



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

## **REQUEST FOR PROPOSALS**

*Homelessness Prevention*

*August 15, 2025*



## TABLE OF CONTENTS

REQUEST FOR PROPOSALS .....	3
PROJECT TYPE.....	3
RFP CONTACT.....	4
TIMELINE.....	4
PERIOD OF PERFORMANCE/TERM.....	4
ELIGIBLE APPLICANTS .....	4
SUBRECIPIENT RELATIONSHIP WITH THE CITY OF SPOKANE .....	5
GENERAL REQUIREMENTS.....	5
APPLICATION DEADLINE.....	6
APPLICATION ASSISTANCE.....	6
APPLICATION REVIEW AND RATING PROCESS.....	6
GENERAL INFORMATION.....	9
CONTRACT TERMS .....	9

## REQUEST FOR PROPOSALS

The Community, Housing and Human Services (CHHS) Department is pleased to announce a Request for Proposals (RFP) for the coordination and administration of Homelessness Prevention funds. The funds supporting this RFP are Washington State Department of Commerce Consolidated Homeless Grant. The City of Spokane and any subrecipients of the City of Spokane are required to adhere to the CHG Guidelines as currently published and can be found here: [CHG Guidelines SFY 2026-2027.pdf](#) | [Powered by Box](#)

Approximate Funds Available: \$2,942,785.00 (October 1, 2025-June 30, 2027)	
Period of Performance <sup>1</sup>	November 1, 2025 - June 30, 2027
Fund Source	Budget Categories
<a href="#">CHG</a>	Administrative
	Operations
	Rent

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

1. Clear and well thought out project scope and understanding of goals of site; and
2. History of successful partnerships for a collaborative system wide model; and
3. Commitment to data compliance and financial responsibility; and
4. Be fiscally secure and must show financial viability for up to 60-days should City reimbursement be delayed for reasons beyond the control of the City.

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

## PROJECT TYPE

The City seeks to encourage proposals from a broad range of organizations—both with established experience in Homelessness Prevention and those that advance new and innovative approaches to Homelessness Prevention, particularly strategies that strengthen early intervention and reduce the need for costly emergency responses. Proposals may include, but are not limited to, collaborations between Homelessness Prevention providers and legal aid organizations—or similar entities—that can provide timely legal guidance, negotiation support, and advocacy to households facing imminent eviction. Projects should demonstrate how these partnerships will be integrated into service delivery to quickly address legal barriers, stabilize housing, and connect households to longer-term resources. The City is especially interested in models that can serve as replicable pilots, showing measurable outcomes in preventing displacement and improving housing stability through coordinated legal and housing-focused assistance. We encourage new and innovative approaches to how Homelessness Prevention funds are connected to households who are precariously housed. All funded activities must operate within the parameters of the local Coordinated Entry System, ensuring that households are served in alignment with community priorities.

Agencies are expected to be well versed in the [CHG Guidelines](#) as it relates to the administration of Homelessness Prevention funds. Agencies that received full funding for Homelessness Prevention from Spokane County during the current funding cycle are not eligible to apply for City-administered Homelessness Prevention funds. Agencies that were awarded *partial* funding by the County may submit proposals to the City for the unfunded portion of their request but may not request an amount exceeding the documented shortfall. Applicants must clearly identify their original County request, the amount awarded, and the remaining unmet need in their application.

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<sup>1</sup> Funding awards are contingent upon satisfactory project performance and may be reduced or terminated if performance standards are not met.

## RFP CONTACT

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

[chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org)

Spokane City Hall – 6<sup>th</sup> Floor

808 W. Spokane Falls Blvd.

Spokane, WA 99201

(509) 625-6325

## TIMELINE

August 15, 2025	Announce RFP on CHHS department website, <a href="https://my.spokanecity.org/chhs/">https://my.spokanecity.org/chhs/</a> , and by email distribution to the CHHS RFP email list.
August 20, 2025	Application available through the <a href="#">City's Neighborly Portal</a>
August 27, 2025	<b>Required</b> Technical Assistance Workshop: 9:30 AM-10:30 AM (Virtual) <a href="#">You can join the TA Session directly from this link</a> or you may email the CHHS Department at <a href="mailto:chhsrfp@spokanecity.org">chhsrfp@spokanecity.org</a> to RSVP.
<b>September 30, 2025</b>	<b>Applications DUE by 11:59 PM. Late submittals will not be accepted.</b> ➤ Please submit <b>applications to</b> the City's <a href="#">Neighborly Portal</a> <ul style="list-style-type: none"><li>○ <i>DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT AS ANY INCOMPLETE APPLICATIONS WILL BE REJECTED.</i></li><li>○ <i>Printed or emailed copies will not be accepted</i></li><li>○ <i>Don't forget the required attachments</i></li></ul>
October 1 <sup>st</sup> - October 29 <sup>th</sup> , 2025	Applications reviewed by Human Services Committee
November 5, 2025	Award recommendations given at CHHS Board Meeting
Legislative Process Month of November	City Council approval of recommendations (date subject to change)
November 2025	Contracts out for signature
November 1, 2025	Project start date

## PERIOD OF PERFORMANCE/TERM

Funding for this RFP 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 - June 30, 2027.

## ELIGIBLE APPLICANTS

Eligible applicant/recipients include:

- Governmental entities serving within the City of Spokane; or
- By and For Organizations; or

- Public and private nonprofit organizations 501(c)(3); or
- Faith-based organizations (501(c)(3)) and must not predicate religious participation on receiving services.

## 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 REQUIREMENTS

All **new contracts** require:

- An updated Risk Assessment
- Certificated of Insurance (COI) required at time of Award:
  - 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://sam.gov). If you are a new applicant for federal funds, you must register in SAM and obtain a UEI beginning on April 4, 2022. You may continue using your DUNS number for

applications submitted prior to that date. Beginning on April 4, you will be required to list your UEI in lieu of the DUNS number on all submissions.

### Where can I get more information?

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

## APPLICATION DEADLINE

Access the application, supporting documents, and submit an application through the City's [Neighborly Portal](#). CHHS will not accept hard copies of the application. The Neighborly application portal will be open August 20, 2025.

**Application submission deadline is 11:59 PM September 30, 2025**

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

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.

It is the responsibility of the applicant to ensure that proposals are submitted ahead of time. Applicants are encouraged to submit proposals in advance of the application deadline. CHHS will only be able to identify incomplete proposals during the open application time frame. Therefore, incomplete proposals that are submitted on the same day will not allow CHHS to assist applicants with incomplete responses.

## APPLICATION ASSISTANCE

**Required Technical Assistance<sup>2</sup>** workshop will be available as follows:

### Workshop

**August 27th, 2025**, from 9:30 AM-10:30 AM Virtual- Please RSVP to [chhsrfp@spokanecity.org](mailto:chhsrfp@spokanecity.org) at least 24 hours in advance, if possible.

**The link to join is here: [Join conversation](#) but once you have RSVP'd the City will send the invite directly to providers.**

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

## APPLICATION REVIEW AND RATING PROCESS

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

### Part I – Pass/Fail Project Proposal Evaluations

1. Does the application meet the scope of services outlined below:
  - a. The project type and funding requests are eligible to be funded based on the CHG Guidelines.
  - b. Applicant has demonstrated in their application that all data will be entered into HMIS.
  - c. Applicant completed the Risk Assessment Questionnaire, including attachments.

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<sup>2</sup> CHHS reserves the right to offer other TA Sessions at their discretion.

- d. Applicant answered all questions as outlined in the Application.
- e. Applicant holds an active Washington State business license with a City of Spokane Endorsement or indicated they can provide one at the time of contract negotiation, if awarded.

#### **Part II - Project Proposal Evaluations**

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

#### **Part III - Notice to Applicants**

1. Notice to Applicants on funding recommendation voted on by Spokane City Council in November of 2025.

#### **Part IV - Contracting**

1. Contract Negotiation
2. Contract Execution

### **APPLICATION SCORING**

Applications will be scored on the components below:

Base Total Points: 100

Up to 15 bonus points may be awarded for innovation.

1. Provider Experience Managing Homelessness Prevention Funds — 15 Points Max
  - a. Experience with Homelessness Prevention or similar funds
  - b. Documented experience/credentials of key staff in financial reporting, contract management, and frontline service delivery
  - c. Strong internal controls and financial risk management; history of timely compliance and reporting
2. Intake & Assessment Process and High-Volume Capability — 15 Points Max
  - a. Efficiency and clarity of intake/eligibility
  - b. Demonstrated ability to manage high application volume and scale as needed
  - c. Realistic timeline, milestones, staffing/resources, and workflows that demonstrate rapid ramp-up and timely deployment of funds
3. Outreach Plan — 15 Points Max
  - a. Targeted strategies to reach households at highest risk of eviction and those unlikely to self-refer
  - b. Partnerships that extend reach
  - c. Accessibility to underserved populations
  - d. Strong landlord engagement
4. Equity & Barrier Reduction — 15 Points Max

- a. Concrete practices to reduce barriers and prioritize historically underserved communities (e.g., BIPOC, immigrant/refugee, LGBTQ+, disabled, LEP households)
  - b. Client-centered, trauma-informed policies and practices
5. Coordinated Entry Collaboration — 10 Points Max
- a. Clear, documented participation in Coordinated Entry (unless By-and-For organizations)
  - b. Referral processes that support equitable access
6. Performance Tracking & Data — 10 Points Max
- a. Alignment with the 2025–2030 Strategic Plan to Prevent and End Homelessness
  - b. HMIS (or comparable) proficiency
  - c. Clear outcome metrics and reporting cadence

### **Bonus Points**

#### **Partnerships & Innovation — Up to 15 Bonus Points**

- 1. Collaborative, scalable, and creative approaches (e.g., integration with legal services) that improve prevention outcomes; potential for replication; show how results will be measured

Points in this category are awarded in addition to the base score and will not lower the ranking of proposals that rely on proven, established models

### **Rating Scale (Base Score)**

Excellent (85–100 points): Exceptional capability, comprehensive planning, and strong alignment with requirements.

Good (75–84 points): Strong plan and qualifications with minor gaps.

Satisfactory (65–74 points): Meets basic requirements but lacks depth in some areas.

Needs Improvement (64 points or below): Several weaknesses; significant improvements necessary.

Bonus points for innovation are applied after the base score is determined



## GENERAL INFORMATION

### **PUBLIC DISCLOSURE AND PUBLIC RECORDS ACT**

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 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, [www.my.spokanecity.org/CHHS](http://www.my.spokanecity.org/CHHS). Applicants are encouraged to monitor the website for any changes and/or notifications. The City also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

### **RESPONSIVENESS**

All applications will be reviewed by the RFP Coordinator or designee to determine compliance with administrative requirements and instructions specified in this RFP. The applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the application as non-responsive.

The City reserves the right at its sole discretion to waive minor administrative irregularities.

### **MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/753-9693 to obtain information on certified businesses/organizations.

### **MOST FAVORABLE TERMS**

The City reserves the right to make an award without further discussion of the application submitted. Therefore, the application should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The City does reserve the right to contact an applicant for clarification of its application.

### **COSTS TO MAKE APPLICATION**

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

### **NO OBLIGATION TO CONTRACT**

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

### **REJECTION OF APPLICATIONS**

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

## CONTRACT TERMS

### **CITY OF SPOKANE BUSINESS LICENSE**

Persons / firms doing business in the City or with the City must have a valid City of Spokane business license. Questions may be directed to the Taxes and Licenses Division at (509) 625-6070. 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 complies with applicable generally accepted accounting principles and governmental accounting and financial reporting standards. A copy of the Agency's most recent audited financial statement shall be kept on file in the Community, Housing and Human Services Department. The City has the right to supervise and audit the finances of the Agency to ensure that actual expenditures remain consistent with the spirit and intent of any contract resulting from this RFP. The City of Spokane and/or its funding agencies and auditors may inspect and audit all records and other materials, and the Agency shall make such available upon request.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlowmaster@spokanecity.org](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 Director

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 THE FULL LIST OF ATTACHMENTS THAT MUST BE SUBMITTED

