



Housing and Homeless Services Department (HHS)

NOTICE OF FUNDING AVAILABILITY

HEART Development of Affordable Housing and Behavioral Health Facilities

March 2, 2026



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REQUEST FOR PROPOSALS

The City of Spokane, through the Housing and Homeless Services Department, is seeking proposals for the development of affordable housing projects and behavioral health facilities within the City of Spokane. One funding source is included in this Request for Proposal for a total of \$5,800,000.

Period of Performance	The anticipated contract terms between the City of Spokane and Subrecipient will begin at the point that the legal documents are executed and will end in accordance with the affordability agreement included in the legal documents.
Fund Source	1590 Sales and use tax revenue for housing and related services fund RCW 82.14.530
Budget Categories	Acquisition
	Construction
	Soft Costs
	Other Development Costs

INTRODUCTION

The City of Spokane is releasing this Notice of Funding Availability (NOFA) for the **development of affordable housing and behavioral health facilities 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 for this funding opportunity is to increase housing stability through the development of affordable housing units and behavioral health facilities for qualifying households. All applicants must demonstrate in the application how the proposed projects will lead to housing stability.

An estimated total of \$5,800,000 is available in HEART development funds for this request for proposals.

Eligible development activities for this funding round are based on the restrictive uses identified in RCW 82.14.530 and include costs related to acquisition and construction of affordable housing/behavioral health facilities, and rehabilitation of housing leading to new affordable housing units. Homeownership projects include a combination of those eligible costs and will complete a separate budget worksheet. Please see the ELIGIBLE USES section for a full description of eligible costs.

Households benefitting from units assisted with HEART development funds must earn 60% or less of the Area Median Income **and** qualify as one or more of the following populations:

- Senior citizen, elderly person; 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 B**, however, with City approval, population definitions may deviate from Appendix B to align with those used by other funders in a HEART-assisted project.

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

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

HEART-assisted development projects may include emergency housing, transitional housing, supportive housing, permanent housing, multi-family affordable housing, single-family owned housing, and affordable housing models tailored to meet the unique needs of individuals and families on their path to stability, which also includes behavioral health-focused housing facilities, and evaluation and treatment centers.

The City values approaches that reflect cultural responsiveness and flexibility, recognizing that different populations require distinct support as they move toward permanent housing. HEART-assisted projects must comply with all Fair Housing laws.

The City of Spokane reserves the right to amend this Notice of Funding Availability (NOFA) as needed. The City will communicate changes to the NOFA on the HHS website at <https://my.spokanecity.org/chhs/funding-opportunities/chhs/>.

NOFA CONTACT

Questions related to this funding notice should be directed to the Housing and Homeless Services Department.

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

TIMELINE

Activity / Process	Date
Applications Available	Monday, March 2, 2026
Technical Assistance Workshop	Tuesday, March 17, 2026
Individual TA Sessions	March 2 – April 24, 2026
Applications Due	Friday, May 1, 2026
Staff reviews completed and sent to AH Committee	Monday, May 11, 2026
AH Committee Application Review	Tuesday, May 26, 2026
AH Recommendations Reviewed by CHHS Board	Wednesday, June 3, 2026
CHHS Board Recommendations Presented to Council Committee	Monday, June 15, 2026
Council Finalizes Funding Recommendations	Monday, July 13, 2026
Notify Applicants of Funding Decisions	Friday, July 17, 2026

PERIOD OF PERFORMANCE/TERM

Funding for this NOFA will be made available once the entire capital stack for the approved project is secured. The anticipated contract terms between the City of Spokane and Subrecipient will begin at the point that the legal documents are executed and will end in accordance with the affordability agreement included in the legal documents. Projects that include construction activities are expected to commence construction within 24 months of the award announcement. Acquisition projects are expected to yield new units of affordable housing units or new behavioral health facilities within 48 months of the award announcement. The City reserves the right to reallocate HEART funds from non-performing projects.

ELIGIBLE APPLICANTS

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

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

Applicants for funds to develop behavioral health facilities must also be a licensed Behavioral Health Agency (BHA) with the State of Washington or must have a documented agreement with a licensed BHA to operate the Behavioral Health facility.

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

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

- Non-profit organizations
- For-profit entities, including individuals, partnerships, corporations, limited liability companies, and limited liability partnerships
- Public agencies
- Government agencies

ELIGIBLE USES

See application for budget worksheet.

Acquisition

- Acquisition of land/existing structures - Costs of acquiring real property including the purchase price of the property, closing, title and recording costs. Acquisition must lead to new behavioral health facilities or units of affordable housing within 24 months of execution of the HEART development contract. Seek technical assistance if development timeline exceeds this timeframe.

Construction and Rehabilitation *

- Construction/Rehabilitation hard costs - Costs to meet applicable new construction standards and rehabilitation standards. For construction/rehabilitation the costs may include demolition, actual construction costs, utility connections, and site improvements.
- Related soft costs and other development costs - Other reasonable and necessary costs incurred by the owner or the City of Spokane associated with the financing and/or development of new construction or acquisition. Such costs may include architectural and engineering fees, legal fees, financing fees, project audit costs, funding of an initial operating deficit reserve for new construction, staff and overhead costs directly related to carrying out a project, impact fees, affirmative marketing, and fair housing information services, as long as they are a part of the project. This can include GFCs if part of the overall development budget. Relocation costs including payments for temporary housing, cost of staff and overhead are noted under *Soft Costs: Other* in the budget form.

*Rehabilitation of behavioral health facilities is not identified as an eligible activity in RCW 82.14.530. Affordable housing projects are eligible for rehabilitation only if that rehabilitation leads to the creation of new units.

Homeownership

- Acquisition of land/existing structures - Costs of acquiring real property including the purchase price of the property, closing, title and recording costs. Acquisition must lead to new unit(s) of affordable housing within 24 months of execution of an affordable housing contract.
- Construction/Rehabilitation hard costs - Costs to meet applicable new construction standards and rehabilitation standards. For construction/rehabilitation the costs may include demolition, actual construction costs, utility connections, and site improvements.
- Related soft costs and other development costs - Other reasonable and necessary costs incurred by the owner or the City of Spokane associated with the financing and/or development of affordable housing. Such costs may include architectural and engineering fees, legal fees, financing fees, project audit costs, bidding costs, impact/mitigation costs, staff and overhead costs directly related to carrying out a project, impact fees, affirmative marketing, and fair housing information services, as long as they are a part of the project. This can include GFCs when applicable and if part of the overall development budget. Relocation costs including payments for temporary housing, cost of staff and overhead are noted under *Soft Costs: Other* in the budget form.

FUNDING POLICIES

Financing - Acquisition, New Construction, Rehabilitation

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

Recoverable Grants - Homeownership

Funds for homeownership projects will be awarded as a recoverable grant. However, the City's interest in the project will be secured through a grant agreement, that requires the subrecipient to maintain covenant agreements with buyers restricting the use of the property for the length of the Period of Affordability.

Security Interest:

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

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

Periods of affordability for new construction and acquisition are a minimum of 20 years but may be extended to provide the borrower with an option for loan forgiveness if the project qualifies. Periods of affordability for rehabilitation projects is determined by the amount of assistance awarded.

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

*Based on amount of City assistance in the project.

LEVERAGING

The City of Spokane expects development projects to leverage all available funding resources, including but not limited to private investors and private donors funding, private mortgages, other federal, state and local public funding sources, and tax exemptions. This leveraging of other funding sources is a consideration in project selection. Projects requesting more than 25% of the total project cost from the City in this funding round, or 50% of the total project cost overall, will not be considered for funding.

MINIMUM APPLICATION 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. Friday, May 1, 2026.**
- 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 and how all funds in the project will be used.
- Project costs must be customary, necessary, and reasonable for the activity funded. The review committee will use the state per unit and per square footage averaged costs released in December 2025 to determine customary and reasonable.
- Development project(s) pro forma should reflect a **minimum 1.1 debt coverage ratio** (net operating income divided by the total debt service).
- All development projects must leverage other funding.
- Developer or consultant fees must be reasonable and should reflect the work involved. The justification for developer/consultant fees should outline the services provided and how the fee was calculated. The City may negotiate a lesser fee than proposed by the Applicant.

- Management plans must evidence the ability and organizational capacity of the applicant to successfully manage the project throughout the project’s duration. Partnerships between less experienced providers and more experienced providers are encouraged.
- A complete development timeline for the project, identifying all key dates must be submitted. Development timelines are considered in project evaluation. Construction or rehabilitation should be underway within twenty-four months of the initial funding/award notification date. The project must be completed in accordance with the timeline agreed to in the City’s Written Loan Agreement and related documents, typically no more than 24 months from execution of the legal agreement.

MINIMUM PROJECT ELIGIBILITY REQUIREMENTS

- Completed development projects, including acquisition, construction, and rehabilitation must have an expected life at least as long as the period of affordability.
- Acquisition of an existing structure without rehabilitation must meet, at a minimum, state and local housing/facilities quality standards and code requirements. Final step of project completion is City staff site visit.
- 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.
- Acquisition of an existing structure with rehabilitation must meet all the applicable state and local codes, as noted with a Certificate of Occupancy from the City.
- Completed new construction housing projects must meet or exceed state and local codes, demonstrated by a City of Spokane Certificate of Occupancy.

CONFLICT OF INTEREST

In allocating funds for capital development, 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 Board's Affordable Housing Committee, the CHHS Board; 2) staff members of the City of Spokane Housing and Homeless 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 Housing and Homeless 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 HHS 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 combined single limit)
- Property insurance (100% of replacement value)
- Professional Liability Insurance (\$1,000,000 per claim) (must remain in effect two years after the contract end date) (If applicable)
- Builder’s Risk in the amount equal to the total completed value of the project (if applicable)
- 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
- State of Washington Behavioral Health Agency license, if applicable.
- Vendor Setup (if new vendor)
 - New Vendor Request Form (to be sent by HHS)
 - 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.

APPLICATION DEADLINE

The NOFA will be available beginning **Friday, May 1, 2026**, on the Housing and Homeless 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 Monday, March 2, 2026, at <https://portal.neighborlysoftware.com/SPOKANEWA/Participant/>

Applications are due at 5:00 p.m. on Friday, May 1, 2026. Late applications will not be accepted.

HHS 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 April 24, 2026, if there are questions or concerns.

REQUIRED TECHNICAL ASSISTANCE

Technical Assistance is required.

Virtual Workshop

2:00-3:00 p.m. on Tuesday, March 10, 2026.

You can [join the Teams Meeting from here](#), or contact Heather Page at hpage@spokanecity.org or John Gammal at jgammal@spokanecity.org for the calendar invite.

Individual Technical Assistance Meetings

Individual technical assistance meetings are available by appointment through Friday, April 24, 2026. Contact the following staff to schedule an appointment:

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

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: City of Spokane HHS 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 (20 points)** - The project is well-defined. The project design and scope of work are consistent and feasible and respond to an identified housing/behavioral health facilities need. The project addresses RFP and community priorities. The site, structure, location, and program design of the project is appropriate for the proposed residents. All elements of the project meet affordability considerations including per unit costs, reserve costs, compliance with per household income levels/rents and other project factors. The rents/client fees and/or homebuyer mortgage payments are consistent with affordability requirements.
- **Financial Feasibility (20 points)** - The proposed budget is clear, realistic, and well-supported. It shows the total project costs, identifies secured and anticipated funding sources, and the uses for each funding source. The funding sources are diverse and meet the City's leveraging requirement. Budgets reflect reasonable, justifiable costs when compared to state-wide averages, and include documentation of committed or conditionally committed funds. The operating pro forma indicates sufficient cash flow and reserves to maintain and operate the project in a prudent and responsible manner for the full period of affordability.
- **Organizational Capacity and Performance (20 points)** - The skills and experience of the owner and the project management team are appropriate to the size and complexity of the project, or the owner will partner with an experienced management team appropriate for the size and complexity of the project. The organization's application includes established tenant/client selection policies, data tracking, and reporting procedures, as well as financial oversight practices that ensure accountability. The organization has a strong

performance history, with existing projects operating in good fiscal standing, meeting spenddown timelines, and submitting timely reports.

- **Project Readiness (20 points)** - The project schedule is well-thought out, complete, and potential delays have been considered. The project schedule and cash flow statement indicates that the project will execute legal agreements within 24 months from the date of the initial funding/award notification. 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.
- **Fair Housing/Impact on Housing Disparities/Historically Excluded Communities (20 points)**
The organization demonstrates an understanding of Fair Housing laws through ongoing staff training, compliant policies, processes and procedures. The organization uses data-driven disparity analysis to create a clear strategy for addressing housing disparities for traditionally excluded communities. The organization demonstrates the use of data-driven inclusion strategies for its intake/service models and develops community partnerships with organizations serving traditionally excluded populations. Clear outcome and accountability metrics are included in the project’s organizational information.

ADMINISTRATIVE REQUIREMENTS

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

- HEART 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, other legal documents, or by City staff.
- Executed legal documents must be recorded at Spokane County Auditor’s office prior to any distribution of funds.
- 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 HHS 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 HHS.

REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted on the Housing and Homeless 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

People / 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 Housing and Homeless

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

HHS 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: HHS 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 HHS Director. 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 HHS Director, 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: HHS 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, HHS, 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 HHS Director. The HHS Director is not involved in the award process. The HHS 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 with 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) 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

APPENDIX B, 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 RCW 4.185C.010

An individual living outside or in a building not meant for human habitation or which they have no legal right to occupy, in an emergency shelter, or in a temporary housing program which may include a transitional and supportive housing program if habitation time limits exist. This definition includes substance abusers, people with mental illness, and sex offenders who are homeless.

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. [CHG Guidelines](#)

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:

"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 C, 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