REQUEST FOR PROPOSALS

Applications Due March 8th @ 5pm

Spokane County
WASHINGTON

Housing & Community Development
Table of Contents

RFP Overview .................................................................................................................. 03
Spokane County Housing & Community Development ................................................. 03
Eligible Applicants .......................................................................................................... 03
RFP Process .................................................................................................................... 04
  Community Engagement & Data Analysis ................................................................. 04
  Applications & Technical Assistance ......................................................................... 04
  Funding Decisions ........................................................................................................ 05
  Notice of Application Status ....................................................................................... 05
  Contracts ....................................................................................................................... 05
  Monitoring & Performance Reporting .......................................................................... 05
About the Funding Sources ............................................................................................ 06
  Funding Overview ........................................................................................................ 06
  Federal Funding Sources ............................................................................................. 06
  State Funding Sources ................................................................................................. 07
  Local Funding Sources ................................................................................................. 07
  Allocating/Awarding Funds ......................................................................................... 08
RFP Timeline .................................................................................................................. 09
How to Apply .................................................................................................................. 10
  Neighborly Web Portal Overview .............................................................................. 10
  Application Overview ................................................................................................ 10
  Program Applications ................................................................................................ 10
  Homeless Services ...................................................................................................... 11
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Housing</td>
<td>16</td>
</tr>
<tr>
<td>Community Development</td>
<td>19</td>
</tr>
<tr>
<td>Application Review</td>
<td>24</td>
</tr>
<tr>
<td>Staff Review</td>
<td>24</td>
</tr>
<tr>
<td>HCDAC Review</td>
<td>24</td>
</tr>
<tr>
<td>HCD Application Standards</td>
<td>25</td>
</tr>
<tr>
<td>Application Review Ratings</td>
<td>25</td>
</tr>
<tr>
<td>Appeal Process</td>
<td>26</td>
</tr>
<tr>
<td>What can be Appealed</td>
<td>26</td>
</tr>
<tr>
<td>Timeline for Appeal</td>
<td>26</td>
</tr>
<tr>
<td>Legal Statements &amp; Policies</td>
<td>28</td>
</tr>
<tr>
<td>Addendum to the 2024 Request for Proposal</td>
<td>31</td>
</tr>
</tbody>
</table>
Spokane County Housing & Community Development

Originally founded in January of 1858, Spokane County is geographically 1,781 square miles located in Eastern Washington with a population of approximately 549.69k people.

Housing and Community Development (HCD) is a department within Spokane County that receives local, state, and federal funding which is allocated to our communities through three different programs: Homeless Services, Affordable Housing, and Community Development. To connect with our department, please email us at HCDinfo@spokanecounty.org or visit our website for more information.

For the 2024 Program Year (PY), July 1, 2024 – June 30, 2025, Spokane County will allocate these funds through a competitive funding application process to eligible projects/activities that meet local, state, and federal objectives as well as county goals and identified funding needs and service gaps. Spokane County HCD is publishing this Request for Proposal (RFP) for eligible applicants in the 2024 PY under all three programs: Homeless Services, Affordable Housing, and Community Development.

Eligible Applicants

Funds are available to eligible applicants that serve primarily low- and moderate-income individuals and families in the unincorporated County, and participating jurisdictions in the Urban Consortium. Participating jurisdictions include Airway Heights, Cheney, Fairfield, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Deer Park, Waverly, and Spokane Valley.

Eligible applicants include the following:

- Local jurisdictions
- For-profit corporations/organizations
- Faith-based institutions
- Non-profit corporations/organizations
- For-profit corporations/organizations

For more information on eligible applicants and activities, please visit the Homeless Services, Affordable Housing, or Community Development sections of this RFP.

The following table provides income limits used to determine eligibility for HUD-funded activities:

<table>
<thead>
<tr>
<th>2023 Median Family Incomes*</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Family Income</td>
<td>100% MFI</td>
<td>$62,300</td>
<td>$71,200</td>
<td>$80,100</td>
<td>$89,000</td>
<td>$96,200</td>
</tr>
<tr>
<td>Moderate Income</td>
<td>80% MFI</td>
<td>$49,850</td>
<td>$57,000</td>
<td>$64,100</td>
<td>$71,200</td>
<td>$76,900</td>
</tr>
<tr>
<td>Low Income</td>
<td>60% MFI</td>
<td>$37,380</td>
<td>$42,720</td>
<td>$48,060</td>
<td>$53,400</td>
<td>$57,720</td>
</tr>
<tr>
<td>Very Low Income</td>
<td>50% MFI</td>
<td>$31,150</td>
<td>$35,600</td>
<td>$40,050</td>
<td>$44,500</td>
<td>$48,100</td>
</tr>
<tr>
<td>Extremely Low Income</td>
<td>30% MFI</td>
<td>$18,700</td>
<td>$21,400</td>
<td>$24,860</td>
<td>$30,000</td>
<td>$35,140</td>
</tr>
</tbody>
</table>

*Note: the above chart will be updated prior to the start of 2024 Program Year. Projects will be subject to the updated 2024 Median Family Income Limits.
RFP Process

Community Engagement & Data Analysis

Throughout September and October 2023, HCD conducted research and analysis on possible funding needs and service gaps within Spokane County. HCD brought the assumptions gleaned from the analysis into a community stakeholder meeting in November of 2023, at which time the department informed community partners of the updated RFP process. Furthermore, HCD staff asked stakeholders for assumptions about the funding needs and service gaps within Spokane County.

HCD held a second community stakeholder meeting in December 2023 to build upon the results of the first meeting and to further specify the funding needs and service gaps within Spokane County.

The results from our community engagement and data analysis efforts informed the identified priorities and funding decisions for 2024 PY. To view these results please visit the Application Resources page on our website. Competitive applications will address one or more of the funding needs and service gaps identified by community partners throughout our stakeholder meeting series as outlined under each specific program in the How to Apply section of this RFP.

Applications & Technical Assistance

Following the published 2024 RFP on January 26th, 2024, there will be two hybrid technical assistance workshops held for applicants to attend as well as designated meeting times for 1:1 technical assistance with program managers.

The workshops will be informational sessions about the applications and will include designated time for questions. Please refer to the list below for the dates, times, and locations of these workshops. We highly encourage in-person attendance of at least one workshop (if possible). 1:1 technical assistance meeting slots will be available from 2/12/24 – 3/5/24, Tuesdays through Thursdays between 9 am and 3 pm. These meetings are by reservation only and must be booked 24 hours in advance with a description of the assistance you are seeking included in the reservation information. Please use the following link to reserve a timeslot:

Please Note: The link to reserve a timeslot will be live on Friday, February 9th at 8 am.

https://outlook.office365.com/owa/calendar/TechnicalAssistanceOfficeHoursReservationOnly@spokaneco.onmicrosoft.com/bookings/

- January 30th – Technical Workshop
  The Hive Public Library
  12:00 pm - 1:30 pm
  12:00 pm – 12:30 pm Homeless Services
  12:30 pm – 1:00 pm Affordable Housing
  1:00 pm – 1:30 pm Community Development

  Virtual (Teams Meeting Link): Click here to join the meeting
  Meeting ID: 224 823 141 957 Passcode: pyAT5u
• February 6th – Technical Workshop
  The Hive Public Library
  11:00 am – 12:30 pm
  11:00 am – 11:30 am Homeless Services
  11:30 am – 12:00 pm Affordable Housing
  12:00 pm – 12:30 pm Community Development

Virtual (Teams Meeting Link): Click here to join the meeting
  Meeting ID: 266 565 913 586    Passcode: rEtrgj

For additional technical assistance needs after 3/5/24 please contact Kurt Husler at khusler@SpokaneCounty.org for Neighborly specific issues or HCDinfo@spokanecounty.org for any other needed assistance.

Funding Decisions

Following the application deadline, HCD staff will conduct a preliminary review of eligibility. All applications determined eligible for funding will be forwarded to the Housing and Community Development Advisory Committee (HCDAC) for review. Once the HCDAC has reviewed and rated applications, they will provide a funding recommendation that will be presented to the Board of County Commissioners (BoCC) for deliberation and formal funding decision for the 2024 Program Year.

For more information on how applications will be evaluated, and funding decisions will be made, please see the Application Review section of this RFP.

Notice of Application Status

Following the funding deliberations, email communication will be sent to all applicants by noon on April 12th, 2024 of their award status. Appeal requests will be considered from the announcement of funding recommendations until April 19th, 2024. Please see the Appeal Process section of the RFP for more information.

Contracts

Following the award announcements and appeals period, contracts will be drafted and sent to awarded organizations for execution; contracts will begin on 7/01/2024 and the period of performance will depend on activity type and funding source. See program descriptions under the How to Apply section to determine the period of performance.

Monitoring & Performance Reporting

Organizations applying for funding will be subject to recurring monitoring by HCD staff to ensure that Spokane County subrecipients are complying with funding-specific regulatory requirements and program-specific guidelines. Monitoring may consist of in-person site visits to ensure operations and procedures comply with regulations, as well as remote audits, which will focus on compliance with documentation standards. In addition, each program will have specific performance reporting metrics that awarded applicants will be required to track to assess activity outcomes. For more information about monitoring and reporting requirements, please see the Program Applications section of this document.
About the Funding Sources

Funding Overview

There are 6 funding sources included in the 2024 RFP that are received from federal, state, and local agencies. The amount of funding available from each source varies and is approximated based on previous years’ resources and allocations. These funds will be distributed through our three programs: Homeless Services, Affordable Housing, and Community Development. For more specific information on each funding source see the overviews below.

Federal Funding Sources

Community Development Block Grant (CDBG)

~ $1,500,000 Community Development

CDBG is a federally funded program by the U.S. Department of Housing and Urban Development (HUD) aimed at supporting community development activities, principally for persons of low and moderate incomes (LMI), to build stronger and more resilient communities by providing decent housing, a suitable living environment, and expanded economic opportunities.

Guidelines provided to the County by HUD limit the amount of funding to Public Service activities. This cap shall not exceed 15% of the awarded amount. As such, of our $1,500,000 awarded funds, no more than $225,000 may be distributed to Public Service activities.

24 CFR Part 570

Home Investment Partnerships Program (HOME)

~ $2,750,000 Affordable Housing

Spokane County will be matching 25% of all HOME funds awarded with County Affordable Housing Funds, derived from Document Recording Surcharge and Sales & Use Tax funding.

The HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.

24 CFR Part 92 24 CFR 92.205

HOME - Community Housing Development Organization (CHDO)

~ $500,000 Affordable Housing

The County has set aside 15% of its HOME funds for Community Housing Development Organizations (CHDO)
Emergency Solutions Grant Program (ESG)

~ $225,000 Homeless Services

Rehabilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

State Funding Sources

Consolidated Homeless Grant (CHG)

~ $4,270,449 Homeless Services

The Consolidated Homeless Grant (CHG) includes several funding sources and provides resources to fund homeless crisis response systems to support communities in ending homelessness. Awards are made to local governments and nonprofits.

During application review, HCD will categorize proposed projects into the most applicable funding source. Applicants should utilize the Department of Commerce’s website to determine if the proposed project activity is allowable under CHG guidelines.

Local Funding Sources

Document Recording Surcharge (DRS)

~ $750,000 Homeless Services

A surcharge of $183 is collected for every qualifying document formally recorded by the Spokane County Auditor. A portion of these funds are retained locally to support homeless and affordable housing solutions.

Funding is used specifically to support goals identified in the regional 5-Year Strategic Plan to Prevent and End Homelessness.

~ $500,000 Affordable Housing

Local funding to support the preservation of and expansion of safe affordable housing choice for households at, or below 50 percent of the area median income.
Affordable and Supportive Housing – Sales and Use Tax

~ $750,000 Affordable Housing

Local sales tax revenue retained for the development of, rehabilitation of, or maintenance of affordable housing for households at, or below 60 percent area median income.

RCW 82.14.540

Allocating/Awarding Funds

Once the Board of County Commissioners (BoCC) has reviewed the funding recommendations provided by the Housing and Community Development Advisory Committee, Commissioners will vote to approve the recommendations during a formal legislative session which is recorded and live-streamed via Spokane County’s YouTube Channel.

HCD staff will review all final funding recommendations approved by the BoCC to determine the most appropriate funding source based on results from the agency risk assessment, project type, eligible uses of funds, etc. Staff will be in communication with awardees to determine a funding source that works best for both parties. Applicants with questions are encouraged to communicate with appropriate HCD staff.
RFP Timeline

- **JANUARY 26, 2024**: RFP OPENS
- **JANUARY 30, 2024 / FEBRUARY 06, 2024**: RFP TECHNICAL ASSISTANCE WORKSHOPS
- **FEBRUARY 27, 2024**: ADDENDUM CUT OFF
- **JANUARY 31, 2024 - MARCH 05, 2024**: 1:1 TECHNICAL ASSISTANCE MEETINGS
- **MARCH 08, 2024**: APPLICATIONS DUE
- **MARCH 11, 2024 - MARCH 29, 2024**: STAFF REVIEW PERIOD
- **MARCH 29, 2024 - APRIL 11, 2024**: HCDAC REVIEW PERIOD
- **APRIL 11, 2024**: HCDAC MEETING
- **APRIL 12, 2024 - APRIL 19, 2024**: APPEALS PERIOD
- **APRIL/MAY**: CONTRACTING
- **MAY 13, 2024 - MAY 14, 2024**: BOCC BRIEFING
- **MAY 20, 2024 - MAY 21, 2024**: BOCC LEGISLATIVE MEETING
- **JULY 1, 2024**: PERIOD OF PERFORMANCE BEGINS
How to Apply

Neighborly Web Portal Overview

Applications will be completed and submitted online through the Spokane County Neighborly web portal. **HCD will only accept applications submitted through Neighborly.** Please go to the following webpage to access your existing account or register for a new account. [https://portal.neighborlysoftware.com/spokanecountywa/Participant](https://portal.neighborlysoftware.com/spokanecountywa/Participant)

For assistance with Neighborly registration and login, please refer to the [Neighborly User Guide](https://ourwebsite.com/neighborly-guide) on our website. If additional assistance is needed, please reach out to Kurt Husler via email at KHUSLER@SpokaneCounty.org

Application Overview

**All applications are due on March 8th by 5:00 pm PST.** Late applications will not be considered for funding.

All applications will include general organization information listed below, as well as program-specific questions outlined in the respective Program Applications sections.

Organization Information

- Organization Name
- Organization Type
- Main Contact Information (project/program manager)
- Alternate Contact Information (secondary or fiscal)
- Organization Address (mailing, physical, and project)
- Federal ID #
- SAM Registration / UEI #
  - Proposals selected for funding must have an active UEI number to enter into contract with Spokane County. The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
  - On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). As part of this transition, the DUNS Number has been removed from SAM.gov.
  - Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID. Existing registered entities can find their Unique Entity ID by following the steps [here](https://ourwebsite.com/uei-finding). New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity

Program Applications

This section provides an overview of the program specific questions applicable for the three separate application types: [Homeless Services](https://ourwebsite.com/homeless), [Affordable Housing](https://ourwebsite.com/affordable), and [Community Development](https://ourwebsite.com/community).
It is strongly encouraged that organizations submitting a proposal examine the entire application, paying close attention to the timelines, submission requirements, required attachments, whether a proposal meets all requirements (including eligibility), and request clarification from a County representative throughout the process (if necessary).

**Homeless Services**

**Program Overview**

Spokane County Housing and Community Development – Homeless Services Program is seeking proposals for projects with the purpose of addressing the needs of individuals and households experiencing homelessness, or who are at risk of becoming homeless. Funding to support the Homeless Services Program’s request for proposals (RFP), comes from both the Washington State Consolidated Homeless Grant Program (CHG) and Local Document and Recording Fees remitted as part of Spokane County’s Homeless Housing and Assistance Act (HHAA). Spokane County intends to award approximately $4,270,449 from CHG funding and $750,000 from HHAA funding to eligible applicants through this RFP. Competitive applications will address at least one of the strategies outlined in the [Spokane City/County Continuum of Care 5-year Strategic Plan to Prevent and End Homelessness](#).

Prior to entering the application portal, it is strongly recommended that applicants review applicable program guidelines on the funding sources listed above. For more information on the CHG program, please refer to the [Washington Department of Commerce Website](#); for more information on the HHAA program please refer to the [Spokane County Website](#).

**Period of Performance**

Funding for this project period is allocated for a 12-month period between July 1, 2024 through June 30, 2025.

**Eligible Activities**

Applications submitted for Homeless Services Programming may include any of the following Allowable Intervention types:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Allowable Interventions</th>
<th>Housing Status Eligibility</th>
<th>Income Eligibility</th>
</tr>
</thead>
</table>
| CHG – Standard               | ● Emergency Shelter  
● Transitional Housing  
● Rapid- Rehousing  
● Outreach               | ● Literally Homeless                                       | At or below 80% AMI     |
| CHG – Eviction Prevention    | ● Homelessness Prevention                                    | ● At risk of becoming literally Homeless                | At or below 80% AMI     |
| CHG – Permanent Supportive Housing | ● Permanent Supportive Housing  
● Outreach          | ● Literally homeless – household member with a permanent disability | At or below 80% AMI     |
Service Area Prioritization

Spokane County is committed to providing an equitable distribution of funds to address the identified needs of the community. While it is imperative that HCD-funded projects represent the interventions outlined by the Department of Commerce designed to reduce and end homelessness, it is also important to address the specific needs of Spokane County and its residents. In 2023, HCD met with various stakeholders in the community to identify and define gaps in services to better inform funds distributed as part of this RFP.

The analysis of stakeholder feedback has resulted in additional considerations during the application review process. In addition to ensuring awarded applicants provide service(s) that support the Homeless Response System in Spokane County, HCD is also committed to addressing the following service areas during project award deliberation:

- Outreach and/or Diversion
- Low Barrier Permanent Housing
- Rural Access to Services
- Supportive Services for Youth
- Racial Disparity in Supportive Services

Project proposals with interventions applicable to the above service areas will be considered a funding priority during the review process to ensure gaps in service delivery are addressed in the county during the project period. While applications will be reviewed and compared against applications of the same intervention type, the HCDAC will first prioritize funding one project per priority service area (single applications may address multiple service areas) before deliberating funding of the remainder of eligible projects.

Note: Applicants will not be penalized for not addressing an identified service gap, a maximum of five projects (one per service area) will be considered a priority out of all “category 1” proposals submitted within the Homeless Services Program (see Application Review section of this RFP). The remainder of the eligible applications will be compared based on intervention type, and competitively awarded based on the below factors.

Successful proposals will be able to demonstrate the following:

- Project description is clear and specifically outlines the community need, and proposed project impact.
- Applicant has sufficient capacity (Fiscal Controls, Personnel, Management, Facilities, etc.) to accomplish the objectives outlined in the project description and scope of work.
- Beneficiaries are clearly identified and applicable to the proposed project.
• Applicant has collaborated with stakeholders/community partners (or is utilizing applicable data) to identify how proposed project outcomes will impact Spokane County’s Homelessness Response System.
• Proposed project has clearly measurable outcomes and defines it process for tracking services to ensure instances of homelessness are rare and brief.
• Proposed project models a clear sustainability plan post-award.
• Proposed project is not duplicating services already funded through other funder sources.

Homeless Services Neighborly Application

Applications to the RFP will be submitted through Spokane County’s Neighborly Web Portal. Neighborly software is a comprehensive platform that allows for the submission, scoring, and management grant grant-funded projects. Navigate to the following webpage to access your existing account or register for a new account. This account will be used to both submit your application(s) and manage draw requests (if awarded). Application sections should be completed in their entirety unless otherwise specified.

Please refer to the following table for guidance regarding the specific elements requested in the application:

<table>
<thead>
<tr>
<th>B. Proposed Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project / Activity Description</strong></td>
</tr>
<tr>
<td><strong>Project / Activity Management</strong></td>
</tr>
<tr>
<td><strong>Project / Activity Outcomes</strong></td>
</tr>
</tbody>
</table>
| **Estimated Unduplicated Beneficiaries by AMI** | Use this table to provide an estimation of participants served by AMI %.
<table>
<thead>
<tr>
<th><strong>Project impact on identified funding needs/service gaps</strong></th>
<th>Provide a narrative on how the proposed project will influence the identified needs listed in Service Area Prioritization section of this RFP.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Alternatives if not fully funded</strong></td>
<td>Proposed projects should demonstrate a model of sustainability as allocated funding amounts are subject to vary by year. This section should provide an explanation of the impact on the community or organization if not funded, and/or the impact on the project if not fully funded.</td>
</tr>
<tr>
<td><strong>Has the organization conducted this project within the last 3 years?</strong></td>
<td>Please indicate if this project would be new to the organization.</td>
</tr>
<tr>
<td><strong>Has SPOKANE COUNTY funded this project within the last 3 years?</strong></td>
<td>Please indicate if this project would be new to Spokane County’s Homeless Services Portfolio.</td>
</tr>
</tbody>
</table>

### C. Budget Narrative

**Operations**

Operations expenses directly attributed to the proposed project costs. These costs include (but are not limited to): Salaries and Benefits for staff costs directly attributable to the program, Office Space, Utilities, Supplies, Phone, Internet, training, equipment, and expenses related to the contribution to the Homeless Crisis Response System.

Provide a detailed narrative of the proposed project’s operating costs including the overall percentage of the proposed budget. Be sure to include the number and percentage of FTE along with applicable job duties/responsibilities, and all other proposed line items.

**Administration**

Allowable administrative costs benefit the organization as a whole and cannot be attributed specifically to the specific proposed project. Provide a detailed narrative of the costs associated with the administration of the proposed project; all amounts billed to administration shall be supported by actual costs.

**Rent (RRH and HP Projects Only)**

This section should include a narrative of costs associated with Rental Assistance as part of a proposed Rapid Re-Housing or Homelessness Prevention Project. Allowable expenses include (but are not limited to): Monthly Rent and any combination or first/last months’ rent, Rental Arrears (and associated late fees), Security Deposits, and required application and administrative fees.

**Facility Support (ES/TH Project Only)**

Allowable Facility Support expenses are costs associated with the site at which the project(s) is/are occurring. This includes: Lease payments on building(s) used to provide temporary housing or permanent supportive housing, Maintenance, Utilities and Essential
| **Other sources of funding for this project/activity:** | If the proposed project is receiving funding from other funding sources, these sources as well as the amount and funding percentage of the project must be highlighted in this field. |
| **Budget Spreadsheet Upload** | All applicants must utilize the provided Spokane County Housing and Community Development Budget Template when uploading their project budget into their Neighborly Application. Applicants should list all proposed project costs in their respective line-item fields, as well as projected revenue from other funding sources. While the HCD Budget Template provides the most applicable line items from each category, it does not contain an exhaustive list of allowable costs for the project type. Applicants should reach out to the Homeless Services Program Manager if they are uncertain about where specific project costs should be listed. The “Other” field should only be used if the cost has been determined allowable and no other line-item field is more appropriate. A description and explanation of all costs listed in the “Other” Field must be included in its applicable narrative field in the Neighborly Application. Costs related to executive personnel such that a direct relationship between the cost and the benefit cannot be established must be charged indirectly by use of an indirect cost rate which has been appropriately negotiated with and approved cognizant agency or by use of the 10 percent de minimus rate. The provided HCD budget contains a single line item under “Administration” for indirect expenditures if necessary. |

D. Risk Assessment

This section contains questions that HCD reviewing staff will use to determine the risk level of the project. The Risk Assessment is a Lead Grantee requirement and will be used to develop the monitoring plan for applicants receiving awards. Project Risk levels will not be used in award determination other than to inform the HCDAC on the extent of which the applicant would be monitored during the project period.

E. Required Documents

Applications submitted for funding through Spokane County Housing and Community Development – Homeless Services shall provide the following current documentation:

- Organization Insurance Binder
- Current Audit or Financial Statement
- Overall Organization Budget
Affordable Housing

Program Overview

Spokane County, through its Housing and Community Development Department (HCD), administers the Spokane County Affordable Housing Program (AHP). This program provides funding for capital costs related to the development of permanent, affordable multi-family rental housing. It is also able to provide down payment and closing cost assistance as an effort to increase homeownership opportunities for low- and moderate-income households. The Affordable Housing Program provides funding from HUD’s Home Investment Partnerships Program (HOME) and the County’s local Affordable Housing Trust Fund (AHTF), and intends to achieve three specific goals:

- Increase the supply of affordable housing with a primary focus on housing for low, very low, and extremely low-income families
- Preserve existing affordable housing projects
- Support public, private, and non-profit organizations in addressing affordable housing needs

Funding Available

Spokane County will be matching 25% of all HOME funds awarded with County AHTF funds. The County also has set aside 15% of its HOME funds for Community Housing Development Organizations (CHDO) and will be matching those funds with County AHTF funds. If you are a community-based organization and would like to become a CHDO, please see CHDO FAQS and fill out the CHDO Certification Application on our website.

2024 AHP Total Funding Approximate:

- $4,500,000

Period of Performance

Proposed projects need to be ready to start construction within 12 months of fund commitment and be completed within 4 years of fund commitment. If either timeline is not adhered to, the County will retain awarded funds and the contract will be voided.

Funding Requirements

Spokane County is soliciting applications for the Affordable Housing Program and will prioritize funds based on identified needs in the community and project eligibility. Proposed projects will need to be eligible for funding under the HUD Home Investment Partnerships Program. Please refer to HUD for HOME fund eligibility. To review HOME laws, regulations, and federal register notices, please visit HUD Exchange.

Funding Needs & Service Gaps

The Housing and Community Development Department held two stakeholder meetings toward the end of 2023 which identified the following affordable housing needs for the Spokane County area.

16
Location:
- Rural Areas
- North Spokane
- South Hill
- Cheney
- Airway Heights
- Medical Lake
- Deer Park
- Liberty Lake
- Outlying Area of Spokane Valley

Housing Type:
- Permanent Supportive Housing
- Transitional Housing
- Senior Housing
- Multi-Family Housing
  (Serving multiple AMI categories)

Proposals should seek to address at least one of the above identified funding needs/service gaps to be considered a funding priority or “Category 1” application (see Application Review section of this RFP).

AHP Neighborly Application

Please refer to the following table for assistance in filling out your application. For any questions not covered by the Affordable Housing section of the RFP, please contact the AHP Manager:

**Pavel Parfilo**  
Affordable Housing Program Manager  
pparfilo@spokanecounty.org  
(509) 477-4520

<table>
<thead>
<tr>
<th>B. Proposed Project Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>B3. Scope of Work</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Budget Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1. Combined Funders Application (CFA Form)</td>
</tr>
<tr>
<td>C5. Funding Commitment</td>
</tr>
<tr>
<td>C6. Proposed Rents and AMIs Served</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1. HOME Funds Received</td>
</tr>
<tr>
<td><strong>D2. Developer Experience</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>D5. Environmental Review</strong></td>
</tr>
</tbody>
</table>
| **D7. Potential Risks**      | Some examples of potential risks are:  
  - Environmental review concerns  
  - Supply chain disruption  
  - Workforce disruption  
  - Inflation  
  - Delayed timeline due to _________  
  *Note: Please remember that if the Period of Performance is not followed, Spokane County will be forced to withdraw funding and retain any funding already expended for the project. |
| **E. Required Documents**    | A completed CFA form is required to submit your application, but please make sure to upload all supporting documentation that is currently available so that your project will have the best chance of being approved. You may still attach documentation as it becomes available after submitting your application, just make sure to follow up with the program manager when you do. |
**Community Development**

**Program Overview**

The Community Development Block Grant (CDBG) program funds a variety of activities including (but not limited to) public services, microenterprises, acquisition of property, public facilities and improvements, relocation, loss of rental income, privately owned utilities, rehabilitation, construction of housing, code enforcement, special economic development activities, microenterprise assistance, special activities by CBDOs, homeownership assistance, planning and capacity building, and program administration costs.

For PY 2024, all proposals will be categorized as either Public Service or Capital projects. Public Services involve any activity that focuses on service opportunities while Capital projects involve investments to improve/construct infrastructure and other vital assets. Please note that there is a 15% cap on the total awarded amount of CDBG funding for Public Service activities. As such, the HCD Department is limited in the number of service projects it may fund. Should you be interested in applying for a Capital program, we ask that you budget 10-15% for Architectural and Engineering (A&E) costs.

**Funding Requirements**

To be eligible for CDBG funding, your proposal/activity must meet one of the three National Objectives:

- Benefiting low- and moderate-income persons.
- Preventing or eliminating slums or blight.
- Meeting a particular urgent need due to conditions of a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

**Period of Performance**

The initial contract period for the CDBG Program Year 2024 is from July 1, 2024 – June 30, 2025. All Public Service proposals/activities will be contracted during this time. If your organization’s activity is for a Capital program, the contract period extends from July 1, 2024 – December 31, 2025.

**Funding Needs & Service Gaps**

The HCD Department held two stakeholder meetings at the end of the year in 2023 which identified the following needs for the County at large:

- Programs aimed at reducing cost and/or expanding transportation infrastructure is a needed service throughout the county. Expanding bus, rideshare, and carpool services (especially for rural access) is an essential transportation priority.
- Job opportunities including second-chance employers, education/training programs to develop a skill or trade, and expanding lived experience staff are vital for low-moderate income individuals.
- Affordable on-site/employer partnerships for childcare options which would provide drop-in coverage at any point in time. Specialized childcare programs or
facilities offering competitive wages to compete with rising costs are an interest to stakeholders.

- Other funding needs and service gaps include but are not limited to:
  - Food and clothing services
  - Acquisition/rehabilitation of underutilized or vacant property for the purpose of additional housing units
  - Legal aid for low-income persons
  - Affordable healthcare that is easily accessible
  - Assistance to victims of domestic violence or sexual assault
  - Stabilization programs for individuals with mental health or substance abuse issues

Please note that CDBG funds may go to proposed activity types not listed above, however, the stakeholder-identified funding needs and service gaps will take priority in the review process (see Application Review section of this RFP).

**Community Development Neighborly Application**

The following table provides guidance on the online CDBG Program application. Should applicants experience any issues or questions regarding the proposal, please refer to the following information throughout the application process. For additional information or clarification, please contact the Community Development Manager:

**Aidan Fritz**
Community Development Manager
afritz@spokanecounty.org
509-477-4494

<table>
<thead>
<tr>
<th>B. Proposed Project Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B1. Problem Statement</td>
<td>This narrative should indicate what issue or gap the community is facing as it relates to your activity.</td>
</tr>
<tr>
<td>B2. Proposed Activity Type</td>
<td>Your choice of options are as follows: Public Service or Capital.</td>
</tr>
<tr>
<td>B3. Project Description</td>
<td>Please be precise and detailed in your description. The more information on what you intend to do will be invaluable to the selection process.</td>
</tr>
<tr>
<td>B4 (a). What are the objectives? Describe how the proposal will impact the community, achieve its goal, and how those results will be measured.</td>
<td>Indicate what goals the proposal intends to achieve and how those are associated with the provided problem statement. What steps will be taken to reach the proposal’s objectives? How will the outcomes or results of the activity be measured? How will you quantify whether the results achieved the original objectives.</td>
</tr>
<tr>
<td>B4 (b). Explain how the proposal intends to encourage collaboration and partnership with citizens or other organizations which will facilitate implementation.</td>
<td>Detail how your organization will provide opportunities for public participation through development, implementation, and evaluation. Describe how collaboration with other partnerships will reduce program duplication and build upon community assets and leveraging limited resources.</td>
</tr>
<tr>
<td>B5. Estimated Unduplicated Beneficiaries</td>
<td>Using the provided table, please estimate the number of individuals assisted through your organization’s proposal classified by the percentage bracket associated with Average Medium Income (AMI). For more information breaking down AMI, please go HERE.</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>B6. Project Timeline</td>
<td>Identify milestones for the project. This should be a comprehensive plan detailing when each part of the project will be accomplished from start to finish. Include any CDBG requirements that may affect the project such as the contract approval date, procurement process, environmental review, construction deadlines, monitoring practices, etc.</td>
</tr>
<tr>
<td>B7. Project Management</td>
<td>How will the project be effectively managed both on and off-site? Explain practices and procedures used to facilitate the implementation of the proposal. If the project involves any construction, please include information regarding inspections and site supervision.</td>
</tr>
</tbody>
</table>

**B-2. CAPITAL INFRASTRUCTURE ONLY SUPPLEMENTAL APPLICATION**

*Please note: If you selected Capital in step B2, this additional form labeled as Form B-2 will be required. The following questions only apply to a Capital Infrastructure proposal. If any other activity type was selected, the following questions on Form B-2 will not be visible, and you may move on to Form C.*

<p>| B-2.1. Is the project/activity concerning acquisition, rehabilitation, or demolition? | Yes or no question regarding the acquisition of land or property and the rehabilitation or demolition of a building/structure to facilitate an area improvement. |
| B-2.2. Are you familiar with, or have experience implementing, prevailing wage and/or The Davis-Bacon Act? | Please select from the options provided. This question assists staff in the application review process. |
| B-2.3. Describe your procurement process of professional services, contractors, materials, suppliers, etc. | Indicate how A&amp;E services will be acquired. Describe who will oversee the procurement process and the plan to abide federal requirements such as competitive bidding for the work. |
| B-2.4. Explain how the proposal will follow all activity requirements and how the site shall be monitored. | Please indicate any activity requirements associated with the proposal/activity and how these will be completed. Describe what monitoring practices are in place to ensure the proposal will stay in compliance. |
| B-2.5. Does the organization have site/property control? Explain status and contingencies regarding the type of site and property control. | Describe the status of control over the site/property for the proposed activity in the provided text box. If you have additional documentation such as a Purchase and Sale Agreement or Deed, upload those to the provided attachment section. |</p>
<table>
<thead>
<tr>
<th>B-2.6. Has the subrecipient attended or discussed a pre-construction/development meeting? If so, please describe the outcome from that meeting including any special permits, reviews, or other processes required and attach any applicable documents.</th>
<th>If your organization has attended any meeting with the government agency in which the proposal is located, describe any requirements the entity or additional agencies may need for the activity to move forward. If there are any meeting notes or additional information from the outcome of said meeting, please upload those to the provided attachment section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-2.7. Please indicate where your project/activity phase is at in the process.</td>
<td>Please select from the options provided. An upload section is also available for any A&amp;E attachments of supplemental documents.</td>
</tr>
<tr>
<td>C. Budget Narrative</td>
<td>Please include all estimated spending and revenue for only the program requesting funds from CDBG. These estimations shall be based upon the accrual method and figures rounded to the nearest dollar. Follow the application questions below which will break down your proposal’s budget in detail.</td>
</tr>
<tr>
<td><strong>C1. CDBG Funds Requested</strong></td>
<td>This is the total requested amount of funding for your proposal/activity.</td>
</tr>
<tr>
<td><strong>C2. Summarize Operations and Maintenance Costs</strong></td>
<td>Please describe the costs associated with O&amp;M. Quantify the amount and break it down through how the funds are distributed.</td>
</tr>
<tr>
<td><strong>C3. Describe how this project/activity will be sustainable beyond the awarded period of performance.</strong></td>
<td>Will your activity be viable beyond the program year? Explain how funding this activity is only necessary for a single program year or how additional funds will be obtained through program income or other sources to ensure the activity’s continuation.</td>
</tr>
<tr>
<td><strong>C4. Please describe how your proposal intends to leverage other sources of revenue if not fully funded.</strong></td>
<td>If the project/activity is not fully funded, please describe how your organization will meet your proposal’s desired amount through other funding resources.</td>
</tr>
<tr>
<td><strong>C5. Other sources of funding for this project/activity.</strong></td>
<td>The table provided will allow your organization to list other funding sources for your project/activity, the amount from that source, availability of funds, and any restrictions on the funding.</td>
</tr>
<tr>
<td><strong>C6. Discuss the effect on the project/activity if other funds are not received.</strong></td>
<td>Should your organization’s proposal/activity not be funded in full, how will you mitigate that occurrence? Will you reduce your scope of work or search for other funding sources?</td>
</tr>
<tr>
<td><strong>C7. Click <a href="#">HERE</a> to download the CDBG budget spreadsheet. Fill out all relevant information. Re-upload the completed document.</strong></td>
<td>The link will take you to a blank budget-line-item template for your organization’s reference. Please use the template for your Public Service or Capital activity. The detailed budget for your proposal/activity shall then be uploaded in the attachment section. If you have other funding sources for the project, please upload letters for verification.</td>
</tr>
</tbody>
</table>
### D. Risk Assessment

The following set of questions will evaluate the risk of this proposal/activity for both your organization and your program. All applicants are required to complete this risk assessment. Please answer all questions honestly through this section as failure to do so will affect the risk determination.

### E. Required Documents

The following documents are required to be uploaded into the attachment section to move on. Please have all documents thoroughly vetted and prepared for the application process. Should your organization have any other supplemental documents deemed suitable for detailing your proposal that have not been uploaded at this point, this is the section to provide that information. Required documents include:

- Audit or Financial statement.
- Articles of Incorporation/Bylaws.
- App-Non-profit 501C3 letter (if new applicant) or Federal Tax Form 990.
- Organization Policies and Procedures.

### F. Submit

The final form is to verify all information has been answered truthfully to the best of your organization’s knowledge and that all CDBG funds if awarded, will only be used for the purposes outlined in the provided budget. There is also a link to a form for Applicant Assurances you will need to download, read through, sign, and upload back into our application. Then, please sign electronically and feel free to submit your application.
**Application Review**

**Staff Review**

HCD staff will conduct a preliminary review of all applications prior to delivery to the HCDAC for review and deliberation. HCD staff review will identify the appropriate category for each application as noted below:

**Category 1**

Project has been reviewed by HCD staff and meets the highest level of prioritization based on the following criteria:

- Project is an eligible activity
- All required documents are uploaded
- Meets HCD identified funding need/service gap
- No budget revision necessary
- Scope of work matches the objectives outlined in project description

**Category 2**

Project is an eligible activity, and has uploaded all required documents but may be limited in scope/impact based on one or more of the following factors:

- May not be applicable to HCD identifies funding need/service gap
- Budget revision may be necessary
- Scope of work lacks clarity in its measurement of objectives outlined in the project description

**Category 3**

HCD staff has determined the application is not eligible, and will not be forwarded to the HCDAC for consideration based on one or more of the following reasons:

- Project activity is not eligible for funding by any funding source listed in the RFP
- All required documents were not uploaded during the listed application period
- Project activity does not meet a project requirement outlined in regulatory citations referenced in the RFP

**HCDAC Review**

After HCD staff have finished their preliminary review, applications categorized in categories 1 and 2 will be forwarded to the HCDAC for review and funding deliberation. HCDAC members will individually determine which of the following ratings each application warrants based on the outlined application standards listed below, and provide a narrative that clearly identifies the basis for grade selection. Following individual review, the committee will discuss the applications and determine a funding recommendation for the Board of County Commissioners (BoCC).
HCD Application Standards

- Project description is clear and specifically outlines community need, and project impact.
- Applicant demonstrates sufficient capacity (fiscal controls, personnel, management, facilities, etc.) to accomplish the objectives outlined in the project description/scope of work.
- Beneficiaries are clearly defined and applicable to the proposed project.
- Project costs outlined in the budget narrative are reasonable in relation to the type of project proposal.
- Applicant clearly demonstrates collaboration with partners/stakeholders in its proposal and/or community need is based on relevant information.
- The proposed project has clearly measurable outcomes based on the activity/intervention proposed.

Application Review Ratings

Excellent: The application clearly identifies a community need and defines a project with clear and measurable objectives. Questions within the application are answered thoroughly, and exceed the expectations listed in the RFP. Application exceeds all HCD application requirements and review standards. Applications in this category are determined by the committee to have the highest funding priority and are recommended to be funded in full.

Good: The proposal addresses all questions outlined in the application and meets the HCD application requirements and review standards. Application meets the requirements outlined in the RFP, demonstrates an understanding of the community need, and proposes a project worth consideration within its applicable portfolio. Applications in this category are eligible to be funded in full, however, funding deliberation should take into consideration the proposed activity/intervention type, and whether any applications graded as “Excellent” would utilize County resources more efficiently.

Needs Improvement: The proposal struggles to provide a consistent narrative regarding community need and/or project delivery. Concerns have been identified during application review that, if funded, would need to be clearly addressed by the applicant. Applications in this category may not meet requirements outlined in the RFP, may contain inaccuracies, and/or may lack organization. HCDAC Reviewer has determined in its review that project scope and/or budget would need significant modifications for funding consideration and therefore, are recommended for a reduced funding amount or no award.

Not Recommended: HCDAC Reviewer has determined that the application clearly does not meet the requirements listed in the RFP. The application does not provide sufficient information and lacks organization in its project proposal. Documents uploaded may be incomplete or not applicable to the proposed project. Applications in this category are determined too high of risk for funding recommendation and therefore are not recommended for award.
**Appeal Process**

**What can be Appealed**

HCD has established a Request for Proposal (“RFP”) Appeal Process.

The Appeal Process allows applicants (“Applicant”) to file a formal appeal concerning (i) denial of a funding request, or (ii) any condition(s) attached to an approved funding request (“Appeal”). If an Applicant desires a debrief as to why they weren’t funded according to their request, they should reach out to the HCD director via email at gdahl@spokanecounty.org for a debrief as this is not the basis for an Appeal.

To initiate an Appeal, an Applicant must submit a written statement to the HCD director via email at gdahl@spokanecounty.org. The written statement shall state the specific grounds upon which the Appeal is based and include all relevant documents and evidence to support the Appeal. An Appeal is a public record under the Public Records Act and may be subject to disclosure upon a request.

**Timeline for Appeal**

Any Appeal must be submitted to the HCD director via email between noon on 4/12/24 (the date the funding recommendations are announced) and noon on 4/19/24. Any Appeal submitted outside this time frame will not be considered.

Upon receipt of an Appeal, the HCD director shall have five (5) business days to review and respond via email to the Appeal.

If the HCD director determines in writing that the documents and evidence submitted substantiate the improper denial of an Applicant’s funding request or an unfavorable condition of approval, the HCD director shall forward his/her written decision to the HCDAC Chair.

If a response to the Appeal is not received within five (5) business days or should the Applicant be dissatisfied with a written decision by the HCD director, the Applicant may appeal to the HCDAC Chair. Any appeal to the HCDAC Chair must be via email and include all relevant documents and evidence which was initially submitted to the HCD director as well as the HCD director’s written decision where applicable.

The HCDAC Chair, upon receiving an appeal, within five (5) business days shall set up a meeting with the HCD director and Applicant to consider the appeal. If the appeal is not resolved among the Applicant, HCD director, and HCDAC Chair after the meeting, the appeal, all relevant documents and evidence which were initially submitted to the HCD director for consideration and the HCD director’s decision where appropriate, will be forwarded to the Board of County Commissioners (“Board”) within five (5) business days.

Upon receipt of an appeal, within fourteen (14) business days the Board shall set a date for a public meeting to consider such appeal. The Applicant and HCDAC Chair shall be provided notice of the public meeting. No public testimony shall be considered by the Board at the public meeting. The record before the Board shall be the Appeal, all relevant documents and evidence which was initially submitted to the HCD director, and the HCD director’s written decision
where applicable. At said public meeting, the Board after considering all evidence, may affirm, 
repeal, or modify the HCD director’s decision regarding the Appeal. The decision by the Board 
on the Appeal shall be final and binding on the Applicant.
Legal Statements & Policies

There are a number of Federal, State, and local policies and regulations that govern our funded activities and associated administrative requirements. The regulations listed here are not exhaustive but are meant to assist potential applicants in understanding the primary requirements associated with receiving funding from Spokane County Housing and Community Development.

- Spokane County assures that grants will be conducted and administered in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, the Fair Housing Act (42 U.S.C. 3601-3620, the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432, and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (Title II) and implementing regulations.
- Amendments to Solicitation: HSD 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 RFP 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: HCD may find it necessary to seek clarification from applicants regarding any of the responses submitted. HCD may, at its discretion, request that applicants submit additional information in order to permit a more informed evaluation of the application. HCD may require site visits of all prospective Contractors to assess physical space for programming, fund accountability, contract compliance, and program performance.
- Solicitation Awards: All applicants will be notified by postal mail and/or email regarding the status of their proposal, whether it is accepted or denied. Selection and ranking do not constitute a contract and does not guarantee or obligate HCD to negotiate with all applicants that are selected and ranked as “most advantageous.” In the event that HCD elects to pursue contract negotiations with an applicant but finds that the negotiations are not in the best interest of the County, HCD may suspend or terminate such negotiations.
- Dispute Resolution: HCD encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provision of this RFP. Written complaints should be addressed to George Dahl, HCD Administrator, 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 that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, USC, and CFR’s.

- Property of Spokane County: Any application submitted becomes the property of Spokane County and will not be returned to the applicant.

- Public Information Requests: HCD 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 RFP is on notice that the following documents may be released in the event of a Public Records Request (PRR) surrounding this RFP: Original RFP documents prepared by a Contractor, scoring results, questions submitted to the HCD, email communication and/or any executed contracts.

- Confidential/Proprietary Proposal Material: The Washington Public Disclosure Act, Chapter 42.56 RCW (“Public Records Act”) exempts the following information from public disclosure:

  Valuable Formulae, Designs, Drawings, Computer Source Code or Object Code, and Research Data.

  Proprietary data, trade secrets, or other information that relates to: (a) A vendor’s unique methods of conducting business; (b) data unique to the product or services of the vendor. “Trade Secrets” are defined as information, including a formula, pattern, compilation, program, device, method, technique, or process that: (a) Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

  Any information contained in the proposal that is considered confidential/proprietary must be clearly designated and marked. Marking of the entire proposal or entire sections as confidential/proprietary will not be honored and may render the submittal as non-responsive. Marking of pricing as confidential/proprietary will not be honored.

  Proposals submitted to Spokane County for consideration will be held in confidence, and not be made available to other vendors for review or comparison until after award and contract execution.

  If a request is made to view a Proposer’s confidential/proprietary documents, records, or information, Spokane County will comply strictly with the Public Records Act.

  Spokane County shall notify the Proposer in writing of the public records request as provided in RCW 42.56.520. Within ten (10) days of this notice, the affected Proposer will be asked to provide the legal basis under which such documents are not subject to disclosure under the Public Records Act. Additionally, County legal staff will review the documents requested to determine whether or not the documents are subject to disclosure under that act. Spokane County will be the sole judge as to the records, documents or information that constitutes public information.
The Proposer shall be notified in writing if Spokane County determines that the
documents, records, or information are subject to disclosure. The Proposer shall take such
legal actions as it deems necessary to protect its interests. If the Proposer has not
commenced such actions within five (5) calendar days after receipt of the notice that
Spokane County legal staff has determined such documents are subject to disclosure and
provided Spokane County written notice of the actions, Spokane County may make such
portions available for review and copying by the public as Spokane County, in its sole
judgment as to the records, documents or information that constitute public information
under the Public Records Act.
Addendum to the 2024 Request for Proposal

Page 4, shall be amended to include “Please Note: The link to reserve a timeslot will be live on Friday, February 9th at 8 am.”

This addendum shall be effective as of January 29, 2024 at 1:59:49 PM.

Page 4, shall be amended to include “Virtual (Teams Meeting Link): Click here to join the meeting Meeting ID: 224 823 141 957 Passcode: pyAT5u”

This addendum shall be effective as of January 29, 2024 at 1:59:52 PM.

Page 5, shall be amended to include “Virtual (Teams Meeting Link): Click here to join the meeting Meeting ID: 266 565 913 586 Passcode: rEtrgj”

This addendum shall be effective as of January 29, 2024 at 1:59:58 PM.