



# REQUEST FOR PROPOSALS & REQUEST FOR INTEREST

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**HOUSING & COMMUNITY DEVELOPMENT**

Applications and Forms  
Due 11.14.2025

**COMMUNITY DEVELOPMENT  
BLOCK GRANT - DISASTER  
RECOVERY (CDBG-DR) FUNDS**

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# 1. RFP/RFI Overview

The U.S. Department of Housing and Urban Development (HUD) announced that Spokane County will receive **\$44,152,000** in funding to support long-term recovery efforts following the 2023 Oregon Rd and Gray Rd Wildfires event DR-4759-WA through the Housing and Community Development (HCD) Department. Community Development Block Grant-Disaster Recovery (CDBG-DR) funding is designed to address needs that remain after all other assistance has been exhausted.

To implement activities and programs using these funds, Spokane County HCD is publishing this joint Request for Proposal (RFP)/Request for Interest (RFI) to facilitate long-term recovery efforts through a competitive process. This process will identify a Service Navigator, which will triage the intake process for survivors of the disaster, and provide a greater picture of local and regional organizations which have the capacity to address various stakeholder needs.

## 1.1. Eligible Participants

Funds are available to eligible participants including local jurisdictions, religious institutions, for-profit, and non-profit corporations/organizations that serve primarily low- and moderate-income individuals and families in the unincorporated County and participating jurisdictions.

Interested participants should reach out to HCD staff for any questions regarding organization or project eligibility.

MFI Table:

<b>2025 Median Family Incomes*</b>		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Median Family Income	<i>100% MFI</i>	\$70,650	\$80,700	\$90,750	\$100,800	\$108,150	\$116,200
Low Income	<i>80% MFI</i>	\$56,500	\$64,550	\$72,600	\$80,650	\$87,150	\$93,600
Very Low Income	<i>50% MFI</i>	\$35,300	\$40,350	\$45,400	\$50,400	\$54,450	\$58,500
Extremely Low Income	<i>30% MFI</i>	\$ 21,200	\$24,200	\$27,250	\$32,150	\$37,650	\$43,150

**\*Note:** the above chart will be updated depending upon the year of program implementation. Projects will be subject to the updated Median Family Income Limits, at the start of the Program Year once they are published by HUD.

## 1.2. RFP/RFI Process

### Community Engagement & Data Analysis

HCD held two separate community engagement series, one in Elk and one in Medical Lake, to solicit input and information on best utilization of these funds. HCD asked the communities what the highest needs and priorities from the HUD-defined categories are. These events offered an opportunity for feedback through a question-and-answer session as well as a survey. For more information on the specific meetings and survey results, please refer to the Unmet Needs Assessment subpoint in the CDBG-DR Action

Plan which can be found on the disaster recovery webpage: [Planning Documents | Spokane County, WA](#).

Utilizing the results from the Q&A and the survey, HCD has created the subsequent RFP/RFI for interested organizations. During RFP application review, consideration will be given to applicants that can showcase competence and efficiency in working with survivors of the disaster and willingness to coordinate with various other organizations. During RFI review, organizations are encouraged to speak to the types of activities they are able to perform on behalf of the survivors of the disaster to assist in shaping future RFPs for funding opportunities. Identified priorities are outlined under **RFI Opportunity**.

## **Applications & Technical Assistance**

**Following the published 2025 CDBG-DR RFP/RFI on September 4<sup>th</sup>, 2025, there will be two hybrid technical assistance workshops held for interested parties to attend, as well as designated times for 1:1 technical assistance meetings with an HCD manager.**

The workshops will be informational sessions about the RFP application and RFI form as well as designated time for questions. Please refer to the list below for the dates, times, and locations of these workshops. We highly encourage in-person or virtual attendance at the session that best applies to your organization. **If you are applying for the Service Navigator RFP, attendance will be mandatory in order to be eligible for consideration.**

Detailed agendas will be available on our website at least **48 hours** prior to the workshops.

- **September 17<sup>th</sup>** – Technical Workshop for **RFP Applicants\***  
The Hive Public Library – Event C Room  
2904 E Sprague Ave, Spokane, WA 99202  
2:00 pm – 3:00 pm
- **October 8<sup>th</sup>** – Technical Workshop for **RFI Participants**  
The Hive Public Library – Event A Room  
2904 E Sprague Ave, Spokane, WA 99202  
11:00 am – 12:00 pm

*\*Consideration will be given for applicants who find out about the RFP opportunity past the date of the workshop. Please contact CD Manager Aidan Fritz, [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov) to set up an informational session which will be required before application. Failure to do so will result in disqualification.*

**The 1:1 technical assistance meetings will take place on Tuesdays through Thursdays between 9 am and 3 pm from 9/9/25 – 11/12/25.** 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:

[CDBG-DR 1:1 Technical Assistance Meeting Scheduler](#)

If there are additional technical assistance needs after 11/12/25 please contact CD Manager, Aidan Fritz, [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov) and CC [HCDinfo@spokanecounty.gov](mailto:HCDinfo@spokanecounty.gov) for any other assistance needed.

## **Funding Decisions – RFP Specific**

Following the application deadline, HCD staff will conduct a preliminary review of project eligibility. All RFP applications for the Service Navigator (SN) role that are determined eligible for funding will then be forwarded to the Housing and Community Development Advisory Committee (HCDAC) to be reviewed. After the HCDAC has reviewed and discussed all SN applications, they will provide a funding recommendation that will be presented to the Board of County Commissioners (BoCC) for deliberation and a formal funding decision. Appeals requests will be considered from the announcement of funding recommendations until close-of-business 12/19/2025. Please see the **Appeal Process – RFP** for more information.

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

## **Contract Terms – RFP Specific**

Following funding approval by the BoCC for the SN role, contracts will be drafted and sent to the awarded organization. Contracts negotiations will begin, and the period of performance shall reflect the terms stated in **3.1 Period of Performance (Service Navigator)** of the RFP.

Final awards will be contingent upon the subrecipient's completion of the risk assessment, submission of all required documentation, and BoCC approval.

## **Monitoring & Performance Reporting**

Organizations selected 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 can consist of in-person site visits to ensure operations and procedures are in compliance with regulations, as well as remote monitoring, which will focus on compliance with documentation standards. In addition, each program will have specific performance reporting metrics that subrecipients will be required to track in order to assess activity outcomes. For more information about monitoring and reporting requirements, please see the [CDBG-DR Public Services Template](#).

### **1.3. Fund Sources**

*\* Please note the proposed funding amounts below are approximations based on the HCD determined Unmet Need. Funds available for award are subject to change after the review process.*

*Community Development Block Grant – Disaster Recovery (CDBG-DR):*

**~ \$2,298,240 available for this RFP**

Spokane County HCD has recommended the above funding amount for a Service Navigator position. The U.S. Department of Housing and Urban Development (HUD) uses CDBG-DR funds to facilitate long-term recovery with an emphasis on low and medium-income households as identified in [24 CFR Part 570](#). The funds allocated to Spokane County must be used within six years of the [Allocation Announcement Notice](#) (AAN) which occurred on 1/16/25.

HCD has proposed initial allocations for the following categories which can be used as activity estimates for **RFI Interested Participants**:

- Housing – \$22,076,000
- Infrastructure – \$3,532,160
- Economic Revitalization – \$2,207,600
- Public Services – \$5,298,240 including the SN Role
- Mitigation – \$6,622,800

For more information on what types of activities are proposed, RFI interested participants are encouraged to refer to the *Funding Criteria* section of the CDBG-DR Action Plan which can be found on the disaster recovery webpage: [Planning Documents | Spokane County, WA](#).

#### **1.4. Funding Thresholds**

Organizations filling out a form for the RFI must propose a **minimum of \$100,000** for funding due to the scope and capacity of assisting survivors of the disaster. The maximum amount of funding an organization can propose is limited to the available funding within the program outlined above.

#### **1.5. Allocating/Awarding Funds**

All HCD funding operates on a **reimbursement-based process** and therefore requires organizations to have access to fund reserves or a line of credit to front project costs until reimbursement is administered.

# TIMELINE

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**SEPT 4<sup>TH</sup> @ 5PM**

**RFP OPENS**

**SEPT 9<sup>TH</sup> – NOV 12<sup>TH</sup>**

**1:1 TA PERIOD**

**SEPT 17<sup>TH</sup> 2–3PM**

**TA WORKSHOP #1 RFP REQUIRED**

**OCT 8<sup>TH</sup> 11AM–12PM**

**TA WORKSHOP #2 RFI SPECIFIC**

**OCT 31<sup>ST</sup>**

**ADDENDUM CUT OFF**

**NOV 14<sup>TH</sup> @ NOON**

**RFP APPLICATIONS/RFI  
FORMS DUE**

**NOV 17<sup>TH</sup> – 21<sup>ST</sup>**

**STAFF REVIEW PERIOD**

**NOV 24<sup>TH</sup> – DEC 10<sup>TH</sup>**

**HCDAC REVIEW PERIOD**

**DEC 11<sup>TH</sup>**

**HCDAC DELIBERATIONS FOR RFP**

**DEC 19<sup>TH</sup>**

**APPEALS PERIOD ENDS FOR RFP**

**JANUARY 2026**

**BOCC BRIEFING AND LEGISLATIVE  
APPROVAL**

**JANUARY 2026**

**CONTRACT EXECUTION FOR  
SERVICE NAVIGATOR**

**Q1 2026**

**RFP FOR ALL OTHER  
PROGRAMMING RELATED TO RFI**

### 3. Request for Proposals – CDBG-DR Service Navigator

Spokane County Housing and Community Development is seeking proposals for a Service Navigator sub-recipient that will be responsible for connecting households who were impacted by the Oregon and Gray Rd Fires with appropriate resources and services. This intake process will consist of a general unmet need assessment which includes assessing the damage from the fires, all assistance provided by the government, insurance, or other sources, and determining what the remaining needs are for that household. Once determined, the Service Navigator position will create a by-names list for various types of services needed for that household, i.e. debris removal, housing, etc.

The Service Navigator will work with Spokane County and other organizations/contractors which will be determined through a future competitive RFP process to coordinate the by-names list with the program/activity contracted with the County to provide such services to said household.

Spokane County intends to award approximately **\$2,298,240** from the CDBG-DR fund for this position over a period of six years starting from the posting of the [Allocation Announcement Notice](#) (AAN) (1/16/25). Due to the funding source's requirement, applicants will be obligated to prioritize serving low and moderate-income households, using the program year's MFI table for determining income status.

Prior to filling out an application, it is strongly recommended that applicants review all applicable materials in this RFP Notice and the application itself carefully. For more information on this proposal, please contact CD Manager [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov) and CC [HCDInfo@spokanecounty.gov](mailto:HCDInfo@spokanecounty.gov).

#### 3.1. Period of Performance (Service Navigator)

The project's period of performance is six years with the SN contract consisting of three two-year contracts starting the day of the applicability date, January 15<sup>th</sup>, 2025. To ensure funds are sustainable during the entire program's life cycle, the award will also be capped for each contract year. As such, the contracts will thus be separated into the following periods:

- Contract #1: 1/16/25 – 1/15/27 for no more than \$766,080.
- Contract #2: 1/16/27 – 1/15/29 for no more than \$766,080.
- Contract #3: 1/16/29 – 1/15/31 for no more than \$766,080.

**\*NOTE:** *These numbers are subject to change through future amendments to the CDBG-DR Action Plan. The Service Navigator will be notified well in advance of any changes to the award caps or line of credit.*

For every two-year contract, there will be a [Program Performance Evaluation](#) to determine if renewal is recommended before providing the next two-year contract. This means that the first evaluation will occur around 1/1/27 for program proficiency. Should the Service Navigator meet the County's contractual performance standards, the selected organization may renew their



two-year contract. Should there be any remaining funds from the first contract, those funds may be added in addition to the new line of credit.

If the CDBG-DR program continues beyond the six-year period of performance, these contracts and subsequent funds may be extended. Contract negotiations with the Service Navigator will occur well in advance. For any questions regarding the period of performance, please contact CD Manager [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov) and CC [HCDInfo@spokanecounty.gov](mailto:HCDInfo@spokanecounty.gov).

## 4. How to Apply - RFP

### 4.1. Application

Applications can be found on the Spokane County HCD website's main page under **Current RFP**: [Current RFP | Spokane County, WA](#). The application can also be found on the Disaster Recovery Homepage: [Disaster Recovery Home | Spokane County, WA](#). Please download and submit the completed application with any supporting documents to CD Manager [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov) and CC [HCDInfo@spokanecounty.gov](mailto:HCDInfo@spokanecounty.gov). HCD will only accept applications submitted via email. Once you have submitted your application, a member of the HCD team will confirm the submission and let you know if any required documents are missing. There will be **only one recipient awarded funds** for the Service Navigator position.

### 4.2. RFP Application Overview

**All applications are due on November 14<sup>th</sup> at 12:00 pm PST.** Late applications will not be considered for funding.

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 ask for any clarification throughout the process.

All applications will ask for the general organization information listed below, as well as program-specific questions. Additionally, we require each organization to complete a risk assessment using the link below.

[2025 Spokane County Risk Assessment](#)

This risk assessment is required for all county-funded projects and will only need to be completed once. Project Risk levels will not be used in award determination other than to inform the HCDAC of the extent to which the applicant would be monitored during the project period if awarded.

#### 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 #
- UEI #

Responses should be limited to 250 words per question, and applicants should only include narratives that specifically highlight the proposed project. Please note that responses to yes/no questions will not automatically disqualify a project; rather, these responses are either used to

organize applications and inform HCD Project Risk Assessment. Please refer to the following chart for assistance in filling out your application:

### Proposed Project Information

<b>B.1.</b> Proposed Project Description	Use this space to describe the proposed scope of work for your program. Please be precise and direct in your description.
<b>B.2.</b> What will your organization's process be to determine the 'unmet need' for a survivor of the disaster:	The 'unmet need' is defined as the cost of damage minus the resources provided to that individual. As such, if someone has received FEMA or insurance payouts, the 'unmet need' is whatever the remaining cost of damages is with those payouts.
<b>B.3.</b> How will your organization approach survivors of the Oregon and Gray Rd Fires about case management resources:	Please include all forms of outreach, whether that's knocking on doors, using social media, or other methods of communication. What do those initial interactions look like? How will you know they were impacted by the disaster? How will you determine eligibility?
<b>B.4.</b> Explain how your organization will provide resources, and collaborate with county-wide contractors and organizations for long-term recovery:	What resources will your organization provide to households as they are on waitlists? How will an interaction look between coordinating a household with a contractor? Please speak on what collaboration efforts will be made to get long-term recovery resources implemented in the community.
<b>B.5.</b> Project Timeline:	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.
<b>B.6.</b> Project Management (Including staffing, monitoring, compliance verification, record keeping, etc.):	Provide a description of how this project will be managed throughout the project period. Competitive applications should include fiscal controls, eligibility determination, distribution processes, and documentation standards.
<b>B.7.</b> Estimated Number of Beneficiaries Served:	Please write the number of unduplicated beneficiaries. Please specify whether that's by individuals or households receiving services. Are there specific groups which will be targeted? What is the breakdown based on income?
<b>B.8.</b> How will your program be sustainable beyond the program's period of performance:	Please include other sources of capital or income. Will the proposed program continue to provide resources beyond the six-year period? Is your cash-on-hand enough to cover unexpected expenses or supplant the rest of the funding needed to execute the program?

### Budget Narrative

<b>C.1.</b> CDBG-DR Funds Requested:	Please indicate a number for the entire six-year contracting period up to a maximum of \$2,298,240.
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<b>C.2.</b> Summarize Administration and Operating Costs:	Please describe the costs associated with Admin & Operating. Quantify the amount and break it down through how the funds are distributed.
<b>C.3.</b> Please enter all relevant information into the budget template below:	All applicants must utilize the provided Spokane County HCD budget template. If you have other line items needing to be included, please specify them in the additional line item. If there are other funding sources for the project, <b>please upload letters for verification.</b>
<b>C.4.</b> Does this request leverage other funds? If so, please include any match commitment letters along with any requirements of those funding sources:	Describe other funding sources for your proposal, the amount from that source, availability of funds, and any restrictions on the funding.
<b>C.5.</b> What is the estimated cost per household served:	On an average household basis, how much would it cost to provide case management services and connect those impacted by the disaster to the resources they need?

## Risk Assessment

This section contains questions that HCD reviewing staff will use to determine the risk level of the applicant. 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 of the extent to which the applicant would be monitored during the project period. Typically, higher risk projects will receive more technical assistance and more frequent monitoring during the project period.

## Required Documents

The following documents are required to be uploaded into the email submission. 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, please include them as part of the overall submission.

Required documents include:

- Current Audit or Financial Statement
- Articles of Incorporation/Bylaws
- App-Non-Profit 501C3 letter (if new applicant) or Federal Tax Form 990
- Certificate of Insurance
- Current W-9 Tax Form

### **4.3. RFP Application Review Considerations**

#### **Staff Review**

HCD staff will conduct a preliminary, unbiased review of all applications prior to sending them to the HCDAC for review and deliberation. The HCD staff review will determine if an application meets the minimum threshold for Spokane County to contract with.

Eligibility will be based on the following criteria:

- Project meets the eligibility requirements
- All required documents are uploaded

#### **HCDAC Review**

After HCD staff have finished their preliminary review, the applications determined eligible for funding will be forwarded to the HCDAC for their reviews and deliberations. HCDAC members will individually rank the applications and recommend their choice for the Service Navigator position based upon the application standards outlined below. Committee funding deliberations will occur to have a consensus on a singular awardee. This recommendation will then be forwarded to the Board of County Commissioners (BoCC) for their approval.

HCD Application Standards:

- Project description is clear and specifically outlines scope of work.
- 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.
- The proposed project has clearly measurable outcomes.

## 5. Request for Interest

### 5.1. RFI Opportunity

Spokane County Housing and Community Development (HCD) is soliciting various activities and services from interested parties to assist households who were impacted by the Oregon and Gray Rd Fires. Awardees will be required to enter into a contractual agreement with Spokane County and a Memorandum of Understanding (MOU) with the selected Service Navigator to provide proposed services. HCD is exploring cost effective programming to ensure long-term recovery needs are met.

The goal of this RFI is to determine the interest of potential organizations that are able to serve low and moderate-income households. Spokane County intends to provide funding to service providers who demonstrate the ability and capacity to remediate the outstanding needs of the community identified below:

#### **Housing**

- New Construction/Rehabilitation

#### **Infrastructure**

- Debris Removal
- Driveway Repairs
- Repair or Replace Utilities
- Community Centers

#### **Economic Revitalization**

- Fence Repair/Replacement
- Business Loans/Grants

#### **Public Services**

- Legal Services
- Mortgage/Rental Assistance

#### **Mitigation**

- Tree and Slash Pile Removal
- Replanting Programs
- Housing Mitigation
- Water Cleanup Initiatives
- Pine Beetle Mitigations

**Please Note:** This list is not absolute. There is an opportunity for interested participants to propose a new or existing service not listed above that may benefit survivors of the disaster should a need exist. In this instance, please be detailed in your proposed service so that the HCD staff and HCDAC can consider your submission for future funding opportunities.

### 5.2. RFI Form

RFI Forms can be found on the Spokane County HCD website's main page under **Current RFP:** [Current RFP | Spokane County, WA](#) . The RFI Form can also be found on the Disaster Recovery

Homepage: [Disaster Recovery Home | Spokane County, WA](#). Please download and submit the completed form with any supporting documents to CD Manager [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov) and CC [HCDInfo@spokanecounty.gov](mailto:HCDInfo@spokanecounty.gov). HCD will only accept submissions via email. Once you have submitted your form, a member of the HCD team will confirm the submission and let you know if any required documents are missing. If you are having trouble uploading or submitting, please reach out to CD Manager, Aidan Fritz [afritz@spokanecounty.gov](mailto:afritz@spokanecounty.gov).

### 5.3. RFI Form Overview

**All forms from interested parties are due on November 14<sup>th</sup> at 12:00 pm PST.** It is strongly encouraged that organizations submitting an RFI form examine the entire packet outlined below, paying close attention to the timelines, submission requirements, required attachments, whether a proposed activity meets all requirements (including eligibility), and ask for any clarification throughout the process.

All forms will ask for the general organization information listed below, as well as program-specific questions. Additionally, while it is **not required for RFI participants**, any organization that wishes to work with a public entity like Spokane County will need to fill out the 2025 Risk Assessment indicated below at the time of RFP. As such, the link provided is there for your organization's reference and does not need to be filled out until filing an application for future Requests for Proposals. This risk assessment is required for all county-funded projects and will only need to be completed once.

#### [2025 Spokane County Risk Assessment](#)

Following the closing out of the RFI submission deadline, HCD team members will use the information collected to craft an RFP for targeted and detailed activities to be performed on Spokane County's behalf. **This subsequent RFP Application will go out for competitive bidding and procurement in Q1 of 2026.**

#### Organization Information

- Organization Name
- Organization Type
- Main Contact Information (project/program manager)
- Organization Address (mailing, physical, and project)

Responses should be limited to 250 words per question, and applicants should only include narratives that specifically highlight the proposed project. Please note that your responses are used to organize all submissions and inform future HCD RFPs. If there are multiple projects your organization would like to facilitate, **please fill out multiple forms for submission**. Please refer to the following chart for assistance in filling out your application:

#### Proposed Project Summary

<b>B.1.</b> Which identified NEED are you interested in:	Please indicate via the dropdown which <b>one</b> project you are proposing.
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<b>B.2. Project/Activity Description (Scope of Work):</b>	Use this space to describe the proposed scope of work for your program. Please be precise and direct in your description. If there are certain populations you are targeting – youth, veterans, disabled, etc. – please note those groups.
<b>B.3. Project Timeline:</b>	Identify milestones for the project. Please estimate when each part of the project would be accomplished from start to finish.
<b>B.4. Project Capacity (Number of Households Served, Houses Built, etc.):</b>	Please write the estimated number of unduplicated beneficiaries. What is the breakdown based on income?
<b>B.5. Project Outcomes:</b>	What would be considered a successful program? What problem is being solved and who is benefiting the most? What are the goals of the activity?
<b>B.6. How will you work with the Service Navigator role to provide the greatest number of services:</b>	Please explain how your organization would coordinate and collaborate with the Service Navigator to provide services to households. What does the project look like when you go to a new property or assist a new household?

### Budget Narrative

<b>C.1. Identify Estimated Cost Per – Individual, Acre, Etc.:</b>	For your organization, please break down a cost estimate on a per service basis (household, property, etc.).
<b>C.2. Identify Estimated Start-up Cost and/or Time Needed:</b>	How much would it cost, on a capital and time basis, to prepare and set-up a program if it is not in place already. If you are expanding a current service, please speak to the costs associated with said expansion. If you are able, please provide estimates for the program by category: construction, admin, operating, acquisition, etc.
<b>C.3. Are there collaboration opportunities or resources to leverage your program's implementation:</b>	Will your proposed activity utilize other resources or organizations to facilitate service implementation? If there are other funding sources, please speak to those and any restrictions that may be included. If you will work with other contractors/organizations, how will the project be managed and/or coordinated?

### Risk Assessment

<b>D.1. Has your organization received or worked with federal funding before:</b>	A simple Yes or No will suffice.
<b>D.2. Does your organization currently provide these types of services:</b>	Here is an opportunity to list other projects or experiences if your organization has done work similar to what you are proposing.
<b>D.3. Does your organization have experience working with prevailing wage projects:</b>	A simple Yes or No will suffice.



## **5.4. RFI Review Considerations**

### **Staff Review**

HCD staff will conduct a preliminary review of all submissions. The HCD staff review will determine if a proposal meets an identified public interest as described in the CDBG-DR Action Plan. The HCDAC is interested in all program opportunities including ones not originally identified. If your proposal does not meet one of the identified needs stated previously, it will be taken into consideration and presented to the HCDAC for discussion to be added as a potential future funding opportunity.

## **6. Appeal Process - RFP**

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 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. 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.

### **6.1. Timeline for Appeal**

Any Appeal must be submitted to the HCD director via email up to seven (7) days after the notice of funding recommendations. 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 in writing 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 in writing 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.

## 7. 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.