,000 aggregate)
  - Automobile Insurance (\$1,000,000 per accident)
  - Professional Liability Insurance (\$1,000,000 per claim) (must remain in effect two years after the contract end date)
  - Cyber Security Insurance (\$2,000,000 single limit)
- Agencies awarded funds will maintain an active business registration with the City of Spokane OR an exemption determination requested from City's Taxes and Licenses Division (509) 625-6070.
- Debarment and Suspension Certification completed and submitted
- Vendor Setup (if new vendor)
  - New Vendor Request Form (to be sent by CHHS)
  - Vendor ACH Form
  - IRS W9 Form
- Agencies awarded funds will maintain an active Universal Entity Identifier (UEI) number (see below)
- Awarded funds will be paid to Subrecipient for eligible expenses on a **reimbursement** basis.

**Note:** 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?

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 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 a Sub Recipient?

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/transaction/uei). 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.

#### **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](https://www.gsa.gov/transaction/uei).

### **APPLICATION DEADLINE**

The NOFA will be available beginning **Friday, August 15, 2025**, on the Community, Housing and Human Services department website <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>

**Access the applications, supporting documents, and submit an application through the City's Neighborly portal beginning Friday, August 15, 2025, at <https://portal.neighborlysoftware.com/SPOKANEWA/Participant/>**

**Applications are due at 5:00 p.m. on Tuesday, September 30, 2025, 2025. Late applications will not be accepted.**

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. Applicants are responsible for all aspects of their application and should seek technical assistance by September 23, 2025, if there are questions or concerns.

### **REQUIRED TECHNICAL ASSISTANCE**

**Technical Assistance is required.**

#### **Required Virtual Workshop**

2:00-3:00 p.m. on Wednesday, August 20, 2025.

[You can join the Teams Meeting from here](#) or contact Heather Page at [hpage@spokanecity.org](mailto:hpage@spokanecity.org) or Kimberly Babb at [kbabb@spokanecity.org](mailto:kbabb@spokanecity.org) for the calendar invite.

#### **Individual Technical Assistance Meetings**

Individual technical assistance meetings are available by appointment through Tuesday September 23, 2025. Contact the following staff to schedule an appointment:

Heather Page, HCD Program Manager	<a href="mailto:hpage@spokanecity.org">hpage@spokanecity.org</a>	509-625-6578
Kimberly Babb, Program Professional	<a href="mailto:kbabb@spokanecity.org">kbabb@spokanecity.org</a>	509-625-6048

### **APPLICATION REVIEW AND RATING PROCESS**

Applicants must complete and electronically sign the application forms.

All applications will receive careful, multi-level reviews.

- The threshold eligibility screening will be completed within a week from the date of receipt. The purpose of the screening is to determine the completeness of each application, project eligibility for the funding sources, and whether the applicant has met the Minimum Eligibility Standards.
- Staff may request additional information if deemed necessary.
- The Human Services Committee review and rating period will take approximately two weeks following the threshold review, depending on the number of applications.
- Projects must be completed within two years from date of executed contract if awarded funds, subject to conditions issued in the City's allocation letter, Contract, or Written Agreement.
- Applicants not selected for funding may request application feedback following the issuance of award notifications.

**Disclaimer:** City of Spokane CHHS Department reserves the right not to 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. Federal deadlines for funds commitment may require reallocation of funds if implementation of a project is significantly delayed.

## APPLICATION SCORING

### Applications will be scored on the following components:

- **Proposal Clarity and Logic/Conceptual Soundness (25 points)** - The project is well-defined. The program design clearly defines the services offered, the project objectives, how outcomes will be measured, the intake process and the process for determining household eligibility. The program design is appropriate for the qualifying populations served by the project. Elements of the project concept meet all threshold and eligibility requirements of the funding sources. The project promotes fair housing or partners with organizations that promote fair housing.
- **Financial Feasibility (25 points)** - The proposed budget should be clear, realistic, and well-supported. It must show total project costs, identify secured and anticipated funding sources, and demonstrate that the request aligns with the 50% leverage the City requires. Budgets should reflect reasonable, justifiable costs and include documentation of committed or conditionally committed funds. The Human Services RFP Committee will look for evidence that the organization can manage cash flow and operate the project responsibly over the full funding term.
- **Organizational Capacity and Performance (30 points)** - The skills and experience of the service provider and the project management team are appropriate to the size and complexity of the project, or the service provider will partner with an experienced management team appropriate for the size and complexity of the project. This includes established procedures for intake, data tracking, and reporting, as well as financial oversight practices that ensure accountability. Organizations should have strong performance history, with existing programs operating in good fiscal standing, meeting spenddown timelines, and submitting timely reports. If the organization has prior
- **Project Readiness (20 points)** - The project schedule is well-thought out, complete, and potential delays have been considered. Project sponsor organization has written commitments from all partner organizations. The project must be operational and able to submit a first invoice and report beneficiary information 45 days from contract execution.

## **ADMINISTRATIVE REQUIREMENTS**

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

- Behavioral health and housing related supportive services program funds for approved projects will be disbursed on a reimbursement basis, upon presentation of an acceptable request for funds, and all required documentation of expenses as outlined in the contract or other legal documents.
- Requests for payment must be reviewed for eligibility and approved by City staff before they can be paid. Requests for payment are typically paid within 30 days of receipt.
- Requests for funds must be submitted through the Neighborly Portal.
- Project performance reporting is due each month and submitted through the Neighborly portal. Requests for payments may be held until CHHS receives the performance report.
- The final reimbursement at project close-out will be held until all required documents are submitted.
- When applicable, tenant income and eligibility as a qualifying population will be verified annually.

## **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](http://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

**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.

**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. This license will be requested prior to any contractual agreement being signed by both parties.

**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 compiles 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](mailto: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](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](mailto:chhsrfp@spokanecity.org)
- **Mail:**  
ATTN: CHHS Director  
Spokane City Hall, 6<sup>th</sup> Floor  
808 W. Spokane Falls Blvd  
Spokane, WA, 99201
- **Phone:** 509-564-5278

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](mailto:chhsrfp@spokanecity.org)

Subject line should clearly state “APPEAL of RFP Funding Decision”

Mail:

ATTN: CHHS RFP APPEAL  
Spokane City Hall, 6<sup>th</sup> 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.

#### **REQUIRED ATTACHMENTS**

SEE THE APPLICATION FOR ATTACHMENTS THAT MUST BE SUBMITTED

## APPENDIX A, REGULATIONS AND REQUIREMENTS

By signing an application for financial assistance from the City of Spokane Community Services, Housing, and Community Development 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) Civil Rights Act of 1964 (42 USC 2000 d et. Seq.), and Civil Rights Act of 1968;
- (iv) Age Discrimination Act of 1975 (42 USC 6101);
- (v) Fair Labor Standards Act of 1938;
- (vi) Stewart B. McKinney Homeless Assistance Act.
- (vii) Violence Against Women Act

### **State Statutes:**

- (i) Washington State Worker's Compensation Industrial Insurance Act;
- (ii) Washington State Fair Housing Laws;
- (iii) Washington State Landlord/Tenant Act;
- (iv) RCW 82.14.530 Sales and Use Tax for Housing and Related Services

### **Local:**

- (i) SMC 08.07C Sales and Use Tax for Housing and Housing-Related Supportive Services



As noted above, the following services are not exhaustive and should be viewed as illustrative of the supportive services typically provided in our community.

### **Behavioral Health Services**

Mental health services: Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals. Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. The costs include:

- Crisis interventions
- Mental health assessments and treatment, both same-day and pre-scheduled
- Outpatient treatment;
- Counseling; individual, family, or group therapy sessions
- The prescription of psychotropic medications or explanations about the use and management of medications
- Combinations of therapeutic approaches to address multiple problems.
- Services co-located at facilities and/or housing properties
- Other as approved by CHHS

Substance abuse treatment services: Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Substance use disorder assessments and treatment, both same-day and pre-scheduled
- Outpatient treatment;
- Counseling; individual, family, or group therapy sessions
- Culturally specific behavioral health services designed to meet historically underserved populations' needs
- Medically assisted treatments for substance use disorders
- Drug testing;
- Other as approved by CHHS

### **Supportive Services Co-Located at Facilities and/or Housing Properties**

Childcare: The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The childcare center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

Education services: The costs of improving knowledge and basic educational skills are eligible costs including:

- Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
- Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.

Employment assistance and job training: The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.

- Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
- Services that assist individuals in securing employment may consist of:
- Employment screening, assessment, or testing;
- Structured job skills and job-seeking skills;
- Special training and tutoring, including literacy training and pre-vocational training;
- Books and instructional material;
- Counseling or job coaching;
- Referral to community resources.

Food: The cost of providing meals or groceries to program participants is eligible.

Housing search and counseling services: Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services may include:

- Development of an action plan for locating housing;
- Housing search;
- Tenant counseling;
- Securing utilities;
- Making moving arrangements;
- Outreach to and negotiation with owners;
- Assistance submitting rental applications and understanding leases;
- Assistance obtaining utilities; and
- Tenant counseling;
- Mediation with property owners and landlords on behalf of eligible program participants;
- Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
- Payment of rental application fees;

Legal services: Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

- Eligible subject matters may include child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; legal services for immigration and citizenship matters;
- Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

Life skills training: The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness. Life skills training includes:

- Budgeting of resources and money management.
- Household management.
- Conflict management.
- Shopping for food and other needed items and nutrition.
- The use of public transportation.
- Parenting classes.

Outpatient health services: The direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan;
- Assisting program participants to understand their health needs;
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment;
- Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
- Provision of appropriate medication;
- Providing follow-up services; and
- Preventive and non-cosmetic dental care.

Outreach services: The costs of activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible.

- Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within Spokane.

Transportation: Eligible costs may be:

- The costs of program participant's travel on public transportation or in a vehicle provided by the subrecipient to and from medical care, employment, childcare, or other supportive services;
- Mileage allowance for service workers to visit program participants and to provide behavioral health or housing related supportive services;
- The cost of purchasing or leasing a vehicle in which staff transports program participants and/or staff serving program participants;
- The cost of gas, insurance, taxes, and maintenance for the vehicle;
- The costs of subrecipient staff to accompany or assist program participants to utilize public transportation; and
- If public transportation options are not sufficient within the area, the subrecipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
  - Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types);
  - Payments for car repairs or maintenance must be paid by the subrecipient directly to the third party that repairs or maintains the car; and
  - Subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
- The subrecipient must establish policies and procedures surrounding payments for the cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance described above, and maintenance for vehicles of program participants. Such costs must be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in program. Policies and procedures must be submitted to the City and approved by the City prior to funds being reimbursed to the subrecipient.

Case management: The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. Subrecipients providing these supportive services must have written standards for providing the assistance and provide that to the City for

approval prior to receiving funding. Some of the eligible costs are those associated with the following services and activities:

- Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
- Counseling;
- Developing, securing, and coordinating services;
- Obtaining federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.

Mediation: funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

Credit repair: funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include payment or modification of a debt.

Landlord/Tenant Liaison: Costs of liaison services between property managers/owners and program participants are eligible costs and may include:

- Landlord outreach;
- Physical inspections and rent reasonable studies as needed to secure units;
- Rental application fees and security deposits for clients, in accordance with the financial assistance costs requirements in (R);
- Mediation services in (N) for housing issues that may arise between owner, property manager, or other residents and clients;
- Coordination or assistance with the provision of other eligible services to assist clients to maintain permanent housing.

Financial assistance costs: funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:

- Rental application fees: Rental housing application fee that is charged by the owner to all applicants.
- Security deposits: A security deposit that is equal to no more than 2-months' rent. This assistance is separate and distinct from the provision of financial assistance for First and Last Month's rent provided under this section and cannot be used to duplicate those costs.
- Utility deposits: funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
  - Gas
  - Electric
  - Water
  - Sewer
- Moving costs: funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of the Notice

and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

- Other services with approval by CHHS

### **Operations and Maintenance**

Operating costs must be reasonable, customary and appropriate for the project. Properties/facilities must serve 1590 eligible populations. Eligible operating costs could include:

- Payroll costs, which are gross salaries and wages paid to employees assigned to the project, or including payroll taxes, employee compensation, and employee benefits
- Project related employee education, training, certification, and associated travel
- General administrative costs which are costs for goods and services including supplies, legal charges, bank charges,
- Rent of space occupied by the project
- Insurance
- Utilities
- Property taxes
- Security
- Janitorial services
- Grounds upkeep
- Necessary maintenance
- Other as approved by CHHS

### **Indirect Costs**

Indirect costs are capped at 15% of the total award.

## APPENDIX C, DEFINITIONS OF QUALIFYING POPULATIONS

### **Senior citizen, elderly person:**

Fifty-five or older (55+)

### **Person with disabilities, including behavioral disabilities**

Please refer to the CHG Guidelines for this definition

### **Homeless person**

Please refer to the CHG Guidelines for this definition

### **At risk of Homelessness, including families with children:**

Household or individual has missed a rent payment, received an eviction notice, is doubled up in a residence with another household for economic reasons, or is exiting a system of care.

### **Unaccompanied homeless youth or young adults: RCW 43.330.702**

Youth or young adult experiencing homelessness while not in the physical custody of a parent or guardian.

"Young adult" means a person between eighteen and twenty-four years of age.

"Homeless" means without a fixed, regular, and adequate nighttime residence as set forth in the federal McKinney-Vento homeless assistance act, P.L. 100–77, July 22, 1987, 101 Stat. 482, and runaway and homeless youth act, P.L. 93–415, Title III, September 7, 1974, 88 Stat. 1129.

### **Domestic violence survivors, or persons fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking: RCW 7.105.010**

Please refer to the CHG Guidelines for this definition

### **Veterans and families that include a veteran family member: RCW 41.04.007**

"Veteran" includes every person who, at the time he or she seeks the benefits has received a qualifying discharge as defined in RCW [73.04.005](#). Documentation consists of a DD214 or a signed letter of attestation from the Veterans Administration or comparable local governmental agency that serves Veterans and their families. *There is not self-attestation allowed to satisfy the requirement of this population status.*

# APPENDIX D, 2025 INCOME LIMITS

		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
AREA MEDIAN INCOME	(100% AMI)	70,600	80,700	90,800	100,800	108,900	117,000	125,000	133,100
LOW- INCOME	(80% AMI)	56,500	64,550	72,600	80,650	87,150	93,600	100,050	106,500
PROJECT SPECIFIC	(60% AMI)	42,360	48,420	54,480	60,480	65,340	70,200	75,000	79,860
VERY LOW- INCOME	(50% AMI)	35,300	40,350	45,400	50,400	54,450	58,500	62,500	66,550
PROJECT SPECIFIC	(40% AMI)	28,240	32,280	36,320	40,320	43,560	46,800	50,000	53,240
PROJECT SPECIFIC	(35% AMI)	24,710	28,240	31,780	35,280	38,110	40,950	43,750	46,580
EXTREMELY LOW- INCOME	(30% AMI)	21,200	24,200	27,250	30,250	32,700	35,100	37,550	39,950

**City of Spokane 1590 Behavioral Health and Housing Related Supportive Services Grant - Monthly Report  
– Submitted via Neighborly**

**1. Summary of Monthly Activities**

Describe the current status of the project (for example: planning, procurement, pre-development, construction, activity underway, service marketing, etc.) and current focus of activity:

Describe significant actions taken during the report period:

Describe and provide reasons for changes in the original project goals/milestones:

Is the project on time per the timeline contained in the Subrecipient Agreement?

If the response is no, provide a brief discussion of why the project is not on schedule.

**2. Number of People Served by Category**

Record the number of unique individuals served this month in the primary category used to determine program eligibility. Each individual should only be counted once in the primary category that applies to them.

<b>Category</b>	<b>Number of Households Served</b>
1. Persons with behavioral health disabilities	
2. Veterans	
3. Senior citizen, Elderly Person (55+)	
4. Persons who are homeless or at-risk of being homeless, including families with children	
5. Unaccompanied homeless youth or young adults	
6. Persons with disabilities	
7. Domestic violence survivors	
<b>Total Individuals Served</b>	

**3. Income Level**

<b>Income Level</b>	<b>Number of Households</b>
Extremely Low to Low Income (0%-60 AMI)	
<b>Total Individuals by Income</b>	

**4. Additional Notes or Concerns**

List any additional information, concerns, or challenges faced this month that might require attention, support, or adjustments to the program.

**5. Program Year 1 Performance Review and Close-out Report**

At the end of program year one and the close-out of the project list the outcomes of services provided and the number of individuals who received each service per the Scope of Work.