Community, Housing and Human Services Department (CHHS)

NOTICE OF FUNDING AVAILABILITY

PY2026 HOME Investment Partnership Program (HOME)

November 14, 2025

EQUAL HOUSING OPPORTUNITY

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REQUEST FOR PROPOSALS

The City of Spokane, through the Community, Housing, and Human Services Department, is seeking proposals for multi-family housing projects that increase and/or preserve the supply of affordable housing units serving extremely-low (30% of Area Median Income) and very-low-income households (below 50% of Area Median Income) in the City of Spokane.

Those interested in submitting a proposal for consideration must meet with City Staff for technical assistance before January 9, 2026; and complete the application and all required documents by 5:00 pm on Thursday, January 15, 2025, through the Neighborly application portal.

HOME funds, totaling an estimated $1,124,000.00, are being awarded during this funding round. The funds will be distributed as follows:

Fund Source	U.S. Department of Housing and Urban Development, HOME Investment Partnership Program
Designated Funding	$750,000 - HOME Investment Partnership Program (HOME)
	$374,000 - HOME Community Housing Development Organization (CHDO)

NOFA CONTACT

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

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

TIMELINE

Activity / Process	**Date**
Advance notice sent out via e-mail	Friday, November 7, 2025
Publish the Public Notice	Friday, November 14, 2025
Applications Available	Friday, November 14, 2025
HOME Virtual TA Workshop	Tuesday, December 2, 2025, 2:00 PM
Individual TA Sessions	November 24, 2025 – January 9, 2026
Applications Due	Thursday, January 15, 2026
Acknowledgement Letter sent out to all applicants	Tuesday, January 20, 2026
Staff reviews completed and sent to AHC Committee	Thursday, January 27, 2026
AHC Committee Application Review	Tuesday, February 10, 2026
AHC Recommendations Reviewed by CHHS Board	Wednesday, March 4, 2026
CHHS Board Recommendations Presented to Council Committee	Monday, March 9, 2026
Council Finalizes Funding Recommendations	Monday, March 30, 2026
Notify Applicants of Funding Decisions	Friday, April 3, 2026

FUNDING PRIORITIES

The HOME Investment Partnership Program provides annual grants on a formula basis to cities and urban counties to develop viable communities by strengthening public-private partnerships and expanding the supply of decent, safe, sanitary, and affordable housing. Primary attention is focused on rental housing, for very low-income and low-income families. The regulations implementing the HOME Program are found at 24 CFR Part 92.

HOME allocations must align with the goals and priorities identified by the City of Spokane through the 2025-2029 Consolidated Plan. No project may be funded with HOME funds unless it meets a goal outlined in the 2025-2029 Consolidated Plan. 2025-2029 Consolidated Plan

Each year, CHHS solicits input from the community through public sessions and from its volunteer Community Advisory Committee to determine which goals and priorities identified in the 2025–2029 Consolidated Plan will be funded with that year's allocation.

PY2026 Funding Priorities

The City of Spokane is prioritizing proposals for:

- New construction of affordable multi-unit rental housing.
- Acquisition of multi-unit rental housing.
- Rehabilitation multi-unit rental housing.

Applications for projects that do not meet a funding priority may still be submitted but will not receive priority consideration for funding.

ELIGIBLE COSTS

Program funds may be used to pay the following project costs:

- **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, environmental studies, 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.

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

See application for budget worksheet.

ELIGIBLE APPLICANTS

Applicants must have prior experience in developing and managing the type of project they undertake. Applicants must demonstrate that they or their development team has the skills and experience needed to develop and operate the property for the imposed affordability period.

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

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

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO)

Federal regulations require a minimum of 15% of the annual HOME allocation to the City to be set aside for housing projects that are owned, sponsored, or developed by CHDOs. City of Spokane encourages non-profit housing organizations interested in developing affordable housing in the unincorporated areas and cities/towns to contact CSHCD staff for an application that explains how to meet CHDO designation requirements. By-and-For agencies are encouraged to apply for HOME and HOME-ARP funds and CHDO certification. 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 AND LAYERING

The City of Spokane expects HOME 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 **25% of the total project cost**, in this RFP.

Projects will be evaluated to determine if they are receiving an excessive federal subsidy 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 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.

FUNDING POLICIES

Affordable housing development financing is made available in the form of loans. Final terms and conditions will be negotiated on a case-by-case basis upon review of the projects' development budget and operating pro forma.

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.

Typically, the City's loan is in a secondary lien position to other lenders, including private lenders. The total loan-to-value ratio of all debt, including the City's, should not exceed the lesser of 90% appraised value or 90% of the project's cost.

Affordability covenants are recorded against the property; these should have a lien position superior to monetary liens.

Affordability Requirements:
In exchange for low interest financing from the City of Spokane, the project owner/developer agrees to the imposed Period of Affordability (POA) as defined in the HOME Written 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.

The HOME program requires a minimum (mandatory) Affordability Period - 5 to 15 years for acquisition or rehabilitation of existing housing and 20 years for new construction or acquisition of newly constructed 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 and maximum rents allowed for HOME assisted units prior to submitting an application. The maximum rents allowed (including utilities), and income guidelines, are provided in Appendix C.

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

PROJECT CONSISTENCY WITH LOCAL PLANS AND CODES

All projects assisted by HOME funds must be consistent with the City's 2025-2029 Consolidated Plan.

New construction projects must be built to meet current City building code (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.

PERIOD OF PERFORMANCE

Funding for this NOFA will be made available following City Council approval and execution of the PY2026 HOME HUD grant agreement. The Period of Performance will begin when the HOME Written Agreement is signed.

PROHIBITED ACTIVITIES

In general, HOME funds cannot be used for the following activities:
- Tenant based rental assistance for the special purposes of the existing Section 8 program.
- Project-based rental assistance.
- Matching funds for any other federal program.
- Provide assistance for uses authorized under section 9 of the 1937 Act (Public Housing Capital and Operating Funds)
- Pay delinquent taxes, fees, or charges on properties to be assisted with HOME funds
- Payment for the acquisition of property owned by City of Spokane or incorporated entities (cities, towns, special purpose districts or other governmental divisions and subdivisions) within The City.

- Project reserve accounts for replacements and unanticipated increases in operating costs or operating subsidies for rental housing.
- To provide assistance to a project previously assisted with HOME funds before the period of affordability ends. However, additional HOME funds may be committed to a project up to one year after project completion.
- Land banking.
- Refinancing as the primary activity.
- Monitoring, servicing, and origination fees in HOME assisted projects.
- Off-site improvements.

OTHER REQUIREMENTS

All projects must meet certain minimum standards. An applicant must clearly demonstrate that they meet the minimum qualifications to pass the threshold review. The minimum qualifications include:

- Acquisition of existing housing without rehabilitation must meet, at a minimum, state and local housing quality standards and code requirements.
- Acquisition of existing housing with rehabilitation must meet all applicable state and local codes in addition to the City's rehabilitation standards.
- An existing building must be basically sound and worthy of repair. An inspection by an independent consultant may be required, at the owner's expense, to assess the building's condition.
- Acquisition projects constructed prior to 1978 must comply with the Lead Safe Housing Regulation, which took effect on January 10, 2002.
- New Construction projects must meet or exceed federal, state and local code, including radon mitigation included in the construction plans.
- New construction projects with more than four rental units must include installation of broadband infrastructure.
- Project costs must be customary, necessary, and reasonable. Per unit cost will be considered in the decision to allocate funds to a project.
- Completed projects must have an expected life at least as long as the period of affordability.
- Management plan must evidence the ability and organizational capacity to successfully manage the project during and after construction or rehabilitation.
- Timelines of the project will be considered, i.e., how soon the project can be underway and completed. Construction or rehabilitation should be underway within twelve months of execution of the HOME Written Agreement and related documents.
- Project pro forma must reflect a minimum 1.2 debt coverage ratio (net operating income divided by the total debt service).
- Developer fees must be reasonable and should reflect the work involved. The justification for developer fees should outline the services provided and how the fee was calculated. The City may negotiate a lesser fee than proposed by the Applicant.
- All project funding must be in place no less than twelve months from the date of The City award.

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

OWNER/DEVELOPER/SPONSOR RESPONSIBILITIES

Project owners/developers/sponsors are responsible for all aspects of their project's development, including, but not limited to, assessing their project's feasibility; cost analysis; budgets; contractor selection and negotiations; compliance with federal, state, and local requirements; working with their local governments departments in addressing their requirements and identifying and securing financing. In addition, HOME funds require compliance with payment of prevailing wage under the Davis Bacon Act, if 12 or more HOME assisted units are in the project; Section 504 of the Rehabilitation Act of 1973, as amended; The Lead Safe Housing Regulation 24 CFR Part 35 of the U.S. Department of Housing and Urban Development; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and other regulations as described in 24 CFR Part 92.

GENERAL CONTRACT REQUIREMENTS

- All 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 the 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
- 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. This change took effect on April 4, 2022. 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 .

What is the UEI?
Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI, directly from SAM.gov.

APPLICATION DEADLINE

The NOFA will be available beginning **Friday, November 14, 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, November 14, 2025, at https://portal.neighborlysoftware.com/SPOKANEWA/Participant/

Applications are due at 5:00 p.m. PST on Thursday, January 15, 2026. 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 January 9, 2026, if there are questions or concerns.

TECHNICAL ASSISTANCE

Technical Assistance is required.

Virtual Workshop

2:00-3:00 p.m. on Tuesday, December 2, 2025.

Join the meeting now

Contact John Gammal at jgammal@spokanecity.org, or Heather Page at hpage@spokanecity.org for the calendar invite.

Individual Technical Assistance Meetings

Individual technical assistance meetings are available by appointment through Friday, January 9, 2026. Contact the following staff to schedule an appointment:

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

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 two weeks 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 Affordable Housing Committee review and rating period will take approximately two weeks following the threshold review, depending on the number of applications.
- Applicants not selected for funding may request application feedback following the issuance of award notifications.

Disclaimer: The 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** - The project is well-defined. The project design and scope of work are consistent and feasible and respond to an identified housing need. The site, structure, location, and program design are appropriate for the proposed residents. All elements of the project meet affordability considerations including per unit costs, reserve costs, per family and other project factors. Project addresses RFP and community priorities.

- **Budget/Financial Feasibility** - Budget forms are consistent, accurate, and thorough. Estimates, costs, and fees are reasonable and well supported or justified. A rigorous attempt to leverage other funds is documented. Proposed sources of funds are matched to eligible activities. Documentation of conditional and committed funds is included. 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.
- **Organizational Capacity and Performance** - 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. The project's management plan assures reasonable operation and maintenance of the project or program for the length of commitment. Past performance indicates that the applicant can complete and maintain the project through the length of the commitment.
- **Project Readiness** - The development schedule is well-thought out, complete, and potential delays have been considered. 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.

ADMINISTRATIVE REQUIREMENTS

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

- HOME 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 from an architect, building inspector, independent construction inspector, documentation of compliance with Davis-Bacon wage requirements (when applicable), copies of approved work inspections, evidence of expenses incurred, receipt of lien releases, and other similar documentation.
- 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.
- Retainage of up to 10% is held until work is 100% complete and the City receives a project completion package, as described in the contract. At a minimum, the completion package would include a final certificate of occupancy, HOME Rental Completion form, acceptance of the work by the lenders/owners, and settlement of all claims (if any). 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 source and uses statement reflecting the project's actual financial position.
- Income targeting and maximum rents are revised annually by HUD. These amounts may increase or decrease. Tenant income will have to be verified annually, and the HOME funded units will have to pass National Standards for the Physical Inspection of Real Estate (NSPIRE) inspections.
- Accounts for replacement/capital reserves and operating reserves may be required upon project completion. Annual statements regarding the status of these accounts may be required. HOME funds cannot be used to capitalize reserves.

- 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.

- The HOME program will adjust the project loan amount to cover payment of City expenses incidental to its loan, including, without limitation, expenses incurred for appraisal and appraisal review, toxic review, construction inspections, and legal services.

GENERAL INFORMATION

PROPRIETARY INFORMATION/PUBLIC DISCLOSURE
Materials submitted in response to this competitive process shall become the property of the City. All applications received are subject to the Public Records Act as defined in RCW 42.17.250 to 42.17.340, "Public Records." Any information in the application that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire application exempt from disclosure will not be honored. The City will consider an applicant's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the application, it will not be made available until the affected applicant has been given an opportunity to seek a court injunction against the requested disclosure. All requests for information should be directed to the Director of CHHS.

REVISIONS TO THE RFP
In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Community, Housing and Human Services Department website, my.spokanecity.org/CHHS. Applicants are encouraged to monitor the website for any changes and/or notifications. The City also reserves the right to cancel or to reissue the RFP in whole or in part, prior to final award of a contract.

RESPONSIVENESS
All applications will be reviewed by the RFP Coordinator or designee to determine compliance with administrative requirements and instructions specified in this RFP. The applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the application as non-responsive. The City reserves the right at its sole discretion to waive minor administrative irregularities.

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. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

EQUAL CREDIT OPPORTUNITY ACT INFORMATION: The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see http://www.justice.gov/crt/about/hce/housing_ecoa.php .

EQUAL HOUSING OPPORTUNITY INFORMATION: The City is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. The City encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION: We do business in accordance with the Washington Law Against Discrimination, RCW 49.60, which prohibits discrimination on the basis of race, color, creed, national origin, disability, HIV/Aids and Hepatitis C status, use of guide dog or service animal, sex, marital status, age (employment only), families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.

APPEAL PROCESS

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

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

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

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

- **Email**: chhsrfp@spokanecity.org
- **Mail**:
  ATTN: CHHS Director
  Spokane City Hall, 6th 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
Subject line should clearly state "APPEAL of RFP Funding Decision"

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

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

Only appeals stipulating an issue of fact concerning the following subjects will be considered:
- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in this RFP, CHHS, local, state, or federal policy.

Appeals will be dismissed 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

The following is a list of regulations and requirements which typically apply to housing projects financed with federal funds. Individual projects may be subject to additional laws and regulations. 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) 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

(xviii) Build America, Buy America (BABA) Act of 2021

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; and

(iv) Washington State Landlord/Tenant Act.

Local:

(i) City of Spokane Building and Zoning Codes

(ii) City of Spokane Consolidated Plan, 2025-2029

APPENDIX B, AFFORDABILITY REQUIREMENTS

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 programs including the HOME Program. HUD typically assumes that a family should not pay more than 30% of its income for rent and utilities. The HOME 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. Tenants can use tenant-based Housing Choice Vouchers in HOME-assisted units and HOME rent limits do not apply to rental assistance/subsidies provided by federal, state, or local programs

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 HOME-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 household’s rent is its proportionate share of the total unit rent, less the utility allowance, and all tenants must be low-income. Rent includes utilities but does not include food or cost of any supportive services provided.

APPENDIX C, RENTS AND INCOMES

Available online at 2025 Home Rent and Income Limits

CITY of SPOKANE 2025 AHP PROGRAM INCOME AND RENT LIMITS
HOME, 1406/1590

SOURCE: HUD
MSA: SPOKANE, WA
EFFECTIVE DATE: JUNE 01, 2025
FY 2025 MEDIAN INCOME: $100,800

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

2025 RENT LIMITS

	SRO●	EFFICIENCY	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	5 BEDROOM	6 BEDROOM
FAIR MARKET RENT (FMR)**	749	998	1123	1444	1997	2339	2690	3041
30 OF 65 RENT (HIGH HOME RENT)		*998	*1123	1444	1669	1843	2015	2187
30 OF 60 RENT		*998	*1123	1362	1572	1755	1935	2116
30 OF 50 RENT (LOW HOME RENT)		882	945	1135	1310	1462	1613	1764
30 OF 40 RENT		706	756	908	1048	1170	1290	1411
30 OF 35 RENT		617	661	794	917	1023	1129	1234
30 OF 30 RENT		530	567	681	786	877	968	1058

●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 D, MAXIMUM PER UNIT SUBSIDY LIMITS

Available online at [2025 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.

The following are the 2025 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.