



COMMUNITY SERVICES, HOUSING, AND COMMUNITY  
DEVELOPMENT DEPARTMENT  
Kathleen Torella, Director

**Spokane County Regional Behavioral Health  
(Administrative Services Organization) SCRBH (ASO)**

**Request for Proposal (RFP) for Community Behavioral Health Rental Assistance (CBRA)**

Effective October 1, 2021, an RFP is being released for a second time, to provide Community Behavioral Health Rental Assistance (CBRA) funding to support adults (and their households) who have a diagnosed behavioral health condition in acquiring and sustaining safe and stable housing. The CBRA program provides long-term or bridge rental subsidies for high-risk individuals with behavioral health conditions and their households. The priority population of this funding are those discharging or needing discharge from a psychiatric hospital or other psychiatric inpatient setting. The SCRBH (ASO) is looking for providers within the Spokane Regional Service Area (RSA), to administer the CBRA program for the rural counties including; Adams and Pend Oreille Counties.

**Background:** According to the National Rural Housing Coalition, since 2007 rural median income has averaged 20% below the urban median (National Rural Housing Coalition, 2021). This compounded with a shortage of resources, shows a marked need for housing assistance in the rural counties of the Spokane RSA. In 2015, the Affordable Housing Advisory Board published a Housing Needs Assessment, that highlighted the housing needs throughout Washington State. It was noted that in Pend Oreille County, the average family income was \$48,000.00, which was the third lowest average family income in the state, second to Ferry County, with an average family income of \$46,400.00 and Adams County, with the lowest average family income of \$46,100.00. Adams, Ferry and Pend Oreille counties are located within the Spokane RSA, and the findings of this study bring to light an even greater need for housing assistance in these counties. Within that same study it was also noted that in Pend Oreille County, only 48.61% of owner-occupied housing was considered affordable when looking at housing costs and median family income (Affordable Housing Advisory Board, 2015). With CBRA funding, SCRBH (ASO) hopes to address the marked need for housing assistance through providing long-term and bridge assistance for adults struggling with behavioral health needs and their families living in rural communities to acquire and have sustainable long-term housing.

**Funding:** CBRA programs are funded through State General Funds as allocated by the Legislature. CBRA funds have been assigned to the Washington State Department of Commerce (DOC) and granted to the SCRBH (ASO) and their sub-grantees to provide long-term or bridge rental subsidies to high risk individuals with behavioral health conditions and their households. CBRA funding can be used for administrative costs (up to 15%), operational costs, as well as



housing costs for the individuals being served. Administrative costs include expenses that benefit the agency as a whole, that are not necessarily attributed to a particular program (e.g. general agency facility costs, IT costs, board expenses, and/or organization-wide fees and dues). Operational costs are defined as expenses that are directly attributed to the CBRA program, such as staff salaries and benefits, office space, supplies and equipment, as well as data collection and data entry related to the program. Housing costs are expenses paid directly to a third party on behalf of the household, such as rent, application fees, security deposits, landlord incentives, parking costs, past eviction fees, utility costs, and hotel/motel costs when no other shelter options are available up to ninety (90) days.

Requests for reimbursement must also include the CBRA Monthly Voucher Detail Report that will be provided to the awarded agency at time of contract execution.

The contract award's targeted start date is October 15, 2021. The program will operate for one (1) State Fiscal Year, then be evaluated for renewal on an annual basis thereafter. Renewal of contracts for services and funding is not guaranteed.

**Scope of Services:** The provider will utilize CBRA funding to assist adults with behavioral health challenges and their households, locate and maintain long-term and bridge housing, while utilizing the Substance Abuse and Mental Health Services Administration (SAMSHA) Permanent Supportive Housing Evidence Based Practices Kit. Services funded through the CBRA Program must be voluntary and utilize Housing First Principles as described on the National Alliance to End Homelessness's webpage. All individuals who meet the Individual/Household Eligibility requirements listed below can receive housing assistance through this funding, with the priority population of this funding being for individual exiting state psychiatric hospitals, community psychiatric inpatient beds, behavioral health treatment facilities, local jails, or community inpatient psychiatric institutions. The selected agency must also increase retention in the Permanent Housing Subsidy (PHS) program or exits to permanent housing.

*Individual/Household Eligibility:* Households must have an adult family member who meets **ALL** of the following criteria:

- **Criteria One:** Adult individuals with a documented behavioral health condition;
- **Criteria Two:** Adult individuals eligible for long-term supports;
  - Examples: Foundational Community Support, Housing and Recovery through Peer Services (HARPS), Forensic HARPS, Health Care Authority SUD only Support Services, DSHS Aging and Long-Term Support Programs as well as other programs approved on a case-by-case basis; and
- **Criteria Three:** Adult individuals who have a need for long-term housing support with no other payment alternatives or networks they can rely on to meet the housing need.

The provider will utilize CBRA funding to locate, pay for, and maintain housing for eligible individuals/households. This includes assisting individuals in completing housing applications, locating housing, and providing subsidies for housing related costs. The provider shall ensure that housing identified for eligible individuals is habitable according to RCW 59.18.060. The awarded provider must use the CBRA Verification of Household Eligibility Form when reviewing applicants and it must be kept within the client file and dated within thirty (30) days of program entry, along with other required documentation.

Annual eligibility recertification is **not** required for this program should the household's status not change from the original application period.

**Reporting Requirements:** The provider will be required to submit service and information into the Washington State Department of Commerce's Homeless Information Management System (HMIS). In addition, quarterly reports including the following information on all individual's served will be required; name, date of birth, race, ethnicity, prior living situation, destination, and if the individual is involved in domestic violence or is fleeing domestic violence. Included in these quarterly reports will be information on how funding was used for each individual, as well as the amount of funding spent on each individual served.

In addition to demographic and service data submitted, the provider will also provide a monthly narrative (due the 10<sup>th</sup> of the following month) describing the efforts, challenges faced, efforts to overcome challenges, and accomplishments during that time period.

The provider will be required to develop policies and procedures (P&P) on the operation of the CBRA program, specific to how referrals will be cultivated, accepted, and prioritized within the Spokane RSA region. Other P&Ps will need to be developed regarding the operation of the program as well.

**Monitoring Requirements:** The provider will be required to participate in program monitoring and compliance reviews, providing necessary documentation, information, and support to ensure compliance with contract requirements and applicable federal, state, and local laws. This may include, but not limited to; risk assessment review, participant file review, grant administration review, fiscal monitoring, policy and procedure review, and other reviews/assessments as determined by the WA State Department of Commerce, or applicable federal or state law. Monitoring and compliance reviews may require a physical site review and/or submission of required information to support the provision of desk reviews, as well as the ability to provide digital documentation through secure transmission.

As part of this process, providers applying for this RFP are required to complete and sign the CBRA Risk Self-Assessment Survey (ATTACHMENT D) as part of the application packet. **Please note that once contracted**, providers will be required to complete a CBRA Risk Self-Assessment

within 90 days of contract execution with Spokane County. This will assist with the development of the CBRA Monitoring Plan by the SCRBH (ASO) with contracted CBRA agencies.

**Provider Eligibility:** Applicants will be considered if they meet the following requirements:

1. The target population for this program is individuals exiting state psychiatric hospitals, community psychiatric inpatient beds, behavioral health treatment facilities, local jails, or community inpatient psychiatric institutions. The applicant must have a history of providing housing services, with preference for those with experience providing housing services for the target population.
2. The provider must be able to meet all program and contract requirements of an awarded contract with SCRBH (ASO), including the reporting requirements.
3. Proposals must follow all guidelines and be received no later than **September 13, 2021.**

**Proposal Content Requirements:** Items in the Proposal Content Requirement section below marked “Mandatory” must be included as part of the proposal to be considered responsive. These items are reviewed by select members of SCRBH (ASO) Administration and Finance leadership and/or staff. Items marked “Scored” are those that are awarded points as part of an evaluative review conducted by a scoring panel of SCRBH (ASO) staff and community stakeholders who have signed a “No Conflict of Interest” statement. Failure to answer each requirement may cause the proposal to be deemed non-responsive and be disqualified from further consideration.

**Required Attachments (Mandatory):**

1. Declaration Form (ATTACHMENT A);
2. Budget Worksheet (ATTACHMENT B);
3. Narrative Response (ATTACHMENT C) and
4. Risk Self-Assessment Survey (ATTACHMENT D)

**Narrative Response (Scored):** Interested agencies are asked to provide a narrative proposal that responds to the following requests (use ATTACHMENT C):

1. Describe your agency’s experience in providing housing services in rural communities and/or administering housing services funded through State Funding.
2. Describe your agency’s current experience and expertise in connecting individuals discharging from inpatient psychiatric care to long-term and bridge housing.
3. Outline your organizational experience in the implementation of evidence-based and evidence supported practices for the targeted population and describe your current capacity to track and report outcomes to evaluate this work.
4. Describe how your agency will incorporate cultural competency approaches, inclusion, and person-centered approaches in its service delivery.

5. Describe how your agency will meet the contract's reporting and data submission requirements and your agency's prior experience in submitting reports and data electronically to a contract funder?
6. Provide a budget proposal, utilizing the attached budget worksheet (ATTACHMENT B), outlining how funds will be allocated in order to support the program as well as to ensure funding is allocated to only cover expenses incurred specifically for the program.

**Scoring Details:** The Narrative Response Scoring Worksheet is utilized by the scoring panel and provided as an attachment with this RFI for informational purposes.

### **General Information and Application Requirements.**

**Contact Information:** All inquiries shall be directed to the Solicitation Coordinator via email by 4:30 pm (PST) on **October 18, 2021**. All questions and answers will be posted on the SCR BH (ASO) website at the following link:  
<https://www.spokanecounty.org/4811/RFPRFIRFLI>.

**Solicitation Coordinator:**

SCR BH (ASO) Integrated Behavioral Healthcare Project Coordinator  
Spokane County Community Services, Housing, and  
Community Development Department  
1116 W. Broadway Avenue  
Spokane, WA 99260  
Email: [jwatson@spokanecounty.org](mailto:jwatson@spokanecounty.org)

**Instructions, Forms, and Other Documents:** The application instructions, forms, and other documents are in a combination of Microsoft Word and Excel formats and can be printed from the website. If you are unable to open and/or print any of these documents, you may contact the Solicitation Coordinator listed above under *Contact Information* to make arrangements to receive paper copies of these documents.

**Amendments to Solicitation:** The SCR BH (ASO) reserves the right to issue amendments to this Solicitation for clarification, substitution, addition or deletion. Applicants are strongly advised to check the website periodically to see if amendments have been posted.

**Cancellation:** This RFI does not convey a commitment to award a contract. Spokane County reserves the right to accept or reject any or all proposals or to cancel this Solicitation at any time if the cancellation is deemed to be in Spokane County's best interest. In no event, shall Spokane County have any liability for the cancellation of this Solicitation, or for any expenses incurred by any bidder in connection with the selection process.

**Proposal Revisions and Review:** The SCR BH (ASO) may find it necessary to seek clarification from applicants regarding any of the responses submitted. The SCR BH (ASO) may, at its discretion, request that applicants submit additional information in order to permit a more informed evaluation of the application. Oral presentations may be required of those

prospective contractors whose proposals are under consideration. If so, prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location of the oral presentation. In addition, the SCRBH (ASO) may require site visits to assess physical space for programming, fund accountability, contract compliance and program performance.

**Solicitation Awards:** All applicants will be notified by both postal mail and email regarding the status of their proposal, whether it is accepted or denied. Selection and ranking does not constitute a contract and does not guarantee or obligate SCRBH (ASO) to negotiate with all applicants that are selected and ranked as “most advantageous.” In the event that SCRBH (ASO) elects to pursue contract negotiations with an applicant but finds that the negotiations are not in the best interest of the County, SCRBH (ASO) may suspend or terminate such negotiations. At SCRBH (ASO)’s sole option and in no specified order, it may enter into negotiations with any of the other applicants. In addition, SCRBH (ASO) may elect to negotiate solely with the applicant ranked in first position, or alternatively, the SCRBH (ASO) may elect to negotiate with more than one applicant.

**Property of Spokane County:** Any application submitted becomes the property of the SCRBH (ASO) and will not be returned to the applicant.

**Public Information Requests:** The SCRBH (ASO) is a division under the Spokane County Community Services, Housing, and Community Development (CSHCD) Department, and CSHCD is a department within Spokane County. Spokane County, as a governmental entity, is required by law to respond to all requests for public records. Any bidder to this RFI is on notice that the following documents may be released in the event of a Public Records Request (PRR) surrounding this RFI: Original RFI documents prepared by an applicant, scoring results, questions submitted to the SCRBH (ASO), email communication and/or any subsequent executed contracts.

**Dispute Resolution:** The SCRBH (ASO) encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provision of this RFI. Written complaints should be addressed to Justin D. Johnson, Assistant Director, 1116 W. Broadway Avenue, Spokane, WA 99260.

**Beneficial Interest Disclosure Statement:** In accordance with RCW 42.23, all bidders must disclose any and all personal relatives, or any relatives of the bidder’s employees or subcontractors, who are presently employed by Spokane County, or who stand to realize any financial gain or beneficial interest, if this contract is awarded to the bidder or any Subcontractor of the bidder for the work.

**Debarment:** The bidder certifies that it is not presently debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12689, Title 48 CFR 9.404 “Debarment and Suspension.” Furthermore, the bidder certifies that the agency will not contract with a Subcontractor for CBRA contract associated services that is likewise

debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, USC, and CFR's.

**TECHNICAL REQUIREMENTS OF THE PROPOSAL:**

- Complete the provided RFP Application Form;
- Include your organization's name in all indicated areas of the application form;
- Ensure all response sections are completed. For any section that does not apply, or you choose not to answer, please insert "Not Applicable" or "N/A";
- There is no minimum or maximum characters for each section response;
- Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response are not desired;
- Proposal applications that are incomplete or do not follow the guidelines described in the "Proposal Content Requirements" section will not be considered;
- All questions must be answered;
- All required attachments must be included (please see page 4); and
- Submit the proposal electronically to the email provided below.

**Delivery of the Proposal: The proposal must be received no later than 4:30 p.m. (PST) on November 1, 2021. Direct the proposal to:**

Justin D. Johnson, Assistant Director  
Spokane County Community Services, Housing,  
and Community Development Department  
1116 W. Broadway Avenue  
Spokane, WA 99260

**Submit all proposals electronically to [jdjohnson@spokanecounty.org](mailto:jdjohnson@spokanecounty.org).**

**Proposals received after 4:30 p.m. (PST) on November 1, 2021 will be disqualified from consideration under this Solicitation.**